

# BELHAVEN UNIVERSITY

Jackson, Mississippi

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

*CATALOGUE 2015-2016*

*EFFECTIVE JUNE 1, 2015*

# DIRECTORY OF COMMUNICATION

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Student Financial Services	(601) 968-5933
Financial Aid	(601) 968-5933
Student Accounts	(601) 968-5933
Student Development	(601) 968-5932
Online Admission	(601) 965-7043
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## Website

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

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

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

**POLICY OF NONDISCRIMINATION**

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

**POLICY ON PRIVACY OF STUDENT RECORDS**

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

**TABLE OF CONTENTS**

**DIRECTORY OF COMMUNICATION.....2**

**GENERAL INFORMATION .....10**

    PROFILE..... 10

    ACCREDITATION ..... 11

    VISION AND MISSION OF BELHAVEN UNIVERSITY ..... 12

    OUR STATEMENT OF FAITH ..... 12

    HISTORY ..... 12

    LOCATION ..... 13

**INFORMATION FOR PROSPECTIVE STUDENTS .....15**

    ACADEMIC CALENDAR 2015-2016..... 15

    ADMISSION REQUIREMENTS AND PROCEDURES..... 16

    STUDENT FINANCIAL SERVICES REGULATIONS ..... 20

**Student Financial Services – Student Accounts .....20**

**Expenses .....21**

**Student Financial Services – Financial Aid.....22**

    CAMPUS LIFE ..... 26

    ALUMNI SOCIETY ..... 29

**ACADEMIC PROGRAMS.....32**

    REQUIREMENTS FOR DEGREES..... 32

**General Education Goals.....34**

    ADMINISTRATION OF THE CURRICULUM..... 36

    PRE-PROFESSIONAL PROGRAMS ..... 44

    CERTIFICATE PROGRAMS..... 48

**COURSES OF INSTRUCTION.....48**

    Courses of Instruction ..... 50

**Accounting (ACC).....50**

**Art - Visual Arts (ART) .....52**

**Arts Administration (AAD) .....55**

<b>Biblical Studies and Ministries (BIB)</b> .....	<b>56</b>
<b>Biology (BIO)</b> .....	<b>59</b>
<b>Business Administration (BUS)</b> .....	<b>62</b>
<b>Chemistry (CHE)</b> .....	<b>66</b>
<b>Classical Education Studies (CES)</b> .....	<b>68</b>
<b>Communication (COM)</b> .....	<b>68</b>
<b>Computer Science (CSC)</b> .....	<b>71</b>
<b>Council Studies (COS)</b> .....	<b>71</b>
<b>Creative Writing (CWR)</b> .....	<b>72</b>
<b>Dance (DAN)</b> .....	<b>75</b>
<b>Economics (ECO)</b> .....	<b>81</b>
<b>Education: Teacher Preparation Program (EDU)</b> .....	<b>82</b>
<b>Reading (REA)</b> .....	<b>86</b>
<b>English (ENG)</b> .....	<b>87</b>
<b>English as a Second Language (ESL)</b> .....	<b>90</b>
<b>Family Studies (FAM)</b> .....	<b>91</b>
<b>French (FRE)</b> .....	<b>92</b>
<b>Geography (GEO)</b> .....	<b>92</b>
<b>German (GER)</b> .....	<b>92</b>
<b>Graphic Design (GDS)</b> .....	<b>93</b>
<b>Greek (GRE)</b> .....	<b>96</b>
<b>Health and Physical Education (HPE)</b> .....	<b>97</b>
<b>History (HIS)</b> .....	<b>97</b>
<b>Honors Colloquium (HNS)</b> .....	<b>99</b>
<b>Humanities (HUM)</b> .....	<b>100</b>
<b>Interdisciplinary Studies (IDS)</b> .....	<b>100</b>
<b>International Studies (IST)</b> .....	<b>101</b>
<b>Leadership Studies (LDS)</b> .....	<b>102</b>
<b>Mathematics (MAT)</b> .....	<b>103</b>
<b>Music (MUS)</b> .....	<b>105</b>
<b>Nursing (NUR and NRN)</b> .....	<b>115</b>
<b>Philosophy of Worldviews (PHI)</b> .....	<b>120</b>
<b>Physics (PHY)</b> .....	<b>121</b>

Political Science (PSC) .....	122
Psychology (PSY).....	124
Social Work (SWK) .....	127
Sociology (SOC) .....	128
Spanish (SPA) .....	129
Specialized Communication (SPC).....	129
Sports Administration (SAM) .....	130
Sports Medicine and Exercise Science (SME).....	132
Teaching English As A Second Language (TESL) .....	135
Theatre (THE) .....	135
Worldview Curriculum (WVC) .....	141
<b>INFORMATION FOR PROSPECTIVE STUDENTS .....</b>	<b>143</b>
ADULT STUDIES MISSION STATEMENT.....	143
ADULT STUDIES PROGRAM OBJECTIVES .....	143
UNDERGRADUATE ADMISSION REQUIREMENTS AND PROCEDURES .....	143
GRADUATE ADMISSION REQUIREMENTS AND PROCEDURES.....	146
<b>Master of Business Administration Admission Requirements.....</b>	<b>146</b>
<b>Master of Public Administration Admission Requirements.....</b>	<b>147</b>
<b>Master of Science in Leadership/Master of Science in Leadership - Ministry Concentration Admission Requirements.....</b>	<b>147</b>
<b>Master of Fine Arts in Dance .....</b>	<b>148</b>
<b>Graduate School of Education Admission Requirements .....</b>	<b>148</b>
STUDENT FINANCIAL SERVICES REGULATIONS .....	149
<b>Student Financial Services – Student Accounts .....</b>	<b>149</b>
<b>Expenses .....</b>	<b>151</b>
<b>Student Financial Services - Financial Aid .....</b>	<b>151</b>
STUDENT LIFE .....	154
ALUMNI SOCIETY .....	157
<b>ACADEMIC PROGRAMS.....</b>	<b>160</b>
REQUIREMENTS FOR DEGREES.....	160
<b>General Education Goals .....</b>	<b>161</b>
ADMINISTRATION OF THE CURRICULUM.....	162
<b>COURSES OF INSTRUCTION.....</b>	<b>168</b>
dance PROGRAM .....	168
<b>Certificate in Biblical Studies .....</b>	<b>168</b>
ASSOCIATE DEGREE PROGRAMS .....	168
<b>Associate of Arts.....</b>	<b>168</b>

Associate of Arts in Biblical Studies .....	168
Associate of Arts in Business .....	169
BACCALAUREATE DEGREE PROGRAMS .....	169
General Education Required Coursework .....	169
Bachelor of Arts in Applied Psychology.....	169
Bachelor of Arts in Biblical Studies .....	170
Bachelor of Arts in Interdisciplinary Studies.....	170
Bachelor of Arts in Social Services .....	170
Bachelor of Business Administration .....	170
Bachelor of Health Administration .....	171
Bachelor of Science Management .....	171
Bachelor of Science Management with a Concentration in Criminal Justice .....	171
COURSE DESCRIPTIONS FOR UNDERGRADUE DEGREE PROGRAMS .....	172
Art (ART) .....	172
Biblical Studies (BIB) .....	172
Biology (BIO) .....	173
Business (BUS).....	173
Business Administration (BBA).....	174
Clinical Pastoral Education (CPE) .....	175
Computer Science (CSC) .....	175
Criminal Justice (CJU).....	175
Economics (ECO).....	175
Education (EDU) .....	176
English (ENG).....	176
Health Administration (BHA).....	176
History (HIS) .....	177
Interdisciplinary Studies (IDS) .....	177
Mathematics (MAT).....	177
Psychology (PSY).....	178
Sociology (SOC) .....	179
Worldview Curriculum (WVC) .....	180
GRADUATE PROGRAMS.....	180
Master of Business Administration.....	180
The Master of Public Administration .....	181

<b>Master of Science in Leadership</b> .....	<b>182</b>
<b>Master of Fine Arts in Dance</b> .....	<b>183</b>
<b>GRADUATE SCHOOL OF EDUCATION</b> .....	<b>184</b>
Master of Arts in Teaching – MAT .....	185
Master of Education – M.Ed.....	186
Master of Education in Reading Literacy – M.Ed.-R/L.....	187
<b>GRADUATE COURSE DESCRIPTIONS</b> .....	<b>189</b>
<b>Business Administration (MBA)</b> .....	<b>189</b>
<b>Business Leadership (MSL)</b> .....	<b>190</b>
<b>Clinical Pastoral Education (CPE)</b> .....	<b>191</b>
<b>Dance (DAN)</b> .....	<b>191</b>
<b>Education (EDU)</b> .....	<b>193</b>
<b>Health Administration (MHA)</b> .....	<b>196</b>
<b>Ministry (MIN)</b> .....	<b>196</b>
<b>Public Administration (MPA)</b> .....	<b>196</b>
<b>Reading (REA)</b> .....	<b>198</b>
<b>Sports Administration (MSA)</b> .....	<b>198</b>
<b>PROGRAM INFORMATION FOR CHATTANOOGA PROGRAMS</b> .....	<b>200</b>
<b>Associate of Arts in Biblical Studies</b> .....	<b>200</b>
<b>Associate of Arts in Business</b> .....	<b>200</b>
<b>Associate of Arts</b> .....	<b>200</b>
<b>Bachelor of Arts in Applied Psychology</b> .....	<b>200</b>
<b>Bachelor of Arts in Biblical Studies</b> .....	<b>200</b>
<b>Bachelor of Arts in Interdisciplinary Studies</b> .....	<b>201</b>
<b>Bachelor of Arts in Social Services</b> .....	<b>201</b>
<b>Bachelor of Arts in Social Services with Christian Ministry</b> .....	<b>201</b>
<b>Bachelor of Business Administration</b> .....	<b>201</b>
<b>Bachelor of Health Administration</b> .....	<b>202</b>
<b>Bachelor of Science in Accounting</b> .....	<b>202</b>
<b>Bachelor of Science in Management</b> .....	<b>202</b>
<b>Bachelor of Science in Management with Criminal Justice</b> .....	<b>202</b>
<b>Bachelor of Science in Organizational Management</b> .....	<b>203</b>
<b>Certificate in Biblical Studies</b> .....	<b>203</b>
<b>Graduate Certificate in Human Resources</b> .....	<b>203</b>
<b>Graduate Certificate in Leadership</b> .....	<b>203</b>

<b>Master of Business Administration</b> .....	<b>203</b>
<b>Master of Business Administration with Human Resources</b> .....	<b>204</b>
<b>Master of Business Administration with Leadership</b> .....	<b>204</b>
<b>Master of Science in Leadership</b> .....	<b>204</b>
<b>Master of Science in Leadership with Human Resources</b> .....	<b>204</b>
<b>Master of Science in Leadership with Ministry</b> .....	<b>205</b>
<b>Post-Baccalaureate Certificate in Accounting</b> .....	<b>205</b>
<b>INFORMATION FOR PROSPECTIVE STUDENTS</b> .....	<b>206</b>
ONLINE CAMPUS PROGRAM OBJECTIVES .....	206
ADMISSION REQUIREMENTS AND PROCEDURES.....	206
<b>APPLYING FOR UNDERGRADUATE ADMISSION</b> .....	<b>206</b>
<b>APPLYING FOR GRADUATE ADMISSION</b> .....	<b>209</b>
Master of Business Administration/Master of Business Administration – Health Administration Concentration/Master of Business Administration – Human Resource Concentration/Master of Business Administration – Leadership Concentration Admission Requirements .....	209
Master of Health Administration Admission Requirements .....	210
Master of Public Administration Admission Requirements .....	210
Master of Science in Leadership/Master of Science in Leadership-Ministry Concentration/Master of Science in Leadership – Human Resources Admission Requirements .....	211
Master of Sports Administration Admission Requirements .....	211
Graduate School of Education Admission Requirements.....	212
Certificate in Health Administration Admission Requirements .....	212
Certificate in Human Resources Admission Requirements.....	212
Certificate in Leadership Admission Requirements .....	212
Certificate in Sports Administration Admission Requirements.....	213
STUDENT FINANCIAL SERVICES REGULATIONS .....	213
<b>Student Financial Services – Student Accounts</b> .....	<b>213</b>
<b>Expenses</b> .....	<b>214</b>
<b>Student Financial Services - Financial Aid</b> .....	<b>215</b>
STUDENT LIFE .....	217
<b>ACADEMIC PROGRAMS</b> .....	<b>220</b>
REQUIREMENTS FOR DEGREES.....	220
<b>General Education Goals</b> .....	<b>221</b>
ADMINISTRATION OF THE CURRICULUM .....	221
<b>COURSES OF INSTRUCTION</b> .....	<b>227</b>
CERTIFICATE PROGRAM .....	227
<b>Certificate in Accounting</b> .....	<b>227</b>
ASSOCIATE DEGREE PROGRAM .....	227
<b>Associate of Arts</b> .....	<b>227</b>
<b>Associate of Arts in Biblical Studies</b> .....	<b>227</b>
<b>Associate of Arts in Business</b> .....	<b>227</b>
<b>Associate of Arts for High Scholars</b> .....	<b>228</b>



BACCALAUREATE DEGREE PROGRAMS .....	228
<b>General Education Required Coursework .....</b>	<b>228</b>
<b>Bachelor of Arts in Applied Psychology.....</b>	<b>228</b>
<b>Bachelor of Arts in Biblical Studies .....</b>	<b>228</b>
<b>Bachelor of Arts in Interdisciplinary Studies.....</b>	<b>229</b>
<b>Bachelor of Business Administration .....</b>	<b>229</b>
<b>Bachelor of Health Administration .....</b>	<b>229</b>
<b>Bachelor of Science in Accounting .....</b>	<b>230</b>
<b>Bachelor of Science in Management.....</b>	<b>230</b>
<b>Bachelor of Science in Management with a Criminal Justice Concentration .....</b>	<b>230</b>
UNDERGRADUATE COURSES OF INSTRUCTION .....	230
<b>Accounting (ACC).....</b>	<b>230</b>
<b>Biblical Studies (BIB) .....</b>	<b>231</b>
<b>Biology (BIO) .....</b>	<b>232</b>
<b>Business (BUS).....</b>	<b>232</b>
<b>Business Administration (BBA).....</b>	<b>233</b>
<b>Criminal Justice (CJU).....</b>	<b>234</b>
<b>Economics (ECO).....</b>	<b>234</b>
<b>Education (EDU) .....</b>	<b>234</b>
<b>English (ENG).....</b>	<b>234</b>
<b>Health Administration (BHA).....</b>	<b>235</b>
<b>History (HIS) .....</b>	<b>235</b>
<b>Interdisciplinary Studies (IDS) .....</b>	<b>235</b>
<b>Mathematics (MAT).....</b>	<b>236</b>
<b>Psychology (PSY).....</b>	<b>236</b>
<b>Worldview Curriculum (WVC) .....</b>	<b>237</b>
GRADUATE PROGRAMS.....	238
<b>Masters in Business Administration .....</b>	<b>238</b>
<b>Masters in Health Administration .....</b>	<b>239</b>
<b>Masters in Public Administration .....</b>	<b>239</b>
<b>Masters in Science in Leadership.....</b>	<b>240</b>
<b>Masters in Sports Administration.....</b>	<b>241</b>
GRADUATE SCHOOL OF EDUCATION.....	241
<b>Master of Education – M.Ed. ....</b>	<b>242</b>

<b>Master of Education in Reading Literacy – M.Ed.-R/L</b> .....	<b>244</b>
GRADUATE COURSES OF INSTRUCTION .....	245
<b>Business Administration (MBA)</b> .....	<b>245</b>
<b>Business Leadership (MSL)</b> .....	<b>246</b>
<b>Education (EDU)</b> .....	<b>248</b>
<b>Health Administration (MHA)</b> .....	<b>249</b>
<b>Ministry (MIN)</b> .....	<b>250</b>
<b>Public Administration (MPA)</b> .....	<b>250</b>
<b>Reading (REA)</b> .....	<b>252</b>
<b>Sports Administration (MSA)</b> .....	<b>252</b>
<b>HONORS AND AWARDS</b> .....	<b>254</b>
<b>REGISTER</b> .....	<b>257</b>

## GENERAL INFORMATION

### PROFILE

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

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

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

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

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

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

## ACCREDITATION

Belhaven University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, and master degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Belhaven University.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Revised August 2010.

## **OUR STATEMENT OF FAITH**

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

## **HISTORY**

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

Today's Belhaven is the culmination of three separate institutions of higher learning which merged over the years. Belhaven College, now Belhaven University, was founded in 1883 in Jackson, Mississippi as a privately-owned institution. In 1911 Belhaven was merged with McComb Female Institute, and in 1939 merged with the Mississippi Synodical College. The founding date of the latter institution, 1883, was adopted by the Board of Trustees as the official founding date of Belhaven College (now Belhaven University).

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

Fitzhugh served as president until his death in 1904, upon which his heirs sold the College to Dr. J. R. Preston. He operated Belhaven until it was again destroyed by a fire in 1910, then he donated the title of the College to the Presbyterian Church. In September, 1911, the school was reopened by the Central Mississippi Presbytery, as Belhaven Collegiate and Industrial

Institute, at a new site on Peachtree Street. Dr. R. V. Lancaster of McComb Female Institute became the third president as the two institutions merged. In 1915, the Board of Trustees changed the school's name to Belhaven College. During these years improved curricula guidelines and student services were established. Dr. W. H. Frazier succeeded Lancaster as president from 1918-21, and during his tenure enrollment grew to 230 students.

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

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

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

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

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

## **LOCATION**

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

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

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

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

The Belhaven University Chattanooga campuses are located in downtown Chattanooga at 535 Chestnut Street, Suite 100, Chattanooga, Tennessee and in Dalton, Georgia at 610 Glenwood Avenue, Suite 112, Dalton, GA. Both campuses offer adult programs for undergraduate degrees in business administration and social services and graduate degrees in business administration.

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

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

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

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

# TRADITIONAL PROGRAM: INFORMATION FOR PROSPECTIVE STUDENTS

## ACADEMIC CALENDAR 2015-2016

<b>MAY-TERM 2015</b> May 11 – May 22 Exams – May 25 Registration: May 4-8 Classes Begin: May 11	<b>SUMMER DAY &amp; EVENING CLASSES - 2015</b> 1 <sup>st</sup> Term – 5/26 – 6/23; Classes Begin 5/26, Registration: 5/21-22 Exams: M/W Exams – 6/24; Day Exams – 6/24; T/R Exams- 6/25 2 <sup>nd</sup> Term – 6/29-7/28; Classes Begin 6/29; Registration: 6/25-6/26 Exams: M/W Exams – 7/29; Day Exams – 7/29; T/R Exams- 7/30	<b>ADVANCE REGISTRATIONS</b> June 19, 2015 Freshman Pre-Registration  July 17, 2015 Transfer Pre- Registration
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### FALL SEMESTER 2015

Aug. 12, Wed.	Service of Dedication for the School Year
Aug. 13-14, Thurs.-Fri.	Faculty Workshop
Aug. 15, Sat.	Residence Halls open for new students - 9 a.m.
Aug. 16, Sun.	Residence Halls open for all students – 1 p.m.
Aug. 15-18, Sat.– Tues.	Welcome Week: New Student Orientation
Aug. 17, Mon.	Open Registration continues for Graduate Education Studies
Aug. 17-18, Mon.-Tues.	Advising & Registration
Aug. 19, Wed.	Traditional Day and Evening classes begin
Aug. 25, Tues.	Last day to enter a course or change enrollment status to pass/fail, audit, etc.
Aug. 25, Tues.	Last day to drop a course without a grade
Sept. 7, Mon.	Labor Day Holiday
Sept. 15, Tues.	Last day to drop a course with a grade of W
Sept. 18, Fri.	Application deadline for May 2016 Graduation (Traditional, Graduate Studies, Online, Adult Studies)
Sept. 25-26, Fri.-Sat.	Family Weekend
Oct. 10, Sat.	Mid-semester holiday begins 1:00 p.m.
Oct. 14, Wed.	Mid-semester holiday ends 8:00 a.m.
Oct. 15, Thurs.	Mid-semester grades due in the Office of the Registrar by 8:30 a.m.
Oct. 17, Sat.	Homecoming
Oct. 20, Tues.	Last day to drop a course with a grade of WP or WF; grade of F for course drops after Oct. 20.
Oct. 26-30 Mon-Fri.	Advising and Advance Registration for Jackson Traditional students
Nov. 2, Mon.	Open Registration begins for Graduate Education Studies
Nov. 25, Wed.	Thanksgiving Holiday begins at 8:00 a.m.
Nov. 30, Mon.	Thanksgiving Holiday ends at 8:00 a.m.
Dec. 2, Wed.	Last regular class meeting
Dec. 2-8, Wed. – Tues.	Final Examinations – Begin 6:00 p.m. Wednesday evening Dec. 2
Dec. 3, Thurs	Study Day
Dec. 4-5, Fri. – Sat.	Singing Christmas Tree (Begins at 7:30 p.m. each evening)
Dec. 9, Wed.	All grades to be posted by 8.30am
Dec. 10, Thurs.	Residence Halls close at 5:00pm
Dec. 12, Sat.	Commencement for Aug. & Dec. graduates, Jackson, MS (Adult Studies, Graduate, & Online only)
Dec. 12, Sat.	Residence Halls close at 5:00pm (for commencement participants)
TBD	Commencement for Chattanooga graduates
TBD	Commencement for Orlando graduates
TBD	Commencement for Atlanta graduates

**SPRING SEMESTER 2016**

Jan. 10, Sun.	Residence Halls open at 1 p.m.
Jan. 11, Mon.	New Student Orientation
Jan. 11-12, Mon.-Tues.	Advising & Registration
Jan. 13, Wed.	Traditional Day and Evening Classes Begin
Jan. 18, Mon.	Martin Luther King, Jr. College-Wide Service Day; Night Classes Meet as Scheduled
Jan. 19, Tues.	Last day to enter a course or change enrollment status to pass/fail, audit, etc.
Jan. 19, Tues.	Last day to drop a course without a grade
Jan. 26, Tues.	Last day to drop a course with a grade of W
Feb. 5, Fri.	Last Application deadline for August 2016 Graduation (Traditional, Graduate Studies, Online, Adult Study)
Mar. 4, Fri.	Mid-semester grades to be posted by 8:30 a.m.
Mar. 5, Sat.	Spring Recess begins at 1 p.m.
Mar. 14, Mon.	Spring Recess ends at 8 a.m.
Mar. 14, Mon.	Open Registration begins for Graduate Education Studies
Mar. 23, Wed.	Last day to drop a course with a grade of WP or WF; Grade of F for course drops after March 23
Mar. 25-29, Fri. – Tues.	Easter Break begins at 8 a.m., March 25 and ends at 8 a.m., March 29
Apr. 4-8, Mon – Fri.	Advising and advance registration for May Term, Summers I & II, & Fall 2016 (Jackson Traditional)
Apr. 8, Fri.	Application deadline for December 2016 Graduation (Traditional, Graduate Studies, Online, Adult Study)
Apr. 27, Wed.	Last regular class meeting
Apr. 27-May 3, Wed. – Tue.	Final Examinations – Begin at 6 p.m. Wednesday April 27
Apr. 28, Thurs.	Study Day
May 3, Tues.	All grades to be posted by 8:30 a.m.
May 5, Thurs.	Residence Halls close at 5:00 p.m. (all residents with the exception of commencement participants).
May 6, Fri.	Graduation Reception
May 6, Fri.	Baccalaureate Service (evening)
May 7, Sat. (a.m.)	Commencement for May and Aug. graduates – Traditional Students only, Jackson, MS
May 7, Sat. (p.m.)	Commencement for May and Aug. graduates, Jackson, MS – (Adult Studies, Graduate Studies, Online only).
May 7, Sat.	Residence Halls close at 5:00 p.m. (commencement participants)
TBD	Commencement for Houston campus
TBD	Commencement for Memphis campus

**ADMISSION REQUIREMENTS AND PROCEDURES**

All communication regarding entrance to the University should be addressed to the Office of Admission, 1500 Peachtree Street, Box 153, Jackson, MS 39202-1789. Eligibility for admission will be determined when the application, application fee, the American College Test (ACT) or the Scholastic Aptitude Test (SAT) score (if required), and transcripts have been received by the University.

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

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



**Degree-Seeking, Freshman Application Process**

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

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

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

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

6. A student who has been educated at home (homeschooled) must submit a transcript outlining courses taken and ACT or SAT scores OR meet the requirements for students applying with a GED.
7. A freshman who applies during the registration process must produce an unofficial or official high school transcript in order to register for classes. If an unofficial copy of the transcript is submitted, the student will be given 30 days for the official transcript to be received in the office of admission. The official final transcripts must be received before the student is considered officially registered and eligible to receive financial aid. It is understood by all parties that if for some reason a student is denied admission as a result of not having all documentation at the appropriate offices by the deadline stated, Belhaven University is not liable for any losses incurred to the student.
8. Freshmen who have graduated and been out of high school for five years or more will not be required to submit an ACT or SAT score, but their applications must be reviewed by the admission committee.

**Admission by Examination**

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

**Special Admission Application Process**

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

one course per semester at the University, provided that the course does not interfere with their high school curricula.

### **Transfer Application Process**

1. Transfer students must submit a completed application form, the nonrefundable application fee of \$25, and official college transcripts from all colleges previously attended. An applicant is not permitted to ignore previous college attendance or enrollment. Students who misrepresent information in filling out the admission application form or who find after admission or enrollment that they are ineligible for academic reasons or any other reason to return to their last institution and who fail to report this immediately to the office of admission will be subject to disciplinary action, including possible dismissal from the University.
2. An essay, interview, and letter of recommendation may be submitted voluntarily by the student or may be requested by the admission office if the student does not meet minimum requirements for acceptance.
3. A transfer student who applies during the registration process must produce unofficial or official transcript(s) from all previous colleges in order to register for classes. If unofficial transcripts are submitted, the student will be given 30 days after registration for the official transcript(s) to be received in the office of admission. The official final transcript(s) must be received before the student is considered officially registered and eligible to receive financial aid. It is understood by all parties that if for some reason a student is denied admission as a result of not having all documentation at the appropriate offices by the deadline stated, Belhaven University is not liable for any losses incurred to the student.
4. A student who is applying with fewer than 12 semester hours of college credit must send to the office of admission an official high school transcript showing the date of graduation as well as an official report of the ACT or SAT score directly from the testing service, if the score is not listed on the official transcript. Applications will be processed and admission status determined when all required items, including the ACT or SAT, where applicable, are on file.
5. A transfer student is automatically accepted with a minimum 2.0 cumulative grade point average on a 4.0 scale. Nonacademic elective credits in health and physical education are excluded from grade point average (GPA) calculation.
6. Transfer credits may be accepted from other institutions of higher learning only when the program of the transferring institution is acceptable to the receiving institution.
7. A student under academic suspension from another college or university may not enter Belhaven for one fall or spring semester following his/her suspension. A student who has been permanently dismissed from another college or university will not be eligible for admission to Belhaven University.

### **Transfer Credits**

1. Belhaven University usually allows full credit to transferring students for work completed at other accredited institutions; however, some courses that are not regarded as consistent with a liberal arts curriculum (to be determined by the provost) may not be credited toward a degree. Also, remedial courses are not transferable. A grade of D will be accepted for credit if the student has a general average of C at that school. In the case of transcripts submitted from more than one institution, each transcript is evaluated as a separate unit in chronological order. Credits in applied music and art must be validated by satisfactory work in advanced courses at Belhaven University.
2. After a student has earned a total of 64 semester hours of credit, either from a junior or senior college, no additional junior/community college hours will be accepted toward a degree at Belhaven University. The last 60 hours of credit applied toward a degree at Belhaven University must be earned at a senior college. (Also see residence requirement discussed in "Requirements for Degrees.")
3. A minimum of six semester hours (the exact amount to be determined by the chairman of the major department) must be taken at Belhaven University in the student's major or minor, but not more than 45 semester hours may be transferred for credit in any major toward a bachelor's degree.
4. Belhaven University requires of candidates for a degree a minimum residence of one year. Please see residence requirement discussed in "Requirements for Degrees."

**International Application Process**

1. All international students should complete an application for admission and submit the nonrefundable \$25 application fee to the office of admission at Belhaven University.
2. An English translation and evaluation of all course work is required by Belhaven University. We recommend the following company and can provide an application for this service:  
World Education Services, Inc.  
P.O. Box 745  
Old Chelsea Station  
New York, NY 10113-0745  
Phone: 212-966-6311 or 800-937-3895  
www.wes.org  
E-mail: info@wes.org

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

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

3. To be accepted to a degree program at Belhaven University as an international student, you must score at least a 71iBT or 6 IELTS or complete our ESL program. A TOEFL or IELTS score is not necessary to enroll in our ESL program. Students will be evaluated before the semester begins. Typically, a student would enroll in 2 semesters of ESL courses if he or she is in the beginning level or 1 semester if he or she is in the intermediate level. In registering for the TOEFL, note the Belhaven TOEFL code number is 1055.
4. All international students, whether freshmen or transfers, to whom English is not the primary language must contact our ESL instructor for evaluation and placement prior to registration.
5. All international students must submit an academic reference that has been completed by a counselor, teacher, or employer.
6. All international students must include with the admission application an official guarantee of funds (in the form of an official letter of sponsorship and/or an official bank statement showing funds available for the first academic year of attendance). This form may be referred to as an affidavit of support.
7. International students are required to have medical insurance that meets the requirements of the University. Students will be allowed to purchase medical insurance prior to registration.

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

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

**Auditor Application Process**

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

**Admission to the Honors College**

Admission to the Honors College follows completion of at least two semesters of Honors Colloquium (HNS) with a grade of B or above; for more information see "Honors College" under "Administration of the Curriculum."

**Veterans' Admission**

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

**Part-Time Student Admission**

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

**Readmission**

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

Students who have been declared ineligible to reregister because of F grades for excessive absences that result in a grade point average of less than 2.0 may, after the lapse of one semester, reenroll if accepted by the academic appeals committee. The student must present to the committee convincing evidence that the previous unsatisfactory record was due to causes of a non-recurring nature. (See “Class Attendance Policy” for regulations concerning class attendance.)

**STUDENT FINANCIAL SERVICES REGULATIONS****Student Financial Services – Student Accounts****Payment Policy**

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

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

**Institutional Refund/Withdrawal Policy**

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

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

**Students receiving federally funded Title IV financial assistance:** If a student withdraws on or before the 60% point in time of the period of enrollment, calculated using calendar days, a portion of the total of Title IV funds awarded a student (Pell Grant, Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Stafford Loan, Federal PLUS Loan, but not Federal Work Study) must be returned, according to the provisions of the Higher Education Amendments of 1998. The calculation of the return of these funds may result in the student owing a balance to the University and/or the federal government.

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

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

The federal Title IV written refund policy and method of calculation is available in the Student Financial Services – Financial Aid Office.

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

Students who withdraw voluntarily or administratively and have an unpaid balance, for which satisfactory payment arrangements have not been made, will have their account sent to an outside collection agency for collections. Should this

action be taken by the University, the student will be responsible for the balance and any additional collection charges and fees related to the collection of the debt. The outstanding balance will also be reported to the credit bureau. All transcripts and diplomas will be held until the balance is paid in full.

A currently enrolled student who has not made satisfactory payment arrangements with Student Financial Services – Student Accounts Office may be administratively withdrawn from Belhaven University for non-payment of tuition and fees. This may result in the student being administratively withdrawn from classes and enrollment before the semester concludes, and in turn the student would not earn academic credit for courses attempted during that semester.

Following the national college and university standard, Belhaven’s registrar is not permitted to transfer credits or issue a transcript until all indebtedness to the University is paid.

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

## Expenses

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

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

#### General Fees

Auditing (all courses, per semester hour).....	\$425
(Note: full-time traditional students may audit a maximum of two courses each semester without charge, with the permission of the registrar.)	
Course overload (for course loads above 18 semester hours per semester hour).....	\$425
Internship (per semester hour).....	\$425
Tutorial work fee.....	\$50

#### Special Fees (In addition to tuition)

Application fee (assessed each student when he/she applies for admission).....	\$25
Academic Plan.....	\$10
Degree Completion audit fee.....	\$100
Health insurance (available for all students; rate subject to change)	
Incomplete charge/change grade.....	\$25
International student fee.....	\$50
Late graduation audit fee (additional fee).....	\$50
Letter of good standing (enrollment verification).....	\$7
Medical insurance for international students: (Rates may vary based on age) per semester - six months.....	\$320
Payment plan participation fee.....	\$35 - \$70 depending on duration of plan
Private studio music lesson fee.....	\$175
(Single semester fee per lesson enrollment regardless of credit hours)	
Proficiency exam administration.....	\$100
Proficiency exam credit fee.....	\$100
Portfolio assessment fee.....	\$150
Portfolio credit fee.....	\$75
Returned check fee.....	\$35
Room reservation fee (paid prior to room sign up each year).....	\$100
Transcript fee.....	\$10 (for the first two copies, additional copies are \$2 each, per request)
Tuition Deposit Fee.....	\$100 (Required for all accepted applicants and refundable up to and including May 1 <sup>st</sup> ; this deposit will be applied to first semester tuition).

## Student Financial Services – Financial Aid

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

Students each year should complete the following application procedures.

1. Apply formally for admission through the office of admission if not currently enrolled.
2. Complete any applications for the state of Mississippi financial assistance (if a legal resident of the state). Available at [www.mississippi.edu/riseupms/](http://www.mississippi.edu/riseupms/)
3. Apply for federal student financial aid EACH YEAR by filing the Free Application for Federal Student Aid (FAFSA) on the Internet at [www.fafsa.gov](http://www.fafsa.gov). IMPORTANT: Be sure to list Belhaven University as one of the colleges to receive the results of your evaluation. Our code number is 002397.

**Financial aid applications received by Belhaven University on or before March 1 will be given priority for those funds that may be limited and/or until those funds run out.**

### Satisfactory Academic Progress

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

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

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

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

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

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

- C. Credit hours earned by testing or other non-standard means are counted in the SAP calculations as both hours attempted and hours earned. This includes hours earned from exams, AP courses, CLEP, PEP, DANTES, and military credits.
  - D. Repeated classes are considered part of the hours attempted. A student can receive financial aid for repeating a class as long as he or she earned an “F” in the class. A student can receive financial aid once for repeating a class that he or she has passed.
  - E. A course with a grade of incomplete will be counted as hours attempted [668.34(a)(6)], but not earned. A student may request his or her SAP be reevaluated once a final grade has been posted.
3. A student who exceeds 150% of the required hours for his or her program is not making SAP. *Once a student, pursuing a 124 hour degree, attempts 186 hours (150% X 124 hours) he or she will no longer be making SAP.* Hours used in determining whether a student has reached 150% are defined as hours attempted in #2.
- \* Students deemed not making SAP and taking classes during the summer can have their SAP reevaluated with their summer work included. It is the student’s responsibility to request a reevaluation.

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

*Good Standing* – eligible to receive financial aid

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

*Financial Aid Warning* – eligible to receive financial aid

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

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

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

*Financial Aid Probation* - eligible to receive financial aid

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

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

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

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

Following an appeal, the student will be sent a letter and an email with the ruling of the Financial Aid SAP Appeal Committee. If the appeal is granted, the letter will explain any specific requirements the committee will require the

student to fulfill. Failure to comply will result in the immediate suspension of financial aid. Financial aid disbursed based on the committee's decision may have to be returned. [668.32(a)(11)].

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

**Reestablishing Financial Aid**

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

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

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

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

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

We encourage students to apply to the University and complete a Free Application for Federal Student Aid (FAFSA) as soon as possible so that an accurate and complete award can be made in a timely fashion. While every student's situation is different, our student financial services office is committed to assuring that every accepted student is able to enroll at Belhaven.

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

**Cultural Arts/Athletics**

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

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

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

\* Men's and Women's

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

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

- Previous academic record
- Phi Theta Kappa membership

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

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



**Need-based Financial Assistance**

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

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

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

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

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

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

**Student Employment**

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

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

**Other Financial Aid Programs****State Student Financial Aid Programs**

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

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

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

**Veterans' Benefits**

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

**Vocational Rehabilitation Benefits**

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

## CAMPUS LIFE

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

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

### Grievance Policy for Written Student Complaints

The student grievance or complaint policy insures that students have adequate lines of communication wherein to file written complaints. Students are encouraged to inform the proper university official, as described in this Catalogue and the student handbook, any time they feel one of their student rights or privileges have been denied.

### Academic Grievances

Students wishing to file grievances on academic issues, including grades, should submit written appeals to the Academic Appeals Committee, which may be done through the Registrar's Office. Appeals regarding course grades must be filed before the end of the next semester in which the grade was received. Decisions made by the Academic Appeals Committee shall be final. Academic grievances concerning a faculty member should be directed to the faculty's department chairperson. In cases where the faculty member also holds the chair of the department, grievances should be directed to the division chairperson. In the case of division chairpersons, grievances should be reported to the Vice Provost. Decisions made by the faculty member's supervisor shall be final.

### Residence Halls

Residence halls enhance the college experience by offering many outside the classroom educational opportunities to resident students. Close proximity to campus resources affords resident students the opportunity to become easily involved in campus activities. Resident students also tend to be more satisfied with their college experience, and are even more likely to graduate. For these reasons, all full-time freshmen and sophomores (under 54 credit hours), single and under the age of twenty-one, are required to live on campus, with the exception of those students who live off campus at the permanent address of their parents or legal guardian. Campus housing is for undergraduate students (ages 17 – 26) enrolled in the traditional program. The University reserves the right to deny on-campus housing and recommend alternative housing options.

The coordination and management of each residence hall is accomplished by a professional Resident Director (RD) who lives in the hall. Resident Assistants (RAs) are Belhaven student leaders who live with the students and assist the RD in maintaining an environment in each hall that is conducive to living and learning. Both RDs and RAs are personally and professionally committed to a biblical worldview that integrates Christian faith with the learning environment. For more information, contact the office of Student Life in Room 203 of Cleland Hall or call 601-968-5969.

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

### Chapel Attendance Policy

Chapel is held weekly (Tuesdays 9:35-10:25 a.m. and 11-11:50 a.m.) in the Concert Hall of the Center for the Arts. All students must register for one of the Chapel sections each semester they are enrolled at Belhaven. All students who are not exempt from chapel are required to attend a minimum of 10 sessions each semester they are enrolled at Belhaven. Chapel attendance is included in the student's transcript as a satisfactory/ unsatisfactory grade and a pass grade is a requirement for graduation. A detailed explanation of the chapel attendance policy is published in the student handbook, *The Kilt*.

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

**MOSAIC (EDU 101)**

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

The one hour credit course meets throughout the fall semester.

**Warren A. Hood Library**

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

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

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

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

The library staff strongly encourages reference consultations. Professional librarians are available for subject specific reference consultations. Advance appointments may be scheduled by contacting the library at 601-968-5948, 1-800-808-5002 or at [askalibrarian@belhaven.edu](mailto:askalibrarian@belhaven.edu). Patrons are encouraged to carefully describe their research needs at the time the appointment is made, thus allowing library staff the lead time necessary to plan the best use of the library's collections. Interlibrary Loan services are also available to ensure access to resources that are not owned by the library.

**The Wynn Kenyon Think Center**

Located on the main level of the Warren Hood Library, the Wynn Kenyon Think Center houses the primary retention and academic support services and supports programs that are developed from the collaborative efforts of the Student Success and Academic Units.

Understanding that "space matters", the Think Center provides an innovative and dynamic location that supports collaboration, individual work and peer assistance through flexible furnishings, work spaces and technology. Think Center staff work with students in both "traditional" areas of academic adjustment such as study skills and time management and in helping students understand more about their own thinking processes and how they best learn. Many of the academic tutoring labs utilize the Think Center. All tutoring schedules are available at the front desk. The center is also available to students as a general "touch-down" space for working individually or with others.

**Belhaven Bookstore**

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

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

**Intercollegiate Athletics**

The Intercollegiate Athletics Department of Belhaven University is committed to the vision and mission of the University through athletic participation and competition. The Athletics Department exists to lead student-athletes to compete for championships and to mature as men and women created in the image of God. The Department is responsible for the recruitment, orientation, leadership, development and retention of student-athletes in seventeen intercollegiate sports. Athletics provides a unique environment for demonstrating and teaching the virtues of self-control, patience, love, service,

respect for authority, ethics, leadership, hard work, and dedication as they relate to the teachings of Jesus Christ and biblical principles. The department will take every opportunity to use athletics as a platform for sharing the Gospel.

The Belhaven Athletics Department is a member of the National Collegiate Athletic Association (NCAA) Division III, participating in baseball, men's and women's basketball, men's and women's cross-country, football, men's golf, men's and women's soccer, softball, men's and women's indoor and outdoor track and field, men's and women's tennis, and volleyball as a member of the American Southwest Conference. The Athletics Department also sponsors cheerleading and marching band.

### **Intramural Athletics**

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

### **Social Life and Recreation**

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

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

#### **National Honorary Societies**

Alpha Psi Omega (Theatre)  
Phi Beta Lambda (Business)  
Kappa Delta Epsilon (Education)  
Nat. Hon. Soc. of Dance (NHSDA)  
Phi Alpha Theta (History)  
Sigma Beta Delta (Business)  
Sigma Tau Delta (English)  
Sigma Zeta (Math and Science)

#### **Religious Organizations**

Baptist Student Union (BSU)  
Fellowship of Christian Athletes (FCA)  
Reformed University Fellowship (RUF)  
Student Missions Fellowship (SMF)

#### **Other Student Organizations**

BAT (Belhaven Activities Team) DOXA (Dance)  
Belhaven Accounting Club His Hands and His Feet (Social Work)  
Belhaven Biology-Chemistry Club Sports Medicine & Exercise Science  
Belhaven History Club Student Ambassadors  
Belhaven Leadership Council (BLC) Students In Free Enterprise (SIFE)  
Biblios (Bible) Urban Dance Club  
Diverse Students Association (DSA) White Columns (Yearbook)

### **Publications**

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

*The Brogue*, a literary journal devoted to creative writing and other fine arts at Belhaven, is published once a year under sponsorship of the Creative Writing Department.

*The Kilt*, the student handbook, is published by the office of student life and provides information regarding policies, procedures, regulations and services.

*The Tartan*, a publication for alumni and friends, includes news of alumni and campus events and is published twice a year by the Office of University Relations.

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

### **Student Success**

The Office of Student Success provides services to students in two main ways. First, the office provides assistance to students with identification of personal values, career interests, personality make-up, and skills and abilities to help begin the process of identifying God-given talents with the goal of integrating academic preparation and career direction. All incoming freshmen are introduced to the office through the MOSAIC class and are encouraged to begin the process of self-discovery and to realize their unique and marvelous design. Upon identification of their innate talents and abilities, students can then begin to seek significant purpose in their lives and strive effectively to serve in their particular discipline. Second, the office strives to facilitate the development and success of those students needing assistance or guidance in their adjustment to the academic program of Belhaven University. The staff work with students individually to assist with accountability, develop thinking and learning skills, provide support for adjustment issues, and identify personal learning strategies for building knowledge. Through the Office of Student Success, Belhaven strives to provide students with guidance and resources for successfully navigating the road to graduation.

### **Academic Disability Accommodation**

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

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

Belhaven University has adopted an internal grievance procedure providing for the prompt and equitable resolution of student complaints alleging any action prohibited by regulations implementing the American with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and other pertinent federal, state, and local disability anti-discrimination laws. For grievances related to academic accommodations, The Dean of Student Development shall serve as the Complaint "Coordinator".

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

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

## **ALUMNI SOCIETY**

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

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

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

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

<b>Year</b>	<b>Name</b>	<b>Award</b>
1962	Elizabeth Spencer, '42	Alumna of the Year
1963	Virginia Hoogenakker, '43	Alumna of the Year
1964	Minter Gillespie, '44	Alumna of the Year
1965	Sarah Barry Gillespie Wilson, '35	Alumna of the Year
1966	Mary Virginia Alexander, '36	Alumna of the Year
1970	Bess Caldwell, '30	Alumna of the Year
1971	Aleline Hill Ostwalt, '41	Alumna of the Year
1972	Mary Katherine Knoblock McCravey, '32	Alumna of the Year
1973	Frances Preston Mills, '23	Alumna of the Year
1974	Mary Taylor Sandefur Sigman, '44	Alumna of the Year
1975	Woodrow Wilson Benton, Jr., '63	Alumnus of the Year
	John Harrison Campell, III, '56	Alumnus of the Year
	Charles Lowry Echols, '59	Alumnus of the Year
	Thomas Ennis Elkin, '62	Alumnus of the Year
1976	Lulu Williams Anderson, '23	Alumna of the Year
	Thomas Maynor, '61	Alumnus of the Year
1977	Thomasina Blissard, '46	Alumna of the Year
	Elizabeth Caldwell Swindell, '27	Alumna of the Year
1978	Bettye Quinn, '58	Alumna of the Year
1980	Janie Eldredge Languirand, '40	Alumna of the Year
1982	Verne R. Kennedy, '63	Alumnus of the Year
1983	Clarence Chapman, '69	Alumnus of the Year
1984	Margaret Weathersby, '43	Alumna of the Year
1985	James H. Hood, '75	Alumnus of the Year
1986	Evelyn Tackett, '56	Alumna of the Year
1987	William K. Wymond, '67	Alumnus of the Year
1988	Janet McDonald, '25	Alumna of the Year
1990	Janie G. Rugg, '64	Alumna of the Year
1991	Beth Irby Milam, '41	Alumna of the Year
1992	Sue Hathorn, '77	Alumna of the Year
1993	Catherine K. Teixeira, '38	Alumna of the Year
1994	Lynn Stringer, '71	Alumnus of the Year
1995	Newt, '63 and Becky, '64 Wilson	Alumni of the Year
	Martha Harris Campbell, '53	Community Service Award
	Peggy B. Miller, '58	Church Service Award
1996	Elizabeth "Tay" P. Wise, '37	Alumna of the Year
	Sarah B. Buffington, '41	Community Service Award
	Clay, '74 and Darleen, '73 Quarterman	Church Service Award
1997	Ruth Giles, '37	Alumna of the Year
1998	Caroline W. Bennett, '33	Alumna of the Year
	Ronald W. McKinney, '67	Community Service Award
	William "Buck" Mosal, '59	Church Service Award
1999	Gary, '72 and Susan, '73 Bouer	Alumni of the Year
	Sarah Jane Givens Alston, '59	Community Service Award
	Helen S. Martin, '61	Church Service Award
2000	William Frisbee, '61	Alumnus of the Year
	Ruth W. Brewbaker, '88	Community Service Award
	Carolina "Dessie" Anderson Caulfield, '38	Church Service Award
2001	Robert "Max" Taylor, Jr., '72	Alumnus of the Year
	Mary Evelyn "Ebbie" Spivey, '77	Community Service Award
	Mary Elizabeth "Bibby" Swayze, '58	Church Service Award

2002	Palmer Robertson, '59	Alumnus of the Year
	Stewart Edwards, '92	Young Alumnus of the Year
	Shirley C. Hall, '90	Community Service Award
	Bebo Elkin, '68	Church Service Award
	Mark Windham, '77	Jim Park Business Award
	Brenda Wolfe, '94	Bettye Quinn Education Award
	Nehemiah Flowers, Jr., '97	Distinguished Aspire Award (Jxn.)
	Brian D. White, '86	Distinguished Aspire Award (Mem.)
2003	Dominic Aquila, '68	Alumnus of the Year
	Margaret Suttle, '62	Church Service Award
	Richard Whitlock, '82	Community Service Award
	Dale Darden Anderson, '78	Bettye Quinn Education Award
	Edward St. Pe, '99	Jim Park Business Award
	Michael Holman, '91	Young Alumnus of the Year
2004	Sherron George, '70	Alumnus of the Year
	Brister Ware, '58	Church Service Award
	Kim Sessums, '80	Community Service Award
	Joel Bomgaars, '03	Young Alumnus of the Year
	Patrick Norman, '01	Young Alumus of the Year
	Nathan McNeill, '03	Young Alumnus of the Year
	William Dale Nutt, '79	Bettye Quinn Education Award
	Bond Christie, '77	Jim Park Business Award
	Lee Ann Mayo, '99	Distinguished Aspire Award (Jxn)
	Don Gleason, '04	Distinguished Aspire Award (Orl.)
2005	Jimmy Turner, '58	Alumnus of the Year
	Don Gahagen, '59	Church Service Award
	Phil Hardwick, '82	Community Service Award
	Barbara Porter, '70	Bettye Quinn Education Award
	Timothy M. Quinn, '95	Young Alumnus of the Year
2006	George Hunsberger, '66	Alumnus of the Year
	Don Elliott, '70	Church Service Award
	Ann M. Maynor, '61	Community Service Award
	Brian Perry, '97	Young Alumnus of the Year
	Leon A. Henry, Jr., '75	Bettye Quinn Education Award
2007	Ronald W. McKinney, '67	Alumnus of the Year
	Emett H. Barfield, '57	Church Service Award
	E.C. Harpe, '73	Community Service Award
	Beverly H. Peden, '91	Bettye Quinn Education Award
	Michael J. Peters, '77	Jim Park Business Award
	Andrew Camenisch, '98	Young Alumnus of the Year
2008	J. Joseph Stroble, '70	Alumnus of the Year
	John S. Leonard, '77	Church Service Award
	Ellza C. Jones, '58	Bettye Quinn Education Award
	Emma McCain, '32	Community Service Award
	Andrew Mattiace, '74	Jim Park Business Award
2009	Mark J. Windham, '77	Alumnus of the Year
	Grant F. Callen, '05	Young Alumnus of the Year
	Erma E. Driver, '04	Community Service Award
	John E. Eichelberger, '76	Jim Park Business Award
	Beverly C. Weathersby, '78	Bettye Quinn Education Award
	Peggy P. Skattebo	Church Service Award
2010	Gregory D. Jordan, '73	Alumnus of the Year
	Heather L. Ivery, '00	Young Alumna of the Year
	Florence R. Scott, '60	Church Service Award
	Corinne Fox, '63	Community Service Award
	Lynn G. Beck, '74	Bettye Quinn Education Award

	W. Wayne Husband, '72	Jim Park Business Award
2011	James "Bebo" Elkin, '68	Alumnus of the Year
	Brad White, '06	Young Alumnus of the Year
	Tom Kay, Jr., '62	Church Service Award
	Evelyn Tackett, '56	Spirit of Belhaven Award
	Ann Scott, '77	Bettye Quinn Education Award
	Billy Sims, '76	Jim Park Business Award
2012	F. Stewart Edwards '92	Alumnus of the Year
	Bonnie McDonald Grubbs '08	Young Alumnus of the Year
	Thomas R. Patete '64	Church Service Award
	Jane Everly '85	Bettye Quinn Education Award
	J. Thomas Grantham, Jr. '71	Jim Park Business Award
2013	Larry and Salley Mills '61	Alumnus of the Year
	Danny Massie '68	Church Service Award
	Lois Hayes '67	Bettye Quinn Education Award
	Dan Marks '98	Jim Park Business Award
	Virginia Morris '67	Spirit of Belhaven Award

## ACADEMIC PROGRAMS

### REQUIREMENTS FOR DEGREES

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

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

#### Residence Requirement

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

#### Second Degree Requirements

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

#### Majors

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



<b>Degrees</b>	<b>Majors</b>	
<b>Bachelor of Arts:</b>	Art Biblical Studies and Ministries Classical Education Studies Communication Dance English History	Intercultural Studies International Studies Mathematics Philosophy of Worldviews Political Science Theatre
<b>Bachelor of Arts in Music:</b>	Music	
<b>Bachelor of Arts in Music Education:</b>	Music	
<b>Bachelor of Fine Arts:</b>	Art Creative Writing Dance	Graphic Design Theatre
<b>Bachelor of Music:</b>	Music	
<b>Bachelor of Science:</b>	Accounting Arts Administration Biological Sciences Business Administration Chemistry	Elementary Education Mathematics Psychology Sports Administration Sports Medicine: Exercise Science
<b>Bachelor of Science in Nursing:</b>	Nursing	
<b>Bachelor of Social Work:</b>	Social Work	

### Minors

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

Accounting	International Business
Art	Management
Biblical Studies	Marketing
Biology	Mathematics
Business Administration	Music
Chemistry	Philosophy of Worldviews
Christian Ministry	Political Science
Communication	Psychology
Creative Writing	Sociology
Dance	Sports Administration
English	Sports Medicine: Exercise Science
Family Studies	Sports Ministry
Finance	Theatre
History	

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

### Progress Toward Degree

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

## General Education Goals

In keeping with its vision and mission, Belhaven University believes that high academic and scholarly goals are first realized through a foundation in general education that affirms the Lordship of Christ over all aspects of learning – scholarly and personal.

GOAL	DESCRIPTION	REQUIRED HOURS
Goal I	A mastery of one's own language in written form	3 – 7
Goal II	A familiarity with the great literature of the world with a Christian perspective	6
Goal III	An understanding of science	4
Goal IV	A knowledge of mathematical skills	3
Goal V	An understanding and historical perspective of the contemporary world	6
Goal VI	A knowledge of Christian Scripture and an ability to integrate that knowledge with issues of daily life	6
Goal VII	An appreciation of humanity's artistic accomplishments	2
Goal VIII	An ability to apply the biblical vision of the Kingdom of God	3

### Course Requirements for Baccalaureate Degree

Goal I: A mastery of one's own language in written form

- ENG101 – 102, or ENG121 3 or 6 hours
  - Freshmen students, who have completed high school requirements in the fall or spring semester just prior to entering Belhaven University, or any transfer students are required to enroll in English composition courses until the core requirements of ENG101 and ENG102 are met. ENG101 – 102 or 121 cannot be removed or dropped from registration. All students must have completed the ENG102 core requirement prior to the first semester of their junior year.
  - By completing ENG121 with a grade of C or higher, students will have met the degree requirements in Freshman English. If ENG121 is passed with a grade lower than C, students must successfully complete ENG101 with a grade of C- or above. Students failing ENG121 must successfully complete ENG101 with a grade of C- or above and ENG102.
- Freshmen: EDU101 1 hour
  - EDU101 cannot be removed or dropped from registration.

Goal II: A familiarity with the great literature of the world with a Christian perspective

- Freshmen: ENG225 and ENG226 6 hours
  - Freshmen are required to take ENG225 and ENG226 throughout **the sophomore year**. The courses cannot be registered in the freshman year and are required **to be taken in the sophomore year**. These two courses are required as a course of study that must be finished in its entirety. ENG225, HIS225 AND HUM225 must be taken simultaneously within the fall semester of the student's sophomore year. ENG226, HIS226 and HUM226 must be taken simultaneously within the spring semester of the student's sophomore year.
- Transfers: 6 hours
  - ENG203 or ENG204 World Literature **and**
  - ENG201 or ENG202 British Literature **or**
  - ENG205 or ENG206 American Literature
  - Students must take three hours of World Literature (ENG203 or ENG204). The remaining three hours must be of either British Literature (ENG201 or ENG202) or American Literature (ENG205 or ENG206).
  - A student who transfers to Belhaven and has already completed six hours of literature will have fulfilled the literature requirement, regardless of what type of literature was taken.
  - A student who transfers to Belhaven and has completed only three hours of American or British literature will be required to take World Literature (ENG203 or 204).
  - A student who transfers to Belhaven and has completed only three hours of World literature is required to take either British Literature (ENG201 or 202) or American Literature (ENG205 or 206).

Goal III: An understanding of science

- Biology 125 **or** 4 hours
- Physics 125

Goal IV: A knowledge of mathematical skills

- MAT101, 102, 110, or 207 3 hours
- Students have until the end of their sophomore year to meet the core requirement of MAT101, MAT102, MAT110, or MAT207.
- MAT110 (Quantitative Reasoning) is recommended for non-science majors

Goal V: An understanding and historical perspective of the contemporary world

- Freshmen: HIS225 and HIS226 6 hours
- Freshmen are required to take HIS225 and HIS226 throughout the sophomore year. The courses cannot be registered in the freshman year and are required to be taken in the sophomore year. These two courses are required as a course of study that must be finished in its entirety. ENG225, HIS225 AND HUM225 must be taken simultaneously within the fall semester of the student's sophomore year. ENG226, HIS226 and HUM226 must be taken simultaneously within the spring semester of the student's sophomore year.
- Transfers: 6 hours
  - HIS107 or
  - HIS 108 and
  - HIS205
  - A student who transfers to Belhaven and has already completed six hours of history will not be required to take HIS205, and the requirement for history will have been fulfilled.

Goal VI: A knowledge of Christian Scripture and an ability to integrate that knowledge with issues of daily life. 6 hours

- BIB220 and BIB221 3-6 hours
- Transfers - WVC301 3 hours
- Students who have transferred to Belhaven will be required to complete BIB 220 or BIB 221 and WVC 301.
- WVC301 is to be taken within the first two semesters of transfer and is a pre-requisite for WVC401 which is required of all students in the semester immediately prior to the student's graduation.

Goal VII: An appreciation of humanity's artistic accomplishments 2 hours

- Freshmen: HUM225 and HUM226
  - Freshmen are required to take HUM225 and HUM226 throughout **their sophomore year**. The courses cannot be registered in the freshman year and are required to be **taken in the sophomore year**. These two courses are required as a course of study that must be finished in its entirety. ENG225, HIS225 AND HUM225 must be taken simultaneously within the fall semester of the student's sophomore year. ENG226, HIS226 and HUM226 must be taken simultaneously within the spring semester of the student's sophomore year.

Goal VIII: An ability to apply the biblical vision of the Kingdom of God 3 hours

- WVC401 (Transfers: Pre-requisite of WVC301)

### Course Enrollment Regulations

Core courses, courses required for the major listed in the General Education Goals, and electives must total a minimum of 124 semester hours.

Regulations with course-completion timelines such as biblical studies and English apply to degree-seeking students and do not apply to non-degree seeking special students, summer session students, or to students entering the second semester if the appropriate courses are not offered at that time.

All students should select elective courses in an area outside their major. The total number of hours in a major should not exceed nine semester hours more than what is already required for the degree.

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

### Academic Plan

Academic plans for students are available on the Belhaven website. Students must keep their own records of their academic progress; *ultimately, it is the responsibility of the student to see that he or she is registered for the correct courses for the degree he/she is pursuing.*

## ADMINISTRATION OF THE CURRICULUM

### The Semester System

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

### Grades and Quality Points

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

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

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

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

### Academic Standing

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

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

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

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

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

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

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

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

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

### **Incomplete**

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

The student (or one representing the student) must obtain the incomplete request form from the registrar's office. In filling out this form, students and their professors agree upon the dates of completion for all work. The dates for completion of the necessary work should be before the end of the first week of the next semester. Should a student fail to complete the required work by the end of the first week of the following semester, the grade "I" will automatically be changed to a grade of F by the office of the registrar.

### **Failure: Repeated Courses**

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

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

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

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

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

The following stipulations apply to this policy:

1. The student cannot use this option to repeat a course in which a grade of A, B, or C was earned. This can only be used to replace a grade of C- or below. A grade of an F will not forgive a grade of an F; both F's will be calculated in the GPA.
2. The student cannot use the forgiveness policy to replace a grade that was earned at another school, nor may grades earned at Belhaven be replaced by grades earned at another school. This policy will only affect the Belhaven grades and quality point index.
3. Both grades remain on the transcript; however, the highest grade earned will be the one used to recalculate the GPA.

4. A course intended to be used for the forgiveness policy cannot be taken as independent study and must be taken at Belhaven University.

**Pass/Fail Option**

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

**Auditing Courses**

Full-time students may audit a maximum of two courses each semester, with the permission of the registrar. A course is listed on the student's permanent record as AU (audit) unless the instructor of the course informs the registrar that class attendance or participation does not justify the listing, in which case it would be listed as NA (no audit).

**Adding or Dropping a Course**

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

A course other than EDU 101 (Mosaic), Freshman English or the ENG 225/226, HIS 225/226 and HUM 225/226 courses may be officially dropped through the first week of a semester (see Calendar for specific dates) without having the course entered on the student's permanent record. After the first week, a student will be allowed to drop a course, but that course will appear on the permanent record with a grade of either, W, WP (withdrew passing) or WF (withdrew failing).

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

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

**Classification**

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

**Course Load Per Semester**

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

**Grade Reports**

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

Midsemester grades are submitted and may be viewed on the Belhaven website.

**Transcripts**

A student who desires a transcript must complete a request form at least two weeks before the time he or she needs to have the transcript sent. Request forms are available at <http://www.belhaven.edu/Registrar/transcripts.htm> or in the business office. The registrar is not permitted to issue transcripts for a student who is in debt to the University. The person whose record is to be released must sign the request for a transcript. The cost of each transcript is \$10 for the first two copies and \$2 for each additional on a single request, and must be paid in advance. There is a minimum of 48 hours before a transcript can be released.

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

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

Belhaven University accords all the rights under law to students who are declared independent. No one outside the University shall have access to nor will the University disclose any information from students' education records without the written consent of students except to personnel within the University, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the act.

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

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

### **Class Attendance Policy**

The class attendance policy assumes that students will be present for all classes. University policy requires that students attend at least 80 percent of class meetings during a semester or summer session in order to receive credit. For Fall and Spring semesters, this 80 percent is interpreted thusly:

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

All reasons for absences (for example, illness, representation for school activities, emergencies, and late registration) are included in the maximum number of absences.

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

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

### **Evening Program:**

For over 25 years Belhaven University has offered an evening program of academic courses that provides basic college courses, including a wide range of courses in accounting and business administration, for interested area residents who are not able to attend regular classes during the day. Belhaven University instructors and selected area business people and educators teach classes. During the regular session, evening classes meet one evening per week beginning at 6:00 p.m.

### **Miniterms**

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

### **Gulf Coast Research Laboratory**

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

### **Summer Session**

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

### **Honors College**

The Honors College at Belhaven University offers academically advanced students a forum in which to deepen and expand their education both intellectually and spiritually. Students who demonstrate seriousness about their calling, a past record of academic achievement, and enthusiasm for interdisciplinary dialogue are eligible for Honors courses as described below:

#### **Honors Colloquium (HNS)**

An interdisciplinary seminar exploring diverse topics from the humanities, sciences, and arts. Through reading and round-table discussion with faculty and peers, students hone their ability to critically evaluate ideas from a Christian perspective and articulate responses both orally and in writing.

Students who meet any of the following criteria may take Honors Colloquium for elective credit:

- ACT composite 26 or above (SAT CR+Math 1190 or above)  
or
- ACT English/Writing 28 or above (SAT Writing 630 or above)  
or
- College-level GPA 3.5 or above, earned over at least 2 semesters

#### **Admission to Honors College as Honors Fellow**

Students who have completed at least two semesters of Honors Colloquium with a grade of B or above are admitted to full standing as Fellows in the Honors College; exceptions may also be considered subject to evaluation by the administration of the Honors College. The requirements for graduation as an Honors Fellow are as follows:

- Cumulative GPA of 3.4 or above
- At least 12 hours of Honors Colloquium (HNS) with a grade of B or above
- At least 15 hours of Honors-level coursework with a grade of B or above, to include at least 9 hours in the student's major
- Honors-level courses are available by arrangement with faculty who have approved the Honors designation for their courses. To merit the Honors designation, students must fulfill higher and/or additional requirements as determined by the faculty and demonstrate integration of the subject matter with a Christian worldview. Changes in grade weights and standards for Honors students will be indicated in the syllabus.
- Requests for Honors course designation must be signed by the faculty and submitted by the student to the Registrar's Office no later than the date specified by the Registrar and the Dean of the Honors College.

#### **Summer Enrichment Program**

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

#### **Registration at Other Institutions**

A student who is enrolled at Belhaven University may not register for courses at any other institution without approval of the registrar and the chairpersons of the departments involved. This policy refers to summer classes taken elsewhere as well as at any time when a student is pursuing a degree at Belhaven. A student may not be concurrently enrolled at Belhaven and another institution except in the situation of a senior needing a course for imminent graduation and said course is not currently offered at Belhaven University. The form to request a course at another institution is available on the Belhaven website. The form must be approved by the Registrar's Office before a student can register for the course at the other institution.

#### **Independent Study**

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

Students must complete a special request form to submit to the office of the registrar. The professor is not authorized to grant final approval for an independent study course. The request must be submitted to the registrar's office no later than two days prior to the last day to enter a course or change enrollment status. No course intended to be used for the forgiveness policy can be taken as independent study; furthermore, all forgiveness policy courses must be taken at Belhaven University.



### **Tutorial Work**

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

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

### **Study Travel Program**

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

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

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

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

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

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

### **Council Studies**

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

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

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

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

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

### Alternative Credit Programs

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

- **Advanced Placement Tests**

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

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

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

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

- **Correspondence Courses**

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

- **International Baccalaureate Program**

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

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

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

A \$150.00 assessment fee is paid at the time the portfolio is turned in for assessment. Upon awarding of credit, the student is charged \$75.00 per semester hour of credit and must pay the full amount before the credits are recorded on the student's permanent record. Students wishing to earn academic credit must submit the required portfolio information for assessment upon completion of EDU 290. A maximum of 15 hours may be earned through portfolio assessment. Credit is awarded and applied only as elective credit. The process for experiential credit should be completed prior to the beginning of the last semester required for degree completion. An additional fee must be paid prior to the beginning of the course for additional software usage required for the course.

- **Documented Learning - Portfolio I**

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

- **Experiential Learning - Portfolio II**

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

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

- **Credit for Work Completed in Armed Service**

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

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

*Credit from alternative credit programs may be given in a specific area in which a student wishes to major or minor, dependent upon departmental policy. Credit in Bible, history, culture, or literature courses from these sources to meet general education curriculum requirements will not be accepted. The maximum total of such credit listed above, in any combination, is 30 semester hours, not to include more than 15 hours of experiential credit. Hours earned through alternative credit programs do not carry quality points and therefore are not considered as residential hours for honors calculations.*

### **Foreign Language Proficiency Exams**

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

The method of testing and the level of proficiency to be awarded for languages other than Spanish, French, or German will be determined by the chair of the foreign language department or her designee. For testing other than CLEP, a \$100 fee is charged for administering a proficiency exam; an additional fee of \$100 is charged if the exam is completed, but no semester hours, grades or quality points will be awarded.

### **Advanced Course Placement:**

- **Placement in Advanced English**

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

- **Placement in Advanced Language**

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

Those students who are eligible to enter a foreign language course at the 300 level and complete six hours at this level may then elect to take examinations in the intermediate course (201-202) to receive six hours of credit.

- **Placement in Advanced Mathematics**

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

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

### **Academic Lists**

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

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

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

### **Graduation with Honors**

To graduate cum laude, magna cum laude, or summa cum laude, a baccalaureate degree-seeking student must have earned a minimum of 60 academic hours carrying quality points at Belhaven University. At the time of graduation the student must have established a cumulative grade point average on the Belhaven University record and meet the minimum to be eligible: cum laude, 3.4; magna cum laude, 3.7; summa cum laude, 3.9.

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

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

### **Veterans' Regulations**

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

### **Course Substitution**

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

## **PRE-PROFESSIONAL PROGRAMS**

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

### **Pre-Health Professional Programs**

All students who wish to be recommended by Belhaven University for pre-professional programs in the medical sciences or for graduate school, or for fellowships, assistantships, etc. must make an appointment and meet with the pre-professional committee. That committee is chaired by Dr. Waltzer (premedical advisor) and Dr. Bishop. It is recommended that students meet with the committee twice: (1) during their first semester at Belhaven University, and (2) during the semester when they will ask for recommendations. The committee will include: Dr. Rob Waltzer, Dr. Reid Bishop, Dr. Phillip Carlson and Dr. Leslie Walker.

**Premedical Program**

Requirements vary among medical schools. You should check requirements of medical schools in your state of residence and any out-of-state schools to which you would consider applying.

The University of Mississippi Center Requirements:

Biochemistry – 1 semester

Physics – 2<sup>nd</sup> semester

Life Science: 2 semesters of any combination of the following:

- Zoology
- Cellular Biology
- Molecular Biology
- Physiology
- Anatomy

Recommended Courses:

- Algebra
- Statistics
- Psychology
- Sociology

For many other medical schools some or all of the following courses are required: one academic year each of biological science, inorganic chemistry, organic chemistry, English, mathematics, physics, and behavioral science. In addition, medical schools frequently require one semester of Biochemistry. All semester hours of advanced science must be taken in a senior college. The total of 90 semester hours will be completed by approved electives.

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

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

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

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

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

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

For candidates seeking admission into the DPT Class the successful completion (a grade of C or better) of the prerequisite courses below is required, and candidates must provide evidence of 40 hours of observation in at least two physical therapy clinical departments. A minimum of 5 of the 8 courses specified below must be completed (with grades) to be eligible to apply. All prerequisite courses must be successfully completed for a student to be admitted.

Candidates seeking admission into the class may elect to complete either ALL of the current prerequisite list or the revised prerequisite list below.

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

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

\*\* must be taken at a senior college

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

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

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

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

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

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

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

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

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

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

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

Required courses:

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

General psychology – One semester

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

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

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

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

For the Pharmacy catalogue and pre-pharmacy requirements go to: <http://www.pharmacy.olemiss.edu/student/Handbook.pdf>.

The application deadlines after completion of pre-requirements are Regular Entry: November 1; Early Entry: February 1.

**Other Pre-Professional Programs**

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

**Pre-Ministerial Program**

Theological seminaries require for entrance the B.A. or B.S. degree from an accredited four-year college. The Association of Theological Schools encourages students to receive a broad liberal arts education in preparation for seminary work.

Belhaven University has a pre-ministerial program to give students this kind of education. The department of biblical studies and ministries offers a submajor that, along with biblical studies, gives a broad liberal arts basis where critical thinking skills are developed and sharpened.

**Pre-Law Program**

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

**Pre-Engineering Program**

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

## CERTIFICATE PROGRAMS

These are programs in accounting and dance. The courses can be used as credit toward a degree. Certificate programs are approved for veterans training by the state approving agency and are the equivalent of a college major except where noted.

### Accounting: 36 hours

In 2014, the Accounting certificate program shifted from evening courses to an online format.

The required classes are: ACC 217, 313, 314, 337, 411, 412, 413, 418, 421, 424, 490, BUS 415.

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

Prerequisites to the Accounting Certificate consist of 27 hours: MAT 101 or 110, MAT 201, ACC 213-214 with a grade of C or better within the last seven years or a proficiency exam, ECO 207, BUS 305, BUS 360, BUS 363, BUS 414, and BUS 418.

Students who have earned a BBA or BS in Business from Belhaven University will already have taken all of the prerequisites and will be qualified to take the CPA exam in Mississippi after completion of the Accounting Certificate. Students who have earned a BBA or BS from another accredited college or university will need to consult with an advisor in the School of Business to determine if they lack any prerequisites.

Students can transfer up to nine hours in accounting courses with permission of the chair of Accounting Studies.

### Dance: 21 - 24 hours

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

## COURSES OF INSTRUCTION

### Numbering of Courses

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

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

### Offering of Courses

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

Credit hours are indicated in parentheses following course titles.

### Divisions of Instruction

#### Division of the Arts

Art  
Arts Administration  
Creative Writing  
Dance  
Graphic Design  
Interdisciplinary Studies  
Music  
Theatre

#### Division of Education

Elementary Education  
Geography  
Physical Education



Division of Business Administration

Accounting  
Business Administration  
Economics  
Sports Administration

Division of Ministry and Human Services

Biblical Studies and Ministries  
Family Studies  
Intercultural Studies  
International Studies  
Psychology  
Social Work  
Sociology

Division of Humanities

Classical Education Studies  
Communication  
English  
Foreign Languages  
History  
Humanities  
Philosophy of Worldviews  
Political Science  
Specialized Communication

Division of Natural Science

Biology  
Chemistry  
Mathematics  
Nursing  
Physics  
Sports Medicine: Exercise Science

Extrdepartmental

Council Studies  
Honors Colloquium  
Leadership Studies

**Departmental Abbreviations**

Accounting	ACC	History	HIS
Art	ART	Honors Colloquium	HNS
Arts Administration	AAD	Humanities	HUM
Biblical Studies and Ministries	BIB	Interdisciplinary Studies	IDS
Biology	BIO	International Studies	IST
Business Administration	BUS	Leadership Studies	LDS
Chemistry	CHE	Mathematics	MAT
Classical Education Studies	CES	Music	MUS
Communication	COM	Nursing (BSN)	NUR
Computer Science	CSC	Nursing (RN – BSN)	NRN
Council Studies	COS	Philosophy of Worldviews	PHI
Creative Writing	CWR	Physics	PHY
Dance	DAN	Political Science	PSC
Economics	ECO	Psychology	PSY
Education	EDU	Reading	REA
English	ENG	Sociology	SOC
English as a Second Language	ESL	Social Work	SWK
Family Studies	FAM	Spanish	SPA
French	FRE	Specialized Communication	SPC
Geography	GEO	Sports Administration	SAM
German	GER	Sports Medicine and Exercise Science	SME
Graphic Design	GDS	Teaching English As A Second Language	TESL
Greek	GRE	Theatre	THE
Health and P.E.	HPE	Worldview Curriculum	WVC

## Courses of Instruction

### Accounting (ACC)

Professor Goldsmith, Chair  
Assistant Professor Roark

The Accounting program has three primary objectives. First, the program seeks to provide students majoring in Business Administration with the necessary accounting background for making effective managerial decisions. Second, the program seeks to provide accounting majors with the skills and knowledge necessary for success in the accounting profession. Third, as a component of a Christian liberal arts college, the accounting program emphasizes the importance of Christian values and ethics in the practice of accounting.

Accounting students will have real-world experience through ACC 430.

**Accounting Major:** 66 hours. The accounting major consists of 22 courses of 3 credit hours each, for a total of 66 hours. The 22 required courses are ACC 213-214, 217, 313-314, 337, 411, 412, 413, 418, 421, 424, and 490; BUS 305, 320, 326, 360, 363, 414, 415; ECO 207; and MAT 201.

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

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

**Accounting Minor for a student in the B.S. in Business Administration program:** 18 hours consisting of the following: ACC 313-314, and any four of the following: ACC 217, 411, 412, 413, 418, 421, 424, 485, or BUS 415.

**Minor for a student not in the B.S. in Business Administration degree program:** 18 hours consisting of the following: ACC 213-214, 301, 313-314, and any one of the following: ACC 217, 411, 412, 413, 418, 421, 424, 485, or BUS 414.

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

A study of the concepts and fundamental principles of accounting practice. The course includes applications to proprietorships, partnerships, corporate accounting, and managerial accounting. *(213, fall and spring; 214, spring only)*

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

An application oriented course with emphasis on the use of computers in solving accounting and business problems. Hands-on use of general ledger and spreadsheet software will be emphasized. *(Spring only; offered in the evenings in summers in even-numbered years on demand)*

**301 Managerial Accounting (3).** Prereq: ACC 213-214.

An in depth study of accounting applications for managers with special emphasis on computer applications. Required for business majors, does not apply to the accounting major.

**313-314 Intermediate Accounting (3-3).** Prereq: ACC 213-214. (C- or better within last seven years or proficiency exam).

An in-depth study of financial functions and basic theory; recognition and measurement of assets, liabilities, income and equity; and the preparation and analysis of financial statements. *(313, fall only; 314, spring only)*

**337 Cost Accounting (3).** Prereq: ACC 213-214.

A study of cost and revenue behavior, cost-volume-profit relationships, master budgeting, and responsibility accounting for the purpose of planning and control of operations. *(Fall only)*

**411 Individual Income Tax Accounting (3).** Prereq: ACC 213-214.

An introduction to the federal income taxation of individuals. This course offers a broad base for understanding and applying the tax laws. *(Fall only; offered in the evenings in summers in odd-numbered years on demand)*

- 412 Auditing (3).** Prereq: ACC 313 and 314.  
A study of the concepts and standards of auditing and an explanation of how concepts are implemented in auditing practices, policies, and procedures. *(Fall only)*
- 413 Advanced Accounting (3).** Prereq: ACC 313-314.  
A study of specialized problems of accounting, including income presentation, business combinations, multinational accounting, partnerships, governmental and not-for-profit accounting, and fiduciary accounting. *(Fall only)*
- 418 Accounting Ethics (3).** Prereq: ACC 213, 214, 313 and 314.  
A study of the codes of professional ethics for accountants, biblical principles of virtue and character, the absolute truth of God's moral standards, and the application of biblical principles to solve ethical dilemmas in the accounting profession. *(Spring only)*
- 421 Accounting for Taxes on Businesses (3).** Prereq: ACC 213-214.  
A detailed study of the federal income taxation of corporations, partnerships, estates, and trusts. A broad base for understanding and applying the tax laws is provided. *(Spring only; offered in the evenings in summers in odd-numbered years on demand)*
- 424 Governmental Accounting (3).** Prereq: ACC 213-214.  
A study of fund accounting concepts and standards as they relate to federal, state, and local governments and to not-for-profit organizations. *(Spring only)*
- 430 Accounting Theory (3).** Prereq: ACC 313-314.  
The capstone course of the accounting major studies the development of accounting standards by FASB. Accounting controversies are evaluated using FASB's theoretical statements and biblical principles. *(Offered on demand)*
- 437 Cost Accounting II (3).** Prereq: ACC 213-214, and 337.  
A continuation of Cost Accounting I, this course is a study of strategy, strategic profitability, and cost allocation; customer profitability analysis; support department cost allocation and common costs; joint product and byproduct cost allocation; costing spoilage, rework, and scrap; balanced scorecard and the theory of constraints; inventory management; transfer pricing; performance measurement; compensation; and multinational considerations. *(Offered on demand in Spring only)*
- 450 Internship (3).**  
This course is designed to give the student practical experience in the field of accounting. This course is only open to students majoring in accounting. Senior standing and approval by the Dean of the School of Business must be obtained. This course is graded on a pass or fail basis. Refer to "Student Intern Programs and Practicums" for further requirements.
- 485 Financial Management of Christian Ministries (3).**  
An introduction to the biblical principles that should guide the administration of Christian ministries and the accounting and management skills needed by the administrator of a Christian ministry in order to be an effective steward of the Lord's resources. Topics to be covered: biblical principles of money management and stewardship; financial disclosure; internal controls; audits; budgeting; employee payroll; obtaining tax-exempt status; and tax returns for ministers. Does not apply toward the major.
- 490 Forensic Accounting (3).** Prereq: ACC 313-314, ACC 412.  
Also called investigative accounting, forensic accounting is a study of the methods used to detect and prove financial fraud or to track funds that have been embezzled. *(Spring only)*

**Art - Visual Arts (ART)**

Associate Professor Pennebaker, Chair  
 Professor Hause, Associate Chair  
 Professor Theisen  
 Associate Professor Haien  
 Specialty Instructor Tyson

The visual arts program at Belhaven University offers students the opportunity to develop the creative vision, aesthetic insight, technical skill, intellectual rigor, spiritual discernment, and work ethic necessary for the practice of visual art from a Christian worldview. The department also seeks to provide the campus and local community with opportunities to encounter and engage with works of visual art and their creators. Visual arts majors gain real-world experience through participation in public exhibitions, including the senior show, as well as opportunities for internships.

The visual arts department offers a Bachelor of Arts, a Bachelor of Fine Arts, and a minor in art. Visual arts majors (freshman and transfer) enter as BA candidates and are admitted to BFA standing upon successful completion of foundation courses and by approval of visual arts faculty.

**Bachelor of Arts in Art (BA):** 51 hours to include:

15 hours of foundation courses (ART 120-121, 125, and 130-131)

9 hours of art history (ART 360, 461 and either 361 or 460)

3 hours of aesthetics (PHI 275)

3 hours of senior seminar (ART 401)

BA students are required to participate in a senior exhibition, portfolio review, or complete an equivalent senior project as approved by the faculty.

**Bachelor of Fine Arts in Art (BFA):** 78 hours to include:

15 hours of foundation courses (ART 120-121, 125, and 130-131)

12 hours of art history (ART 360-361 and 460-461)

6 hours of aesthetics and art theory (PHI 275 and ART362 or 462)

3 hours of senior seminar (ART 401)

BFA students may designate an emphasis in Drawing, Painting, Photography, or Sculpture, pending completion of at least 12 hours in that area.

Up to 6 hours of courses in graphic design (GDS) may count toward the visual art major in the BFA program.

BFA students are required to mount a senior exhibition (solo or group).

**Minor in Art:** 21 hours to include ART120, 130, and 3 hours from ART 360, 361, 460, or 461.

Visual arts majors are required to attend and participate in scheduled departmental meetings (Practicum Lab). Visual arts majors are responsible to read and abide by all departmental policies as described in the Visual Arts Department Studio Manual.

**Honors Program:** The visual arts department offers the opportunity to enroll in the following courses for honors credit: ART 360, 361, 362, 365, 460, 461, 462, and PHI 275. Other ART courses may also be considered for honors status subject to faculty approval. For honors program policies, see “Honors College” found in the “Administration of the Curriculum” section of the catalogue.

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

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

ART 121: Prereq: ART 120 or permission. Continued development of skills introduced in ART 120. (*Spring only*)

**125 Perspectives on Creativity and Art (3).** For students majoring in ART and GDS only.

An introduction to broader questions of the artistic calling within a Christian worldview, the nature of the artistic process, the fundamentals of design and the visual elements, and the critique process. (*Fall only*)

- 130-131 Design I-II (3-3).**  
 ART 130: Foundational introduction to theories and terminology of design and their practical application. Unit projects focus on the elements of design and principles of organization in two dimensions and in black and white. (*Spring only*)  
 ART 131 Prereq: ART 130 or permission. Expands on the foundational approach of ART 130 with a directed emphasis on color theory and three-dimensional design. (*Fall only*)
- 215 Art Appreciation (3).**  
 Introduction to artistic media, design concepts, and techniques as well as a historical overview of major artists, works, periods, and movements. Intended to enhance students' understanding and enjoyment of art in everyday experience and provide the tools for critical analysis of historical and contemporary works of art in their cultural and philosophical contexts. Non-major credit only. (*Fall and Spring*)
- 220-221 Studio Drawing I-II (3-3).** Prereq: ART 120-121.  
 An advanced drawing course building on skills learned in ART 120-121. Emphasis is placed on consistent application of design principles in the practice of drawing, as well as on the exploration of individual artistic vocabulary through work in series. Includes study of the live model. (*Fall and spring*)
- 230-231 Printmaking I-II (3-3)**  
 An introduction to black and white relief and intaglio processes. The course is primarily intended to familiarize students with the tools and methods of relief and intaglio printing, with the goal of producing a successful edition.
- 240-241 Photography I-II (3-3).**  
 ART 240: Introduction to camera use as well as developing, enlarging, and printing black and white photographs. Emphasis is placed on the role of design and concept in fine art photography.  
 ART 241: Prereq: ART 240. Students begin to define their individual conceptual and technical style through the development of a black and white portfolio. (*Fall and spring*)
- 250-251 Studio Painting I-II (3-3).** Prereq: ART 120-121.  
 Introduction to the materials and processes of painting, with particular focus on the observation of light and color. (*Fall and spring*)
- 280-281 Sculpture I-II (3-3).** Prereq: ART 120-121, 130-131.  
 Introduction to mechanical and technical issues associated with the primary materials and methods of working in the third dimension. Students also develop a conceptual and historical perspective on both additive and subtractive sculptural processes. (*280, fall only; 281, spring only*)
- 301-302 Independent Study and Research (3-3).** Prereq: Junior standing.  
 An opportunity for students to pursue special artistic projects and research under faculty supervision. Subject to approval by faculty and chair.
- 320-321 Studio Drawing III-IV (3-3).** Prereq: ART 220-221.  
 Continuation of ART 220-221. Drawing skills are developed and refined through continued work from the live model. Emphasis is also placed on the development of conceptual and interpretive skills. (*Fall and spring*)
- 340-341 Photography III-IV (3-3).** Prereq: ART 240-241.  
 ART 340: Experimentation with darkroom manipulation processes for negative and print.  
 ART 341: Experimentation with alternative photographic processes, mixed media, and diverse formats in order to further define individual conceptual and technical styles. (*Fall and spring*)
- 350-351 Studio Painting III-IV (3-3).** Prereq: ART 250-251.  
 Continued study of painting from life, with emphasis on observation of color and light. Increased attention is also given to personal interpretation and expression. (*Fall and spring*)
- 360 World Art (3).**  
 A survey of the art of selected cultures and civilizations from Africa, Asia, and the Americas. Explores universals of visual expression while also bringing Christian discernment to a reading of distinctive styles and methods as they embody worldviews. (Honors) (*Fall, even years*)

- 361 Western Art I (3).**  
A study of the history of western art from the Ancient Near East through the Gothic period. Introduces students to the touchstones of the western artistic tradition, viewed in the context of Christian critical analysis. (Honors) *(Spring, odd years)*
- 362 Topics in Art Theory (3)**  
A study of selected texts related to the theory of visual art and its function in human culture. Emphases may include theology and philosophy as well as art criticism and pedagogy in both Western and non-Western cultures. Texts will be examined within their historical context and from the perspective of a Christian worldview. (Honors) *(Spring only)*
- 365 History of Photography (3).**  
A historical investigation of photography as an expressive art form. This study traces technological advances in the photographic medium as well as the visual influences of 19<sup>th</sup> and 20<sup>th</sup>-century movements in art; critical readings in the aesthetics of photography contrast this new modern visual language with traditional artistic media in an effort to understand its unique character from a Christian perspective. (Honors) *(Spring only)*
- 380-381 Sculpture III-IV (3-3) Prereq: ART 280-281.**  
Further refinement of skills learned during the first two semesters as well as introduction to less traditional forms and methods of sculpture. Emphasis is placed on the integration of technique and design within the context of an emerging individual style and approach. *(380, fall only; 381, spring only)*
- 399 Internship (3).** Prereq: Junior standing and department chair approval.  
Supervised practical experience in an art-related profession. Maximum internship credit is six hours, nine hours for graphic design. Refer to “Student Intern Programs and Practicum” for further requirements.
- 401 Senior Seminar I (3).** Prereq: Senior standing  
Seminar course intended to prepare senior visual arts majors to enter the professional world of fine art and related fields. Includes introduction to professional presentation, resume/portfolio preparation, public relations, business practices, and gallery work, culminating in preparations for the senior exhibition. *(Fall only)*
- 402 Senior Seminar II (3).** Prereq: Senior standing and faculty approval.  
An opportunity for seniors to pursue special artistic projects and research in preparation for senior exhibition, under faculty supervision. *(Fall and spring)*
- 420-421 Studio Drawing V-VI (3-3).** Prereq: ART 320-321.  
Continued refinement of conceptual, observational, technical, and interpretive skills in the development of a coherent body of work. *(Fall and spring)*
- 440-441 Photography V-VI (3-3).** Prereq: ART 340-341.  
ART 440: Lighting techniques as applied to environmental and studio portrait photography.  
ART 441: Emphasis on photography as a collateral medium to language and graphic design in the communication of a marketing message. Explores lighting and product photography in a commercial context. *(Fall and spring)*
- 450-451 Studio Painting V-VI (3-3).** Prereq: ART 350-351.  
Emphasis on experimentation and innovation in painting. *(Fall and spring)*
- 460 Western Art II (3).**  
A survey of developments in European art from the Renaissance through c. 1850. In addition to formal and technical considerations, emphasis is placed on understanding and evaluating intent and meaning in light of the Christian worldview. (Honors) *(Fall, odd years)*
- 461 Western Art III (3).**  
A survey of the last 150 years in the art of Europe and America. Introduction to modernity and postmodernity viewed from a Christian perspective, in an effort to understand the artistic context of our times. (Honors) *(Spring, even years)*

- 462 Modern and Contemporary Art Theory (3).**  
A survey of texts and other statements by artists, art critics, and philosophers from c.1860 to the present. Examination from a Christian perspective of major theories informing visual art practices in the modern and postmodern world prepares visual arts majors to enter knowledgeably and redemptively into contemporary artistic discourse. (Honors) (*Spring only*)
- 480-481 Sculpture V-VI (3-3)** Prereq: ART 380-381.  
Focus on refinement of skills, successful use of design principles, and research into contemporary modes of sculptural expression. Emphasis is placed on individual exploration and personal voice as well as the creation of a cohesive body of work.
- 498-499 Internship (3-3).** Prereq: Junior standing and department chair approval.  
Supervised practical experience in an art-related profession. Maximum internship credit is six hours. Refer to “Student Intern Programs and Practicum” for further requirements.

### Arts Administration (AAD)

Mr. Jack Kyle, Chair

Arts Administration is a challenging and expanding field that is ready for Christian leadership. In keeping with the mission of Belhaven University to prepare men and women to serve Christ Jesus in their careers, relationships, and in the world of ideas, the Arts Administration degree program gives our students the knowledge, skills, and training necessary to administrate the business side of the arts in a variety of settings. Principles of management, human resource development, ethics, financial management, fund-raising, marketing, and law will be applied to theatre, dance, music, and the visual arts. Arts Administration students will have real-world experience through two required internships, ART 450 and 451.

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

- 300 Introduction to Arts Management (3).**  
This course covers the basic principles, theories, concepts, processes and practices relating to organizations in the arts industry including structure of the arts industry, organization structures, leadership, staffing, volunteerism, fundraising, intellectual property, grants writing, advocacy, etc. (*Fall only*)
- 310 Marketing the Arts (3).**  
Introduction to effective marketing concepts, strategies, and practices for arts organizations. Students develop an under-standing of the consumer and market, choose proper research techniques to solve problems, determine appropriate promotional techniques to develop relationships with patrons, and develop a complete and integrated marketing plan for an organization. (*Fall only*)
- 400 Fund Raising (3).**  
Course provides an overview of basic fund-raising techniques for non-profit arts organizations. Strategies for raising funds from individuals, corporations, foundations, and government funding sources are reviewed and analyzed. Methodologies for developing a complete fund-raising plan are studied. (*Spring only*)
- 450 Arts Administration Internship I (2).** Prereq: AAD 300, 310, and 400; and approval of the Department Chair.  
Students must complete an arts administration internship/practicum within the Belhaven University arts division, local arts organizations, or performing arts companies. Refer to “Student Intern Programs and Internships” for further requirements.
- 451 Arts Administration Internship II (2).**  
A continuation of the internship in AAD 450 or completion of a different internship.

**490 Senior Seminar (3).**

Designed to give experience and/or competence in topics and skills essential to successful management of the arts. Survey of critical literature and trends in arts management. Projects geared toward the particular needs of the student. These may include preparation of position papers, arts events production or consulting work for arts organizations. (*Spring only*)

**Biblical Studies and Ministries (BIB)**

Assistant Professor Brannon, Chair  
Professor Martin

The department of biblical studies and ministries seeks to establish the faith and understanding of all students in the University through study of the Bible as the inspired, infallible Word of God. It also seeks to provide departmental majors with the necessary background and skills to interpret the Bible adequately as the objectively authoritative rule of faith and practice. In accordance with the best standards of Reformed scholarship, the biblical data are presented along with a consideration of light that has been shed upon the subject matter by recent study or discovery. Thus students are encouraged to investigate the biblical text for themselves as the source of their doctrine and the guide for their conduct. Biblical studies and ministries students will have real-world experience through a required internship, BIB 441.

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

**Biblical Studies and Ministries Major:** It is necessary to have: (1) nine hours from BIB 220, 308, 315, 316; (2) nine hours from BIB 221, 310, 311, 317; (3) BIB 350, 441 (minimum of 3 hours, maximum of 6 hours); (4) 6 hours of a Foreign Language; and the prescribed courses in one of the submajors listed below.

Submajors:

Theology: BIB 302, 331, 332, 408, and 412.

Missions and Cultural Relations: BIB 302, 360, 408, 411 and 412.

Youth and Children Studies: BIB 302, 370, 380, 408 and 412.

The chair of the department will maintain the ability to make substitutions if appropriate and necessary, and this will provide some flexibility for the degree.

**Biblical Studies and Ministries Minors:** BIB 220, 221 and 18 hours of Biblical Studies and Ministries courses.

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

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

**210 The Teaching of Major World Religions (3).**

Credit given in either philosophy of worldview or biblical studies. A study of the worldviews and practices of religions such as Judaism, Islam, Hinduism, Buddhism, Confucianism, and Taoism. These are compared to and contrasted with the Christian faith. (*Fall, odd years*)



- 220 Survey of the Old Testament (3).**  
A survey of the Old Testament and some of its basic themes, with an emphasis on the character of the God who reveals Himself through the Bible. Since God has created humankind in His image for fellowship with Him, there is consistent reference to the terms of that relationship. God is presented as holy, loving, and sovereign, while people are presented as responsible for loving God, loving their neighbor, and caring for all that God has created. Attention is given to the promises and demands God makes which are relevant in our relationship with Him and others today. *(Fall, spring and summer)*
- 221 Survey of the New Testament (3).**  
This course is a survey of the New Testament and some of its basic themes, with an emphasis on Jesus Christ as God who became a human being. Since Jesus came to seek and to save the lost, attention is focused on the salvation He came to bring and how it is received. Since Jesus continues to be God, attention is given to His Lordship over history and human life. The implications of His Lordship for our lives today are examined. *(Fall, spring and summer)*
- 302 Biblical Interpretation (3).**  
The Bible was written long ago, but it is also God's word for today. A study of the principles necessary to understand what the Bible meant when it was written and how it is to be understood and applied now. *(Spring, even years)*
- 308 Old Testament Prophetic Books (3).**  
A study of God's message to His people in the specific circumstances of the Old Testament. Special effort is given to understanding the message of the major and minor prophets and to seeing what they mean for present times. *(Fall, odd years)*
- 310 The Life and Teaching of Jesus (3).**  
A survey of Christ's life and teaching based on all four Gospels. Special attention is given to understanding the historical setting, showing how these books relate to the rest of Scripture and applying their principles today. *(Fall, even years)*
- 311 Acts and Paul (3).**  
A study of Paul's life and teachings as seen in Acts and his letters. This is designed to give the student an understanding of the early church and the ability to apply biblical principles to contemporary issues. *(Spring, odd years)*
- 315 Old Testament Historical Books (3).**  
These books give an account of God's establishing a covenant relationship with His people. The study includes the historical development of this relationship, emphasizing its relevance for Christians today. *(Fall, even years)*
- 316 Old Testament Poetic Books (3).**  
A study of Job, Psalms, Proverbs, Ecclesiastes, and the Song of Solomon, giving attention to style and content. Emphasis is given to understanding and living by the wisdom expressed in these books. *(Spring, even years)*
- 317 Hebrews to Revelation (3).**  
A study of the final books of the Bible to see the fulfillment of the Old Testament, the wisdom necessary for life, and the hope that these writings give for the future. *(Fall, odd years)*
- 331, 332 Christian Doctrine (3, 3).**  
A historical and systematic survey of Christian doctrine as set forth in Scripture.  
BIB 331: A critical investigation of the doctrines of Scripture, God, the Trinity, creation, covenant, and human beings. *(Fall, even years)*  
BIB 332: A study of the doctrines of the person and work of Christ, the sacraments, the church, and the second coming. *(Spring, odd years)*
- 350 The Church and Its Mission (3).**  
Study of basic biblical images and models of the church in order to use these as the pattern for how the church should reach out to the world in Christ's name. *(Fall, odd years)*

- 360 Global Social Responsibility (3).**  
Specific biblical teachings from both the Old and New Testaments are presented as the foundation for serving God in a world filled with social needs. *(Spring only)*
- 365 Media Messages in Biblical Perspective (1-3).**  
This course will develop skills of analysis and evaluation of contemporary media philosophy and values, and the ability to respond critically from a Christian worldview perspective. The means used will be primarily movies that reflect contemporary culture. Must be sophomore or above.
- 370 Teaching Ministry (3).**  
Both Bible content and methodology are studied to prepare students for teaching the Bible in a variety of ministry settings, including sports and recreation outreach. *(Fall, even years)*
- 380 Youth Ministry (3).**  
The study of the way Jesus related to people and also of contemporary youth culture. This study forms the basis upon which to build and evaluate models of ministry with youth in both church and parachurch settings. *(Spring, odd years)*
- 408 Introduction to International Missions (3).**  
The broad scope of international missions is presented by studying biblical, historical, cultural, and strategic aspects of the remaining task in today's world. *(Spring, odd years)*
- 411 Transcultural Ministry (3).**  
A study of how God reveals His truth to people within their culture. By examining cultural differences, students become acquainted with and sensitive to the issues involved in working with people of other ethnic groups or cultures. *(Fall, even years)*
- 412 Evangelism and Disciple Building (3).**  
Study of methods of evangelism and discipleship, giving special attention to the importance of relationships and prayer in winning others to Christ. *(Fall, odd years)*
- 415 Urban Ministry (3).**  
A biblical theology of the city will be outlined as the background for considering urban issues and ministries.
- 431 Contemporary Theology (3).**  
A study of Christ and modern culture. Students will investigate how many modern thinkers have tried to integrate Christ and modern Western culture. *(Spring, even years)*
- 432 Theology of the Major Sects (1-3).**  
Study of the beliefs and history of various sects and some cults. Students are asked to critique biblically the beliefs of these groups.
- 441 Internship (1-6).**  
Supervised practical experience of ministry. May be taken for up to six hours of credit. This course is open to students in any major. Approval of the department chairman is required. *(Fall, spring and summer)*
- 442 Field Site Visitation (1).**  
A tour of significant models of ministry. Combines personal interviews with leadership personnel and complementary reading assignments. May be taken for a maximum of three credits. *(Fall, spring and summer)*
- 444 Guided Study (1-3).**  
Supervised research and writing in an approved area of biblical inquiry. Offered by special arrangement with the chairman of the department. May be taken more than once. *(Fall, spring and summer)*
- 445 Mission Trip (1-3).**  
A travel seminar with significant hands-on ministry, usually in a cross-cultural setting. There will be an emphasis on understanding and relating appropriately to those of other backgrounds while carrying out a ministry project. May be taken for a maximum of three credits. Approval of the department chairman is required.

**Biology (BIO)**

Professor Waltzer, Chair

Associate Professor Brandon

The department of biology at Belhaven University seeks to encourage students to develop an appreciation for the created world, to make an impact academically, and to use their knowledge in service to society. Students are expected to develop a broad background in biological science as preparation for teaching, graduate school, and the health-related professions, government, and industry.

The department offers a major in the Biological Sciences and three additional concentrations in 1) Cellular and Molecular Sciences; 2) Ecological Sciences; and 3) Human Physiology.

The core requirements for the major (18 hours) include:

- (1) BIO 105-106, 107-108
- (2) BIO 369 or 370, BIO 342
- (3) BIO 400, 401

**Biological Sciences Major:** 32-34 hours of Biology to include the core and the following additional coursework: Four advanced courses 200 level or above (not including BIO 230, 231, 265)

**Biological Sciences Major Concentrations:**

**Cellular and Molecular Sciences:** 37-38 hours of Biology to include the core and the following additional coursework: BIO 369 and 370, 333 or 410, 336 or 371, and two of the following, BIO 320, CHE 371 or 372.

**Ecological Sciences:** 38 hours of Biology to include the core and the following additional coursework: BIO 211, 310, 350, 336 or 371, 382

**Human Physiology:** 37-38 hours of Biology to include the core and the following additional coursework (BIO 230 does not count for majors credit, but is a prerequisite for SME 380. SME 380 and 420 count for majors credit in Biology in this concentration): BIO 320; 336 or 371 or 410; 333; SME 380 and 420 (SME 380 requires BIO 230 and 320 as prerequisites) (BIO 231 and 265 recommended)

In addition to the core requirements, a biology major must take CHE 111-112, 113-114 and CHE 211; and a statistics course; either BUS 305, PSY 303, or MAT 305. Recommended for students majoring in Biology: PHY 241-242, 243-244; and CHE 212. Biology majors are required to take one semester of non-majors science: either BIO 125 or PHY 125. Students who enter having taken algebra and with an ACT 25 in the sciences may take BIO 105-106, 107-108 concurrently with CHE 111-112, 113-114.

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

All rising juniors must take the Educational Testing Service Major Field Test in Biology. The test should be taken after completion of a minimum of 12 hours in biology at a time during the spring semester to be selected by the department chairman. The test will be used to aid in the advising and course selection process of the student. This test must be retaken during the senior topics course as part of the course grade.

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

**Biology Minor:** 22 hours to include BIO 105-106; 107-108; 400; 401; and any three upper-level courses in biology.

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

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

**Pre-Professional Programs:**

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

- 105-106 General Biology (3-3).** Pre-req.: BIO 125 or PHY 125 or ACT science score of 22 or above.  
An analytical approach to the study of basic biological processes and principles as designed by the Creator; stress on the common foundation on which all living events are based. (Lecture 3) (Honors) (*105, fall only; 106, spring only*)
- 107-108 General Biology Lab (1-1).** Prereq. or coreq: BIO 105-106, BIO 125 or PHY 125 or ACT science score of 22 or above.  
Corresponding lab session for general biology lecture. (Lab 3) (*107, fall only; 108, spring only*)
- 125 Science & Culture II: Life Sciences for a Sustainable Future (4)**  
This course is an introduction to issues in Biology as they affect our lives and the natural world. The course will take a problem-based approach as we address issues of health, well-being, biodiversity, the environment, and scientific discovery and will focus on the practical application of this knowledge to our lives and a sustainable society.
- 230 Human Anatomy and Physiology I (4).**  
A study of cells and tissues, integumentary, skeletal, muscular, and nervous systems. Course is open to students in pre-allied health programs, sport medicine, and dance. (Lecture 3, Lab 3) SME majors cannot enroll in BIO 230 without having first successfully passed BIO 105, 106, 107, and 108 with a C- or higher. (*Fall only*)
- 231 Human Anatomy and Physiology II (4).**  
A study of cardiovascular, immune, respiratory, digestive, metabolism, urinary, reproductive, endocrine, development, and inheritance. Course is open to students in pre-allied health programs, sports medicine, and dance. (Lecture 3, Lab 3) (*Spring only*)

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

- 211 Botany (4).**  
A survey of selected nonvascular and vascular plants. Structure, function and ecological relationships of seed plants. (Lecture 3, Lab 3) (*Fall, odd years*)
- 265 Basic Nutrition (3).**  
A study of the principles of food composition; diets: emphasis on the macronutrients and micronutrients. Personal diet management. Effect of diet on the human body. Not accepted toward the following: a major or minor in biology or the biology requirement for the B.S. degree in science. (*Spring, odd years*)

- 310 Parasitology (4).**  
A survey of the major parasite groups with emphasis on taxonomy, morphology, life history, and epidemiology. The survey will include both experimental and slide laboratories. (Lecture 3, Lab 3) (*Fall, odd years*)
- 320 Physiology (4).** Prereq: CHE 111-112, 113-114.  
A study of the functions of the major body systems: nervous, cardiovascular, immune, respiratory, muscular, endocrine, reproductive, excretory, and digestive. (Lecture 3, Lab 3) (Honors) (*Fall, even years*)
- 321 Neuroscience (4)** Prereq: BIO 320 or BIO 336.  
A study of sensory systems, control of movement, learning and memory, planning and executive function, speech, emotions, sleep and biological rhythm. (Lecture 3, Lab 3) (Honors) (*Fall, odd years*)
- 333 Histology (4).**  
A microscopic study of major animal tissues: epithelial, connective, muscular, and nervous. (Lecture 3, Lab 3) (*Spring, even years*)
- 336 Comparative Anatomy of the Vertebrates (4).**  
A phylogenetic study of vertebrates; representative species dissected and systematic comparisons made; survey of structure in the major body systems. (Lecture 3, Lab 3) (Honors) (*Spring, odd years*)
- 342 Genetics (4).**  
A study of the fundamental concepts of classical genetics and its historical development; an introduction to the principles and techniques of modern genetics. (Lecture 3, Lab 3) (Honors) (*Spring*)
- 350 Introduction to Marine Biology (4).**  
A study of physical and biological aspects of the marine environment: emphasis on the major habitats and design of organisms for their environment. Survey of the marine phyla. Field trip to Horn Island. (Lecture 3, Lab 3, field trip) (*Fall, even years*)
- 369 Cell and Molecular Biology I (4).** Prereq: CHE 111-112. Recommended CHE 113-114, CHE 211-212.  
A study of morphology and function of the cell; nucleus, RER, ribosomes, and processes including replication, transcription, translation, cell signaling, cancer. (Lecture 3, Lab 3) (Honors) (*Fall, odd years*)
- 370 Cell and Molecular Biology II (4).** Prereq: CHE 111-112, Recommended CHE 113-114; CHE 211-212.  
A study of morphology and function of the cell; Golgi, mitochondria, chloroplasts, membranes, cytoskeleton, and processes including transport, respiration, cell cycle, apoptosis. (Lecture 3, Lab 3) (Honors) (*Fall, even years*)
- 371 Microbiology (4).**  
An introductory study of microorganisms: morphology, cytology, physiology, immunology, and control; emphasis on the prokaryotes. (Lecture 3, Lab 3) (Honors) (*Spring only*)
- 382 Ecology (4).**  
A survey of physical, chemical, and biological interrelations in natural communities. (Lecture 3, Lab 3) (Honors) (*Fall, even years*)
- 400 Selected Topics in Modern Biology (1).**  
Required of all senior biology majors. Students will present powerpoint lectures and attend and participate in a series of student and outside speaker presentations. Includes review of recent literature and presentation of current topics in biology. (*Fall*)
- 401 Capstone (1)**  
Required of all senior biology majors. Themes related to biology and societal issues will be addressed. Educational Testing Service Major Field Test in Biology will be taken as an exit exam and part of this course. (*Spring*)

**402 Selected Topics in Modern Biology (2).**

Required of all senior biology majors. Students will present power-point lectures and attend and participate in a series of student and outside speaker presentations. Includes review of recent literature and presentation of current topics in biology. Senior status required: to be taken fall and/or spring of the senior year. Educational Testing Service Major Field Test in Biology will be taken as an exit exam and part of this course. May be taken twice. (*Fall and spring*)

**410 Immunology (3).** Prereq: BIO 320 or BIO 333 or BIO 370.

A study of the molecular and cellular basis of immunity: antibody diversity, B-cells, T-cells, antigen presentation, tolerance, autoimmunity, and transplantation. (Lecture 3, Lab 1) (*Spring, even years*)

**411-412 Undergraduate Research (1 or 2/1 or 2).**

Supervised research and instruction in a biological field of study for one full year of study. Open by request only to junior and senior biology majors. Offered by special arrangement with the chair of the department. Required of all honor students. (Honors). (*411, fall only; 412, spring only*)

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

**Business Administration (BUS)**

Ralph Mason, Dean of the School of Business

Professor Penn

Professor Martin

Assistant Professor James

Assistant Professor Jinkiri

Assistant Professor Moyers

Assistant Professor Riddering

Assistant Professor Roark

Assistant Professor Wallace

The division of business administration educates students in a manner that will enhance their opportunities for success in their chosen careers. A well-rounded education is provided with an emphasis in each of the following areas: accounting, business administration, finance, management, and marketing. As a Christian liberal arts university, Belhaven emphasizes the importance of Christian values and ethics. Business administration students will have real-world experience through an internship (BUS 450 or 451) or field study (BUS 445).

**Business Administration Major:** The B.S. degree in business administration requires 57 hours to include ACC 213-214, BUS 304, 305, 320, 326, 327, 360, 363, 414, 418, 419, 420, and BUS 445 or 450 or 451, ACC 301, ECO 207, MAT 201, and six semester hours of business electives.

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

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

**International Business Minor:** A minor in international business requires 24 hours to include BUS 110, 325, 336, 373 and 420; IST 201 and 202; and one of the following, BUS 450, 451 or IST 450.

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

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

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

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

- 110 Contemporary Business Enterprise (3).**  
A study of contemporary business enterprises and market systems characterized by private ownership and distribution of goods and services. Includes an overview of business processes such as marketing, finance, and strategy and their roles in the free market system. (*Fall and spring*)
- 210 Principles of Budgeting and Accounting (3).**  
An introduction to the basic principles of business budgeting and accounting with applications for contemporary business practices in sole proprietorships, partnerships, and corporations. Not open to Business and Accounting majors.
- 228 Personal Finance (3).**  
A study of the basic principles of planning and managing personal financial matters. Emphasis is on developing the personal financial planning skills needed to meet individual objectives and goals. (*Fall only*)
- 304 Business Communication (3).**  
A study of the modern techniques of written and oral communication in a business setting. (*Fall and spring*)
- 305 Business Statistics (3).** Prereq: MAT 101 or 110.  
A study of the primary statistical techniques used in the managerial decision-making process. Included is a study of measures of central tendency, dispersion, theories of probability, statistical inference, analysis of variance, regression analysis, nonparametric statistics, statistical quality control and decision theory, and time series analysis. (*Fall and spring*)
- 307 Introduction to Electronic Commerce (3).**  
An introduction to the use of computers and the Internet in the marketing process. Traditional marketing concepts, along with a Christian worldview, will be integrated with modern computerized marketing techniques.
- 320 Introduction to Marketing (3).** Prereq: Junior level standing.  
An overview of the marketing discipline with emphasis on planning and the development of competitive strategies. Specific topics include the marketing environment, marketing research, advertising, personal selling, sales promotion, pricing, new product development, and distribution channels. (*Fall and spring*)
- 325 International Marketing (3).** Prereq: BUS 110  
An in depth study of International Marketing and how advertising, promotion, national history, geography, culture, language, demographics and politics affect marketing strategies. Marketing case studies in specific countries. (*Fall, odd years*)
- 326 Principles of Management (3).** Prereq: Junior level standing.  
An introduction to the foundational principles and the basic management techniques that every manager must master to succeed in today's fast-changing, competitive environment. Emphasis is on the planning, organizing, managing, and controlling functions. (*Fall and spring*)
- 327 Small Business Management and Entrepreneurship (3).**  
A study of management principles and techniques, focusing on applications to established small businesses and to new ventures. Emphasis is placed on leadership and the role and functions of entrepreneurs. (*Fall and spring*)
- 329 Principles of Supervision (3).**  
A study of the basic principles of supervising employees. Emphasis is on communicating, understanding employee behavior, selecting and training employees, appraising employees, conducting effective meetings, working with unions, increasing productivity, and managing stress in the context of the supervisor-employee relationship. (*Spring only*)

- 335 Fund Raising (3).**  
A study of philanthropy, fund-raising promotions for not-for-profit organizations, the ethics of fund raising, and providing donors with financial planning services.
- 336 International Management (3).** Prereq: BUS 110  
The political, technical, legal and cultural factors that shape international enterprises. Includes Cross-cultural communication, cross-cultural negotiation, cross-cultural leadership styles. Case studies from MNCs. *(Fall, even years)*
- 351 Personal Selling (3).** Prereq: BUS 320.  
A study of the basic principles underlying the personal selling process and their application to the problems of sales professionals. *(Spring, odd years)*
- 360 Operations Management (3).** Prereq: BUS 305 and MAT 101 or 110.  
The study of quantitative and decision-making tools used in managing the conversion process that transforms inputs (such as raw materials and labor) into outputs in the form of finished goods and services. Areas covered include: New Product and Service Development, Facilities Planning, Quality Control Techniques; Forecasting Methods, Work Performance Measurement; Waiting Line and Scheduling Decisions; and Inventory Systems Management. (Honors) *(Spring only)*
- 362 Human Resources (3).** Prereq: BUS 326.  
An investigation into the nature and behavior of humans as we relate and work together in organizations. Practical applications are made to the following: selection and retention, training, motivation, compensation, discipline, and organizational design.
- 363 Business Finance (3).** Prereq: ACC 214, MAT 110 or MAT 101  
A study of the sources and uses of funds in modern business firms. Emphasis is on capital markets, the time value of money, risk and rates of return, the valuation of bonds and stocks, financial statement analysis, financial forecasting, and capital budgeting. *(Fall and spring)*
- 373 International Economics and Finance (3).**  
International trade theory (competitive markets, socialist markets, protectionist policies, global financial systems, economic geographics). How history and politics shape economic policy. *(Spring, odd years)*
- 402 Money and Banking (3).** Prereq: ECO 205-206  
A study of the role of money in the U.S. economy and the financial system that creates it and through which it flows. Additionally, basic monetary policy instruments are studied with regard to their effects on macroeconomic variables and on the financial institutions operating within the economy. *(Spring, even years)*
- 403 Advertising (3).** Prereq: BUS 320.  
An overview of the advertising field with emphasis on media selection and strategic planning.
- 405 Financial Management (3).** Prereq: BUS 363.  
A study of the basic methods and theories of the successful financial management of firms. Emphasis is on cash-flow estimation and risk analysis in capital budgeting, stocks and bonds as sources of funds, the use of long-term debt, the cost of capital, leverage, dividend policy, and working capital management.
- 407 Consumer Behavior (3).** Prereq: BUS 320.  
A study of consumer purchasing behavior with emphasis on psychological and social influences. Specific topics include consumer decision processes and behavior; cultural, social, personal, and family influences; individual differences; and psychological processes. *(Spring only)*
- 412 Organizational Behavior (3).** Prereq: BUS 326  
A study of human behavior at the individual, group, and organizational level with topics including personality, motivation, teams, leadership, power and organizational structure. *(Fall only)*



- 414, 415 Business Law (3, 3).**  
A study of the basic principles of law that apply to business transactions, thereby providing a basis for confidence in reaching decisions within the framework of rules of law. Primary emphasis is on contracts, agency, and the legal environment of business. (414, fall and spring; 415, spring only)
- 416 Investments (3).** Prereq: BUS 363 or instructor's permission for non-business majors.  
A study of the techniques of investing in the major types of equity and debt instruments. Emphasis is on the study of money and capital markets, valuation of stocks and bonds, and portfolio analysis. (Spring, odd years)
- 418 Business Ethics (3).**  
A study of basic ethical principles as applied to the major problem areas facing economic systems and to decision-making in the corporation and in society in general. The basic ethical principles and the accompanying value system used are biblically based. (Honors) (Fall and spring)
- 419 Business Policy (3).** Prereq: Student must be of a senior class standing or have permission from the instructor.  
A study of the methods used by business firms in developing and evaluating strategies and policies to achieve goals and objectives. A computer simulation business game is played as part of the course. (Honors) (Spring only)
- 420 International Business and Development (3).**  
A survey of the operation of the firm in a global environment. Topics include global markets, international trade, foreign exchanges, trade policy, international politics, cross-cultural management, global strategic management, organizational design, and controlling. (Honors) (Fall and spring)
- 426 Risk Management and Insurance (3).** Junior standing recommended.  
The focus of this course is on the loss exposures faced by economic entities (threats to people, property, or profits) and the logical uses of risk management and insurance tools to offset the effect of those losses.
- 440 Commercial Banking (3).** Prereq: ACC 213-214 and ECO 205-206.  
A study of the operation and management of commercial banks. Primary emphasis is on the management of the assets, liabilities, and capital funds of banks within the framework of banking regulations.
- 442 Marketing Research (3).** Prereq: BUS 306 and 320.  
A study of modern marketing research techniques and their application. Specific topics include research decisions, problem definition, exploratory research, hypothesis testing, research design, data collection, data analysis, and the reporting of results. (Fall, odd years)
- 445 Site Observation in Business Administration (3),**  
The course will consist of a variety of specific settings where students can observe and research various aspects of business and management fields. Students will learn to compare and contrast these settings in regard to their demands and expectations from a Christian worldview perspective. May be taken as an alternative to BUS 450 Internship in Business Administration. (Fall and spring)
- 450-451 Internship (3-3).**  
This course is designed to give the student practical experience in either conducting a specific research project or in a professional position within an approved private firm or public agency. The internship may be repeated once. This course is open only to students majoring in accounting or business administration. Junior or senior standing is required, and approval by the division chairman must be obtained. The course is graded on a pass or fail basis. Refer to "Student Intern Programs and Practicums" for further requirements.
- 460 Cases in Management (3).** Prereq: BUS 326.  
A study of a wide variety of management problems in a small group setting. The case study method of analysis is used, and oral and written case evaluations are required. Emphasis is placed on management problems encountered by large, modern firms.
- 465-470 Practical Application of Business Principles (3-15).**  
Up to 15 semester hours of credit may be awarded for practical experience in management. Credit will be awarded only upon approval by the faculty of the division of business administration and the dean of the school of business.

- 490 Public Financial Management (3).** Prereq: ACC 214 and BUS 363.  
An introduction to the modern concepts and practices of financial management in public organizations with emphasis on practices used by state and local governments. The course will include a study of the preparation, approval, execution, and review of budgets.
- 491-492 Undergraduate Research (1-2).** Prereq: Junior or Senior standing.  
Supervised research in a business field of study. Open by request only to junior and senior business majors. Offered by special arrangement with the dean of the school of business. (Honors)
- 499 Special Topics (3).** Prereq: Min. of six hours in business administration or consent of dean of school of business.  
This course covers selected areas not studied extensively in other courses and may be repeated for different topics.

## Chemistry (CHE)

Associate Professor Bishop; Chair  
Assistant Professor Carlson  
Specialty Instructor Walker

Modern chemistry is an interdisciplinary subject with applications to medicine, industry, and technology. Known as the “central science,” chemistry has either roots or application to every branch of science. This department emphasizes the fundamental principles of chemistry, biochemistry and chemical physics while developing experimental, analytical and problem solving skills. All of the courses in the Chemistry Department are grounded in a foundation of Christian ethics and stewardship for the development of sustainable modern communities.

A major in chemistry prepares the student for graduate studies, for industry, and for entry into the health professions. The mastery of analytical and problem-solving techniques also provides an excellent basis for a wide range of service, management, and leadership roles in society. Students will work hands-on with chemical instrumentation in our modern laboratories and may elect to increase the breadth and depth of their studies by choosing a concentration in either Biochemistry or Chemical Physics.

**Chemistry Major:** (1) 31-34 hours (16 of which must be earned at Belhaven University) to include 111-112, 113-114, 211-212, 316, 411 or 412, 421 or 422, 2 hours total from 441 and/or 442, and 1-3 hours from the following: 351, 352, 413, 431, 432, 441, 442, 451 and 452. (2) MAT 207\*; (3) PHY 241-242, 243-244.

**Chemistry Major with a Concentration in Biochemistry:** (1) 36-38 hours (16 of which must be earned at Belhaven University) to include 111-112, 113-114, 211-212, 316, 411 and 412, 421 or 422, 2 hours total from 441 and/or 442, and 2-4 elective hours from the following: 351, 352, 413, 431, 432, 441, 442, 451 and 452. Elective topics must be in subjects related to biochemistry and/or medicinal chemistry. (2) MAT 207\*; (3) PHY 241-242, 243-244; (4) BIO 105-106, 107-108, and 369 or 370. A minor in Biology is recommended but not required.

**Chemistry Major with a Concentration in Chemical Physics:** (1) 36-38 hours (16 of which must be earned at Belhaven University) to include 111-112, 113-114, 211-212, 316, 411 and 412, 421 and 422, 2 hours total from 441 and/or 442, and 2-4 elective hours from the following: 351, 352, 431, 432, 441, 442, 451 and 452. Elective topics must be in subjects related to chemical physics. (2) MAT 207\* and 208. A minor in Mathematics is recommended but not required; (3) PHY 241-242, 243-244.

\*Note: MAT 207 will fulfill the Math requirement in the General Education requirements.

All Chemistry majors will be required to take the American Chemical Society standardized tests in General Chemistry and Organic Chemistry areas during their graduating semester at a time to be determined by the departmental chairman. Students electing for concentrations in Biochemistry or Chemical Physics (see below) will take an additional test in their subject area.

Those students who desire to attend a graduate school in chemistry should plan to take 36-38 hours of chemistry as well as additional courses in biology, physics, and mathematics depending upon the chosen area of specialization.

**Chemistry Minor:** 20 hours to include 111-112, 113-114, and 211-212, and one additional 4 hour laboratory course chosen from 316, 321, 322, 411, 412, or 413. 12 hours must be earned at Belhaven University. Students majoring in sciences other than Chemistry requiring some combination of 111-112, 113-114, and 211-212 as part of their degree may be required to take additional coursework for the minor.

- 111-112 General Chemistry (3-3).** Prereq: MAT 101 or consent of the instructor.  
A two-semester sequence that includes a study of topics such as stoichiometry, atomic and molecular structure, chemical bonding, the states of matter, phase equilibria, kinetics, thermodynamics, ionic equilibria, and electrochemistry. (Lecture 3) (*111, fall only; 112, spring only*)
- 113-114 General Chemistry Laboratory (1-1).** Prereq. or Coreq.: CHE 111-112.  
A two-semester sequence emphasizing fundamental chemical operations and the study of a selection of exercises demonstrating those principles discussed in CHE 111-112. The second semester includes a study of qualitative analysis. (Lab 3) (*113, fall only; 114, spring only*)
- 211-212 Organic Chemistry (4-4).** Prereq: CHE 111-112, 113-114.  
A two-semester sequence that is a study of compounds of carbon including the functional groups, their nomenclature, synthesis, chemical reactivity, reaction mechanisms, stereochemistry, spectroscopy, and methods of structure determination. (Lecture & Lab 4) (*211, fall only; 212, spring only*)
- 316 Quantitative Chemical Analysis (4).** Prereq: CHE 111-112, 113-114.  
A study of the quantitative aspects of analytical chemistry and biochemistry including acid-base, solubility, oxidation-reduction, and complexation equilibria with emphasis in chemical titrimetric, gravimetric analysis, potentiometric analysis. Students are introduced to instrumental analysis and chemical separations. Statistical methods of data analysis are also covered. This is a laboratory intensive course. (*Lecture 2, Lab 2*)
- 351-352 Chemical Research (1-2).** Prereq: Instructor Approval.  
A guided but independent exploration of a research topic decided on by the instructor and the student together. Students will explore the chemical literature and conduct original research on an approved project on and/or off campus. Students will be expected to present results of their work as a seminar to a group of faculty and students. This course may be repeated. (*offered as needed*).
- 411 Biochemistry I: Biomolecules (3,1).** Prereq: CHE 111-112, 113-114, 211-212.  
An introductory course in biochemistry focused on the structures and reactions of biomolecules and biopolymers including; proteins, nucleic acids, carbohydrates, lipids, hormones and vitamins. The function, thermodynamics, kinetics, mechanism, and regulation of enzymes, structural proteins, and transport proteins are covered in detail as is an introduction to basic glucose metabolism as a model biochemical pathway. The laboratory covers methods in the preparation of biological buffers, biomolecular concentration determination, protein and nucleic acid purification, enzyme kinetics, molecular modeling, bioinformatics, protein stability, and equilibrium binding. (Lecture 3 and lab 1) (*fall*).
- 412 Biochemistry II: Metabolism (3,1).** Prereq: CHE 111-112, 113-114, 211-212.  
An introductory course in biochemistry focused on catabolic and anabolic reaction pathways utilized in prokaryotes and eukaryotes. Topics include the process, regulation and integration of glycolysis, gluconeogenesis, the citric acid cycle, oxidative phosphorylation as well as selected topics in the metabolism of amino acids, lipids, and nucleotides. The structures of biological molecules are introduced. The laboratory emphasizes methods in organismal and cellular biochemistry, clinical correlations, biological and chemical informatics, and computer-based modeling of biological pathways. (Lecture 3 and lab 11) (*spring*).
- 413 Medicinal Chemistry and Pharmacology (3).** Prereq: CHE 111-112, 113-114, 211.  
An advanced course focused on the molecular and biochemical foundations of drug action. Special interest is placed on introducing students to single and multi-dimensional quantitative structure activity relationships (QSAR), computational analysis, bioassays, and the mechanisms of action of specific classes of drugs and natural products. Students are also introduced to the concepts of absorption, distribution, metabolism, and elimination of drugs as well as pharmacokinetics and pharmacodynamics. (Lecture only) (*spring*).
- 421 Physical Chemistry: Chemical Thermodynamics & Kinetics (4).** Prereq: CHE 316 (may be taken concurrently), CHE 211, PHY 241-242, PHY 243-244 (may be taken concurrently) and MAT 207.  
A course exploring the theoretical and experimental principles of gases, liquids and solids, solutions, reaction kinetics, chemical equilibria, phase rule, and catalysis. In the laboratory, students will explore chemical thermodynamics, reaction kinetics, bulk properties of solutions, and selected topics in molecular modeling and data analysis. (Lecture & Lab 4). (*spring, odd years*)

- 422 Physical Chemistry: Quantum Mechanics & Spectroscopy (4).** Prereq: CHE 316 (may be taken concurrently), CHE 211, PHY 241-242, PHY 243-244 (may be taken concurrently) and MAT 207. A course exploring the development of the quantum mechanical view of atomic and molecular structure, spectroscopy, electrochemistry and radiochemistry. The laboratory includes topics related to exploring the application of quantum theory to modern spectroscopic and computational methods. (Lecture & Lab 4). (*spring, even years*).
- 431-432 Special Problems in Chemistry (1 or 2, 1 or 2).** Prereq: Advanced standing in chemistry and consent of the instructor.  
A course designed for individual advanced students that involves a combination of independent library-and internet research, lectures, and laboratory investigations of a topic or topics of current interest. (offered as needed)
- 441-442 Chemistry Seminar (1-1).** Prereq: Senior standing.  
The senior chemistry major will research a topic of assigned or particular interest and present it before a group of peers. Emphasis is placed on the primary chemical literature and how to successfully present. (441, fall only and 442, spring only)
- 451-452 Advanced Topics in Chemistry (3,3).** Prereq: Advanced Standing in Chemistry or Instructor Approval.  
A study of current topics taken from the areas including but not limited to: environmental, medicinal, clinical, theoretical, polymer, education, instrumental, or biological chemistry. This course may be renamed to reflect the nature of the course being offering in a given semester. (Lecture 3) (*offered as needed*).

## Classical Education Studies (CES)

Professor Ford, Dean of Worldview Studies

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

In addition to the complete Worldview Curriculum or transfer curriculum in the general education requirements, majors will complete the following courses: ENG 473, plus 6 credits of other 300-400 level English; 6 credits of 300-400 level HIS course; PHI 225, 227, 275, 321, 322, 337; 6 credits of 300-400 level ART or MUS courses, and HUM 402 Capstone. In addition, GRE 101 and 102 will be offered.

## Communication (COM)

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

The Departments of Communication and Sports Administration have partnered to offer a concentration in Sports Broadcasting. Students interested would major in Communication and concentrate in Sports Broadcasting. Students would be able to focus on writing, reporting, or production as it relates to sports. This concentration will offer a wide array of opportunities in the area of Sports and Communication.

The **communication major has four areas of concentration, journalism, electronic communication, public relations and sports broadcasting** which require a total of 39 semester hours, including core courses COM 201, 203, 300, and 440; SPC 102; 21 hours of area of concentration courses (24 hours in Sports Broadcasting concentration); and an additional three-credit-hour major elective (not required for Sports Broadcasting concentration).

### Area of Concentration I: Journalism

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

**Area of Concentration II: Electronic Communication**

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

**Area of Concentration III: Public Relations**

Required Courses: COM 302, 303, 307, 309, 350, 418, and 450. Recommended electives: ART 240, BUS 320, GDS 110, 200, 210.

**Area of Concentration IV: Sports Broadcasting**

Required Courses: COM 303, 307, 450, 480, SAM 306, 400, 410 and 435.

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

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

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

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

The historical development of man’s dissemination of information and the economic and social impacts of media are discussed. *(Fall and spring)*

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

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

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

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

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

Beginning course designed to teach the fundamentals of news writing, news style, news gathering, news evaluation, and ethics for the media. *(Fall only)*

**303 Public Affairs Reporting (3).** Prereq: COM 302.

Determining how to locate sources to obtain information. Using research and other sources to gather and disseminate information to the general public. *(Fall only)*

**305 News Editing (3).** Prereq: COM 302.

Editing of stories, writing headlines, developing acceptable writing skills, using basic computer systems, and becoming familiar with the Associated Press stylebook. *(Fall only)*

**307 Broadcast Journalism (3).** Prereq: COM 201, 203, 302, or consent of the department chair.

A study of the delivery of broadcast news. Analysis of oral communication skills and interviewing techniques. Presence, style, and ethics are also discussed. *(Spring only)*

**309 Introduction to Public Relations (3).** Prerequisites COM 201, 203, Fall Semester

Designed to introduce and develop a broad understanding of public relations as a communication profession. Topics covered include public relations in both public and private enterprises; basics of planning and implementing a public relations communication campaign; techniques for communicating with various public; and the laws and ethics governing the practice of public relations.

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

## Computer Science (CSC)

Assistant Professor O’Gwynn, Chair

- 111 Programming Fundamentals (3).** Pre-requisites: MAT101 or instructor consent.  
Fundamental concepts of programming. Syntax and semantics of the Python programming language. Built-in data types, flow control, functions, and I/O. Training the brain to think like a computer scientist to aid in using computers to solve problems in all disciplines: science, mathematics, business, entertainment, etc.
- 112 Programming Fundamentals Lab (1).** Pre-requisites: MAT101 or instructor consent. Co-requisites: CSC111 or instructor consent.  
Will explore more advanced topics like unit-testing, networked services, object orientation, image/audio manipulation, and information visualization.
- 311 Data Science (3).** Pre-requisites: none. MAT101 or instructor consent.  
Application of basic probability and statistics to problems requiring computation. Focus on using industry-standard open-source packages like pandas (pandas.pydata.org) to perform statistical analysis and modeling on real data sets.
- 312 Applied Data Science Laboratory (1).** Pre-requisites: MAT101 or instructor consent. Co-requisites: CSC311 or instructor consent.  
Will explore more advanced topics like information visualization, social network analysis and will explore solutions and approaches to real-world problems requiring data analysis.

## Council Studies (COS)

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

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

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

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

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

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

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

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

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

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

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

## Creative Writing (CWR)

Professor R. Smith, Chair

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

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

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

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

- CWR 132 and 133
- CWR 199 (4 semesters)
- CWR 211
- CWR 324 or 325
- CWR 304, 305, 306, 482, or THE 310 (9 hours)
- CWR 480
- CWR 481
- CWR 494 or 495
- CWR Elective (3 hours of 300- or 400-level writing workshops, including THE workshops: 410, 412)
- ENG 121 or its equivalent (ENG 101 and 102)
- ENG 302
- ENG Elective (9 hours of 400-level literature courses)
- GDS 110, COM 203, or COM 420
- PHI 275

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

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

- CWR 199 (4 semesters)
- CWR 211
- CWR 304, 305, 306, 482, or THE 310 (9 hours)
- CWR 481
- ENG 121 or its equivalent (ENG 101 and 102)
- ENG 302
- PHI 275

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

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



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

For graduation, each creative writing major and minor must produce a senior thesis (a substantial creative work such as a collection of stories, poems, or nonfiction essays) and successfully defend that work before a faculty panel. A public reading of the thesis is also required. In addition, each senior must write and defend a research paper explaining his or her philosophy of aesthetics and composition and linking that philosophy to important developments in the history of both traditional and biblical aesthetics. Creative Writing students will have real-world experience through internships, CWR 494 and 495.

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

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

**132 Principles of Editing (2).** Prereq: Instructor's permission.

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

**133 Procedures in Publishing (2).** Prereq: Instructor's permission.

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

**199 Creative Writing Colloquy (0).** Limited to creative writing majors and minors. Prereq: CWR 211.

Informal weekly meeting for the purpose of discussing works in progress. Participants will bring drafts of current works and discuss them under the direction of a creative writing instructor. Four semesters required for creative writing majors and minors. Grade limited to Credit or No Credit. Limited to 6 students. (*Fall and spring*)

**211 Introduction to Creative Writing (3).**

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

**304 Advanced Poetry Writing (3).** Prereq: CWR 211.

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

- 305 Advanced Fiction Writing (3).** Prereq: CWR 211.  
Designed for students interested in practicing advanced techniques of writing fiction. Covers topics including point of view, character, setting, plot, dialogue, and voice. Requires students to submit stories for publication and to participate in a public fiction reading. Workshop format. Limited to 12 students. *(Fall only)*
- 306 Advanced Nonfiction Writing (3).** Prereq: CWR 211.  
Designed for students interested in practicing advanced techniques of writing nonfiction essays, including such subgenres as memoir and personal narratives, literary journalism, nature writing, travel essays, spiritual narratives, and humorous essays. Requires students to submit essays for publication and to participate in a public reading. Workshop format. Limited to 12 students. *(Spring, odd years)*
- 324 Forms and Themes in Poetry (3).**  
A blended literature and writing course (with emphasis on literature) specifically designed for creative writing students. Examines various traditional and nontraditional forms and themes in western and non-western literature. Seeks, through example and analysis, to understand what poetry is, how it has functioned, and what forms it has taken in various cultures, both past and present. Examines forms including epic, lyric, haiku, narrative, sonnet, hymn, and ballad. *(Fall only)*
- 325 Forms and Themes in Prose (3).**  
A blended literature and writing course (with emphasis on literature) specifically designed for creative writing students. Examines various traditional and nontraditional forms and themes in western and non-western literature. Seeks, through example and analysis, to understand what prose is, how it has functioned, and what forms it has taken in various cultures, both past and present. Examines forms including myth, folktale, quest narrative, fairy tale, fable, and hero story. *(Spring only)*
- 480 Research for Writers (3)** Limited to creative writing majors & minors. Prereq: CWR 211, and two 300-level creative writing workshops.  
Designed for creative writing students who are beginning research for their senior capstone projects. The course will cover various kinds of bibliographical and writing research methods, including the following: library and archival research, online and digital searches, personal interviews and collection of field narratives, observation, travel to particular settings, documentary and film viewing, museum visits, etc. Each student will produce a research portfolio and write academic papers about, and applying, research methodology. *(Fall only)*
- 481 Capstone Workshop in Creative Writing (3).** Prereq: Senior standing, CWR 211, and two 300-level creative writing workshops.  
Designed for students interested in completing significant projects for publication. Students declare individual projects in one area of creative writing (e.g. a collection of poems, short stories, or essays; a long prose work or script) at the beginning of the semester, then complete the project under the direction of the instructor. Each student must defend his or her creative work and philosophy of aesthetics paper before a faculty committee. Workshop format. Limited to 6 students. *(Spring only)*
- 482 Special Topics Writing Workshop (3).** Prereq: CWR 211.  
Designed for students who want to write in specific genres, including the following: the novel or novella, fantasy fiction, historical fiction, extended works of creative nonfiction, literary journalism, long poems or poem sequences, writing for children and young adults, etc. Each time the workshop is offered, it will focus on a particular genre. At times, the course may be taught by a visiting writer. Requires students to submit essays for publication and to participate in a public reading. Workshop format. Limited to 12 students. *(Spring, even years)*
- 494 Teaching Creative Writing (3).** Prereq: CWR 211, and two 300-level creative writing workshops.  
Designed to introduce students to the pedagogy of creative writing instruction. Topics covered will include the design and facilitation of writers' workshops, teaching techniques, formulation of lesson plans, assignment design, feedback and response strategies, and methods for teaching various age groups (children, adults, seniors, etc.). The first half of the semester will focus on lesson design and preparation. During the last half of the semester, each student will complete a supervised internship with a local school, tutoring center, neighborhood center, nursing home, senior citizens' center, home-school association, etc. The Director of the Creative Writing program will assist students in finding a teaching venue.

- 495 Creative Writing Internship (3).** Prereq: Permission of Department Chair.  
Supervised internship in a field where the student has an opportunity to use his or her writing skills. Internships may be completed in areas such as the following: printing houses, presses and publishers (e.g. University Press of MS), magazines or newspapers, nonprofits and government agencies (e.g. MS Arts Commission, MS Craft Guild and Museum), public relations, and missions organizations. Internships may be completed locally or out of state. All internships require prior approval of the creative writing program director. Students will produce at least 25 pages of writing related to their internship and submit any other work products associated with the experience.

### Dance (DAN)

Associate Professor Newland, Chair  
Associate Professor Morton  
Assistant Professor Mitchell  
Associate Professor Tucker Wagnon  
Assistant Professor E. Wright  
Specialty Instructor Bower  
Specialty Instructor E. Rockwell

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

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

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

- (1) DAN 147, 148, 170, 185, 186, 215, 243 or 244, 270, 300, 311, 343 or 344, 370, 375, 475 or 476, two consecutive semesters of 400, 411, 443 or 444, and DAN 401 and Lab I and DAN 402 and Lab II. (Prerequisites for DAN 401 and DAN 402 are BIO 125 or PHY 125.)
- (2) Minimum of 13 hours of Dance Technical Studies, including DAN 225-226 or higher, or DAN 233-234 or higher. A technique class is required each semester.
- (3) Minimum of 9 credit hours in Performance Choreography Studies, including DAN 148, 170, 243 or 244, 270, 300 or 370.
- (4) 6 credit hours of Dance History consisting of DAN 360 and 361.
- (5) 14 credit hours of Area of Concentration, including DAN 185, 186, 301 or 460, 311, 375, 400 and 475 or 476.
- (6) 14 credit hours of Body Sciences and Career Innovation, including DAN 147, 215, 375, 401 and lab, 402 and lab and 411.

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

- (1) DAN 147, 148, 170, 185 or 186, 215, 243, 244, 270, 300, 301, 311, 343, 344, 370, 371, 375, 475 or 476, two consecutive semesters of 400, 411, 443, 444, 470, and DAN 401 and Lab I and DAN 402 and Lab II. (Prerequisites for DAN 401 and DAN 402 are BIO 125 or PHY 125.)
- (2) Minimal total of 32 hours in Dance Technical Studies, including DAN 225-226 or higher, or DAN 233-234 or higher. A minimum of three technique courses required each semester; 3 credits in primary technique five days per week and 1 credit in secondary technique..
- (3) Minimum of 25 credit hours in Performance Choreography Studies, including DAN 148, 170, 243, 244, 270, 300, 301, 343, 344, 370, 371, 443, 444 and 470.
- (4) 3credit hours of Dance History consisting of DAN 361.
- (5) 22 credit hours of Body Sciences and Career Innovation, including DAN 147, 185 or 186, 215, 311, 375, 400, 401 and lab, 402 and lab, 411, and 475 or 476.
- (6) 9 hours of Studio Electives in Area of Study.
- (7) To meet B.F.A. in dance requirements, the student must achieve and maintain DAN 433-434 or DAN 425-426 by one semester prior to graduation.

**Minor in dance:** 24 hours in dance courses, including DAN 147 and 148, 170, 225-226 or higher, or DAN 233-234, or higher, and one of the following courses DAN 300, 301, 375, 360, 361, 362, 475 or 476. Not open to students majoring in dance. A technique class is required each semester.

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

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

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

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

**Dance Apprentice Program**

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

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

Students must be in good scholastic standing and must be available to attend all sessions of the technique and performance courses in which they enroll. Students will participate as apprentice members of the Belhaven University Dance Ensemble. The following are required at the time of application:

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

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

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

Apprentices are accountable to the chair of the dance department and will be graded on the same scale as Belhaven University dance students. Apprentices will be obligated to continue participation for one full semester at a time unless there is cause for discontinuation on the part of the faculty or due to physical injury or other plausible hardship. Under all circumstances, an exit interview with the chair of the dance department is required.

**115 Beginning Ballet Technique (1).** (For non-majors) *(Fall only)*

**116 Beginning Ballet Technique (1).** Prereq: DAN 115 or Instructor's Approval. (For non-majors) *(Spring only)*

**117 Beginning Modern Dance Technique (1).** (For non-majors) *(Fall only)*

**118 Beginning Modern Dance Technique (1).** Prereq: DAN 117 or Instructor's Approval. (For non-majors.) *(Spring only)*

**120 Looking at Dance (3).**

Survey course introducing general college students to diverse forms of dance created and practiced by various societies in the world. In this course we survey the amazing variety of dance in the world from this larger cultural perspective, examining the values that societies express in their dances. (Lecture/Studio) *(Spring only)*

- 125-126 Ballet Technique I (1-1).** Prereq: Placement Class or Instructor's Approval.  
Beginning/Intermediate ballet technique. *(125, fall only; 126, spring only)*
- 133-134 Modern Dance Technique I (1-1).** Prereq: Placement Class or Instructor's Approval.  
Beginning/Intermediate modern dance technique. *(133, fall only; 134, spring only)*
- 147 Orientation to Dance and Lab (1).**  
An introduction of dance studies at Belhaven University and a survey of dance as an art form and its related area, including health and wellness, auditioning, rehearsal etiquette, performance and performance preparations, character, worldview and cultural issues. *(Fall only)*
- 148 Performance Techniques (1).** Prereq: Instructor's Approval.  
A continuation of DAN 147, this course is designed to broaden the student's perspectives on dance, moving toward artistry with attention given to examining detail of movement, looking into the choreographic intention behind dance works, and questioning how all of these apply to a biblical world and life view as well as to our individual choices as dance artists. Includes the study of one to two choreographic works. *(Spring only)*
- 151 Pilates I (1).**  
A physical fitness system that increase strength and flexibility through dynamic range of motion and focuses on developing core muscles through awareness of breath and alignment. *(Fall only)*
- 152 Pointe Technique I (1).** Prereq: Placement Class or Instructor's Approval.  
Beginning/Intermediate pointe technique. *(Fall and spring)*
- 153 Men's Technique I (1).** Prereq: Placement Class or Instructor's Approval.  
Classical technique course in the study of the specific technical demands for the male dancer. *(Fall only)*
- 154 Pas de Deux I (1).** Prereq: DAN 152 or DAN 252 and Instructor's Approval.  
Partnering techniques and sustained adagio for the classical ballet. *(Spring only)*
- 155 Men's and Women's Variations I (1).** Prereq: DAN 153 or DAN 352, and Instructor's Approval.  
Variations from extant classical and neoclassical repertoire. *(Spring only)*
- 156 Partnering Techniques (1).** Prereq: DAN 270 and Instructor's Approval.  
Partnering techniques for modern dance.
- 159 Related Dance Forms I (1/2).** Prereq: Instructor's Approval.  
Dance technique course concentrating on the different techniques of various dance forms other than classical ballet and modern dance.
- 170 Improvisation I (1).** Prereq: Instructor's Approval.  
Introduction to principles of improvisation, utilizing basic elements of movement, movement qualities, spatial awareness, vocabulary development, and spontaneous creative decision making. *(Fall only)*
- 185 Principles for Dance Health (2).**  
This course consists of concepts of holistic health for body/mind/spirit in the context of dance training, self-care and professional careers in the field of dance. Course materials will draw on practices from biblical principles, cognitive and physical sciences, as well as philosophy/theology to demonstrate an integrative approach to health for dancers interested in pursuing well-being in a wide variety of dance careers.
- 186 Nutrition for Dancers (2).**  
This course introduces students to the basic nutritional needs for dance professionals. Course content will focus on proper diet for dancers, making healthy food choices, balanced diets, healthy weight and BMI for athletic bodies, timing of meals, and awareness of eating disorders.
- 215 Conditioning for Dancers (1).**  
This course introduces students to the basic strength and conditioning components foundational to their dance training and practice. Students will have the opportunity for experiential training in different kinds of conditioning modalities, such as bodyweight training, plyometrics, Pilates, and yoga.

- 225-226 Ballet Technique II (1/2-1/2).** Pre-req.: DAN 125-126 and Instructor's Approval.  
Intermediate ballet technique. Continuation of DAN 125-126. *(225, fall only; 226, spring only)*
- 233-234 Modern Dance Technique II (1/2-1/2).** Prereq: DAN 133-134 and Instructor's Approval.  
Intermediate modern dance technique. *(233, fall only; 234, spring only)*
- 243-244 Performance II (2-2).** Prereq: DAN 148 and Instructor's Approval. *(243, fall only; 244, spring only)*
- 251 Pilates II (1).** Prereq: DAN 151 and Instructor's Approval.  
Continuation of DAN 151. *(Spring only)*
- 252 Pointe Technique II (1).** Prereq: DAN 152 and Instructor's Approval.  
Intermediate pointe technique. Continuation of DAN 152. *(Fall and spring)*
- 253 Men's Technique II (1).** Prereq: DAN 153 and Instructor's Approval.  
Continuation of DAN 153. *(Fall only)*
- 254 Pas de Deux II (1).** Prereq: DAN 154 and Instructor's Approval.  
Continuation of DAN 154. *(Spring only)*
- 255 Men's and Women's Variations II (1).** Prereq: DAN 155 and Instructor's Approval.  
Continuation of DAN 155. *(Spring only)*
- 256 Partnering Techniques II (1).** Prereq: DAN 270 and Instructor's Approval.  
Partnering techniques for modern dance.
- 257 Jazz Technique I (1).** Prereq: Instructor's Approval.  
Intermediate Jazz Technique. *(Fall only)*
- 258 Jazz Technique II (1).** Prereq: DAN 257 and Instructor's Approval.  
Intermediate/ Advanced Jazz Technique. *(Spring only)*
- 259 Related Dance Forms II (1/2).** Prereq: DAN 159 and Instructor's Approval.  
Continuation of DAN 159.
- 270 Improvisation II (1).** Prereq: DAN 170 and Instructor's Approval.  
Continuation of DAN 170. *(Spring only)*
- 281 Tap I (1)** Prereq: Instructor's Approval  
A survey of varied tap styles from both a historical and contemporary perspective with emphasis on musical theater. Beginner/ intermediate. *(Fall only)*
- 282 Tap II (1)** Prereq: Instructor's Approval  
Continuation of DAN 281. Intermediate/ advanced. *(Spring only)*
- 290 Special Topics in Dance Performance (1).**  
This course covers practical experience in studio practices related to dance artistry and performance and may be repeated.
- 295 Costume for Dance I (2).**  
An introduction to basic costuming for dance that explores costume design, fabric and materials and basic sewing techniques; including practical design application for dance costumes and creative elements for basic to intermediate projects.
- 300 Dance Production I (2).**  
This course will guide a student through the administrative needs, grant writing requirements and the promotional elements associated with running a dance company or self-producing your artistic product. *(Fall only)*

- 301 Dance Production II (2).**  
This course provides an overview of the technical elements such as lighting, sound, and management elements such as box office and advertising elements of producing a dance event. *(Spring, odd years)*
- 311 Junior Seminar (1).**  
This course intends to prepare students entering the professional world of dance. Includes surveying the professional world of dance, where, how and when to seek employment, self-marketing, dance resumes, dance reels, auditioning, interviewing and other necessary reparations for a career in dance or related fields.
- 325-326 Ballet Technique III (1/2-1/2).** Pre-req.: DAN 225-226 and Instructor's Approval.  
Intermediate/Advanced ballet technique. Continuation of DAN 225-226. *(325, fall only; 326, spring only)*
- 333-334 Modern Dance Technique III (1/2-1/2).** Prereq: DAN 233-234 and Instructor's Approval.  
Intermediate/Advanced modern dance technique. Continuation of DAN 233-234. *(333, fall only; 334, spring only)*
- 343-344 Performance III (2-2).** Prereq: Dan 148.  
Continuation of DAN 243-244. *(343, fall only; 344, spring only)*
- 345 Dance Ministry (2).** Prereq: Instructor's Approval.  
Students will gain instruction and training specifically designing dances, text and other materials necessary for ministry, worship services, workshops, and outreach. *(Spring only)*
- 351 Related Dance Forms III (2).** Prereq: Instructor's Approval.
- 352 Pointe Technique III (1).** Prereq: DAN 252 and Instructor's Approval.  
Advanced/Pre-professional pointe technique. Continuation of DAN 252. *(Fall only)*
- 353 Men's Technique III (1).** Prereq: DAN 253 and Instructor's Approval.  
Continuation of DAN 253. *(Fall only)*
- 354 Pas de Deux III (1).** Prereq: DAN 254 and Instructor's Approval.  
Continuation of DAN 254. *(Spring only)*
- 355 Men's and Women's Variations III (1).** Prereq: DAN 255 and Instructor's Approval.  
Continuation of DAN 255. *(Spring odd years)*
- 356 Partnering Techniques III (1).** Prereq: DAN 256 and Instructor's Approval.  
Continuation of DAN 256. *(Spring only)*
- 359 Related Dance Forms III (2).** Prereq: DAN 259 and Instructor's Approval.  
Continuation of DAN 259.
- 360 Dance History I (World Cultural Dance) (3).**  
History and philosophy of dance; ritual and social components of dance; dance in early cultures through contemporary world cultural practices. *(Fall only)*
- 361 Dance History II (Western Concert Dance and Practices) (3).**  
History and philosophy of dance; evolution of dance as a theatrical art form from the Renaissance through dance in the 20<sup>th</sup> century and contemporary context and trends in Western dance. *(Spring only)*
- 370 Elements of Composition I (2).** Prereq: DAN 170, 270 and Instructor's Approval.  
Study of basic rhythmic, spatial, and dynamic materials in the designing of dance movement. *(Fall only)*
- 371 Elements of Composition II (2).** Prereq: DAN 170, 270, 370 and Instructor's Approval.  
Continuation of DAN 370. *(Spring only)*

- 375 Dance Pedagogy (2).** Prereq. or Coreq.: Prereq: Instructor's Approval.  
Must be currently enrolled in a Level I (or higher) Technique course. A study of the principles, techniques and materials of teaching creative dance in studios, recreation departments and k-12 public education. Includes supervised teaching experiences. *(Fall only)*
- 390 Independent Study (1-3).** Prereq: Junior standing. Approval of Chair.  
An opportunity for students to pursue special artistic projects, research and academic study under faculty supervision.
- 395 Costume for Dance II (2).** (Continuation of DAN 295) Costume Construction for Dance  
Costume Construction for Dance is an introduction to the principles of costume construction including pattern layout, cutting, and sewing for intermediate projects with an emphasis on approaches and materials pertaining to dance costuming.
- 400 Senior Project (1/2).** Prereq: Instructor's Approval.  
Culminating process in coordination with and upon approval of dance faculty. The project may include research, performance, choreography, production, or a combination of these. This course should be taken in fall and spring of senior year. *(Fall, 1 credit and spring, 2 credits)*
- 401 Dance Kinesiology I (3) and Lab I (1):** Prereq: Instructor's approval  
An introductory course for dance majors in principles of kinesiology for dance emphasizing anatomy, physiology, and movement analysis using concert dance as the reference model. *(Fall only)*
- 402 Dance Kinesiology II (3) and Lab II (1):** Prereq: Dance Kinesiology I and Lab I  
This course expands on the skills and knowledge acquired in Dance Kinesiology I and Lab I. Students will be directed to assess their strengths, weaknesses, and anatomical differences through a battery of tests and measurements relevant to dance technique. It emphasizes conditioning principles, injury prevention, and an appreciation of wellness concerns as they relate to dance. Appropriate individualized conditioning programs will be designed and implemented by the students specific to their kinesiological needs. *(Spring only)*
- 411 Careers in Dance (2).** Pre-req.: DAN 311  
This course facilitates an inquiry into the breadth of occupations and professional applications in the field of dance. The course intends to help orient the student to skills and bodies of knowledge to pursue and manage a professional career in dance and/or allied professions, and to address choices and character from a biblical worldview. *(Spring only)*
- 425-426 Ballet Technique IV (1/2-1/2).** Pre-req.: DAN 325-326 and Instructor's Approval.  
Advanced/Pre-Professional ballet technique. Continuation of DAN 325-326. *(425, fall only; 426, spring only)*
- 433-434 Modern Dance Technique IV (1/2-1/2).** Prereq: DAN 333-334 and Instructor's Approval.  
Advanced/Pre-Professional modern dance technique. Continuation of DAN 333-334. *(433, fall only; 434, spring only)*
- 443-444 Performance IV (2-2).** Prereq: DAN 148.  
Continuation of DAN 343-344. *(443, fall only; 444, spring only)*
- 450 Dance Internship (1-3)**  
This course is designed to give the student practical experience in either conducting a specific research project or in a professional position within an approved private firm or public agency. May combine work in residence with a dance company or ministry entity, site visitations to various facilities in pursuit of a particular preapproved topic, or a combination of documented experiences in the field. This course is open only to junior and senior dance majors. The internship may be repeated once and is graded on a pass or fail basis.
- 453 Men's Technique IV (1).** Prereq: DAN 353 and Instructor's Approval.  
Continuation of DAN 353. *(Fall only)*
- 454 Pas de Deux IV (1).** Prereq: DAN 354 and Instructor's Approval.  
Continuation of DAN 354. *(Spring only)*



- 455 Men's and Women's Variations IV (1).** Prereq: DAN 355 and Instructor's Approval.  
Continuation of DAN 355. (*Spring only*)
- 456 Partnering Techniques IV (1).** Prereq: DAN 256 and Instructor's Approval.  
Continuation of DAN 256.
- 460 Dance and Technology (2).** Prereq: DAN 370, 371 and Instructor's Approval.  
Must be currently enrolled in a Level II (or higher) Technique course. Topics in dance relating to multi-media, computer-assisted choreography, video, film, CD-Rom, etc. Includes final project. (*Spring only*)
- 470 Choreography (2).** Prerequisite: DAN 170, 270, 370, 371, and Instructor's Approval.  
Study of choreographic forms and structures, musical forms, components of dramatic and stylistic forms. Includes choreographic project. (*Fall only*)
- 475 Teaching Methods – Ballet (2).** Prereq. or Coreq.: DAN 170, 225/226, and Instructor's Approval.  
Must be currently enrolled in a Level II (or higher) Technique course. Methods for teaching ballet technique to prepare for teaching in studios, recreation departments, and public schools. Includes field work. (*Spring only*)
- 476 Teaching Methods – Modern (2).** Prereq. or Coreq.: DAN 170, 233/234, and Instructor's Approval.  
Must be currently enrolled in a Level II (or higher) Technique course. Methods for teaching modern dance technique to prepare for teaching in studios, recreation departments, and public schools. Includes field work. (*Fall only*)
- 490 Special Topics in Dance (1-3).** Prereq: Instructor's Approval.  
This course covers selected areas not studied extensively in other dance related courses and may be repeated for different topics.

## Economics (ECO)

Professor Penn

Assistant Professor Jinkiri

- 205 Principles of Macroeconomics (3).**  
A study of the basic tools of macroeconomic analysis and their application to the use of monetary and fiscal policies to achieve macroeconomic goals. A section on international trade and finance is included. Available as a General Education Elective. (*Fall only*)
- 206 Principles of Microeconomics (3).**  
A study of the basic tools of microeconomic analysis and their application to decision making by the household and the business firm. A section on government regulation and antitrust policy is included. Recommended for students interested in graduate Business studies. (*Spring only*)
- 207 Marketplace Economics (3).**  
A study of the foundational principles and theories in micro – and macro-economics and their applications in a business setting. It includes the relationship of economic analysis to management decision making and business strategy and policy. Open only to Business or Accounting Majors (Fall and Spring).

**Education: Teacher Preparation Program (EDU)**

Professor Hand, Dean of the School of Education  
 Assistant Professor Wilkins, Director of the Graduate School of Education  
 Assistant Professor Chiasson  
 Associate Professor Carter  
 Associate Professor Quinn  
 Professor McCardle  
 Professor Nisbett  
 Professor Wasson

**The School of Education Mission Statement**

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

The School of Education seeks to produce not only effective professional educators and state-certified teachers but also concerned, compassionate individuals who value each student's life and who are dedicated to helping all students to learn and fulfill his or her God-given potential. The School of Education's goal is the development of *Teachers as Servant Leaders*, supported by its program that emphasizes academic excellence, professional knowledge, character development, and leadership opportunities. Education candidates will have real-world experience through internships, practicum and directed observation and teaching in elementary schools.

Candidates planning to teach in elementary schools must not only meet the requirements for graduation from Belhaven University but also must complete courses specified for teacher licensure. All course requirements are subject to change reflecting requirements from the Mississippi Department of Education. Prospective elementary teachers should major in **Elementary Education**. Prospective students desiring to teach at the middle/high school levels should major in the subject/content area in which they plan to earn their degree and should also consider the **Dual Enrollment** option leading to the *Mississippi Alternate Route to Teacher Certification* (see page 77 of this Catalogue for a complete explanation of this option or contact the Director of the Graduate School of Education).

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

**Admission to Belhaven University Does Not Automatically Admit a Student into the Teacher Preparation Program.****Admission into the Teacher Preparation Program in the School of Education:**

The student must have successfully completed 44 hours have an overall GPA of 2.75, and meet the required passing score on the Core Academic Skills for Educators: Praxis Core, ACT or SAT (or the current state-required test). Basic professional courses may be taken prior to being admitted to teacher education. No courses listed under the specialized area test (Praxis II) may be taken until a student has been admitted to the Teacher Preparation Program. Prior to enrolling in the Clinical Internship II: Student Teaching teacher candidates are required to obtain a passing score on the following state-required tests:

- Praxis II: Principles of Learning and Teaching and
- Praxis II: Subject Area Assessment Test.
- Foundation of Reading Test

**Additional Degree Requirements - Transfer Credits:**

Students transferring to Belhaven are required to take at least nine hours in Education at Belhaven, excluding student teaching. Teacher candidates are required to take Clinical-Internships in Teaching at Belhaven. All teacher candidates must have at least a C average in all professional and specialty/content area courses.

**Elementary Education K-6**

Candidates majoring in Elementary Education are required to take the courses listed in sections 1-4 below. The student must also meet the university's core and other requirements as outlined for a Belhaven University degree.

1. Teacher Education Core	Hours
English .....	12 hours
Speech 102.....	3 hours
Science.....	9 hours
Mathematics.....	9 hours

Social Studies.....	12 hours
Psychology 342 .....	3 hours
Bible.....	6 hours
Kingdom Life.....	3 hours
Total.....	57 hours

\*Transfer Students should refer to degree requirements

2. **Areas of Concentration:** Teacher candidates are required to have their first Area of Concentration in Reading with a minimum of 21 credit hours. The 21 hours will give candidates an Endorsement in Reading added to their Mississippi Teaching Certificate. Teacher candidates are also required to have a second Area of Concentration in a content area of study with a minimum of 21 credit hours. The 21 hours in the second concentration will give candidates another Endorsement of their choosing to be added to their Mississippi Teaching Certificate. Core university courses may be counted toward areas of concentration.

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

3. **Basic Professional Education**

	<b>Hours</b>
EDU 200: Intro to Education.....	3 hours
EDU 201: Education Seminar.....(P/F)	0 hours
EDU 221: Child Development.....	3 hours
EDU 301: Educational Psychology.....	3 hours
EDU 309: Effective Classroom Management & Learning.....	3 hours
EDU 331: Planning and Assessment.....	3 hours
EDU 335: Creative Arts in Education.....	3 hours
EDU 341: HPE for the Elementary Child.....	3 hours
EDU 342: Exceptional Learner.....	3 hours
Total.....	24 hours

4. **Specialized Education**

	<b>Hours</b>
REA 311: Literature Based Reading Skills.....	3 hours
REA 323: Early Literacy I.....	3 hours
REA 324: Early Literacy II.....	3 hours
REA 325: Content Reading Skills.....	3 hours
REA 326: Diagnostic Reading Skills .....	3 hours
REA 327: Middle Level Literacy.....	3 hours
EDU 303: Language Arts/Skills.....	3 hours
EDU 304: Social Sciences for Children.....	3 hours
EDU 307: Science for Children ( <i>Counts in core science requirement</i> ) .....	3 hours
EDU 308: Mathematics for Children .....	3 hours
EDU 400: Clinical Practice I: Internship Methods.....	6 hours
EDU 401: Clinical Practice II: Internship Student Teaching .....	10 hours
Total.....	46 hours

Major Total..... 124 Hours (3 to 6 additional hours need to be added to this total to include the second Endorsement)

**Secondary Education: Dual Enrollment and the Mississippi Alternate Route to Teacher Certification**

The Belhaven University School of Education, other than Music, does not offer a traditional undergraduate program to prepare students to be licensed or certified to teach at the middle or the secondary school levels. Instead students are provided with an excellent opportunity to earn a 4-6<sup>th</sup> grade, middle school, and/or high school Mississippi Teaching Certificate by enrolling in the School of Education’s Dual Enrollment Program leading to the Mississippi Alternate Route Teacher Certification.

- Students enrolled in an undergraduate Bachelor of Arts or Bachelor of Science Degree program on a Belhaven campus in Mississippi may be eligible to take up to two Master’s Degree level courses in Education as the first two courses leading to the Mississippi temporary three year alternate route teacher certification.

- Students need to be in good standing as a traditional Belhaven University undergraduate student with an overall **GPA of 2.75** or better.
- Students are be classified at the Bachelor’s Degree Senior level (within 21 hours of graduation) and **have available during their senior year 3 to 6 elective course hours in order to take Alternate Teacher Certificate courses.**
- Students must submit a signed **Request for Dual Enrollment - Graduate Course Form** from the student’s major discipline department/school/campus dean or chair.
- Students may only take the following two courses:
  - EDU-501: Measurements and Evaluation Strategies**
  - EDU-506: Classroom Management**
- Mississippi Belhaven University students permitted to take Dual Enrollment in the Alternate Teacher Certificate Program will be required to have the knowledge of and understand the procedures required by the State of Mississippi for Alternate Teacher Certification as outlined in the *Belhaven Graduate School of Education Candidate Handbook*.
- Mississippi students will have the understanding that they are required to take and pass the Mississippi State mandated **PRAXIS CORE and PRAXIS II (content area) Teacher Exams** at some point during the Mississippi Alternate Teacher Certificate Program. **NOTE: In Mississippi, ACT composite scores of 21 or better may be used in lieu of PRAXIS CORE.** For students outside of Mississippi, please see the requirements for the state in which you wish to teach.
- Once candidates have received their undergraduate Bachelor’s Degree, **submitted application and have been accepted into the Masters of Arts in Teaching Degree Alt/Cert program**, have passed both CORE and PRAXIS II exams, and have successfully **completed EDU-501 and EDU-506**, they will be eligible to make application for their **Mississippi Three Year Alternate Teacher Certificate**.
- Once candidates have received their **Mississippi Three Year Alternate Teacher Certificate** they are eligible to accept a teaching position within the State of Mississippi (right after graduation) and become a fully paid and licensed teacher. However, they must complete the two additional Master level courses, EDU 502 Dimensions I and EDU 503 Dimensions II as seminar and mentoring courses during their first year of teaching. Upon successful completion of their first year of teaching and passing Dimensions I and II, candidates will be eligible to apply for their **Mississippi Five Year AA Teacher Certificate**.
- **PLEASE NOTE:** Students enrolled in a Mississippi MAT Alt/Cert program can receive a Mississippi Alternate Teaching License (valid for three years). **The MS Three Year Alternate Teaching License is not valid in another state.** Students must teach their first year in a Mississippi school in order to complete their certification process and receive a traditional Five Year Mississippi Teaching License. The Mississippi Five Year Teacher License is granted after the first year of successful teaching and maybe transferable and accepted in other states with some possible conditions. **However, candidates are held responsible for contacting other State Departments of Education to find out the transferability of a Mississippi teaching certificate and any additional requirements of the state or states they are interested in teaching in, in order to be certified and able to teach in that state.**

## Music

Students seeking a Bachelor of Arts in Music Education leading to a teaching certification in music should refer to the Music Education program. See Music (MUS) in this catalogue: Bachelor of Arts in Music Education – Teacher Preparation (Emphasis in Instrumental Music Education and/or Emphasis in Vocal-Choral Music Education)

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

### 101 MOSAIC (1).

MOSAIC explores different topics and experiences as they relate to life in college. Students will develop a proper understanding of the role college plays in their life as well as how a Christian worldview will impact not only their studies, but their perspective on life and careers as well. Topics that will be covered include academic management, career planning, financial planning, campus life, and a discussion of worldviews. (Fall only)

### 200 Introduction to Education and Pre-teaching Field Experience (3).

A study of the historical, philosophical, and legal foundations for education, the role of the profession of teaching and of schools in a changing society. Includes field experiences in accredited schools representing a variety of classroom organization, methodology, grades and subject areas. (*Spring only*)

**202 Education Seminar (0)**

A required seminar session that meets once each semester and is required for all undergrad students enrolled and taking courses in the School of Education. This includes students as pre-candidates for the Teacher Education Preparation Program and/or for those candidates having been interviewed and admitted to the Teacher Education Preparation Program. Candidates involved in Clinical II – Internship Student Teaching are exempt from Education Seminar. The Education Seminar is designed for all Education majors to be informed of current education issues and decisions from the Mississippi Department of Education that may affect candidates' plan of studies and other issues concerning teacher certification. At times professional educational leaders may be scheduled as guest speakers or panelist. (*Fall and Spring*)

**210 Transfer Success Seminar (1).**

Incoming transfer students can often experience what's known as "transfer shock" when arriving on a new campus. Although transfer students have some experience at the college level prior to coming to Belhaven, encountering a new campus, culture, vocabulary, faculty, policies, and peer group can often leave them feeling isolated and disengaged. In the worst case scenario, this experience can lead to a lower GPA and eventual departure from Belhaven. This course will give new transfer students the tools and resources needed to make a successful transition to Belhaven.

**221 Child Development (3).**

A study of the growth and development of the individual from conception through early adolescence, with emphasis on physical, perceptual, motor, cognitive, language, personality, and social development. Includes the use of the major concepts, principles, theories, and research related to the development of children and young adolescents in order to construct learning experiences to support the individual's development. (*Spring only*)

**301 Educational Psychology (3).**

A study of the teaching-learning process: the student behavior, research data, theory, and illustrations all concerned with actual classroom application of psychological principles. (*Spring only*)

**303 The Language Arts and Skills (3).** Prereq: Admission to the Teacher Preparation Program.

Emphasis on traditional grammar, speech, listening, written communications, creative and utilitarian writing, and on whole language integration with content areas. (*Fall only*)

**304 Social Sciences for Children (3).** Prereq: Admission to the Teacher Preparation Program.

A survey of the social sciences taught in K-8, with special attention given to geography, history, and civics. (*Spring only*)

**307 Science for Children (3).** Prereq: Admission to the Teacher Preparation Program.

The subject matter, materials, and methods of teaching science and health in the elementary school. (*Spring only*)

**308 Mathematics for Children (3).** Prereq: Adm. to the Teacher Preparation Program. A prereq for student teaching.

An introduction to the subject matter, materials, and methods of teaching modern mathematics in the elementary school. (*Fall only*)

**309 Effective Classroom Management and Learning (3).** Prereq: Admission to the Teacher Preparation Program.

Intended to provide theories on various models of discipline, classroom management styles and student motivation. The focus will be on understanding and managing diverse student populations. Emphasis will be placed on the development of a personal system of discipline reflective of the needs, traits and social realities of the school and community. Focus is on providing practical application of strategies to establish effective classroom organization and for managing and monitoring student behavior for improved learning opportunities. (*Spring only*)

**331 Planning and Assessment (3).** A prerequisite for student teaching.

This course is intended to provide pre-service teachers with the principles and techniques necessary to develop sound instructional lesson plans and assessments. The primary focus of the course will be on assessment techniques, administering classroom evaluations, analyzing classroom assessment data, and describing the roles planning and assessment have in daily classroom practice. The use and interpretation of standardized tests will also be discussed, as well as ethical issues related to assessment. (*Fall only*)

- 335 Creative Arts in Education (3).**  
This course will provide Elementary Education majors the necessary skills to successfully integrate the arts (music, art, movement, and drama) into all aspects of instruction. Emphasis will also be placed on the importance of the arts across the curriculum as a means for communication, inquiry, and insight among elementary students. Performing arts majors may also take the course. *(Fall only)*
- 341 Health and Physical Education for the Elementary Child (3).**  
A course with emphasis on the young child, as to physical fitness and motor fitness. Attention will be given to teaching techniques in motor skills and to curriculum development.
- 342 The Exceptional Learner (3).**  
A study of the child whose development follows atypical patterns. This would include all children eligible for special education placement: the mentally retarded, the gifted, the physically and behaviorally handicapped, the visually and hearing impaired, the learning disabled, the speech and language impaired, and autistic children. Students visit several local agencies in order to become more familiar with exceptional children and services available for these children. *(Spring only)*
- 390 Special Topics in Education (1-3).** Prereq: Admission to education. By permission of Chair.  
Varied topics; may be repeated for credit.
- 400 Clinical Practice I: Internship/Methods (6)** Prereq: REA 324, EDU 308, 309, 331, 332; Senior status; Admission to the Teacher Preparation Program.  
Observation with some teaching throughout a semester in an accredited elementary or middle school, supported by seminars and conferences between students and the college supervisor. A study of methods, techniques and procedures observed in elementary schools while in the field, with special emphasis on curriculum development and various assessment instruments. Includes field experiences in designated schools. *(Fall only)*
- 401 Clinical Practice II: Internship/Student Teaching (10)** Prereq: Senior status and EDU 400, EDU 309, 331; Admission to the Teacher Preparation Program and passing the Praxis II and Foundations of Reading Test.  
Teaching and observation throughout a semester in an accredited elementary school, supported by required seminars and conferences between candidates and the School of Education supervisor. *(Spring only)*
- 490-495 Special Topics (3).**  
Designed for non-degree seeking students. Enrollment by consent of instructor. May be repeated for credit.

## Reading (REA)

- 099 Reading Excellence (3).** Institutional credit only.  
Three lecture hours per week. Designed to prepare a student to comprehend college-level reading materials; does not count toward a degree. Emphasis is on comprehension and vocabulary improvement skills as well as affective and critical reading skills. *(Spring only)*
- 101 Tutorial Reading Internship (1-3).**  
This course provides basic instruction in reading strategies and tutorial procedures. Includes a directed tutorial internship.
- 102 College Reading and Study Skills (3).**  
Three lecture hours per week. Designed to help students increase individual study skills required for independent reading and college-level study and research. Emphasis is on both the development of individual reading skills and successful comprehension and analysis of reading material across various disciplines of study. Required of those students whose ACT reading scores are 21 or below (SAT verbal scores are 490 or below) and for transfer students with a transfer GPA of C- or below for all class work. Course must be passed or student must register for REA099 semester immediately following first attempt of REA102 or student is dismissed from Belhaven University. This course does count toward the 124 hours required for graduation. *(Fall only)*
- 311 Literature Based Reading Skills (3).** Prereq: Admission to the Teacher Preparation Program.  
The development of critical reading skills through the study of children's books, the history of children's literature, an overview of the classics, books promoting various genres and multi-cultural themes. Includes various presentations and field experiences with young children. *(Fall only)*

- 323 Early Literacy I (3).** Prereq: Admission to the Teacher Preparation Program.. A prerequisite for student teaching. Concepts, materials and teaching strategies for oral language development and systematic early reading and writing instruction, specific to concepts about print, phonemic awareness, and phonics. *(Fall only)*
- 324 Early Literacy II (3).** Prereq: REA 323; Adm. to the Teacher Preparation Program. A prereq for student teaching. Concepts materials and teaching strategies for oral language development and early systematic reading and writing instruction specific to vocabulary, fluency, and comprehension. Includes tutorial and teaching assignments in area schools. *(Spring only)*
- 325 Content Reading Skills (3).** Prereq: Admission to the Teacher Preparation Program.. A study of reading skills necessary for students to read and comprehend subject matter. Includes clinical field experiences in various school settings. *(Fall only)*
- 326 Diagnostic Reading Skills (3).** Prereq: REA 323, Coreq: 324; Prereq: Adm. to the Teacher Preparation Program.. A study of reading problems, assessment procedures, and individualized instructional programs for problem readers. Includes case study and internship in schools. *(Spring only)*
- 327 Middle Level Literacy (3).** Prereq: Admission to the Teacher Preparation Program.. A study of reading skills, concepts, methods, and materials for literacy teaching and learning for upper elementary and young adolescents. Emphasis will be on writing, comprehension, strategy instruction and assessment. Includes clinical field experiences in various school settings. *(Fall only)*

## English (ENG)

Associate Professor Hubele, Chair  
 Associate Professor Foncree  
 Associate Professor Parrott  
 Specialty Instructor McCarver

In teaching writing, the English department functions to ensure competence in verbal expression and writing skills for students across the curriculum and into the post-collegiate career. Courses for English majors include specialized instruction in critical and research writing. Studies in literature work to impart knowledge of major authors, literary history, specific genres, critical approaches, and ideological content. The content of courses is related to and evaluated against biblical truth and values. English students will have real-world experience through English Capstone Studies, ENG 402. This course covers a wide span of vocational and relational issues germane to an English major.

**English Major:** 37 hours to include the following:

- (1) ENG 225, 226 and one of the following: ENG 201, 202, 205 or 206.
- (2) ENG 101-102 or 121; 302; 303; 415  
 NOTE: Qualified transfer students do not take the ENG 225 and 226 literature courses, but rather select three of the following courses: ENG 201, 202, 203, 204, 205, or 206.
- (3) At least 12 hours, including Shakespeare, must be in 400-level literature courses. (No 400-level course that has been used to substitute for a survey course may be double-counted to meet this requirement.)
- (4) ENG 402 English Studies Capstone
- (5) 18 hours must be completed on the Belhaven campus.

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

- (1) ENG 101-102 or 121
- (2) ENG 225, 226 and ENG 205 or 206  
 NOTE: Qualified transfer students do not take the ENG 225 and 226 courses, but rather select three of the following courses: ENG 201, 202, 203, 204, 205, or 206.
- (3) ENG 303 Bibliography and Research
- (4) ENG 402 English Studies Capstone
- (5) Completion of 12 hours of English courses on the Belhaven Campus.

**English Honors Program:** The English department offers opportunities for students to enroll in honors courses from its department. The following are general education, elective, and major courses that may be taken as honors courses: ENG 121, 303, 415, 420, 436, 440, 445, 450, 457, 465, 473, and 480. For honors students majoring in this department, one must pass a minimum of nine hours of honors courses within the discipline and a minimum of nine hours from the honors courses of

other departments. Each course must be passed with a B or better. No more than 18 hours of honors courses are required for the honors degree. For other honors program policies, see “Honors Program” found in the “Administration of the Curriculum” section of this catalogue.

- 100 Developmental English (3).** Institutional credit only.  
Required for admission to ENG 101 for students judged by the English department to need added instruction in writing skills before enrolling in ENG 101 and/or whose ACT English scores are 17 or below (SAT verbal scores are 430 or below). This course does not fulfill the core requirement, nor does it count toward the 124 hours required for graduation. Must be passed with a C- or above to enter 101. *(Fall only)*
- 101 Freshman English I (3).**  
Instruction in the writing process to develop skill in producing expository and persuasive writing, including the research essay. Emphasis on the Christian responsibility to use language effectively and ethically. Must be taken within first semester at Belhaven or immediately after completion of ENG 100. Must be passed with a C- or above to enter ENG 102. *(Fall and spring)*
- 102 Freshman English II (3).** Prereq: ENG 101 with at least a C-.  
An introduction to the literary genres and critical writing. Emphasis on critical reading and evaluation of literary texts from a Christian perspective. Must be taken within first semester at Belhaven or immediately after completion of ENG 101. *(Fall and spring)*
- 121 Advanced Freshman English (3).**  
Open only to freshmen judged by the English department to be exceptionally proficient in English. An introduction to the literary genres and instruction for development of skill in expository and critical writing, including the research essay. Emphasis on critical reading and evaluation of literary texts from a Christian perspective. If students pass ENG 121 with a grade lower than C, they must successfully complete ENG 101. Students failing ENG 121 must successfully complete ENG 101 and 102. *(Fall only)*
- 130 Practicum: Campus Yearbook (1).** Prereq: Instructor’s permission.  
An introductory course designed to teach the fundamentals of photojournalism: copy layout, graphics, and design. The laboratory and backdrop for this course is the Belhaven campus yearbook. The course requires attendance at lectures, seminars, and yearbook staff meetings. May be repeated for up to three hours of elective credit. This course does not count toward the communications or English major or minor, nor does it count toward the creative writing programs. *(Fall and spring)*
- 201, 202 Survey of British Literature (3, 3).** Prereq: ENG 102 or 121.  
A survey spanning from the Anglo-Saxons and culminating in contemporary authors with the division of the courses occurring after the Restoration and 18th century. Emphases are on major authors, literary historical periods, and basic interpretive skills. *(201, fall only; 202, spring only)*
- 203, 204 Survey of World Literature (3, 3).** Prereq: ENG 102 or 121.  
A survey of major continental authors and their writings, the literary historical periods, and the linguistic cultures of various nations. ENG 203 covers the Greco-Roman and Hebrew-Christian periods through the Renaissance; ENG 204 from the Enlightenment to the modern and postmodern eras. *(203, fall only; 204, spring only)*
- 205, 206 Survey of American Literature (3, 3).** Prereq: ENG 102 or 121.  
ENG 205 is a survey which begins with the colonial authors and concludes with the Transcendentalists. ENG 206 surveys the period from approximately 1900 to the present. Emphases are on major authors, the emergence and shaping of American literature, and basic interpretive skills. *(205, fall only; 206, spring only)*
- 225 Ancient Literature to the Enlightenment (3).** Prereq: ENG 101 and 102, or 121, and Sophomore status.  
This survey of seminal works of literature from the ancient world to the Enlightenment explores the worldview, function, and meaning of these works from a Christian perspective. (Fall only) **Course must be taken simultaneously with HIS 225 and HUM 225.**
- 226 Literature from the Enlightenment to the 21<sup>st</sup> Century (3).** Prereq: ENG 225.  
Using seminal texts from the mid-18<sup>th</sup> century to our present age, this course examines literary responses to modern and postmodern thought from a Christian worldview. (Spring only). **Course must be taken simultaneously with HIS 226 and HUM 226.**



- 302 History and Grammatical Structures in English (3).** Prereq: Six hours toward the survey course requirements or instructor's permission.  
A systematic study of traditional English grammar. Includes summaries of language acquisition and the history of the language. Not accepted toward the English requirement for the B.A. degree in humanities. May not be taken as an independent study. *(Fall only)*
- 303 Effective Writing in Bibliography and Research (3).** Prereq: Six hours toward the survey course requirements or instructor's permission.  
Instructive guidance in the effective writing of extensive research papers of literary criticism written according to the MLA guide to documentation. The student is led through a mastery of the progressive steps of the research and writing procedure. Course includes summaries of literary theories. May not be taken as an independent study. *(Spring only)*
- 330 Photojournalism Editing: Campus Yearbook (3).** Prereq: Instructor's permission.  
Editing within the context of photographic copy layout, graphics, and design. The laboratory and backdrop for this course is the Belhaven University campus newspaper. The course requires attendance at lectures, seminars, and yearbook staff meetings. May be repeated for six hours of elective credit. This course does not count toward the communications or English major or minor, nor does it count toward the creative writing programs.
- 400 Classical Literature in Translation (3).** Prereq.: Six hours toward the survey-course requirement or its equivalent, or instructor's permission.  
The course will cover various genres of Greek Literature, including a close study of specific texts in translation. Topics to be covered will include epic and lyric poetry, tragic and comic drama, history, philosophy and oratory. Authors studied will include Homer, Pindar, Plato, and three major tragedians: Aristophanes, Thucydides, and Demosthenes. *(Spring odd years)*
- 402 English Capstone Studies (1).** Prereq.: Senior status or permission of department chair.  
This course covers a wide span of vocational and relational issues germane to an English major. Includes presentations from graduate school representatives and a wide swath of other professionals. Intensive reading in vocational issues. Writing will include resumes, application letters, and surveys of vocational possibilities. Course will also include preparation for professional school entrance examinations. *(Spring only)*
- 415 Shakespeare (3).** Prereq: Six hours toward the survey course requirement or its equivalent, or instructor's permission.  
Study of the major plays and sonnets. *(Fall only)*
- 436 Romantic British Literature (3).** Prereq: Six hours toward the survey course requirements, or instructor's permission. Beginning with Blake, students read through the works of major British Romanticists (e.g., Wordsworth, Coleridge, Byron, Shelley, and Keats). Emphasis is upon poetry, but prose is included. *(Fall, even years)*
- 440 Victorian British Literature (3).** Prereq: Six hours toward the survey course requirements, or instructor's permission.  
A study of the intellectual, spiritual, and social movements of the 19th century, with special emphasis upon the relation of these trends to current fads and problems. This examination includes major Victorian poets (e.g., Tennyson, Browning, and Arnold) as well as prose commentators and novelists (e.g., Eliot, Scott, and Hardy). *(Fall, odd years)*
- 445 Modern British Literature (3).** Prereq: Six hours selected from literature survey courses, or instructor's permission.  
An in-depth survey of major writers of poetry, drama, and fiction from 1890 to the present, including Irish writers. The literature in the course moves philosophically from modern to postmodern. *(Spring, odd years)*
- 450 Development of the British Novel (3).** Prereq: Six hours selected from selected from literature survey courses, or instructor's permission.  
A critical and historical study of the English novel from its beginnings with Defoe to the experimentation within the modern period. The course describes the novel as a particular genre with well-defined antecedents. *(Spring, even years)*

- 457 Development of the American Novel (3).** Prereq: Six hours selected from selected from literature survey courses, or instructor's permission.  
Representative American novelists from Brown and Hawthorne to the modern era. Emphasis on changes in the genre through the historical periods, both in regard to stylistic form and thematic content. (*Fall, odd years*)
- 465 Contemporary American Literature (3).** Prereq: Six hours selected from selected from literature survey courses, or instructor's permission.  
A study of American poetry, drama, and fiction from 1910 to the present. The course builds on American realism and naturalism and proceeds into the modern and postmodern eras. (*Spring, even years*)
- 470 The Bible as Literature**  
An examination of the literary forms, themes, and purposes of selected genres from the Old and New Testaments. Course surveys the writings in their literary, historical, and sacred contexts.
- 473 Christian Masterpieces (3)**  
A study of major Christian works of the Western literary tradition from Augustine to T. S. Eliot.
- 480 Special Topics in English Studies (3).** Prereq: Six hours selected from selected from literature survey courses, or instructor's permission.  
Covers selected topics not studied extensively in other courses. May be repeated for differing topics.
- 490 Tutorial (1-3).** Prereq: Six hours selected from literature survey courses, or instructor's permission.  
An opportunity for students with the requisite background in English studies to do advanced research work on selected topics or to engage in an advanced creative writing project. Offered by arrangement with an English department faculty member.
- 492 Internship (1-3).** Prereq: Six hours selected from literature survey courses, or instructor's permission.  
Supervised practical experience in a position that calls upon skills developed by the English major. May be within the English department or an approved public or private company or agency. Open to junior or senior English majors. Approval of the departmental chair and the division chair must be obtained. The course is graded on a pass/fail option. Refer to "Student Intern Programs and Practicums" for further requirements.

## English as a Second Language (ESL)

Director Leavelle

Students enrolled in ESL may receive up to 12 hours of foreign language credits for their total degree requirements. Permission to do so is granted through the Department of Foreign Languages and the English Department.

### Beginning Level

- 091 Beginning English Language(3)** For ESL students who have limited vocabulary and little knowledge of English. This course focuses on basic beginning English, focusing on development of basic vocabulary, sentence structure, and writing. Students in enrolled in this course must also attend the ESL lab a minimum of one hour per week (per course).
- 092 Beginning Reading/Vocabulary (3)** For ESL students who have limited vocabulary and little knowledge of English. This course introduces students to necessary vocabulary to read simple sentences in everyday situations, building gradually to more intermediate vocabulary. Students in enrolled in this course must also attend the ESL lab a minimum of one hour per week (per course).
- 093 Beginning Listening (3)** For ESL students who comprehend less than 50% of aural English. This course is designed to coordinate with the beginning writing and reading classes to build student listening comprehension through a variety of listening activities including dictation. Students in enrolled in this course must also attend the ESL lab a minimum of one hour per week (per course).

- 090 Beginning Conversation and Idioms (3)** For students whose conversational English is very limited. This course is designed to introduce students to basic dialogues of everyday English and aid them in using these in controlled and then communicative situations. Students in enrolled in this course must also attend the ESL lab a minimum of one hour per week (per course).

### Intermediate Level

- 110 Intermediate Writing/Grammar (3)** For students who have completed beginning English work, but are not ready to write essays. This course focuses on the grammar and writing of paragraphs, building confidence with the basic tenses and adding the other perfects and subjunctive tenses as well as more compound and complex sentence structures. Students in enrolled in this course must also attend the ESL lab a minimum of three hours per week.
- 120 Intermediate Reading/Culture (3)** For students who have completed beginning English work, but who are not able to read advanced level texts. This course develops students reading skills to a level equal to 8<sup>th</sup> grade, using reading in context to build passive and active vocabulary. Students in enrolled in this course must also attend the ESL lab a minimum of three hours per week.
- 130 Intermediate Listening/Notetaking (3)** For students who have completed beginning English work, but who are not able to comprehend lectures at advanced level texts. This course develops students ability to focus in longer and longer listening situations through activities including dictation, notetaking practice, and games. Students in enrolled in this course must also attend the ESL lab a minimum of three hours per week.
- 140 Intermediate Conversation/Idioms (3)** For students who have completed beginning English work, but who are not able to understand native speakers in conversation. This course continues development of students' conversational skills through dialogue and idioms. Students in enrolled in this course must also attend the ESL lab a minimum of three hours per week.

### Advanced Level

- 150 Advanced Writing and Grammar (3):** For students for whom English is a second language. This course is required for students judged to need added instruction in writing skills before enrolling in ENG 101. For qualified students, this course fulfills three hours of foreign language toward the graduation requirements. Must be passed with a C- or above. Course may be repeated, but may only be taken once for credit. Students in enrolled in this course must also attend the ESL lab a minimum of two hours per week.

## Family Studies (FAM)

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

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

Course descriptions are listed in the different departments.

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

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

- 426 Christian Worldview Studies (3).**  
Broadens students' understanding of the core assumptions of the Christian worldview and equips them to evaluate those assumptions in contrast with other contemporary worldviews.
- 427 Family, Church, and Society Studies (3).**  
Investigates evangelical Christian thinking about the relationships that exist between the family, church, and that complex of institutions, policies, and practices known as "society."

**450/490 Practicum (4).**

The purpose of the practicum is to provide students with specialized experiences and opportunities, tailored to one's academic discipline, skills, and personal interests. The practicum allows students an opportunity to work at an agency within the Focus on the Family organization or Rocky Mountain region, learning professions related to their discipline and life goals. It is expected that students will ultimately spend 96 hours of logged time at their practicum site, maintaining an on-going journal, and produce a typed, one- to two-page summary of their experience.

**455 Marriage and Family Life Studies (6).**

The purpose of this course is to equip students with personal strategies for promoting healthy families by focusing on marriage, parenting, and the sanctity of all human life. Current research, techniques, and biblical guidance will be reviewed to help students develop conviction on an array of family issues, balanced by compassion for those individuals who are dealing with such issues.

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

This course is designed to provide an introduction to the French language. The course aim is the development of communicative competence at the elementary level in the areas of writing and speaking and oral and reading comprehension. In this course the student is also exposed to an overview of the cultures of the French speaking areas of the world. (*101, fall only; 102, spring only*)

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

This course provides a review of and expansion on the communicative skills introduced in FRE 101-102. Students are also given an introduction to French literature through selected readings. The course is conducted primarily in French. (*201, fall only; 202, spring only*)

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

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

**German (GER)****101-102 Elementary German I-II (3-3)**

An introduction to written and spoken German, emphasizing the fundamentals of vocabulary, pronunciation, grammar, and syntax. Exposure to German culture and history is integrated with language study. GER 102 is offered as a continuation of GER 101. Students who have not completed GER 101 at Belhaven must secure written permission from the instructor to take GER 102. (*101, fall only; 102, spring only*)

**201-202 Intermediate German I-II (3-3).** Pre-req.: GER 101-102

This course aims at increased proficiency in writing and speaking through the use of German video regalia as well as an introductory examination of German literature. In-class discussions and outside readings will serve to increase the student's understanding of and appreciation for the cultures of German speaking countries of Europe. This class is conducted primarily in German. (*201, fall only; 202, spring only*)

## Graphic Design (GDS)

Assistant Professor Turner, Chair

Assistant Prof. Denson

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

This degree program provides a Bachelor of Fine Arts in Graphic Design with an emphasis in Digital & Print Media or an emphasis in Web & Interactive Media. These tracks enable students to develop their God-given talents in Design, as well as related fields, and to understand design from a biblical perspective. Students receive a broad liberal arts education, and studies in not only Graphic Design but with components in Art and Business as well. All of which are keys to preparing them for careers in Design, and/or continued studies at graduate school. Graphic Design students will have real-world experience through internships (GDS312, 412, and 417).

50 hours total

- From the Graphic Design Department
  - GDS 110 Computer Graphics (3)
  - GDS 200 Elements of Graphic Design (3)
  - GDS 210 Graphic Design Lab I (2)
  - GDS 211 Graphic Design Lab II (2)
  - GDS 235 Web Design and Development (2)
  - GDS 300 History of Graphic Design (3)
  - GDS 330 Digital Imaging (3)
  - GDS 350 Typography (2)
  - GDS 440 Portfolio and Resume Development (3)
  - GDS 488 Special Topics in Graphic Design (3)
  - Placement into one of the following with Department Chair approval:
    - GDS 490 Directed Study in Print & Digital Media (3)
    - GDS 495 Directed Study in Web & Interactive Media (3)
    - GDS 312 Junior Internship
    - GDS 412 Senior Internship
- From the Art Department
  - ART 120 Drawing I (3)
  - ART 125 Perspectives on Creativity and Art (3)
  - ART 130 Design I (3)
  - ART 131 Design II (3)
  - ART 240 Photography I (3)
- From the Business Department
  - BUS 320 Introduction to Marketing (3)
  - BUS 327 Small Business Management and Entrepreneurship (3)

A transfer student is required to take:

- At least 12 credit hours of GDS and 3 credit hours of ART courses from Belhaven which must include
  - GDS 350
  - GDS 440
  - ART 120

### 110 Computer Graphics (3).

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

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

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

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

- 330 Digital Imaging (3).** Prereq: GDS 110-111 recommended.  
Exploration of the creation of images through a digital process, by working through an understanding of the digital camera and it's proper usage, moving into the digital workflow of a digital darkroom, & then finishing with the actual print practices of producing prints from the digital file. *(Spring, even years)*
- 335 Animated & Interactive Web Design (3):** Prereq: GDS 235.  
An introduction to web design software & programming language that allow the creation of interactive and animated web content, with the emphasis on learning the tools, functions, and basic processes involved in using this software within your creative process. *(Fall only)*
- 350 Typography (2).**  
Exploration of the topic of Typography. It's history, it's importance to design, theories about it's use in design, and it's overall impact in your work as a Graphic Designer in conveying a message. *(Fall, odd years)*
- 410 Graphic Design Studio III (3).** Prereq: GDS 310 or 311.  
Designed to stimulate a professional working environment, through design opportunities from (the surrounding) communities, businesses, non-profit organizations, and within the college at large, which will enable students to start applying the knowledge and theory they have been accumulating up to this point. This class will build team unity and servant artistry while maintaining a professional working environment. All project assignments will be determined by the professor. Students will begin building a portfolio from their projects assignments. This class is meant to challenge the senior level students and allow for more responsibility than is required in the first two GDS practicum courses. *(Fall only)*
- 411 Graphic Design Studio IV (3).**  
Designed to stimulate a professional working environment, through design opportunities from (the surrounding) communities, businesses, non-profit organizations, and within the college at large, which will enable students to start applying the knowledge and theory they have been accumulating up to this point. This class will build team unity and servant artistry while maintaining a professional working environment. All project assignments will be determined by the professor. Students will begin building a portfolio from their projects assignments. This class is meant to challenge the senior level students and allow for more responsibility than is required in the first two GDS practicum courses. *(Spring only)*
- 412 Senior Internship (3).** These internships with a professional company will be significant to the student's development in Graphic Design. All internships require the approval of the Chair of Graphic Design and will take place directly prior to, during, or directly after their Senior year.
- 415 Web Design Studio I (3):** Prereq: GDS 210 or 211, GDS 310 or 311.  
Designed to stimulate a professional working environment, through web design opportunities from (the surrounding) communities, businesses, non-profit organizations, and within the college at large, which will enable students to start applying the knowledge and theory they have been accumulating up to this point. This class will build team unity and servant artistry while maintaining a professional working environment. Students will begin building a portfolio from their projects assignments. All project assignments will be determined by the professor. *(Fall only)*
- 416 Web Design Studio II (3):** Prereq: GDS 210 or 211, GDS 310 or 311.  
Designed to stimulate a professional working environment, through web design opportunities from (the surrounding) communities, businesses, non-profit organizations, and within the college at large, which will enable students to start applying the knowledge and theory they have been accumulating up to this point. This class will build team unity and servant artistry while maintaining a professional working environment. Students will begin building a portfolio from their projects assignments. All project assignments will be determined by the professor. *(Spring only)*
- 417 Web Internship (3).** These internships with a professional company will be significant to the student's development in Graphic Design. All internships require the approval of the Chair of Graphic Design and will take place directly prior to, during, or directly after their Senior year.
- 425 User Interface Theories & Practice (2):** Prereq: GDS 235.  
Exploration & discussion of the theories and practice behind the user interface and the user's experience as related to web design, applications, and gaming.

- 440 Portfolio and Resume Development (3).** Prereq: Junior level standing.  
This class will demand a portfolio and resume upon it's completion of a quality that allows the student to pursue job opportunities in their field. Successful interviewing and portfolio presentation skills will be assessed, discussed, and honed. Discussion and projects will also focus on identifying your worldview and how it relates to your career/calling. *(Fall only)*
- 450 Advance Digital Rendering Techniques (2).** Prereq: GDS 210 or 211.  
Examination of advanced uses of the graphic design software in order to improve & hone their computer rendering skills, also known as creative digital problem solving to design challenges. Projects will require the advanced software usage. *(Spring, odd years)*
- 480 Special Topics in Print & Digital Media (1-3).** (Repeatable – Max. Twice)  
This course is designed to cater to the opportunities to bring in distinguished people in the differing areas within Print & Digital media & allowing for a variety of topics to be covered all to the education and overall benefit to the students.
- 485 Special Topics in Web & Interactive Media (1-3)**  
This course is designed to cater to the opportunity to bring in distinguished people in the differing areas within Web & Interactive media & allowing for a variety of topics to be covered all to the education and overall benefit to the students.
- 488 Special Topics in Graphic Design (1-3)** (Repeatable – Max. Twice)  
This course is designed to cater to the opportunity to bring in distinguished people in the differing areas within Graphic design & allowing for a variety of topics to be covered all to the education and overall benefit to the students.
- 490 Directed Study in Print & Digital Media (1-3)** Prereq: Junior standing.  
Opportunity for students or instructors to propose a topic of importance to Print & Digital media not specifically covered already in the curriculum and allow for in depth examination of the topic. This course requires Instructor and Graphic Design Chair approval for admittance into the class.
- 495 Directed Study in Web & Interactive Media (1-3)** Prereq: Junior standing.  
Opportunity for students or instructors to propose a topic of importance to Web & Interactive media not specifically covered already in the curriculum and allow for in depth examination of the topic. This course requires Instructor and Graphic Design Chair approval for admittance into the class..
- 498 Advanced Project in Print & Digital Media (1-3)** Prereq: Junior standing.  
Designed to be a capstone or advanced project opportunity showing unique and creative problem solving to a design problem within the area of Print & Digital Media. The project may be proposed by a student or Instructor and admittance into this class must be approved by the Chair of the Graphic Design Department.
- 499 Advanced Project in Web & Interactive Media (1-3)** Prereq: Jr. standing.  
Designed to be a capstone or advanced project opportunity showing unique and creative problem solving to a design problem within the area of Web & Interactive Media. The project may be proposed by a student, or Instructor, and admittance into this class must be approved by the Chair of the Graphic Design Department.

## Greek (GRE)

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



## Health and Physical Education (HPE)

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

### 103 Varsity Sports

Nonacademic credit for one semester hour per semester will be granted for participation on a varsity squad, for a total of four semester hours.

- A. **Basketball-varsity (1).** Nonacademic
- B. **Baseball-varsity (1).** Nonacademic
- C. **Soccer-varsity (1).** Nonacademic
- D. **Tennis-varsity (1).** Nonacademic
- E. **Cross-country-varsity (1).** Nonacademic
- F. **Golf-varsity (1).** Nonacademic
- G. **Softball-varsity (1).** Nonacademic
- H. **Volleyball-varsity (1).** Nonacademic
- I. **Cheerleading-varsity (1).** Nonacademic
- J. **Football-varsity (1).** Nonacademic

### 211 Introduction to Physical Education (3).

This course provides an overview of the profession. It includes a study of the philosophy, history, professional organization, and unique role of physical educators.

### 232 Comprehensive Health (3).

A course to understand the health care necessary to maintain a status of well-being, including fitness, weight control, drug abuse, disease prevention, and safety issues.

## History (HIS)

Professor Busbee, Chair

Professor Waibel

Associate Professor Phillips

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

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

Students majoring in history must demonstrate "real world" experiences through a variety of courses and activities. They may enter internships that require work in positions that involve practical applications of historical records (e.g. governmental offices, archives, libraries, museums, etc.). They may attend and participate in historical society meetings (e.g. the Mississippi Historical Society, the Southern Historical Society, etc.). All majors must perform guided research and write original treatises suitable for publication in professional journals. Finally, seniors must write essays in the capstone course (Historiography) which reflect their experiences and express an understanding of careers available for history majors.

**History Major:** 42 hours to include 105, 106; 107, 108, 205 (or 205, 225, 226); and 401; SPC 102; and 6 hours of one Foreign Language. It is recommended that majors in history select courses from both European and United States fields. For history majors not minoring in political science, a maximum of nine hours in political science (212, 218, 301, 313, 314, and 316 only) may be applied to the major in history.

**History Minor:** 21 hours to include 105, 106; 107, 108, 205 (or 205, 225, 226); at least six hours of upper-level courses in the department. A maximum of three hours in political science (212, 218, 301, 313, 314, or 316) may be applied to the minor in history.

- 105, 106 United States History (3, 3).** (formerly American Civilization).  
Survey of the history of the United States. HIS 105 traces major political and cultural developments from colonial times through the Civil War, and 106 studies the American experience from the Reconstruction period to the present. *(105, fall only; 106, spring only)*
- 107, 108 Civilization (3, 3).** (formerly World Civilization).  
Survey of significant developments in the world's major societies with the emphasis on western civilization. HIS 107 summarizes important political and cultural events through the 15th century, and 108 studies key occurrences through the early 20th century. *(107, fall only; 108 spring only)*
- 201, 202 History of England (3, 3).**  
Survey of English constitutional, political, economic, and social developments from the earliest times to the present. HIS 201 summarizes the early period through the 17th century, and 202 examines the modern era. *(201, fall odd years; 202, spring even years)*
- 205 Contemporary World History (3).**  
A study of international affairs since World War I, emphasizing recent and current events. It is a selective survey of significant 20th-century political and cultural occurrences, which provides perspective for modern times. *(Fall only)*
- 207 Civil War and Reconstruction (3).**  
This course deals with the background, events, and aftermath of the Civil War. It includes not only the military events but also the political and social aspects of this period, which has had lasting consequences in the American experience. *(Spring, odd years)*
- 223 The Ancient World (3).** Prereq: HIS 107, or department consent.  
The development of the social, political, religious, and artistic life of the ancient world to the fall of the Roman Empire in the West. The emphasis is on the indebtedness of later civilization to the ancient world. *(Fall, odd years)*
- 225 Ancient History to the Enlightenment (3).** Pre-req.: Sophomore status.  
This course traces the important political and cultural events from the ancient world to the Enlightenment era and includes studies of the development and influence of competing worldviews. (Fall only) **Course must be taken simultaneously with ENG 225 and HUM 225.**
- 226 History from the Enlightenment to the 21<sup>st</sup> Century (3).** Pre-req.: HIS 225  
This course studies the key political and cultural events from the Enlightenment era to the postmodern era and contemporary times and analyzes the development and influence of competing worldviews. (Spring only) **Course must be taken simultaneously with ENG 226 and HUM 226.**
- 247 World War I (3).**  
This course is a survey of World War I (the Great War, as it was known before WWII). Attention is given to the causes and course of this war, considered by some historians as the most traumatic and significant event in Western Civilization since the fall of the Roman Empire. The impact of the war on the course of twentieth-century history, as for example in the increased role of government regulation of everyday life, is studied. *(Fall, even years)*
- 248 World War II (3).**  
This course is a survey of World War II. Attention is paid to the causes of the war in the failed Peace of Paris of 1919, and as a continuation of the Great War of 1914-1918. The role of the war in defeating Nazi totalitarianism and Japanese militarism, and the war as the origin of the Cold War are studied. World War II as the great crusade of the "greatest generation" will be highlighted. *(Spring, odd years)*

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

### Honors Colloquium (HNS)

Associate Professor Hause, Dean of the Honors College

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

- 101-102, Honors Colloquium (3-3).** Prereq: see "Honors College" under "Administration of the Curriculum"  
**201-202,** An interdisciplinary seminar exploring diverse topics from the humanities, sciences, and arts. Through reading  
**301-302,** and round-table discussion with faculty and peers, students hone their ability to critically evaluate ideas from a  
**401-402** Christian perspective and articulate responses both orally and in writing.

**Humanities (HUM)**

- 225 Biblical Themes I (1).** Pre-req.: Sophomore status.  
This course traces a number of Biblical themes in the development of worldviews from a Pre-Modern, Modern and Postmodern perspective. Attention is given to the understanding of these themes in the context of the reigning civilizations through the ages. (Fall only – must be taken simultaneously with HIS 225 and ENG 225)
- 226 Biblical Themes II (1).** Pre-req.: HUM 225  
This course continues the study of Biblical themes in the development of worldviews from a Pre-Modern, Modern and Postmodern perspective. Attention is given to the understanding of these themes in the context of the reigning civilizations through the ages. (Spring only- must be taken simultaneously with HIS 226 and ENG 226).
- 301 Interdisciplinary Studies in the Humanities I (3).**  
An interdisciplinary course that studies the role of worldview during the premodern period to the end of the 19th century. Pertinent works from drama, literature, music, science, philosophy, and theology are studied to gain an understanding of the spirit of the age. Professors from the various disciplines will lead discussion on relevant works to see how the leading thinkers of this age answered the perennial questions of God, man, the world, and how these interrelate. The integration of this knowledge with the Christian world and life view is the ultimate aim of this course. (*Fall, odd years*)
- 401 Interdisciplinary Studies in the Humanities II (3).**  
An interdisciplinary course that studies the role of worldview during the 20th century. Pertinent works from drama, literature, music, science, philosophy, and theology are studied to gain an understanding of the spirit of the age. Professors from the various disciplines will lead discussion on relevant works to see how the leading thinkers of this age answered the perennial questions of God, man, the world, and how these interrelate. The integration of this knowledge with the Christian world and life view is the ultimate aim of this course. It includes an integrative paper that demonstrate the student's ability to use material from other courses. Part of the research paper involves the off-campus experience. The student will interview one or more who work(s) in this field and incorporate this work into his paper. (*Spring, even years*)
- 402 Classical Education Studies Capstone (1).** Prereq.:Senior status or permission of department chair.  
This course covers a wide span of vocational and relational issues germane to a Classical Education Studies major. Includes presentations from a wide swath of professionals in educational, legal and non-profit fields, as well as reading on vocational issues. Writing will include resumes, application letters, and surveys of vocational possibilities. Course will also include preparation for professional school entrance examinations. (*Spring only*)

**Interdisciplinary Studies (IDS)**

- 342 Worship Arts Laboratory (1-1).**  
A workshop and production ensemble intended for music majors with an emphasis in Worship Arts. Here, worship services are designed, rehearsed and presented. Every semester, a different arts area (Creative Writing, Dance, Graphic Design, Theatre, Visual Art) will be integrated with music preparations for worship facilitated by a team teaching approach including a music faculty member and another arts faculty member co-leading the course. (*Fall and Spring*)
- 382-383 History of Arts in Worship I-II (2+2).**  
A survey for music majors with an emphasis in Worship Arts. This two semester sequence incorporates all of the Arts where students will learn how the arts have been utilized in worship during the past millennia, where the church is today with the inclusion of the Arts in worship, and a vision of the future for how the Arts in worship might be even more broadly inclusive. (*382, Fall, odd years; 383, Spring even years*)

- 396 Worship Arts Internship (2).** Prereq: permission of Music Chair.  
During the last semester of study at Belhaven (earlier by approval of the Music Chair), music majors with an emphasis in Worship Arts must fulfill a one semester internship in a local church. Employment at a church in a church music role is permitted to fulfill this requirement so long as the internship objectives are met. Belhaven University policy requires an overall GPA of 2.75 to do an internship. Open only to music majors with an emphasis in Worship Arts. Graded on a pass/fail basis. (Refer to “Student Intern Programs and Practicums” for further requirements.) (*Offered on demand*)

## International Studies (IST)

Assistant Professor Armet

### International Studies:

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

In addition to the general education courses required for graduation, the bachelor of arts in international studies requires 57 hours to include: BIB 210, 360 and 408; BUS 420; 12 hours of a foreign language (either SPA 101-102 and 201-202 or FRE 101-102 and 201-202); IST 201, 202, 301, 401 or 450, and 402; and either IST 302 (Cultural Anthropology) or IST 303 (Intro to Linguistics); plus two of the following Political Science courses: PSC 212, 311, 316 or 319. HIS 205 will be required of transfer students, but not of first-time entering freshman.

### Intercultural Studies:

The **intercultural studies** major is for students who plan to be involved in international missions or to work in community development. Their program involves an integration of the theology of missions and cross-cultural skills. As a Christian liberal arts university, Belhaven emphasizes the importance of Christian values and ethics.

In addition to the general education courses required for graduation, the bachelor of arts in intercultural studies requires 42 hours to include: BIB 210, 360, 408, 411, 412, 415, and 445; plus IST 201, 202, 301, 302, 303, 402 and 403.

- 201 Global Culture – Globalization and Culture (3).**  
A study of how the diverse cultures in the world affect business and everyday life. Divided into three major sections: 1) the phenomenon of globalization: outsourcing, capitalism’s effect on culture, the exporting of American culture; 2) the theory of culture: values, ethics, time orientation, social structure, kinship, economies, and worldview; and 3) the praxis of crossing cultures: verbal and non-verbal cross-cultural communication, cross-cultural negotiation. Not accepted in place of SPA or FRE 101-102 or SPA or FRE 201-202 for international studies majors. (*Fall and spring*)
- 202 Humans, Land and Power (3).**  
Provides a theoretical framework for integrating the various disciplines from which the IST major draws its courses. The five themes are: anthropology, power, production, geography, and gospel proclamation. Emphasis in on writing interdisciplinary research papers related to global issues, so students are prepared for their overseas internships/study abroad (IST 401) and for their integration project (IST 402). Also introduces careers in international studies and the competencies necessary for passing the Foreign Service officer’s exam. (Fall)
- 301 Language Acquisition Skills (3)**  
Introduces field methods for rapid adult language acquisition, such as “total physical response.” This is an applied approach to learning a non-Western language. (Fall, even years)
- 302 Cultural Anthropology (3)**  
Introduces theoretical frameworks for describing the world’s cultures: roles, gender, production, exchange, kinship, ritual, culture change, worldview and worldview transformation. (Spring, even years)
- 303 Introduction to Linguistics (3)**  
Introduction to the basic theoretical frameworks for describing the world’s languages: phonetics, phonology, morphology, syntax, semantics, lexicography, deixis, pragmatics, and discourse analysis. (Spring, odd years)

- 401 Semester Abroad (12).** Prereq: IST 201, 202, 301 (IST majors only) and junior or senior standing. Study abroad or international internship during junior or senior year. May include study abroad through council studies (COS) or other accredited academic institution, or semester abroad specific to student's culture of interest. For international students or those with substantial international experience, a 12-hour cross culturally significant internship in a firm, organization, agency, or institution may be accepted. (*Fall and spring*)
- 402 Integration Project (3).** Prereq: IST 401, 450 or BIB 445  
Reflects assimilation of knowledge from semester abroad, Christian worldview, and international studies curricula. (*Fall, odd years and spring, odd years*)
- 403 Modern Cross-Cultural Methods (3)**  
Covers methods for implementing anthropological theory in cross-cultural communication. Includes topics such as contextualization, spiritual warfare, business-as-mission, orality, media, narrative pedagogy, and cross-cultural leadership. Emphasizes practical strategies to bringing peace, proclaiming the gospel, and addressing the world's physical needs in health and development without causing unintended harm such as dependency or consumerism. (Spring, even years)
- 450 Internship (1-12).**  
This course is designed to give the student practical experience in either conducting a specific research project or in a professional position within an approved private firm or public agency. This course is open only to students majoring in international studies. A minimum GPA of 3.0 is required and approval by the supervising dean must be obtained, as well as letters of recommendation from two faculty members (one should be the internship supervisor). The course may be graded on a letter bases or on a pass or fail, at the request of the faculty supervisor and the student. (Fall and Spring)

## Leadership Studies (LDS)

Director of Student Leadership

- 210 Leadership Seminar: BLC (1).**  
The members of the Belhaven Leadership Council (BLC) exist to serve the best interests of the student body by giving distinctive Christian leadership and service in all areas of influence, collectively and within each specific office. The work and service of the BLC is driven by the desire to fulfill the unique vision and mission of Belhaven University by partnering with administration, staff, faculty and students to help fulfill and promote the mission in the spirit of the university motto, "to serve, not to be served." The Leadership Seminar course will introduce Biblical principles for effective leadership. From this foundation, students will be challenged in their individual areas of responsibility and as a team to complete their respect office responsibilities as outlined in the BLC Constitution. The course is designated for students currently holding positions on the Belhaven Leadership Council.
- 211 Leadership Seminar: Peer Leader (1).**  
A Peer Leader serves the incoming students during Welcome Week (fall orientation) by assisting in their first days at Belhaven University. The Peer Leader team is critical to the orientation process for all new students. Peer Leaders are required to participate in Peer Leader Training, serve in as an extension of the Student Leadership staff, meet new students and their families and help them become acclimated to college life at Belhaven University. The Leadership Seminar course will introduce Biblical principles for effective leadership. From this foundation, students will be challenged and equipped to lead in their role and responsibility as a Peer Leader and as a team. Students may also have the opportunity to interact and lead new students at designated meetings throughout the fall semester and assist the Director of Student Leadership with leadership programming when applicable. The course is designated for students selected as a Peer Leader.
- 212 Leadership Seminar – RA**  
The members of the Resident Assistant (RA) staff exist to serve resident students specifically, as well as the entire campus community, by maintaining a positive living and learning environment in the residence halls and across campus. The Leadership Seminar course will introduce Biblical principles for effective leadership. From this foundation, students will be challenged in their responsibilities as outlined in the RA contract. The course is designated for students currently holding positions on the RA staff.

## Mathematics (MAT)

Assistant Professor Estes, Chair  
Assistant Professor Oakley

Mathematics is a source of intrinsic beauty of numbers, shapes, structures, and interrelationships; it is also a tool to help solve practical problems in many fields of human endeavor. The history of mathematics was shaped through interaction with Christianity, and course work reflects the enormous usefulness of mathematics to describe the universe created and sustained by God. The program for mathematics majors is the traditional mathematics undergraduate program. Coursework for non-majors is designed to help students acquire and refine computational and analytical skills needed to function well in their chosen vocations. Mathematics students will have real-world experience through student teaching, EDU 200, MAT 209, 399 or 499.

Mathematics faculty advise mathematics majors and pre-engineering students.

The **Bachelor of Science degree in mathematics** requires 36 hours: MAT 207, 208, 209, 210, 303, 304, 305, 311, 410, and 490 plus six additional hours of MAT at the 300 level or above. The Bachelor of Arts degree in mathematics requires 36 hours: MAT 207, 208, 209, 210, 303, 304, 305, 311, 410, and 490 plus six additional hours of 300 level or above from ART, BIB, HIS, DAN, EDU, ENG, MUS, PHI, PSC, PSY, SOC, THE, or foreign language.

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

The **mathematics minor** requires 18 hours. Fifteen hours must be at the level or MAT 207 and higher.

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

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

For students whose mathematics ACT score is below 17 (SAT math score below 440). Elementary mathematical concepts and procedures. This course does not fulfill the core requirement nor does it count toward the 124 hours required for graduation. *(Fall only)*

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

For students whose mathematics ACT score is 17-21 (SAT math score is 440-490). A study of real numbers, algebraic expressions, algebraic fractions, linear equations/inequalities, quadratic equations, and Pythagorean theorem. This course does not fulfill the core requirement nor does it count toward the 124 hours required for graduation. *(Fall and spring)*

**101 College Algebra (3).**

For students whose mathematics ACT score is 22 or above (SAT math score is 500 or above). A study of the real number system, equations, inequalities, functions, graphs, zeros of polynomials, conic sections, and the binomial theorem. *(Fall and spring)*

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

Trigonometric functions and graphs, identities, equations, inverse functions, vectors, and applications of these concepts. *(Spring only)*

**110 Quantitative Reasoning (3).** Prereq: ACT score of 22 or above (SAT math score of 500 or above).

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

- 131, 132 Concepts of Mathematics (3, 3).** For majors in elementary education. The problem-solving process, sets, logic, integers, number theory, rational numbers as fractions, decimals and percents, probability and statistics, plane and coordinate geometry, and measurement. (*131, fall only; 132, spring only*)
- 201 Mathematics for Business and Economics (3).** Prereq: MAT 101 or 110. An introduction to the basics of mathematics tools used in business and economics. Topics include an algebra review, mathematics of finance, probability computations, and introductory calculus with applications. (*Fall and spring*)
- 207 Calculus and Analytic Geometry I (3).** Prereq: MAT 102, or consent of instructor. Open to freshmen with mathematics ACT score of 26 or above (SAT math score is 610 or above). Concepts of analytic geometry, functions, limits, derivatives, and applications of derivatives. (*Fall only*)
- 208 Calculus and Analytic Geometry II (3).** Prereq: MAT 207. Integration, applications of the definite integral, logarithmic and exponential functions with their derivatives and applications. (*Spring only*)
- 209 Calculus and Analytic Geometry III (3).** Prereq: MAT 208. Further techniques of integration, infinite series, and topics in analytic geometry. (*Fall only*)
- 210 Calculus and Analytic Geometry IV (3).** Prereq: MAT 209. Vectors and vector calculus, three-dimensional space, partial derivatives, and multiple integrals. (*Spring only*)
- 303 Discrete Mathematics (3).** Prereq: MAT 201 or 207 or consent of instructor. Logic, sets, functions, algorithms, counting, graphs, and selected topics. (*Fall 2013, spring 2015*)
- 304 Differential Equations (3).** Prereq: MAT 210 or consent of instructor. Theory and application of ordinary differential equations. (*Spring, even years*)
- 305 Introduction to Mathematical Statistics and Probability (3).** Prereq: MAT 208 or consent of instructor. Frequency distributions, statistical constants, curve fitting, correlation and sampling, and basic laws of probability. (*Fall 2012, Spring 2014, Fall 2015*)
- 306 Advanced Statistics and Probability (3).** Prereq: MAT 305. Continuation of MAT 305 for the further study of various standard probability distributions, moments, moment generating functions, sampling theory, and statistical inference.
- 308 Introduction to Higher Geometry (3).** Prereq: MAT 208. Advanced topics in Euclidean geometry; introduction to non-Euclidean geometries.
- 311 Linear Algebra (3).** Prereq: MAT 208. Vectors, vector spaces, matrices and determinants, systems of linear equations, and linear transformations. (*Fall only*)
- 399 Selected Topics in Mathematics (1-3).** Prereq: MAT 209. Topics chosen from such areas of mathematics as number theory, probability, topology, graph theory, mathematical modeling, mathematics internship, and others. Course can be taken more than once.
- 402 Operations Research (3).** Prereq: MAT 209 or consent of instructor. Application of quantitative methods such as linear and dynamic programming, decision theory, simulation, queuing theory, and network analysis; used to solve problems in the areas of mathematics, business, and computer science.
- 409 Modern Algebra (3).** Prereq: MAT 303 or consent of the instructor. Sets, relations, functions, groups, rings, and fields. (*Fall, odd years*)
- 410 Advanced Calculus (3).** Prereq: MAT 210 or consent of instructor. Advanced treatment of functions, limits, continuity, differentiability, and the definite integral. (*Spring only*)



- 490 Mathematical Investigation (3).** Prereq: MAT 210, 304, and 305 or consent of the instructor. Synthesizing mathematical concepts, investigating open-ended problems, and justifying results of analysis of advanced problems through written, oral, and graphic explanation. Utilization of the computer algebra system Mathematica. (*Fall only*)
- 499 Selected topics in Mathematics (1-3).** Prereq: MAT 304 or consent of the instructor. Topics to be chosen from such areas of mathematics as number theory, topology, complex variables, and advanced differential equations.

## Music (MUS)

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

The Music Department seeks to produce transformational leaders in the musical arts who will have profound influence in their homes, workplaces, communities, concert stages, cultures, Christ's Church and the world. Music majors will gain a real-world experience through public performance required in all tracks.

### Bachelor of Arts in Music [No Emphasis]

(Audition required for admission.)

48 hours and requirements to include: I. Twenty-nine hours in core music courses (MUS 121-122, 123-124, 196, 221-222, 223-224, 321, 325, 380-381, and 384). II. Ten hours (2, 2, 2, 2, 0, 0, 0) in one music performance study area (brass, guitar, harp, keyboard, percussion, strings, voice and woodwinds). III. One hour in MUS 385 Junior Recital (22.5-30 minutes). IV. Six hours in music ensembles appropriate to chosen music performance study area. V. Two hours of electives from the music catalog. VI. Vocalists are required to Pass Piano Proficiency Juries (See below). VII. Complete and pass MUS 495 Senior Comprehensive Exams (See course description).

### Bachelor of Arts in Music [Music Ministries Emphasis]

(Audition required for admission.)

58 hours in Music + 3 hours in Bible and requirements to include: I. Twenty-nine hours in core music courses (MUS 121-122, 123-124, 196, 221-222, 223-224, 321, 325, 380-381, and 384). II. Ten hours (2, 2, 2, 2, 0, 0, 0) in one music performance study area. III. One hour in MUS 385 Junior Recital (22.5-30 minutes). IV. Four hours in music ensembles appropriate to chosen music performance study area; Two hours in Chapel Worship Team. V. Three hours in MUS358 Vocal Pedagogy. VI. Four hours of music ministry courses (MUS 373, 374). VII. Three hours in MUS425 Music Administration. VIII. Two hours in MUS 395 Music Ministry Internship. IX. Three hours in BIB 350 The Church and Its Mission. X. Pass Piano and Vocal Proficiency Juries (See below). XI. Complete and pass MUS 495 Senior Comprehensive Exams (See course description).

### Bachelor of Arts in Music [Worship Arts Emphasis]

(Audition required for admission.)

53 hours in Music + 21 hours in Outside Fields and requirements to include: I. Twenty-nine hours in core music courses (MUS 121-122, 123-124, 196, 222, 223-224, 229[substitute for 221], 321, 325, 380-381, and 384). II. Ten hours (2, 2, 2, 2, 0, 0, 0) in one music performance study area. III. One hour in MUS 385 Junior Recital (22.5-30 minutes). IV. Two hours in music ensembles appropriate to chosen music performance study area (1, 1, 0, 0...); Four hours in Worship Arts Lab (IDS342; 0, 0, 1, 1, 1, 1). V. Eleven hours of advanced courses (MUS 231, 322, 371, 425). VIII. Two hours in Internship (IDS396, Worship Arts). IX. Fourteen additional hours in Outside Fields (CWR211, DAN345, GDS110, IDS382-3, THE110). X. Pass Piano or Guitar and Vocal Proficiency Juries (See below). XI. Complete and pass MUS 495 Senior Comprehensive Exams (See course description).

**Bachelor of Music in Composition**

(Audition required for admission at end of freshman year.)

79 hours and requirements to include: I. Twenty-nine hours in core music courses (MUS121-122, 123-124, 196, 221-222, 223-224, 321, 325, 380-381, 384). II. Twelve hours in advanced theory courses (MUS 335, 336, 337, 338, 426, 435). III. Ten hours (2, 2, 2, 2, 2, 0, 0, 0) in one music performance study area. IV. One hour in MUS 385 Junior Recital (22.5-30 minutes). V. Thirteen hours in private music lessons in composition (0+0+1+1+2+3+3+3) VI. Two hours in MUS 485 Senior Recital (concert of original compositions, 45-60 minutes). VII. Six hours in music ensembles appropriate to chosen music performance study area. VIII. Six hours in MUS340 Composers Forum. IX. Pass Piano Proficiency Juries (See below). X. Complete and pass MUS 495 Senior Comprehensive Exams (See course description).

**Bachelor of Music in Performance (Organ and Piano)**

(Audition required for admission at end of freshman year.)

78 hours and requirements to include: I. Twenty-nine hours in core music courses (MUS 121-122, 123-124, 196, 221-222, 223-224, 321, 325, 380-381, and 384). II. Eight hours in advanced courses (MUS 337, 335 or 392, 423, and 434). III. Three hours in MUS357 Piano Pedagogy or MUS359 Organ Pedagogy (same as chosen music performance study area). IV. Twenty-one hours in organ or piano performance study (2, 2, 2, 3, 3, 3, 3, 3). V. One hour in MUS 385 Junior Recital (22.5-30 minutes). VI. Two hours in MUS 485 Senior Recital, 45-60 minutes). VII. Eight hours in large ensembles appropriate to individual student abilities; Six hours in MUS190-191 Chamber Music and/or MUS353-354 Accompanying. VIII. Pass Piano Proficiency Juries (See below). IX. Complete and pass MUS 495 Senior Comprehensive Exams (See course description).

**Bachelor of Music in Performance (Strings)**

(Audition required for admission at end of freshman year.)

80 hours and requirements to include: I. Twenty-nine hours in core music courses (MUS 121-122, 123-124, 196, 221-222, 223-224, 321, 325, 380-381, and 384). II. Eight hours in advanced courses (MUS 337, 335 or 392, 432, and 433). III. Three hours in MUS360 String Pedagogy. IV. Twenty-one hours in one music performance study area (2, 2, 2, 3, 3, 3, 3, 3). V. One hour in MUS 385 Junior Recital (22.5-30 minutes). VI. Two hours in MUS 485 Senior Recital, 45-60 minutes). VII. Eight hours in MUS173-174 Orchestra; Eight hours in MUS190-191 Chamber Music. VIII. Pass Piano Proficiency Juries (See below). IX. Complete and pass MUS 495 Senior Comprehensive Exams (See course description).

**Bachelor of Music in Performance (Voice)**

(Audition required for admission at end of freshman year.)

78 hours and requirements to include: I. Twenty-nine hours in core music courses (MUS 121-122, 123-124, 196, 221-222, 223-224, 321, 325, 380-381, and 384). II. Eight hours in advanced courses (MUS 337, 335 or 392, 429, and 431). III. Three hours in MUS 358 Vocal Pedagogy. IV. Six hours in language study (See below). V. Twenty-one hours in vocal performance study (2, 2, 2, 3, 3, 3, 3, 3). VI. One hour in MUS 385 Junior Recital (22.5-30 minutes). VII. Two hours in MUS 485 Senior Recital, 45-60 minutes). VIII. Eight hours in choral ensembles (MUS 143, 144, 151, 152). IX. Pass Piano Proficiency Juries (See below). X. Complete and pass MUS 495 Senior Comprehensive Exams (See course description).

**Bachelor of Music in Performance [Emphasis in Collaborative Piano]**

(Audition required for admission at end of freshman year.)

78 hours and requirements to include: I. Twenty-nine hours in core music courses (MUS 121-122, 123-124, 196, 221-222, 223-224, 321, 325, 380-381, and 384). II. Eight hours in advanced courses (MUS 337, 335 or 392, 423, and 431 or 432). III. Three hours in MUS 357 Piano Pedagogy. IV. Twenty-one hours in piano performance study (2, 2, 2, 3, 3, 3, 3, 3). V. One hour in MUS 385 Junior Recital (22.5-30 minutes). VI. Two hours in MUS 485 Senior Recital (collaborative recital, may have a solo component, 45-60 minutes). VII. Six hours in large ensembles appropriate to individual student abilities; Two hours in MUS 190-191 Chamber Music; Six hours in MUS 353-354 Accompanying. VIII. Pass Piano Proficiency Juries (See below). IX. Complete and pass MUS 495 Senior Comprehensive Exams (See course description).

**Bachelor of Arts in Music Education – Teacher Preparation [Emphasis in Instrumental Music Education]**

(Audition required for admission.)

67 hours in Music + 24 hours in Professional Education with requirements to include: I. Twenty-nine hours in core music courses (MUS121-122, 123-124, 196, 221-222, 223-224, 321, 325, 380-381, 384). II. Four hours in advanced music theory courses (MUS 337, 426). III. Seven hours in Music Methods (MUS 112, 113, 114, 115, 352). IV. Two hours in Advanced Conducting (MUS 365-366). V. Two hours in Internship (MUS 397, school placement). VI. Ten hours (2, 2, 2, 2, 2, 0, 0, 0) in one music performance study area. VII. One hour in MUS 385 Junior Recital (22.5-30 minutes). VIII. Seven hours in large instrumental ensembles (MUS 173-174, 180-181); Five hours in Marching Band, Jazz Ensemble or Chamber Ensemble (MUS 175, 177-178, 190-191). IX. Pass Piano and Vocal Proficiency Juries (See below). X. Complete twenty-four hours in Professional Education courses (EDU200, 301, 306, 331, 403-405, 406, PSY342). XI. Complete and pass MUS 495 Senior Comprehensive Exams (See course description).

**Bachelor of Arts in Music Education – Teacher Preparation [Emphasis in Vocal-Choral Music Education]**

(Audition required for admission.)

69 hours in Music + 24 hours in Professional Education with requirements to include: I. Twenty-nine hours in core music courses (MUS 121-122, 123-124, 196, 221-222, 223-224, 321, 325, 380-381, 384). II. Two hours in advanced music theory courses (MUS 337). III. Five hours in Vocal Pedagogy and Diction (MUS 358, 429). IV. Nine hours in Music Methods (MUS 351, 355, 425, 430). V. Two hours in Advanced Conducting (MUS 365-366). VI. Two hours in Internship (MUS 397, school placement). VII. Ten hours of music performance study in either Piano or Voice (2, 2, 2, 2, 2); Two hours of performance study in the secondary area. VIII. One hour in MUS 385 Junior Recital (22.5-30 minutes). IX. Seven hours in choral ensembles (MUS 143-144, 151-152). X. Pass Piano and Vocal Proficiency Juries (See below). XI. Complete twenty-four hours in Professional Education courses (EDU200, 301, 306, 331, 403-405, 406, PSY342). XII. Complete and pass MUS 495 Senior Comprehensive Exams (See course description).

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

22 hours to include: I. Eight hours in core music courses (MUS 121-122, 123-124). II. Eight hours in music performance study III. Three hours of music ensembles. IV. Three elective hours in any music courses/ensemble/music performance study offered. Not open to students majoring in music.

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

**Studio Policy**

All private studio instruction is governed by the Music Department Studio Policy, which also addresses departmental standards and expectations for end-of-semester juries, weekly practice hour requirements, Junior and Senior recitals, participation in Music Studio Class and area meetings, concert attendance, and the like. Students should read this document carefully when enrolling in Private Music Applied Lessons, and review it whenever it is updated (typically at the beginning of each semester).

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

A non-music major student may enroll in private music lessons in Private Music Applied Lessons in all band, keyboard, orchestra and vocal performance areas as well as guitar and composition for elective academic credit (one hour per semester) with approval granted from the Music Department on the basis of audition. The comprehensive list includes Brass – trumpet, French horn, trombone, euphonium, tuba; Composition; Guitar; Harp; Keyboard – jazz piano, organ, piano; Percussion; Strings – violin, viola, cello and bass; Voice; and Woodwinds – flute (including piccolo, flute and alto flute), clarinet (including soprano, alto and bass), oboe (including oboe and English horn), bassoon, and saxophone (including soprano, alto, tenor and baritone). Students may take private music lessons each semester of enrollment at Belhaven University based on teacher availability. All private studio instruction is governed by the Music Department Studio Policy. This document should be read carefully before a student enrolls for private instruction. **Beginning students are required to take the appropriate fundamentals sequence in guitar, piano, and voice before enrolling in private lessons; exceptions may be allowed by audition.** Completion of a fundamentals sequence does not guarantee admission into private study. Students must still be able to demonstrate that they have sufficient musicianship skills (including music literacy) and sufficient talent to make reasonable progress and to perform a successful jury. All students enrolled in private music lessons at Belhaven University are required to also enroll in MUS 100, Music Studio Class (see description below). All students enrolled in private music applied lessons will be assessed a supplemental instruction fee each semester.

**Number Designations for Private Music Applied Lessons**

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

**Piano Proficiency Juries**

Most music majors need to pass Piano Proficiency Juries. These students should enroll in MUS 117, 118 and/or 119 Piano Fundamentals I, II and III until all required Piano Proficiency Juries are passed. Piano Proficiency Juries occur during piano juries at the end of each semester. Students are strongly recommended to be studying piano during the semester that they take Piano Proficiency Juries. Piano Proficiency Juries are in three levels. Refer to the Music Studio Policy for details on these levels. Any combination of levels may be presented at one time. Students are strongly encouraged to pass the first level by the end of their freshman year. These juries must be completed to meet graduation requirements.

**Vocal Proficiency Juries**

Vocal Proficiency is required for some music degrees and individual emphases. Some latitude is allowed based on natural vocal potential of students but reasonable proficiency is expected. Requirements are listed in the Music Department Studio Policy. Vocal Fundamentals courses (MUS 110-111) may be utilized as preparation for passage of Vocal Proficiency Juries.

**Language Requirements**

Music majors pursuing the Bachelor of Music degree in Performance (Voice) are required to study one year of a foreign language. German and French are preferred. Exceptions must be approved by the Music Chair.

**Ensemble Requirements**

Music majors are expected to be in one ensemble per semester until graduation requirements for their course of study have been fulfilled. Music ensembles should be chosen that are appropriate to the principal instrument. Up to sixteen credit hours count toward graduation.

**Theory and Musicianship Placement Examination**

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

**Musicianship Requirements**

Courses in the musicianship sequence (Musicianship I-IV, see below) are repeatable for credit, and advancement to successive levels depends on the student receiving a grade of C or better in each level. Music majors must enroll in and **complete four semesters of musicianship courses advancing** to level IV (that is, passing Musicianship III with a grade of C or better) in order to meet graduation requirements.

**Concert Attendance**

All students enrolled in performance courses are expected to attend concerts sponsored by the music department. Music majors and minors will also be required to assist in concert production. All of this is specified in the Music Studio Policy.

**021 Music Theory Fundamentals (2-2).**

A course designed for students with little or no previous training in music theory. This course is an introduction to the practical skills of music theory and musicianship, in which you will learn to, read and notate basic music elements and concepts up through major and minor scales, key signatures, and triad identification. *(Fall and Spring)*

**100 Music Studio Class (0-0).** Co-req.: Private Music Applied Lessons

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

**108-109 Guitar Fundamentals I & II (1-1).**

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

- 110-111 Vocal Fundamentals: Health and Technique I & II (1-1).**  
A foundational two-semester sequence on vocal health, applied vocal technique, and basic musicianship for aspiring public speakers, actors, broadcasters, and singers (non-music majors). This sequence is a prerequisite for all non-voice majors who wish to take group or private voice applied study as a minor or secondary student. Students who have the needed musical skills to teach themselves their own vocal literature may audition with the music department for exemption from this course sequence in order to proceed to group or private voice applied study. *(Fall and Spring)*
- 112 Brass Methods (1).**  
One of a series of four courses designed to prepare music majors to teach the basics of instrumental playing to elementary and secondary beginning through intermediate students. Focus will be on trumpet, French horn, trombone, and tuba. *(Spring, odd years)*
- 113 Percussion Methods (1).**  
One of a series of four courses designed to prepare music majors to teach the basics of instrumental playing to elementary and secondary beginning through intermediate students. Course objectives include study of rhythm, technique, sound production, repertoire, and pedagogy on snare drum, marching percussion, drumset, hand drums, keyboards, timpani, and orchestral accessories. *(Fall, odd years)*
- 114 String Methods (1).**  
One of a series of four courses designed to prepare music majors to teach the basics of instrumental playing to elementary and secondary beginning through intermediate students. Focus will be on violin, viola, cello and bass. *(Spring, even years)*
- 115 Woodwind Methods (1).**  
One of a series of four courses designed to prepare music majors to teach the basics of instrumental playing to elementary and secondary beginning through intermediate students. Focus will be on flute, clarinet, saxophone and a double reed instrument. *(Fall, even years)*
- 116 Keyboard Chord Progressions (1).**  
This course is designed to provide preparation for those not able to “play off lead sheets” which utilize popular chord symbols. Common harmonic progressions will be learned and freely transposed through major and minor keys. Proficiency in chording at keyboard or guitar is necessary. Students successfully completing this course should be ready to pass proficiency for Keyboard Chord Progressions. *(Fall and Spring)*
- 117-118 Piano Fundamentals I & II (1-1).**  
A foundational two-semester sequence in piano for non-majors wishing to study piano at a beginning level. The course features instruction in small groups in a piano lab setting. This two-semester sequence is a prerequisite for all non-piano majors who wish to take group or private piano applied study. All students who have previous piano study experience are encouraged to audition with the music department for exemption from all or part of this course sequence in order to proceed to group or private piano applied study. (Music majors may be required to take MUS 117-118 to prepare for Piano Proficiency Juries. See Piano Proficiency Juries). *(Fall and Spring)*
- 119 Piano Fundamentals III (1).**  
A third semester piano course designed solely for music majors preparing to pass required piano competencies in several of the music concentrations. Piano Fundamentals III is to be taken in lieu of private study. The course may be repeated for credit as needed. (See Piano Proficiency Juries). *(Fall and Spring)*
- 120 Music Appreciation (3).**  
A non-technical course that emphasizes music fundamentals, history, literature, styles, composers, and performers and is designed to increase the enjoyment and appreciation of music. It is open to all students, and no musical background is necessary. *(Fall and Spring)*.
- 121-122 Theory I-II (3-3).**  
Introduction to the musical grammar and principles of common-practice tonality as a basis for understanding a variety of musical languages and dialects. Includes rhythm, meter, melody, species counterpoint, major/minor keys, diatonic harmony, voice-leading, tonicization and modulation. Placement exam required before enrolling. *(121, Fall only; 122, Spring only)*

- 123-124 Musicianship I-II (1-1, repeatable for credit).**  
Foundational skills in perceiving, understanding, and expressing music. Includes rhythm, basic conducting patterns, sight-singing and prepared singing with solfege, intervals, melodic and harmonic dictation, and elements of interpretation and expression. Coursework involves daily practice and use of the music computer lab. Placement exam required before enrolling. Advancement to subsequent levels of musicianship requires a grade of C or better. *(Fall and Spring)*
- 143-144 Concert Choir (1-1).** Open to all students by audition.  
May be repeated each semester for up to eight hours of credit. Includes concerts on and off campus. Repertoire includes music from the Renaissance through the 20th century. *(143, Fall only; 144, Spring only)*
- 151-152 Belhaven Chorale (1-1).** Open to advanced singers by audition.  
May be repeated each semester for up to eight hours of credit. Includes concerts on and off campus and occasional short tours in the region. Repertoire includes music from the Renaissance through the 20th century. *(151, Fall only; 152, Spring only)*
- 160-161 Guitar Ensemble (1-1).** Open by audition to students enrolled in guitar lessons. Classical and Jazz Guitar Ensembles are available. May be repeated each semester for up to eight hours of credit. *(160, Fall only; 161, Spring only)*
- 170-171 String Chamber Orchestra (1-1).** Open by audition to string instrumentalists. May be repeated each semester for up to eight hours of credit. *(170, Fall only; 171, Spring only)*
- 173-174 Symphony Orchestra (1-1).** Open by audition to string, wind and percussion instrumentalists. Both symphonic and string orchestra will be included each semester. May be repeated each semester for up to eight hours of credit. *(173, Fall only; 174, Spring only)*
- 175 Marching Band (1-0)**  
Open by audition to brass, percussion, and wind instrumentalists as well as qualified students participating in the band front. May be repeated each fall semester for credit. *(Fall only)*
- 177-178 Jazz Ensemble (1-1)**  
Open by audition to brass, percussion, and wind instrumentalists as well as qualified students involved in sound reinforcement and vocals. May be repeated each semester for up to eight hours of credit. *(177, Fall only; 178, Spring only)*
- 180-181 Wind Ensemble (1-1).** Open by audition to wind and percussion players.  
Instrumentalists will focus primarily on repertoire for Concert Band. May be repeated each spring semester for credit. *(180, Fall only; 181, Spring only)*
- 190-191 Chamber Music (1-1).** Open by audition to instrumentalists, pianists and vocalists. May be repeated with new repertoire each semester for up to eight hours of credit. *(190, Fall only; 191, Spring only)*
- 192-193 Percussion Ensemble (1-1).**  
An ensemble of various mallet percussion, drum and miscellaneous rhythm instruments open by audition to all students who have ever played percussion instruments. First semester participants may form the core of the Marching Band drumline. May be repeated each semester for up to eight hours of credit. *(192, Fall only; 193, Spring only)*
- 196 Conducting Basics (1).**  
This course focuses on the basic gestural techniques of conducting. Topics include techniques to promote muscular control, direct and bound movement, conducting planes and patterns (non-expressive and expressive forms), the technique of negation, the gesture of preparation, the gesture of syncopation, the measured preparatory gesture, gestures of completion and body language. *(Fall only)*

- 221-222 Theory III-IV (3-3).** Prereq: MUS 121-122.  
Continued study of common-practice tonality and introduction to related musical dialects and materials, focusing on the central ideas and pluralism of 20th-century musical techniques and traditions. Includes study of post-tonal theory, serial and atonal techniques, neo-tonal practices, simultaneity, elements of jazz and popular influences. (221, Fall only; 222, Spring only)
- 223-224 Musicianship III-IV (1-1, repeatable for credit).** Prereq: Advancement by jury.  
Intermediate and advanced skills in perceiving, understanding, and expressing music. Includes sight-singing using solfege, melodic and harmonic dictation, transcription, and elements of interpretation and expression. Coursework involves daily practice and use of the music computer lab. Advancement to Musicianship IV requires a grade of C or better. (223, Fall only; 224, Spring only)
- 229 Keyboard Chord Progression Embellishment (3).** Prereq: MUS121-122, pass Keyboard Chord Progressions proficiency.  
This course is the equivalent of MUS221 Music Theory III and is designed for students in Worship Arts and/or those students who have passed the Keyboard Chord Progressions proficiency. Common popular style harmonic progressions are expanded through a broader harmonic language including chord substitution, modulation, etc. (Fall, even years)
- 231 Software, Sound, Lighting, Technology (3).**  
This course presents future Worship Arts leaders with a great deal of information including hands-on opportunities dealing with software, web-based resources including digital media, copyright realities, graphics design protocols, basics of acoustics, foundational principles of sound and lighting design, current applications of cutting edge technologies, and stewardship of equipment. (Offered on Demand)
- 321 Introduction to Compositional Process (2).** Prereq: MUS 121-122.  
A theologically-grounded exploration of the creative process as it applies to various aspects of composition (including songwriting and improvisation), with emphasis on applying thoughtfully-developed perspective to the practical experience of composing music for the concert hall, the church, and other situations. (Spring only)
- 322 Kingdom Songwriting (2).** Prereq: MUS 121-122, 321.  
This course challenges Kingdom songwriters (composers and lyricists) to employ the highest standards of integrity to image-bearing in the art of song writing. Students should acquire the tools to develop the substantive creative language and compositional skills necessary to maximize expressive communication in song. Songs constructed should be both informed by biblical revelation and potential impact within the culture. (Offered on demand)
- 325 Seminar on Musical Culture – Worldview and Aesthetics (2).** Pre-requisite: Junior/Senior class standing  
The course will challenge students to be agents of godly transformation in the musical world, exploring strategies for redemptive transformation within the complex dynamics of modern musical culture. The course will emphasize "whole life," not just "musical life" integrity, ethics as well as aesthetics, as the necessary components of genuine godly impact of a Kingdom musician. (Spring only)
- 335 Counterpoint I (2).** Prereq: MUS 121-122, 221-222.  
This is an applied study of contrapuntal forms, principles, and techniques in historical context, from the 16th century to the present, with emphasis on analyzing and imitating representative examples. Includes focus on the 18th century style typified by the work of J. S. Bach. (Spring, odd years)
- 336 Counterpoint II (2).** Prereq: MUS 335.  
Continuation of MUS335. (Fall, odd years)
- 337 Form and Analysis I (2).** Prereq: MUS 121-122.  
A study of the structure of music and its relationship to expressive meaning, focusing on the practical uses of analytical tools and techniques to explore, understand, and evaluate music. (Fall, even years)
- 338 Form and Analysis II (2).** Prereq: MUS 337.  
Continuation of MUS337. (Spring, odd years)

- 340 Composers Forum (1-1).**  
A workshop and production ensemble intended for composition/theory majors. Explores compositional music-making by producing a concert of students' new works each semester, exploring and discussing new music of various kinds, and reflecting on how the Christian call to a daily practice of humility, love, and perseverance shapes music-making. Provides opportunities for students to apply their understanding in practical, personal ways. May be repeated each semester for credit up to eight hours. (*Fall and Spring*)
- 351 Choral Methods and Arranging (2).**  
Music Education students are introduced to integration of healthy vocal technique with expressive choral singing. Repertoire and rehearsal methods appropriate to the music education classroom and beyond will be studied. (*Offered on demand*)
- 352 Instrumental Music Methods in Secondary Schools (3).**  
Music education students are introduced to a variety of individual instrumental techniques and supporting materials. Diverse repertoire for elementary, middle and high school instrumentalists will be explored. These methods and materials prepare the music education student for K-12 instrumental instruction. (*Spring, odd years*)
- 353-354 Accompanying (1-1).**  
Accompanying is a weekly performance lab of master classes. Pianists perform with instrumentalists and vocalists. Feedback is provided by faculty and students. Participants perform several times each semester. Focus and reflection required regarding the Christian collaborative pianist's call to a practice of humility, love, and perseverance, shaping the performance process where other musicians perform in equal or more dominant roles. May be repeated for credit. (*353, Fall only; 354, Spring only*)
- 355 Music for Children (2).**  
This course provides prospective elementary classroom teachers and music majors with fundamental musical skills to structure programs and to teach music to children grades K-6. Included are the teaching of Orff and Kodaly methods, rote songs, reading songs and listening lessons. (*Offered on demand*)
- 357 Piano Pedagogy (3).**  
A survey of methods and materials appropriate for the teaching of piano at the preparatory level. Emphasis is placed on developing a repertoire for teaching children and adult students. (*Fall, even years*)
- 358 Vocal Pedagogy (3)**  
This course explores the art and science of training voices to achieve technical freedom and musical artistry informed by the findings of Vocal Science. Topics include anatomical structures, maturational changes, voice classifications, the vocal process, sequencing of technical objectives and repertoire, therapeutic exercises, psychological issues and learning styles, diction skills, resources for the vocal professional, and specific schools of vocal pedagogy. (*Spring, even years*)
- 359 Organ Pedagogy (3)**  
A survey of methods and materials appropriate for the teaching of beginning organists. Emphasis is placed on teaching music suitable for the worship service. (*Offered on demand*)
- 360 String Pedagogy (3)**  
A survey of methods and materials appropriate for the teaching of violin and other string instruments at a preparatory level. Emphasis would be placed on developing repertoire and technique for teaching children and adults. (*Spring, even years*)
- 365-366 Advanced Conducting Lab I-II (1-1).** Prereq.: MUS 196.  
This advanced conducting sequence focuses on refining the gestural skills of conducting acquired in MUS 356 Conducting Basics with discussions concerning the application of specific gestural approaches to specific pieces of music. May be repeated for credit as available. (*Spring only*)



- 371 Worship Design (3).**  
This course seeks to flesh out a practical biblical framework for worship and anticipates situations worship leaders invariably face working within the local church today. Music majors in the Worship Arts emphasis and others will deal with “real-life” situations in worship design where leadership decisions, pastoral concerns, worship traditions, and a secular cultural environment can combine to create an arena relational conflict instead of God-honoring worship. (*Spring, odd years*)
- 373 Historical Perspectives in Music Ministry (1).**  
This course is designed to generate thoughtful interaction reflecting on the musical ideologies and practices of the church throughout its history with special emphasis on the controversial issues facing the church today. (*Offered on demand*)
- 374 Sacred Music Literature (3).**  
This course explores sacred vocal and instrumental literature addressing the needs of the congregation, various choirs of all ages, small ensembles, and soloists. Principles of organ registration, hymnal orchestrations, handbells, Orff instruments, folk instruments, synthesizers, and orchestral techniques are additional topics for discussion. (*Offered on demand*)
- 380-381 History of Music I-II (3-3).**  
A survey of Western art music history from ancient Greek life and thought through the Renaissance, Baroque, Classical, and Romantic periods as well as post-Romantic and 20th-century music. (*380, Fall only; 381, Spring only*)
- 384 World Music (2).**  
A survey of world music; cultural contexts and approaches to the study of indigenous music. Students will be asked to examine many different musics aesthetically from a Christian world view. (*Spring only*)
- 385 Junior Recital (1).**  
For junior music majors. Prepare and present a solo recital consisting of 22.5-30 minutes of music (not including breaks) which may include a collaborative segment. All recitals are subject to the approval of the Music Chair and are evaluated by a faculty jury (see studio policy). (*Fall and Spring*)
- 392 Popular Music from the 1930s to the present (2).**  
Popular music of the United States from the 1930s to the present will be studied from roots in early blues, jazz, and rock music into the diverse forms of contemporary popular culture, including contemporary Christian music. (*Fall only*)
- 393 Musical Theatre History and Literature (3).**  
This course surveys musical theatre history and repertoire. (*Spring only*)
- 395 Music Ministry Internship (2).**  
During the junior or senior year (earlier by approval of the chair of the music department), Music Ministry emphasis music majors must fulfill a minimum one semester internship in a local church. Employment at a church in a church music role is permitted to fulfill this requirement so long as the internship objectives are met. Belhaven University policy requires an overall GPA of 2.75 to do an internship. Open only to Music Ministry emphasis music majors. Graded on a pass/fail basis. (Refer to “Student Intern Programs and Practicums” for further requirements.) (*Offered on Demand*)
- 397 Music Education Internship (2).**  
A junior/senior level required one-semester school placement for hands-on, supervised work in classroom management and teaching, ensemble conducting, etc. Open only to BAME degree students in both emphases. (*Offered on demand*)
- 410-411 Chapel Worship Team (1-1).**  
Open to all students by interview - audition. This music ensemble of vocalists and instrumentalists will participate in Chapel music ministry, including think tank and short range planning, leading in worship during each semester’s Chapels through Chapel singing, performing solos and in small ensembles, leading the Chapel Worship Team, and rehearsing in and directing rehearsals of the ensemble. May be repeated each semester for credit up to eight hours. (*410, Fall only; 411, Spring only*)

- 423 Keyboard Harmony (2).** Prereq: 4 semesters of applied private piano study and/or permission of the instructor. Keyboard skills including Sight Reading, Open Score Reading, Transposition, Elementary Improvisation in a variety of accompaniment styles and Realization of Figured Bass at the keyboard are offered with the goal of leading advanced pianists to a more versatile skill set for use in the marketplace. *(Spring, odd years)*
- 425 Music Administration (3).**  
The course develops a model for music leadership that gleans valuable lessons from the current and classic literature while maintaining a thoroughly biblical, Kingdom centered framework. The course addresses skills of managing self and others, budgeting, cataloging, filing, scheduling, communication, and working under authority. The course provides a working knowledge of music architecture and equipment. Careful attention will be given to stewardship of resources. *(Fall, odd years)*
- 426 Orchestration (2).** Prereq: MUS 121-122, 221-222. (221-222 pre-requisite may be waived at the discretion of the instructor).  
Technical, applied study of writing music for various instruments and ensembles, with emphasis on orchestral repertoire as a basis for understanding issues of balance and timbral possibilities in a variety of musical situations. *(Spring, even years)*
- 429 Vocal Diction (2).**  
This course is designed to train students in the competent use of the International Phonetic Alphabet, principles of writing and working from phonetic translations, while teaching them standard diction rudiments of English, Latin, Italian, French, and German. *(Spring, odd years)*
- 430 Choral Literature and Interpretation (2).**  
This course surveys choral repertoire with emphasis on the musical characteristics of the various style periods and genres. Particular emphasis is given to employing choral methods in the preparation of a particular score for performance. *(Offered on demand)*
- 431 Vocal Literature (2).**  
An historical survey of the available vocal solo and small ensemble literature, exploring major genres and composers to the present day. Though focusing principally on the classical tradition, other genres, Broadway, Jazz will also be explored. The course addresses issues of literature selection from a Christian worldview and offers advice on the appropriate sequencing of material for pedagogical purposes. *(Spring, odd years)*
- 432 Chamber Music Literature (2).**  
A music literature course focusing on string duos, trios, quartets and piano trios, quartets and quintets. In class performance of various works during the semester expected of capable students. *(Fall, odd years)*
- 433 Orchestra Literature (2).**  
Music for string and symphony orchestra from early Rococo to present day compositions will be surveyed. *(Fall, odd years)*
- 434 Keyboard Literature (2).**  
A keyboard music literature course focusing on a survey of music for harpsichord, organ and piano of the 17<sup>th</sup>-21<sup>st</sup> centuries. *(Offered on demand)*
- 435 Survey of New Music (2).** Prereq: MUS 222, 321.  
Required for Composition majors but open to other students, this course surveys music composed in a variety of traditions in the last 50 years. *(Offered on demand)*
- 438 Topics in Theory and Composition (2).**  
Advanced and/or ancillary study of topics relevant for professional work or graduate studies in areas related to composition and music theory. Content varies according to needs and interests of students. *(Offered as available)*
- 485 Senior Recital (2).**  
For senior music majors. Prepare and present a solo recital consisting of 45-60 minutes of music (not including breaks) which may include a collaborative segment. All recitals are subject to the approval of the Music Chair and are evaluated by a faculty jury (see studio policy). *(Fall and Spring)*

- 495 Senior Comprehensive Exams (0).** Prereq: All required courses for major.  
Each student majoring in Music will be required to pass a proctored online aural and written examination covering content studied in 24 credits of core courses in Music Theory, Musicianship, and Music History including 121-124, 221-224, 380, 381, 384. The grade will be listed on the transcript as P (passing) or F (failing). (*Fall and Spring*)

## Nursing (NUR and NRN)

Dr. Barbara Johnson, Dean of Nursing  
Professor Rex-Smith  
Associate Professor Turner  
Assistant Professor Armstrong  
Assistant Professor Fatherree  
Assistant Professor Lee  
Assistant Professor McDyess  
Assistant Professor Smitherman

The baccalaureate program in nursing prepares individuals to practice competently within complex healthcare systems while demonstrating integrity, compassion, and justice in all aspects of their lives. Graduates are prepared to assume the roles of provider of care, designer/manager/coordinator of care, and a member of a profession.

The BS degree in nursing (BSN) is offered in two different formats, the traditional pre-licensure BSN and the RN-BSN completion.

The pre-licensure BSN requires successful completion of 37 hours of general education course, 29 hours of nursing pre-requisite courses. Completion of the 58 hours of nursing core courses include NUR 311, NUR 312, NUR 313, NUR 314, NUR 315, NUR 321, NUR 322, NUR 323, NUR 411, NUR 412, NUR 413, NUR 421, NUR 422, NUR 423, and four semester hours of nursing electives.

The RN-BSN, is designed to assist registered nurses who wish to earn a BSN. The BSN degree requires successful completion of 50 hours of pre-requisite and core courses, 16 hours of general education courses (must be taken at Belhaven), 3 hours of elective courses, and 30 hours of upper division nursing core courses. The remaining 25 hours are awarded as credit by merit of RN licensure. The 30 hours of nursing core courses for the RN-BSN include NRN 411, NRN 412, NRN 413, NRN 414, NRN 421, NRN 422, NRN 423, NRN 424, and four semester hours of nursing electives.

### BSN Pre-Licensure Course Descriptions (NUR)

- 311 Introduction to Professional Nursing (2)** Pre-req: Admission to the Nursing Program; Co-req: NUR 312, 313, 314, 315  
This course is designed to introduce and explore concepts in nursing and examine nursing as a dynamic practice profession. Variables that influence nursing and health care are discussed. Concepts and skills introduced in this course guide the student's educational experience within the nursing major. The Conceptual Framework and Philosophy of the BU School of Nursing will be explored. Students will be introduced to the role of the professional nurse as a provider of care, designer/manager/coordinator of care, and a member of a profession. (2 hours of lecture/0 hours of lab)
- 312 Principles of Pharmacology for Nursing (3)** Pre-req: Admission to the Nursing Program; Co-req: NUR 311, 313, 314, 315  
This course is designed to provide students with an introduction to the principles of pharmacology with an emphasis on clinical applications within the context of the nursing process and prioritization of needs. Indications, modes of action, effects, contraindications, and interactions for selected drugs and specific nursing responsibilities related to drug administration are emphasized. The impact of technology, economic and regulatory forces as well as collaboration with the health care team are discussed. (3 hours of lecture/0 hours of lab)
- 313 Health Assessment (3)** Pre-req: Admission to the Nursing Program; Co-reqs: NUR 311, 312, 314, 315  
This didactic and clinical course focuses on the provision of health assessment, using both nursing and developmental theories. Emphasis is placed on taking a thorough nursing history, performing physiological, psychosocial, cultural, and spiritual assessments, as well as identification of health risks, to assist in the formulation of an individualized plan of care. Written and verbal communication skills will be developed through the use of the correct terminology for documentation and communication of findings to other members of the

intra- and interdisciplinary health care team. Simulation skills laboratory experiences provide an opportunity to practice assessment skills which will be utilized on clients across the lifespan in a variety of settings. (2 hours of lecture/3 hours of lab)

- 314 Fundamentals of Nursing (4)** Pre-req: Admission to the Nursing Program; Co-reqs: NUR 311, 312, 313, 315  
This course provides the foundation for the nurse's role to provide care ranging from the young adult to the aging adult population of clients experiencing common medical surgical alterations. Emphasis is placed on the knowledge and skills needed to provide safe, quality care within the scope of nursing. This course provides the theoretical foundation for basic assessment and nursing skills which provides the learner an opportunity to develop and demonstrate the skills in a clinical laboratory setting and to practice within a healthcare and/or community setting. (2 hours of lecture/6 hours of lab)
- 315 Principles of Pathophysiology (3)** Pre-req. Admission to the Nursing Program; Co-reqs; NUR 311, 312, 313 and 314.  
This course is designed to examine pathophysiology related to human illness within a systems framework. Emphasis is on understanding pathophysiology as an alteration in normal physiological functioning of an individual client subsystems. Focus is on presentation of selected pathophysiology and subsequent symptomatology in diverse clients across the lifespan. (3 hours of lecture/0 hours of lab)
- 321 Medical-Surgical Nursing I (5)** Pre-reqs: NUR 311, 312, 313, 314, 315; Co-reqs: NUR 322, 323; NUR 324 or 325  
This course is designed to focus on the care of adult clients experiencing common medical-surgical alterations in health. Concepts of client centered care, cultural sensitivity, informatics, safe practice, and professionalism are integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to adults in a variety of settings. (3 hours of lecture/6 hours of lab)
- 322 Reproductive Health, Maternal and Newborn Nursing (5)** Pre-reqs: NUR 311, 312, 313, 314, 315; Co-reqs: NUR321, 323; NUR 324 or 325  
This course is designed as an integrative approach to the biopsychosocial factors, legal/ethical, cultural, and educational considerations of care for reproductive health. The preconceptual, antepartal, intrapartal, postpartal, and neonatal periods are explored. Clinical practice in providing nursing care to clients during each phase of the reproductive and childbearing cycles of life occurs in a variety of acute, ambulatory, and community health care settings. The nursing process is used with emphasis on the theoretical and empirical basis of practice. (3 hours of lecture/6 hours of lab)
- 323 Nursing Research (3)** Pre-reqs: NUR 311, 312, 313, 314, 315; Co-reqs: NUR321, 322; NUR 324 or 325  
This course is designed to introduce nursing students to the fundamentals and principles of the research process and its application in nursing. The importance of searching relevant literature, understanding research methods, reviewing research, understanding, and evaluating research findings related to the practice of nursing are emphasized. The research process as a basis for scientific nursing knowledge is examined. The steps in the research process are identified, discussed, and developed into a proposal. (3 hours of lecture/0 hours of lab)
- 411 Mental Behavioral Health Nursing (4)** Pre-req: All 300 level nursing courses; Co-req: NUR 412, 413; NUR 414 or 415  
This didactic and clinical course focuses on the care of clients across the lifespan experiencing cognitive, mental and behavioral disorders. Emphasis is placed on management of clients facing emotional and psychological stressors as well as promoting and maintaining the mental health of individuals and families. Concepts of crisis intervention, therapeutic communication, anger management, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to clients in selected mental health settings. (2.5 hours of lecture/4.5 hours of lab)

- 412 Medical-Surgical Nursing II (5)** Pre-req: All 300 level nursing courses; Co-req: NUR 411, 413; NUR 414 or 415  
This course is designed to focus on the care of adult clients with complex health alterations that require medical and/or surgical intervention. Concepts of client centered care, cultural diversity, informatics, safe practice, interdisciplinary collaboration, and professionalism are integrated throughout the course. Content units highlight complex alterations in health system functioning and the role of the nurse in care management is emphasized throughout. Clinical experiences will provide the student an opportunity to apply theoretical concepts and implement safe client care to adults in a variety of settings. (*Nursing Majors Only*) (3 hours of lecture/6 hours of lab)
- 413 Nursing Care of the Childrearing Family (5)** Pre-req: All 300 level nursing courses; Co-req: NUR 411, 412; NUR 414 or 415  
This course is designed to provide an integrative, family-centered approach to the care of children. Students will be introduced to the care of the well-child, the child with special needs and the child with acute and chronic health care needs. Concepts of client centered care, cultural diversity, safe practice, interdisciplinary collaboration, and professionalism are integrated throughout the course. Content units highlight promoting healthy growth and development and the dignity of the child, even during illness. Clinical experiences will provide the student an opportunity to apply theoretical concepts and implement safe client care to pediatric clients in a variety of settings. (3 hours of lecture/6 hours of lab)
- 421 Community-Population Nursing (5)** Pre-reqs: All 300 Level Nursing Courses; NUR 411, 412, 413; Co-reqs: WVC 401, NUR 421, 423  
This course is designed to introduce concepts of community health utilizing the population focused nursing process. This course places emphasis on health promotion, risk reduction, and disease management in selected community settings. (3 hours of lecture/6 hours of lab)
- 422 Management and Leadership in Nursing (5)** Pre-reqs: All 300 level nursing courses, NUR 411, 412, 413; Co-reqs: WVC 401, NUR 421, 423  
This didactic and clinical course is designed to prepare students to acquire skills in nursing management in health care systems. The student will synthesize management theory and evidence pertaining to management processes, as well as developing the skills of delegation, conflict management, and leadership. Legal and ethical issues are discussed with a focus on personal accountability and responsibility. Standards of practice and the significance of functioning according to state regulations and statutes are analyzed. Application of leadership and management principles will be demonstrated within a variety of health care environments. (3 hours of lecture/6 hours of lab)
- 423 Nursing Capstone Seminar (2).** Pre-reqs: All 300 level nursing courses, NUR 411, 412, 413; Co-reqs: WVC 401, NUR 421, 422  
This course is designed to provide an opportunity for students to integrate their nursing educational experiences into simulated client care situations which include communication, pharmacology, client teaching, prioritization and delegation. A comprehensive review program will be presented in order to prepare students for the NCLEX-RN®. (*Nursing Majors Only*) (2 hours of lecture/0 hours of lab)

### Nursing Elective Courses

- 324 Spirituality In Health Care (2)** Pre-req: Junior status and instructor permission req. for non-nursing majors; Co-reqs: none  
This course is designed to explore the concept of spirituality as it relates to the person who is involved in the health care system. Since illness and stress can amplify spiritual concerns and needs, health care professionals are in a unique position to assist the patient/client in meeting those needs. This course explores the relationship between health care professionals and those they serve. Topics include differentiating religion from spirituality, why religion and spirituality matters, spiritual assessment, identification of spiritual needs, and spiritual care and collaboration. (2 hours of lecture/0 hours of lab)
- 325 Global Health Issues (2)** Pre-req: Junior status and instructor permission required for non-nursing majors; Co-reqs: none  
This elective course examines policy decisions and related issues that shape the organization, financing, and implementation of health care services and delivery systems. Ethical, social, and political issues that affect the provision of health care, nursing services, communities, and society are critically analyzed. Dynamics related to the roles and influences of health care providers and consumers, government, and law are discussed. (2 hours of lecture/0 hours of lab)

- 406 Nursing Clinical Externship (3).** Pre-Req: NUR311, NUR312, NUR313, NUR314, NUR315, NUR321, NUR322, NUR323, and Instructor permission required.  
This summer elective course provides nursing students with an opportunity to enhance previously learned skills under the supervision of experienced nurse preceptors in the healthcare setting. Under the guidance of a clinical preceptor, the student will give direct client care in the application of theory to practice. (0 hours of lecture/320 clinical hours of lab) (*Summer only*)
- 414 Aging and Health (2)** Pre-req: Senior status and instructor permission required for non-nursing majors; Co-reqs: none  
This course is designed to promote a holistic approach to person in the later years of life. Death and dying, biological aging theories of longevity, chronic illnesses and diseases, and prevention and health promotion will be discussed in the context of best practices. Students will explore normal aging and lifestyle factors that promote optimal aging or lead to health alterations. (2 hours of lecture/0 hours of lab)
- 415 Professional Growth and Empowerment (2)** Pre-req: Senior status and instructor permission req. for non-nursing majors; Co-reqs: none  
This course designed to focus on issues related to professional practice, career planning, personal goal setting, and empowerment of self and others. Students will discuss factors related to job performance, performance expectations and evaluation, reality orientation, and commitment to life-long learning. (2 hours of lecture/0 hours of lab)

### RN-BSN Nursing Course Descriptions (NRN)

- 411 Physical Assessment for the Practicing RN (3)** Pre-reqs: Admission to the RN-BSN program. Co-reqs: NRN412, 413, 414; (Electives NRN415, 416, 426, 427)  
This course provides the framework for preparing students to perform comprehensive health assessments on clients across the lifespan. Emphasis is placed on taking a thorough nursing history, performing physiological, psychological, sociological, cultural, and spiritual assessments, as well as identification of stressors and health risks. Laboratory experiences provide an opportunity to practice assessment skills on clients across the lifespan in a variety of settings. (*Nursing Majors Only*) (2 hours of lecture/6 hours of lab)
- 412 Professional Role Development (2)** Pre-reqs: Admission to the RN-BSN program. Co-reqs: NRN411, 413, 414; (Electives NRN415, 416, 426, 427)  
The course capitalizes on preexisting knowledge and experience of the RN student by serving as a bridge between theory and practice. This course initiates the process of perspective transformation that registered nurses typically experience during baccalaureate education that broadens their view of themselves, of nursing, and of the possibilities of their own practice. (*Nursing RN-BSN Majors Only*) (2 hours of lecture/0 hours of lab)
- 413 Pathophysiology for RNs (3)** Pre-reqs: Admission to the RN-BSN program. Co-reqs: NRN 411, 412, 414 (Electives NRN415, 416, 426, 427)  
This course is designed to examine pathophysiology related to human illness within a systems framework. Emphasis is on understanding pathophysiology as an alteration in normal physiological functioning of individual client subsystems. Focus is on presentation of selected pathophysiology and subsequent symptomatology in diverse clients across the lifespan. (*Nursing RN-BSN Majors Only*) (3 hours of lecture/0 hours of lab)
- 414 Pharmacology for Nursing Practice (3)** Pre-reqs: Admission to the RN-BSN program. Co-reqs: NRN 411, 412, 413 (Electives NRN415, 416, 426, 427)  
This course is designed to examine the basic drug classifications, concepts and principles of pharmacology with special consideration for the nursing role in developing a comprehensive approach to the clinical application of drug therapy through the use of the nursing process. Nursing implications relative to the utilization of drug therapy are examined. (*Nursing RN-BSN Majors Only*) (3 hours of lecture/0 hours of lab)
- 421 Community-Population Nursing (5)** Pre-reqs: NRN 411, 412, 413, 414; (Electives NRN415, 416, 426, 427). Co-reqs: NRN 422, 423, 424.  
This course is designed to introduce concepts of community health utilizing the population focused nursing process. This course places emphasis on health promotion, risk reduction, and disease management in selected community settings. (*Nursing RN-BSN Majors Only*) (3 hours of lecture/9 hours of lab)

- 422 Nursing Research, Theory and Practice (3)** Pre-reqs: NRN 411, 412, 413, 414; (Electives NRN415, 416, 426, 427).  
Co-reqs: NRN 421, 423, 424.  
This course is designed to introduce nursing students to the fundamentals and principles of the research process and its application in nursing. The importance of searching relevant literature, understanding research methods, reviewing research, understanding, and evaluating research findings related to the practice of nursing are emphasized. The research process as a basis for scientific nursing knowledge is examined. The steps in the research process are identified, discussed, and developed into a proposal. (3 hours of lecture/0 hours of lab)
- 423 Leadership and Management In Nursing (5)** Pre-reqs: Admission to the RN-BSN program. Pre-reqs: NRN 411, 412, 413, 414; (Electives NRN415, 416, 426, 427). Co-reqs: NRN 421, 422, 424.  
This didactic and clinical course is designed to prepare students to acquire skills in nursing management in health care systems. The student will synthesize management theory and evidence pertaining to management processes, as well as developing the skills of delegation, conflict management, and leadership. Legal and ethical issues are discussed with a focus on personal accountability and responsibility. Standards of practice and the significance of functioning according to state regulations and statutes are analyzed. Application of leadership and management principles will be demonstrated within a variety of health care environments. (*Nursing RN-BSN Majors Only*) (3 hours of lecture/9 hours of lab)
- 424 Nursing Synthesis Seminar (2)** Pre-reqs: Admission to the RN-BSN program. Pre-reqs: NRN 411, 412, 413, 414; (Electives NRN415, 416, 426, 427). Co-reqs: NRN 421, 422, 423.  
This seminar course helps students synthesize selected nursing concepts and apply them to professional, autonomous nursing practice. Ethical and political economic principles that guide and influence nursing practice and global and local health care systems are analyzed. Focuses on evolution and transition of professional nursing practice in diverse settings within a context of emerging societal issues and trends. This course will provide the RN the opportunity to integrate the knowledge, skills, and attitudes of professional baccalaureate nursing practice. (*Nursing RN-BSN Majors Only*) (2 hours of lecture/0 hours of lab)

#### Elective Courses

- 415 Professional Writing for Nurses (2)** Pre-reqs: Admission to the RN-BSN program.  
This course focuses on the role of scholarly productivity in nursing. The student is taught write polished scholarly papers, narratives, and abstracts, using appropriate formatting and style for nursing professionals. (2 hours of lecture/0 hours of lab)
- 416 Informatics in Health Care (2)** Pre-reqs: None  
This course focuses on computer applications, technology, internet tools for data management, information systems & telecommunications in nursing administration, education and practice. Problem solving and mini-design projects related to increased efficiency in nursing care delivery. (2 hours of lecture/0 hours of lab)
- 426 Health Policy and Ethical Decision-Making (2)** Pre-reqs: None  
This course examines the foundations of healthcare policy, the financial structure of healthcare systems, and the regulatory environments that have impact on nursing practice and client care. Emphasis is on selected issues affecting healthcare policy. Focus is on the influence of the nursing profession on policy and regulation. (2 hours of lecture/0 hours of lab)
- 427 Professional Growth and Empowerment (2)** Pre-reqs: None  
This course designed to focus on issues related to professional practice, career planning, personal goal setting, and empowerment of self and others. Students will discuss factors related to job performance, performance expectations and evaluation, reality orientation, and commitment to life-long learning. (2 hours of lecture/0 hours of lab)

## Philosophy of Worldviews (PHI)

Dr. Ford, Dean of Worldview Studies

The philosophy of worldviews department seeks to prepare men and women to serve Christ in the world of ideas. To accomplish this goal we offer a major that promotes critical thinking while studying the history of ideas. The philosophy of worldviews major is designed to prepare students for jobs that require critical thinking, graduate work, and seminary. We deal with perennial questions endeavoring to answer them and to see how the answers fit into the Christian worldview. By promoting critical thinking, our classes prepare students to live, adapt, and make decisions in our fast-changing world. Philosophy of worldviews students also have the opportunity for real-world research experience through PHI 441, Topics. In this optional course, senior PHI majors will research, write and defend a paper on an agreed upon topic.

**Philosophy of Worldviews Major:** 33 hours to include (1) PHI 225, 227, 275, 321, 322 and 337; (2) BIB 210 and 431; (3) ART 360, ENG 473 and PSC 316. PHI 441 Topics (3 hours) may be taken with the permission of the Department chair.

**Philosophy of Worldviews Minor:** 18 hours

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

**225 Logic (3).**

A study of the principles of correct reasoning, contrasting them with fallacious reasoning. Homework assignments enable the student to recognize arguments and to determine whether they are logical or not. (*Fall, even years*)

**227 Ethics (3).**

A critical philosophical examination of contemporary moral issues such as abortion, euthanasia, prejudice and equality, war, capital punishment, and issues in business and medical ethics. (*Fall, odd years*)

**275 Aesthetics (3).**

A study of key texts in the philosophy of art from classical antiquity to the present. Within the framework of a Christian perspective, emphasis is placed on careful reading and contextual analysis of diverse positions on beauty, sense experience, and the social, ethical, and religious role of the arts in human culture. (*Fall only*)

**321, 322 History of Ancient and Modern Philosophy (3, 3).**

321: A study of major philosophical thinkers from the pre-Socratics to the end of the Middle Ages. Special attention will be given to Plato’s and Aristotle’s thoughts and their influence on Christian thought. 322: A study of major philosophical thinkers from Bacon to the present. Special attention is given to comparing and contrasting Modernity and Post-modernity with Christian thought. (*Fall, odd years; spring, even years*)

**337 Epistemology (3).**

A study of knowledge. We consider questions such as (1) “What is knowledge?” (2) “How is it attained?” (3) “What are its limits?” (4) “Are we able to have knowledge of God?” Special attention is given to the attempts of contemporary Christian thinkers to show the rationality of the Christian faith. (*Spring, even years*)



**Physics (PHY)**

Assistant Professor Carlson  
Associate Professor Bishop

Physics is the most fundamental physical science. Its primary concern is with the basic principles of our physical environment. Physics has been successful at predicting how nature will behave based on the experimental data obtained in other situations. The ideas studied in physics have proven to be so fundamental that they are required for nearly every technical field including science, technology, engineering, and medicine. The department of physics seeks to offer its students a comprehensive understanding of the physical world. The laboratory focuses on data analysis, operating modern lab equipment, problem solving, and exploring fundamental relationships between different variables. Students will take classes related to motion, dynamics, forces, mechanics, sound, waves, quantum mechanics, thermodynamics, electricity, electrodynamics, astronomy, energy, and more.

**Physics minor:** 22 hours to include CHE 421 or 422, MAT 208, PHY 241, 243 or PHY 251, 253; PHY 242, 244 or PHY 252, 254; 4 hours of Physics electives from the following: CHE 421, 422, PHY 351, 352, 431, 432, 451, 452; and 3 additional hours from Engineering, Computer Science or Mathematics (MAT 209).

**116 Earth and Space Science (3).**

A non-technical introduction of rocks and minerals, earth processes, earth history as seen in rock strata, folds, faults, mountains and fossils, the solar system, stellar astronomy, stellar systems, stellar motions, galactic structure, and extragalactic structure. (Lecture 3)

**125 Science & Culture I: Physical Sciences for a Sustainable Future (4)**

This course serves as an introduction to the physical sciences, particularly physics, geology, atmospheric sciences, and chemistry using a problem-based approach. Current topics of interest will include energy, environmental quality, pharmaceuticals, consumer products, natural disasters and scientific discovery and will focus on the practical application of this knowledge to our lives and a sustainable society.

**241-242 General Physics (3-3).** Prereq: MAT 102 or 208, or consent of the instructor. A non-calculus-based study of the basic concepts of mechanics, thermodynamics, waves, sound, light, electricity, magnetism, and modern physics. (Lecture 3) (*241, fall only; 242, spring only*)

**243-244 General College Physics Laboratory (1-1).** Prereq. or Coreq.: PHY 241-242.

A two-semester sequence emphasizing the study of a selection of exercises demonstrating those principles discussed in PHY 241-242. (Lab 3) (*243, fall only; 244, spring only*)

**251-252 Engineering Physics (3-3).**

**253-254 Engineering Physics Lab (1-1).** Prereq. or Coreq.: PHY 251-252

**341-342 Physics with Calculus (3-3).** Prereq: MAT 208.

A calculus-based study of the basic concepts of mechanics, thermodynamics, waves, sound, light, electricity, magnetism, and modern physics. (Lecture 3)

**343-344 Physics with Calculus Laboratory (1-1).** Prereq. or Coreq.: PHY 341-342.

A study of a selection of exercises demonstrating those principles discussed in PHY 341-342. (Lab 3)

**351-352 Physics Research (1-2).**

**431-432 Special Topics in Physics (1-2).**

**451-452 Advanced Topics in Physics (3-3)**

**Political Science (PSC)**

Professor Busbee

Associate Professor Phillips

This major introduces students to the study of political thought, political behavior, and political institutions from a Christian worldview. It is designed to provide a foundation of knowledge in the major subfields of political study. The ultimate goal of political study is that of establishing justice in civil government; therefore, this major seeks to develop the student's ability to understand and become involved in the political process. Political science also provides an excellent foundation for legal or graduate studies. Political science students will have real-world experience through PSC 341, 490 and/or 495.

**Political Science Major:** 45 hours to include PSC 101, 102, 202, 218, 303, 306, 311, 341, six hours of Political Theory or Constitutional Law, and six hours of PSC electives, 3 hours of SPC 102 or BUS 304, and 6 hours of a foreign language.

**Political Science Minor:** 18 hours

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

Study of the origin and development of United States government. It concentrates on the structure and operations of today's national government, including the role of politics. *(Fall, odd years)*

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

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

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

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

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

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

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

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

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

Examines the origin and development of political parties in the United States. Its emphasis is the study of the organization and activities of the two-party system in American politics. *(Spring 2016, Spring 2020)*

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

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

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

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

**316 Contemporary Political Theory (3).** Prereq: Junior or senior standing or department consent.

Credit given in either political science or economics. A survey of the historical background and philosophical bases for the major political "isms" confronting the peoples of the world today. It focuses on communism, fascism, socialism, and capitalism. *(Spring, odd years)*

- 319 U. S. Political Theory (3).** Prereq: Junior or senior standing or department consent.  
An examination of United States political and constitutional theory from its genesis in the works of major early modern thinkers to the contributions of 20th-century political and legal theories. The original writings will be stressed. *(Fall 2016, Fall 2020)*
- 411 War and Revolution (3).** Prereq: Junior or senior standing or department consent.  
A critical examination of political writings related to war and revolution, including the Bible, just-war theories of the Middle Ages as developed by Christian theologians, and revolutionary writings of the Reformation period, the Puritan and Glorious Revolutions, and the American Revolution. Also includes an examination of Geneva Conventions and application of just war and revolution theory in the modern world. *(Fall, even years)*

**Comparative Government and International Relations:**

- 212 Foreign Policy of the United States (3).**  
Examines the evolution of the United States foreign policy from 1776 to the present. Focuses on the bases for formulating policies, the processes for implementing them, and the consequences of those policies in American life. *(Spring, even years)*
- 311 Comparative Government (3).** Prereq: Junior or senior standing or department consent.  
A comparative study of the principles, structure, and operation of contemporary governmental systems with special attention to cross-national comparisons of institutions, political history, and political culture. *(Fall, odd years)*

**Legal Studies:**

- 301 American Constitutional History (3).**  
A survey of constitutional development in the United States. A careful study of the Constitution, with emphasis on the changing concepts of law as revealed in decisions of the Supreme Court. *(Fall 2019, Fall 2023)*
- 331 Church and State Relations (3).**  
A study of the theory and historical and legal developments of church and state relations in England and the United States. *(Spring 2018, Spring 2022)*
- 431 American Constitutional Law I (3).** Prereq: Junior or senior standing or department consent.  
A study of the constitutional law of the United States with basic cases concerning such subjects as separation of powers, federalism, the taxing and spending powers, and interstate and foreign commerce. *(Fall, odd years)*
- 432 American Constitutional Law II (3).** Prereq: Junior or senior standing or department consent.  
A study of the constitutional law of the United States with basic cases related to personal liberty and civil rights. *(Spring, even years)*

**Methodology:**

- 341 Scope and Methods of Political Science (3).** Prereq: PSC 101 and 102 or department consent.  
A course designed to equip beginning political scientists with the basic tools of political analysis used by professional political scientists. The scope of the discipline is explored through primary writings, and the student is introduced to general concepts, theories, approaches, and models as well as basic methodologies and techniques of political research. *(Fall, odd years)*

**Applied Studies:**

- 490 Internship (2-6).** Prereq: Junior or senior standing. (Formerly PSC 401 - Seminar.)  
Credit requires internship with government officials or other practical experience in public affairs (or with an institute of politics). The course may be repeated for credit up to six hours with the approval of the department chairman. Refer to "Student Intern Programs and Practicums" for further requirements.
- 495 Independent Research (2-6).** Prereq: Junior or Senior standing. (Formerly PSC 401 - Seminar.)  
This course involves directed reading and discussion or independent research and writing. The course may be repeated for credit up to six hours with the approval of the department chairman.
- 499 Special Topics (3).** Prereq: At least six hours in political science or department consent.  
This course covers selected areas not studied extensively in other courses and may be repeated for different topics. *(Fall 2018, Fall 2022)*

**Psychology (PSY)**

Professor Williford, Chair

Professor White

The department of psychology seeks to introduce all students to the study of human behavior and mental processes within a Christian context. The major is designed to provide a foundation of knowledge in the major subfields of psychology and to prepare students for future study in the field of psychology. Emphasis is placed on developing the students' abilities to understand and to apply psychology in their everyday lives. An important goal in all psychology courses is to help students in their ability to appropriately interrelate their study of psychology and the Christian faith.

**Psychology Major:** This major requires students to gain the core knowledge of scientific psychology along with learning about the sub-fields in psychology that apply this knowledge. The B.S. in psychology degree is designed to prepare students to meet the typical requirements for acceptance into graduate study and/or for working with a bachelor's degree. The B.S. in psychology degree requires 40 hours in psychology to include 201, 202, 303, 305, 312, 331, 332, 341, and 460, as well as 12 hours from 240 OR 241 and/OR any 300-400 level PSY course, and 1-6 hours from 470, 471 or 472. In addition, Psychology majors must complete an additional 3 hours of science, SOC 220 (3 hours) and 6 hours of a foreign language or 3 hours of IST 201 (Global Culture). Psychology students will have real-world experience through field observation and practicum, PSY 470, 471, and 472.

**Psychology Minor:** 18 hours to include 201, 202, and at least 6 hours from the 300-400 level and/or 240 OR 241.

**201 General Psychology: Research Psychologies (3).**

An introduction and overview of the foundational topics, methods and applications of research-based psychology subfields. Topics include research methods in psychology, brain physiology, memory, sensation and perception, human development, and social psychology. *(Fall only)*

**202 General Psychology: Applied Psychologies (3).**

An introduction and overview of the foundations, concepts, principles and applications of psychology. Topics include learning, behavior, emotion, cognition, personality theories, psychological disorders, psychological treatments and health psychology. *(Spring only)*

**240 Human Growth and Development I (3)**

A study of the growth and development of the individual from conception until late adolescence. Emphasis will be placed on physical, perceptual, motor, cognitive, language, spiritual, social and emotional development. Includes study of major developmental theories and concepts that are applied to childhood and adolescence as well as problems common to this period. *(Fall only)*

**241 Human Growth and Development II (3).**

A study of the growth and development of the individual from early adulthood until death. Emphasis will be placed on physical, perceptual, motor, cognitive, language, spiritual, social and emotional development. Specific issues common to the older years, including marriage, family, parenthood, grandparenthood, vocational choice, retirement, disabilities and death are an integral part of this class. *(Spring only)*

**263 Sex, Love, and Marriage (3)**

A study of gender differences, courting and mate selection, marriage and marital sexuality. This course will blend academic/cognitive understanding of these topics with practical/experiential understanding of each topic. Students will explore these topics from historical and cultural perspectives, as well as examining scientific psychological research on the topics. A special focus will guide students to interact in groups related to their personal values and goals of developing healthy marital relationships. *(Fall, even years)*

**272 Adventure-Based Counseling (3)**

This course is an introduction to a wide spectrum of adventure activities and the counseling and spiritual philosophies upon which each is based. Specific technical skills for more rigorous adventure based events such as rope courses will be stressed. Emphasis will be placed on developing the leadership skills required to be an effective adventure based counselor. Oral communication will be an integral part of this course.

- 303 Statistics for the Behavioral Sciences (4).** Prereq: PSY 201, 202 for all psychology majors & MAT 101 or 110. A basic survey of the descriptive statistics and inferential statistics used in research. Computation and elementary theory of correlation, t test and simple analysis of variance. Applicable primarily to the social sciences, and all examples and problems are selected from social and behavioral sciences. Psychology majors should complete this course no later than the first semester of their junior year. *(Fall and spring)*
- 305 Contemporary Issues in Psychology and Human Services (1).** Prereq: Sophomore or Junior standing. Introduces psychology majors to key topics and academic skills necessary for success in upper-level psychology coursework. Guest lecturers and field trips will provide students with broad exposure to the sub-fields within psychology and human service professions. Provides students with a broad overview of graduate school and career options available after graduation. Psychology majors should complete this course no later than the first semester of their junior year. *(Fall only)*
- 312 Abnormal Psychology (3).** Prereq: PSY 202. A study of the conceptions and classifications of the major personality disorders resulting from both physical and psychological causes. Consideration is given to the causes, symptoms, therapy, and prognosis of these disorders. *(Spring only)*
- 331 Theories of Personality (3).** Prereq: PSY 202. A survey of examples of some of the major types of analytic models of human psychological existence. The organization, development, and dynamics of personality according to each theorist are considered in the light of his or her own research evidence and his or her own personality. *(Fall only)*
- 332 Learning and Memory (3).** An in-depth analysis of basic concepts and theoretical developments in the area of learning and memory, both animal and human. Particular attention is directed to application of these theories to common, everyday situations. *(Fall only)*
- 340 Introduction to Counseling Theory and Techniques (3).** Exploration and examination of the leading theories in psychotherapy and counseling. The philosophical assumptions and implications of each theory and technique are examined and critiqued from rational, empirical, and Christian perspectives. Students are trained in basic people helping skills such as listening skills, communication skills, crisis intervention, and problem-solving skills. The course is designed to prepare students to meet a basic competency level in these skills that are useful in a variety of career and personal settings. *(Fall, odd years and every spring)*
- 341 Experimental Psychology (4).** Prereq: PSY 201, 202, 303 and 305. A study and application of the research methods used in psychology. The emphasis will be on using experiments to find the causes of human behavior, but other types of research including developmental, correlational case study approaches, and quasi-experiments will be examined. Students study all phases of conducting psychology research including designing the experiment, collecting the data, analyzing the data, and writing psychological reports. Majors should take this course no later than the second semester of their junior year. Lab is required. *(Spring only)*
- 342 Psychology of the Exceptional Child (3).** A study of the child whose development follows atypical patterns. This would include all children eligible for special education placement: the mentally retarded, the gifted, the physically and behaviorally handicapped, the visually and hearing impaired, the learning disabled, the speech and language impaired, and autistic children. Students visit several local agencies in order to become more familiar with exceptional children and services available for these children. *(Fall and spring)*
- 352 Social Psychology (3).** Prereq: PSY 201 or 202. The analysis of human behavior, thought, and interactions of individuals, the function of the presence of others. Course topics include: social influence, interpersonal interaction, interpersonal attraction, theories of social behavior, moral behavior, attitudes, prejudice, and aggression. *(Fall only)*

- 381 Seminar on Psychology (3).** Prereq: PSY 201, 202 plus 12 additional hours in psychology AND consent of the instructor.  
In-depth examinations of reading and research in selected topics of current interest to faculty and students conducted on a group basis. Primarily for those who are majoring in the field. Course can be repeated.
- 410-411 Undergraduate Honors Research (1 and 2 hours).**  
Supervised original research and instruction related to a specific area of psychology. This is a full year sequence (1 hr fall and 2 hr spring) in which students will choose a topic, complete background research, design and implement a study, and present their findings. Students will have the opportunity to attend and/or present their research at a psychology conference or symposium. Participation in the class is by invitation of the instructor and is required of all honor students. (Honor) (410, fall only; 411, spring only)
- 425 Psychological Testing (3).** Prereq: PSY 201, 202, and 303 or consent of instructor.  
A study of the process of assessment as it relates to human functioning. Concepts of test construction, standardization, and validation are covered. Tests in the areas of intelligence, personality, attitude, achievement, and vocational interests are examined.
- 440 Behavioral Neuroscience (3).** Prereq: PSY 201, 202, and at least three of the following courses: PSY 312, 331, 332, 341, 363 or BIO 105, 106.  
An examination of the physiological events associated with behavior. Emphasis is placed on the neural functions that underlie motivation and emotion, learning, sensation, perception, and mental health. (Fall, odd years)
- 460 Psychology and Christianity (3).** Prereq: PSY 201, 202, 303, 305, 341, BIB 220, 221, and WVC 301 or HIS 225, 226, HUM 225 and 226, and nine other hours in psychology or consent of the instructor. Senior status only.  
Current thinking on the subject of the integration of psychology and the Christian faith. Emphasis is on key issues and problems that grow out of interface of psychology and theology. This course is required for all psychology majors. (Spring only)
- 470 Field Observation: (1)** Prereq: PSY 201, 202, 305, and second semester junior or senior standing.  
This course involves gaining field observation within an approved agency that matches the student's future career goals. In addition to course work, students will observe 20 hours of interaction with the professionals in the selected agency. (Fall only)
- 471 Counseling or Child Practicum (1-6).** Prereq: PSY 201, 202, 305, and second semester junior or senior standing, plus a 2.75 GPA or above. Field experience related to the student's academic and life goals. The practicum is designed to provide professionally supervised experience in selected settings. The student may select between the counseling or child related areas. Students will be required to meet with a faculty supervisor, keep a journal and write a summary paper. Open only to psychology majors.
- 472 Practicum in Psychological Research (1-6).**  
This practicum is designed to give the student experience participating in psychological research. Students will have the opportunity to be actively involved in a professional psychologist's current research. This may include gathering data, reviewing professional literature, analyzing data, preparing the results for presentations or publications and/or participating in research team meetings. Only open to majors. Second semester junior or senior standing, 3.0 GPA or above and departmental approval required. Students will be required to meet with a faculty supervisor, keep a journal and write a summary paper.

## Social Work (SWK)

Associate Professor Gaddis

Assistant Professor Trigg

The Bachelor of Social Work program is the study of the professional activity of helping individuals, families, groups, organizations, or communities at the local and global level. The goal is to give students the skills to assist these systems to improve or recover their ability to function successfully in society. It also involves the creation of conditions within society conducive to realizing that goal. The degree prepares students for entry level generalist social work practice at the micro and macro levels. It also challenges students to appropriately integrate their studies and the Christian faith. (*The program will pursue accreditation by the Council on Social Work Education.*)

The Bachelor of Social Work degree consists of a course of study including a 50 semester hour core of social work and sociology courses, which requires a field placement of 400 hours. The degree is supported by 37 hours of general education classes and 18 hours of electives. Six of the twelve elective hours must be taken in social work, sociology, or psychology. Courses are taken in sequence with each course developed to build on previous courses in the sequence. All students in the BSW program will gain real-world experience through SWK 470 and SWK 471.

**In compliance with standards of accreditation, social work students must apply for admission to the Social Work program. Application should be submitted soon after completing SWK 200. Applications are located in the Social Work department.**

**B.S.W. :** 124 hours to include all General Education coursework as well as WVC 301, 401; SOC 101, 201, 202, 220; PSY 202 or equivalent for transfer students, PSY 303; IST 201 or 6 hours of a Foreign Language; SWK 200, 250, 300, 301, 350, 351, 360, 370, 470 and 471 (or 480), and 450 and 451 (or 481) and electives.

### **200 Introduction to Social Work and Social Welfare (3)**

An introduction to the social work profession and to the philosophy, concepts, and values of social work practice. Also included is an overview of the historical development of the profession and current fields of practice. Current fields of practice will be explored. Included in this exploration will be social work as ministry. A Biblical perspective of social responsibility will be discussed.

### **250 Social Welfare Policy and Ethics (3) Prerequisite: SWK 200**

Current local and national social welfare policies will be examined. Factors influencing the development of policies as well as models of social policy analysis will be discussed. Also provided are policy implications for social work practice. Students will be exposed to the legislative process by participating in Social Work Legislative Day during the Mississippi Legislative session. The student will be challenged to examine how their personal worldview may or may not align with policies developed within the context of a secular. How the student will professionally and ethically balance potential discrepancies will be explored.

### **300 Human Behavior and the Social Environment I (3) Prerequisites: SOC 101, PSY 201 or 202, BIO 105 and 107**

Presents the development of the individual through the life cycle, focusing on the biological, cultural, psychological and social systems as they affect human behavior. Included in the discussion will be the potential impact of one's worldview on human behavior.

### **301 Human Behavior and the Social Environment II (3) Prerequisite: SWK 300**

Presents the social systems theory of understanding human behavior within families, groups, organizations and communities. Particular emphasis is placed on the social, cultural, psychological, spiritual, and biological factors influencing the dynamics of human growth and development within the social environment. Worldview dynamics as they function within the larger social system will also be discussed.

### **350 Social Work Practice I (3) Prerequisites for Social Work Majors only: SWK 200**

An analysis of the methods and techniques of social service practice with an emphasis on work with individuals. Topics include ethics of practice, assessment, and intervention methods.

### **351 Social Work Practice II (3) Prerequisite: SWK 350**

A continuation of SWK 350. Examines the methods and techniques of practice with families, groups and communities. Topics include family and group dynamics, assessment and intervention methods, and dynamics of community organization.

- 360 Social Work Research Methods (3)**  
Provides basic knowledge about research methods as it applies to social work. Students will complete a series of assignments intended to help prepare them to utilize research as professional social workers.
- 370 Interviewing in Social Work (3)** Prerequisites: Social work majors only: SWK 200  
Provides an introduction to the basic skills in working with people. Course content includes interviewing techniques and methods, facilitative skills with an emphasis on the acquisition of effective helping skills. The student will be instructed in skills which incorporate the client's worldview in the interview process.
- 450-451 Social Work Field Seminar (1)** Prerequisite: All core social work courses completed successfully. Social work majors only. Taken concurrently with SWK with SWK 470-471.  
A seminar to facilitate the integration of knowledge from previous courses with the practicum experience. Additionally, the course will address current social work issues such as ethical dilemmas, integrating personal faith with professional practice, current practice trends, and specialized case study reviews, and the use of appropriate research methods to evaluate practice in the practicum placement.
- 470-471 Social Work Field Experience (6)** Prerequisites: All core social work courses completed successfully. Social work majors only. Taken concurrently with SWK 450-451.  
Requires 400 hours during two semesters of unpaid field experience related to the student's academic and life goals. The field experience is designed to provide professionally supervised experience in the research and application of principles of behavior and modification in selected settings. Focus is on implementing knowledge from previous courses with practice skills, as well as learning the structure, function and policies of social work agencies.
- 480 Social Work Field Experience (12).** Prerequisites: All core social work courses completed successfully. Social work majors only. Taken concurrently with SWK 481  
**SWK 480 is to be taken only under special consideration with permission from the Chair of the Social Work Department and in lieu of SWK 470-471.**  
Requires 400 hours during *one block semester* of unpaid field experience related to the student's academic and life goals. The field experience is designed to provide professionally supervised experience in the research and application of principles of behavior and modification in selected settings. Focus is on implementing knowledge from previous courses with practice skills, as well as learning the structure, function and policies of social work agencies.
- 481 Social Work Field Seminar (2).** Prerequisite: All core social work courses completed successfully. Social work majors only. Taken concurrently with SWK 480  
**SWK 481 is to be taken only under special consideration with permission from the Chair of the Social Work Department and in lieu of SWK 450-451.**  
A seminar to facilitate the integration of knowledge from previous courses with the practicum experience. Additionally, the course will address current social work issues such as ethical dilemmas, integrating personal faith with professional practice, current practice trends, and specialized case study reviews, and the use of appropriate research methods to evaluate practice in the practicum placement.

## Sociology (SOC)

Associate Professor Gaddis

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

- 101 Introduction to Sociology (3).**  
A survey course designed to introduce the science of human society. Primary emphasis is on basic concepts and the development of a sociological perspective. Major figures in the history of social science and the analysis of culture, socialization, social institutions, and social change are emphasized. (*Fall only*)
- 201 Social Problems (3).**  
A study of theoretical approaches to social problems with special emphasis and research in such specific problems as medical care, poverty and dependency, crime, alcoholism, sexual deviancy, prejudice, discrimination and race relations, delinquency, environmental concerns, and mental illnesses. Social problems are examined and discussed, analyzing efforts of resolution from a Christian perspective. (*Spring only*)



- 202 The Family (3).**  
A study of the traditional and contemporary American family and its implication for Christian lifestyles. Issues to be studied include dating, courtship, choosing a mate, marriage, contraception, family planning, pregnancy, child abuse, economics of family life, communication and conflict management, media, divorce, and substance abuse. *(Fall and spring)*
- 220 Race, Gender, and Diversity: Social Stratification (3).** Prereq: SOC 101  
An analysis of the social stratification system as organized by class, gender, race, and ethnicity. Emphasis is placed on human diversity and oppression, and on resulting implications for human service organizations, individuals, and society. *(Spring, even years)*
- 290 Studies in Sociology (3-6).**  
This course covers selected areas not studied extensively in other courses and may be repeated for different topics.
- 310 Death, Dying and Grief (3).**  
This course provides a basic background on historical and contemporary perspectives on death and dying. Attention is given to current American practices regarding death, as well as cross-cultural interpretation. Emphasis is also placed on stages of death and the grief process. *(Fall only)*
- 370 Social Services Field Experience (3-6).** Prereq: PSY 340, SWK 350 and 351; Junior or Senior standing.  
This course involves gaining field experience in a social service agency which matches the student's future career goals. Students will gain supervised experience in providing social services to clients. *(Fall and spring)*

## Spanish (SPA)

Assistant Professor Dieckman

- 101-102 Elementary Spanish (3-3).**  
An introductory course designed to equip the student with the linguistic skills necessary for verbal and written communication at the elementary level of communicative competence in Spanish. SPA 101-102 also offers an overview of the culture of the Hispanic community throughout the world and an opportunity to consider the possibility of cross-cultural ministry within the context of the Hispanic community. SPA 102 is offered as a continuation to SPA 101. Students who have not completed SPA 101 at Belhaven must secure written permission from the instructor to take SPA 102. *(101, fall only; 102, spring only)*
- 201-202 Intermediate Spanish (3-3).** Prereq: SPA 101-102 or two years of Spanish in high school and the written permission of instructor.  
Intermediate Spanish continues the introduction to Spanish language and the culture of the Hispanic community. The course is designed to equip the student with the linguistic skills necessary for verbal and written communication at the intermediate level of communicative competence. Comprehension skills are enhanced through the reading of selected portions from the world of Hispanic literature. A continued examination of the culture of the Hispanic community and potential areas of ministry in it are an integral part of this course. The course is conducted primarily in Spanish. *(201, fall only; 202, spring only)*
- 390 Topics in Spanish (3).** (Formerly Readings in Spanish Literature) Prereq: SPA 201-202 or written permission of the instructor.  
Content varies to meet class needs. Specific content is entered on student transcripts. This course may be repeated for credit up to 18 hours.

## Specialized Communication (SPC)

- 102 Specialized Communication**  
A study of the principles and practices in communication; research of sources and data; development of information, persuasive, and problem-solving techniques; team building skills; accruing of expertise in theory and application in various types and technology formats as required in the work place.

## Sports Administration (SAM)

Assistant Professor Bartee, Chair  
Assistant Professor Garrett

The mission of the Sports Administration program is to provide quality preparation for administration positions within the sports industry. This focus necessitates sport education professionals teaching sport administration students by integrating theory and practice, thus allowing the students to serve a diverse population in a global society. Achieving this mission requires an integration of sport administration theory and practice and the interaction of academic sport professionals, practicing sport administrators and goal-oriented students. Instruction centers on how sport administration can have a Christ-centered focus in relation to athletic and sport program operation. Sports Administration students will have real-world experience through site observation, internship and pre-professional clinical experience, SAM 435, 436, 450, or 470.

### Sports Administration Major:

42 hours to include the following:  
BUS 210, SAM 270  
BUS 304, BUS 305, BUS 326, BUS 418  
SAM 302, SAM 306, SAM 310, SAM 380, SAM 400,  
SAM 410, SAM 419, SAM 435 or SAM 450

### Sports Administration Minor:

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

### Sports Ministry Minor:

18 hours to include the following:  
SAM 200, SAM 300, SAM 306, SAM 380, SAM 420 and SAM 436

### Coaching Concentration:

SME 202, SAM 435 or SAM 450 (in a coaching setting), and SAM 420; additional electives to include Coaching Theory Courses (no more than six hours). Students interested in coaching on the secondary level should consult the School of Education for teacher certification requirements.

### Sports Ministry Concentration:

\*If a student selects a concentration, then 6 hours (SAM 200 & SAM 436) would be required, while 6 hours would need to come from the following courses: SAM 300, SAM 306, SAM 380 or SAM 420 for a total of 12 hours.

### 200 Introduction to Sports Ministry (3).

This course provides an overview of all sports-related ministries. Several examples will be given as to how sports ministry can be used as a discipleship and evangelical tool. In addition to classroom examples, opportunities will be provided for site-based sports ministry observations. The course will give specific career directions for sports-related ministries.

### 201-207 Theory of Coaching Basketball (201), Baseball (202), Soccer (203), Softball (204), Volleyball (205), Tennis/Track/Golf (206), Football (207) (3).

These courses will provide specific instruction related to a given sport. Techniques, strategies, skills, and organization of each sport will be presented in order to give an in-depth understanding of all aspects involved in coaching. Each course will give specific examples of Christ-centered coaching application. (*Fall and spring*)

### 270 Sports Economics (3).

A study of the basic tools of microeconomics as applied to the sports industry and their application to decisions by various decision-makers in the sports arena. (*Fall and spring*)

### 300 Administration and Activities of Sports Ministry (3).

The focus of this course deals with the intricacies involved in the management and operation of sports ministry. Specific techniques will be provided for the operation of sports ministry programs. Methods for designing activities will be given to foster efficient and cooperative programs. Different areas of sports administration, including full-time sports ministry and sports ministry within a church, will be presented.

- 302 Sports Marketing (3).**  
This course consists of study in the areas of marketing, promotion, and fund-raising, within the context of interscholastic, intercollegiate, amateur, and professional sports. The course includes an overview of the present sports-business and industry-marketing theory and systems. The systems include advertising, sponsorship, pricing, licensing, distribution, endorsements, and promotional techniques of sports-related products. *(Spring only)*
- 306 Sports Administration (3).**  
This course studies the intricacies involved in the management and leadership of sports programs. Specific management techniques, administration techniques, and theories will be studied to provide the foundation for effective leadership and supervision of sports programs. Methods for designing systems and programs within the context of sports administration are studied to give application relevance. *(Fall and spring)*
- 310 Facility Design and Maintenance (3).**  
An overview and familiarization with the maintenance and design of sports-related facilities. Use of space, surface types, construction specifications, and economic constraints will be studied in order to provide a basis for understanding stewardship in the development of sports structures and fields. *(Fall only)*
- 340 Selected Topics in Sports Administration (3).**  
An overview of current issues, research, measurement techniques, and problems in the area of sports administration and related fields as they relate to a Christian worldview. Problem-solving models and management techniques will be presented as issues are discussed.
- 380 Sports Finance (3).** Prereq: ACC 213 or BUS 210. May be taken concurrently with permission of the instructor.  
A comprehensive analysis of issues related to Sports finance. Topics include budgeting and planning to acquisitions and liquidation. Emphasis on the receipt, disbursement, and utilization of capital to foster sports business growth. *(Fall only)*
- 400 Governing Bodies in Sports (3).**  
A familiarization with the major components of bodies that govern sports competition. The bodies include recreational associations, the High School Activities Association, the NAIA, and the NCAA. Comparative studies will be conducted to establish the relationship between these bodies and how they affect each other. *(Spring only)*
- 410 Sports and the Law (3).**  
The study of legal liabilities and responsibilities of coaches, administrators, managers, and institutions related to the sports field. *(Spring only)*
- 419 Strategic Management in Sports Administration (3)** Prereq: Senior class standing and permission from the instructor.  
A study of the methods used by sports management activities in developing and evaluating strategies and policies to achieve goals and objectives. Application of the Christian world view to the field of Sports Administration also emphasized. A capstone project is required as part of the course. *(Spring only)*
- 420 Sports Psychology (3).**  
Explores issues related to sports from several perspectives-those of individual athletes, coaches, sports psychologists, trainers, sports managers, and that of the larger society. Issues discussed include goal setting for peak performance, motivation, competitive stressors, visualization, burnout and drug abuse, as well as sociological issues of race and gender as they relate to stereotyping, participation, and opportunity structure. *(Fall only)*
- 435 Site Observation in Sports Administration (3).**  
The course will consist of a variety of specific settings where students can observe and research various aspects of corporate sports fields or coaching. Students will learn to compare and contrast these settings in regard to their demands and expectations from a Christian worldview perspective. May be taken as an alternative to SAM 450 Internship in Sports Administration. *(Fall and spring)*
- 436 Site Observations in Religious Sport Organizations (3)**  
The course will consist of a variety of specific settings where students can observe and research various aspects of religious sport organizations. Students will learn to compare and contrast these settings in regard to their demands and expectations from a Christian worldview perspective. *(Fall and spring)*

- 450 Internship in Sports Administration/Coaching (1-6).** Prereq: 2.75 overall GPA. (If a 2.75 overall GPA is not obtained by the final semester, six hours of relevant coursework will be chosen by the advisor for substitution.). This course involves putting into practice those things learned in academic preparation. An internship site will be determined by the student's future goals. The internship may be set up in a variety of different areas such as coaching, sports administration, sports information, facilities management, sports marketing, etc. The internship will have specific learning objectives made accountable by the instructor in charge of the internship. Refer to "Student Intern Programs and Practicum's" for further requirements.
- 470 Pre-professional Clinical Experience in Sports Administration (3).**  
Provides an opportunity for students to experience and observe specific environments and vocations in the area of sports administration and related fields. Areas of study may include various educational settings and/or sports-related business industries. Specific observations, papers, surveys, and reports will be required as a part of the course requirements.
- 490 Guided Study in Sports Administration (1-3).**  
Gives students the opportunities for personalized research and study in the area of sports administration. The student's needs, interests, and vocational calling determine specific content of the study. Research and projects will be included in the course requirements.

## Sports Medicine and Exercise Science (SME)

Professor Berryhill, Chair  
Assistant Professor Carr

The major in Sports Medicine and Exercise Science equips students for graduate study in Physical Therapy, Occupational Therapy, Exercise Physiology, Kinesiology, Biomechanics, Athletic Training, Medicine, Nursing, Dietetics/ Sports Nutrition, and allied health professions such as Cardiac Technology and Respiratory Therapy. In addition, students will be well prepared for careers in a wide range of professions including personal training, strength and conditioning, corporate fitness, fitness administration, sports psychology, and ergonomics. All courses will be taught from a Christian worldview. Students wishing to declare a major in this discipline must have had a strong science foundation in high school and/or community college. Sports medicine students will have real-world experience through a practicum, SME 470.

### SME Core Curriculum—42-43 hours\*

All SME majors must complete the following courses:

BIO 230/L- Human Anatomy & Physiology I/Lab  
 BIO 231/L- Human Anatomy & Physiology II/Lab  
 SME 110 – Introduction to Sports Medicine & Exercise Science\*  
 SME 275- Injury Care & Prevention  
 SME 295- Sophomore Comprehensive Exam  
 SME 310 – Principles of Strength Training and Conditioning  
 SME 320- Physiology & Psychology of Movement & Performance  
 SME 340- Kinesiology  
 SME 380/L- Exercise Physiology/Lab  
 SME 410/L- Biomechanics/Lab  
 SME 420/L-Exercise Testing & Prescription/Lab  
 SME 435- Sport & Exercise Nutrition  
 SME 450- Professional Development in Sports Medicine & Exercise Science  
 SME 470\*- Pre-professional Clinical Experience  
 SME 495- Senior Comprehensive Exam

\*Only incoming freshmen are required to take SME 110 (1 hr), placing their core curriculum total at 43 hours.

\*\*Students must take 4 credit hours of SME 470.

Student majors must successfully complete (70%) the written comprehensive exam (SME 295) at the end of the sophomore year. Transfer students will take the exam at a time appropriate to the time of transfer. SME majors must also successfully complete (70%) the senior comprehensive written and oral exams (SME 495) during the senior year prior to graduation. Question pools for the exams will be given to students at designated times.

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

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

BIO 230/L, BIO 231/L, SME 275, SME 340, and SME 380/L (optional additional course is SME 310).

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

- 110 Introduction to Sports Medicine & Exercise Science (1).** Prereq: SME major  
This course will involve an in-depth examination of the SME curriculum. Students will develop an understanding of all major requirements, as well as be given tools for succeeding within the major. Students will also be presented with information regarding the various occupations within the SME field. This information will include educational requirements pursuant to the occupations, job duties/responsibilities, and necessary certifications/licensures, among other topics. *(Spring only)*
- 202 Basic Injury Care and Prevention (3).**  
This course will address fundamentals of first aid and basic injury and wound care and prevention. Designed for students preparing to enter the fields of coaching, sports administration, or sports ministry. NOT OPEN TO SME MAJORS. *(Fall only)*
- 275 Injury: Care and Prevention (3).** Prereq: BIO 230.  
Fundamentals of prevention, evaluation, treatment and rehabilitation of athletic injuries, including first aid will be examined. This course will include an analysis of the etiology, pathology, and current modalities utilized to treat the most common injuries seen in daily activity as well as in sport. The course will include basic skills, techniques, and exercise programs necessary for the care of activity related injuries and the prevention of certain specific injuries. Required of all students with majors in sports medicine and exercise science as well as those declaring majors in athletic studies. *(Fall only)*
- 295 Sophomore Comprehensives (0).** Prereq.: BIO 230, 231, SME 275 and 340.  
Each student majoring in Sports Medicine/Exercise Science will be required to take an Oral Examination covering all the courses they have taken at the end of their sophomore year. They will be required to pass with a grade of 70% to continue in the program. (This is at the discretion of the faculty). For any course in which a grade of ‘A’ is attained, the student will be exempt from that course on the oral exam. The grade will be listed on the transcript as an ‘S’ (satisfactory) or a ‘U’ (unsatisfactory). *(Fall and spring)*
- 310 Principles of Strength Training and Conditioning (3).** Prereq: BIO 230, 231, and SME 340.  
This course will provide an in-depth investigation into the principles of anaerobic and aerobic training/conditioning. Topics to be addressed include the physiological processes of the musculoskeletal system, biomechanics of resistance exercise, bioenergetics and energy system-specific training, nutrition for enhanced performance, and exercise programming and periodization. This course will include an emphasis on the requirements for becoming a Certified Personal Trainer (CPT) or a Certified Strength and Conditioning Specialist (CSCS) through the National Strength and Conditioning Association (NSCA). *(Fall only)*
- 320 Physiology and Psychology of Movement Performance (3).** Prereq: BIO 230, 231, and SME 340.  
The study of the interaction between psychological and physiological factors that affect motor behavior. This class will include an in-depth examination of psychomotor behavior as it relates to external and internal stimuli and how multiple body systems control, regulate, and respond to movement. The course will address motivational

techniques, stress, the underlying mechanisms of human performance, structuring the learning experience including goals and feedback techniques, principles of practice organization, and diagnosing and designing the learning experience. *(Fall only)*

**340 Kinesiology (3).** Prereq: BIO 230.

A study of the anatomical and physiological aspects of human movement. This course provides foundations in musculoskeletal anatomy, neuromuscular physiology, and tissue mechanics for the study of a variety of human performance activities. *(Fall and spring)*

**380 Exercise Physiology and Exercise Physiology Lab (3).** Prereq: BIO 230, 231, and SME 340.

Study of body systems affected by exercise; functions of these systems during exercise; effects of age, gender, body type, and nutrition on capacity for exercise; techniques of assessing physical work capacity, and a critical analysis of research. The course will require participation in lab experimentation and physiological measurements. Lab required. *(Spring only)*

**Lab: (1)**

Introduction to and participation in selected cardiopulmonary, neuromuscular, and musculoskeletal testing techniques. Introduction to professional research literature.

**410 Biomechanics of Physical Exercise and Biomechanics Lab (3).** Prereq: BIO 230 and 231, SME 340 and 380.

A study of mechanics applied to human movement. This course presents kinematics, kinetics, and other principles of physics as they relate to the execution of a variety of human performance activities and therapeutics. The course addresses the neurological and biomechanical aspects of human movement and will require participation in lab experimentation and biomechanical measurements. Lab required. *(Spring only)*

**Lab: (1)**

The development of proficiency in selected biomechanical assessment techniques and testing parameters. Collection of data for utilization in evaluating and determining biomechanical effectiveness in movement.

**420 Exercise Testing and Prescription and Lab (3).** Prereq: BIO 230 and 231, SME 340, 380, and 410.

An advanced exercise physiology with a detailed overview of methods of physical assessment and exercise prescription and a critical examination of their relevancy, reliability, and validity. A research project will be conducted and statistical data analysis performed for proper interpretation. Specific applications of fitness assessment tests will be made and corresponding prescriptions for exercises, training regimens, and activities will be designed for fitness enhancement. Lab required. *(Fall only)*

**Lab: (1)**

The development of proficiency in selected fitness assessment techniques and mechanics of testing. Collection of data for analysis and utilization of data in exercise prescription for specific physical needs and fitness outcomes. Examining and understanding professional research literature.

**435 Sport and Exercise Nutrition (3).** BIO 230, 231, SME 340, and SME 380.

A complete overview of sport nutrition and the role good nutrition can play in sport and exercise. The course will examine the spectrum of the elite athlete to the recreational athlete and how sound nutritional practices can help them maximize performance, prevent injury, enhance recovery from exercise, achieve and maintain optimal body weight, improve daily training workouts, and plan for overall good health. *(Fall only)*

**450 Professional Development in Sports Medicine and Exercise Science (3).** Prereq: SME 340, 380.

This course is a comprehensive presentation of the Christian worldview in professional development and skills as they apply to the process of searching for, interviewing for, and keeping jobs in a variety of health and fitness vocations. The purpose of this course is to aid students in understanding how to have the best job search skills and the best work ethic possible. Management environments such as fitness, healthcare, and education will be studied, along with principles of leadership in each venue. *(Spring only)*

**460 Selected Topics in Sports Medicine and Exercise Science (3-4).** Prereq: SME 340, 380.

An overview of current issues, research, measurement techniques, and problems in the area of sports medicine and exercise science as they relate to a Christian worldview. Problem-solving models and management techniques will be presented as issues are discussed.

- 470 Preprofessional Clinical Experience in Sports Medicine and Exercise Science (1-4).** Prereq.: BIO 230, 231, SME 275, and SME 340.  
Provides an opportunity for students to experience and observe specific environments and vocations in the area of sports medicine and exercise science and related fields. Areas of study may include management environments such as therapeutic, fitness, corporate, medicine, and educational. Specific observations, papers, surveys, and reports will be a portion of the course requirements. Course is designed to allow up to 4 credits during the last two years. (*Fall and spring*)
- 490 Guided Study in Sports Medicine and Exercise Science (1-3).** Prereq: SME 340, 380.  
Gives students the opportunity for personalized research and study in the area of sports medicine and exercise science. The student's needs, interests, and vocational calling determine specific content of the study. Research and projects will be included in the course requirements.
- 495 Senior Comprehensives (0).** Prereq.: All required courses for major.  
Each student majoring in Sports Medicine/Exercise Science will be required to take an oral and written examination covering all the courses they have taken at the end of their senior year. They will be required to pass with a grade of 70%. For any course in which a grade of 'A' is attained, the student will be exempt from that course on the oral and written exam. The grade will be listed on the transcript as an 'S' (satisfactory) or a 'U' (unsatisfactory). (*Fall and spring*)

## Teaching English As A Second Language (TESL)

- 311 TESOL Methods/Pedagogy (3).**  
This course is designed to present methods for teaching English as a Second or Foreign Language. Methods are based on practical application of theories of language acquisition and good teaching practices.

## Theatre (THE)

Associate Professor Sartwell, Chair  
Associate Professor Frost  
Associate Professor Sollish  
Specialty Instructor Bert

The study of Theatre at Belhaven focuses on story and service. Students will gain a working knowledge of dramatic structure, the function and application of story, and the history and contemporary field of theatre. Students will be given the opportunity to explore and apply that knowledge, stretching their God-given abilities in practical experiences while working in collaboration with each other, as well as faculty and guest artists, all in the spirit of service to their collaborators, their community and their Creator. Culminating projects in theatre include supervised internships, individualized senior projects or recitals, THE 441, 498 and 499.

All majors in Theatre, regardless of degree or emphasis, are required to complete the following courses:

THE 120, 140, 151, 211, 250, 305, 473, 474, 475, and 6 semesters of Theatre Lab (6 hours) and enrollment in THE 100 Theatre Seminar (0). (Total: 33 hours)

For students interested in a generalist approach to theatre, the department offers opportunities for participation in course work and production for majors leading to a Bachelor of Arts degree in Theatre. The department also offers a Bachelor of Arts in Theatre degree with an emphasis in Theatre Ministry and a Bachelor of Arts in Theatre degree with an emphasis in Dramatic Writing.

For students interested in concentrated study in acting or musical theatre, the department offers opportunities in course work and production leading to a Bachelor of Fine Arts in Acting degree or a Bachelor of Fine Arts in Musical Theatre degree. Students must complete a satisfactory audition prior to admission to either of the department's B.F.A. programs.

### Bachelor of Arts in Theatre (no emphasis)

The B.A. in Theatre is a liberal arts degree designed to give students a wide range of training in different facets of the art of theatre, both off stage and on. The Bachelor of Arts program allows students the flexibility to pursue a diversity of interests both within the department and outside of their major. Students who graduate with a B.A. in Theatre may choose to continue

their study at the graduate level, teach theatre at the secondary level, and/or pursue careers as actors, designers or technicians in professional or non-professional venues.

The minimum number of hours in theatre courses required for a B.A. is 46. In addition to the core classes listed above, the course requirements for the Bachelor of Arts in Theatre include: THE 110, THE 205, 3 hours of a Performance or Technical elective, and 4 hours of additional Technical electives.

#### **Bachelor of Arts in Theatre (Theatre Ministry emphasis)**

The B.A. in Theatre with an emphasis in Theatre Ministry is a liberal-arts degree intended to provide students skills and training in both theatre arts and in ministry. Students who graduate with a B.A. in Theatre (Theatre Ministry) will be prepared to utilize the art and craft of theatre to serve within a variety of ministry organizations.

The minimum number of hours in theatre courses required for a B.A. with a Theatre Ministry emphasis is 53. In addition to the core classes listed above, the course requirements for the Bachelor of Arts in Theatre (Theatre Ministry) include: THE 110, 200, 300, 3 hours in Scriptwriting or a Technical elective, 6 hours of Ministry and Worship electives, and two hours of Technical Electives.

#### **Bachelor of Arts in Theatre (Dramatic Writing emphasis)**

The B.A. in Theatre with an emphasis in Dramatic Writing is a liberal-arts degree intended to provide students a solid foundation in theatre studies in general and specifically in the creation and development of new plays. This degree is designed for students who wish to pursue additional professional and/or graduate study in playwriting.

The minimum number of hours in theatre courses required for a B.A. with a Dramatic Writing emphasis is 54. In addition to the core classes listed above, the course requirements for the Bachelor of Arts in Theatre (Dramatic Writing) include: THE 110, 210, 410, 412, 472 or 493, CWR 211 and a 3 hour Creative Writing elective.

#### **Bachelor of Fine Arts in Acting**

The B.F.A. in Acting is a professional degree that provides an intensive study in acting supported by general studies. Students in this program are required to audition and be available to perform in all departmental productions. B.F.A. in Acting students are required to participate in Audition Day Juries each semester, presenting a growing list of potential audition material. To graduate, B.F.A. in Acting students must perform a Senior Showcase, demonstrating command of the material learned in coursework. Students who graduate with a B.F.A. in Acting will be prepared to pursue acting as a career. Students who graduate with a B.F.A. in Acting may choose to continue their study at the graduate level. The minimum number of hours in theatre courses required for a B.F.A. in **Acting** is 78. In addition to the core classes listed above, the course requirements for the Bachelor of Fine Arts in **Acting** Theatre (Acting) include: THE 251, 261, 265, 293, 295, 351, 361, 365, 451, THE 257 or 281, THE 280 or 493, MUS 110 and 111, 16 hours of Theatre electives, and 2 hours of Senior Showcase (THE 498).

#### **Bachelor of Fine Arts in Musical Theatre**

The B.F.A. in Musical Theatre is a professional degree that provides an intensive study in musical theatre, including singing, dancing, and acting. This rigorous study of musical theatre is supported by general studies. B.F.A. in Musical Theatre students are required to audition and be available to perform in all departmental productions. Students in this program are required to participate in Audition Day Juries each semester, presenting a growing list of potential audition material. Students are required to pass a piano proficiency test. To graduate, B.F.A. in Musical Theatre students must perform a Senior Showcase, demonstrating command of the material learned in coursework. Students who graduate with a B.F.A. in Musical Theatre will be prepared to pursue careers in musical theatre.

The minimum number of hours in theatre courses required for a B.F.A. in Musical Theatre is 84. In addition to the core classes listed above, the course requirements for the Bachelor of Fine Arts in Musical Theatre include: THE 251, 257 and 258, 265, 276, 281 and 282, 293, 295, 333, 365, 376, DAN 115, 116 and 117, MUS 121 and 122, MUS 123/124, 223, 224, MUS 393, 8 semesters of voice lessons (8 hours), 3 semesters of choral ensemble (3 hours) and 2 hours of Senior Showcase (THE 498).

**Honors Program:** The theatre department offers opportunities for students to enroll in honors courses from its department. The following are general education, elective, and major courses that may be taken as honors courses: THE 200, 210, 250, 300, 340, 472, and 475. For students majoring in this department, one must pass a minimum of nine hours of honors courses within the discipline and a minimum of nine hours from the honors courses of other departments. Each course must be passed with a B or better. No more than 18 hours are required for the honors degree. For other honor's program policies, see "Honors Program" under the "Administration of the Curriculum" section of the catalogue.

#### **100 Theatre Seminar (0).**

A gathering of all theatre majors at Belhaven University. Students are required to attend Theatre Seminar weekly and present an audition and/or portfolio at least once per semester. Students receive a



S/U on their transcript for each semester of participation. Students may be exempted from attending the course due to other obligations with the approval of the theatre department chair. Performance exemptions are rare and may only be obtained with the approval of the theatre department chair. Students must enroll in THE 100 for each semester in which they are declared theatre majors. (*Fall and spring*)

**101-102 Theatre Lab (1).**

A practicum course requiring participation in the Belhaven University Theatre Season. Students receive credit for their practical crew and cast positions for the semester. Must be taken 6 semesters. Transfer students with fewer than 6 semesters at Belhaven can substitute additional production or performance electives as approved by the theatre department chair. (*101 Fall only; 102 Spring only*)

**110 Art of Story (3)**

In this course we examine the structure and pieces of storytelling through multiple mediums and varying art disciplines, through which we gain a greater understanding of how stories work, and why they are important to the arts in communicating an idea. (*Spring only*)

**120 Perspectives in Theatre (3)**

An introduction to what it means to be a Christian theatre artist. Particular emphasis is placed on an examination of the variety of career and ministry opportunities available in the field of theatre. (*Spring only*)

**140 Stagecraft I and Stagecraft Lab (2-1).**

Study of the basic principles and techniques of the technical elements of theatre. The student will be introduced to stagecraft and set construction techniques, technical drawings, safety with and the proper usage of the power tools, and an overview of theatrical production organization and administration. Much of the lab time will emphasize the practical application of the material taught in class. Required of all theatre majors. Concurrent enrollment in THE 140 and stagecraft lab is required. (*Fall only*)

**151 Acting I: Fundamentals of Acting (3).**

An introduction to the basic principles of acting using modern scene study and improvisations. Required for all theatre majors. (*Fall only*)

**200 Theatre Ministry I (3).**

Students investigate the historical, theological, and aesthetic relationships of theatre and religion, studying available Christian dramatic literature. Examples will be cited on the potential and limitations of how theatre arts ministry can be used as a discipleship, education, and evangelism tool. In addition to classroom examples, opportunities will be provided for site-based ministry observations. The course will give specific career directions for theatre arts-related ministries, and survey successful ministry organizations using the theatre arts. (*Fall, odd years*)

**201-202 Theatre Lab (1).**

A practicum course requiring participation in the Belhaven University Theatre Season. Students receive credit for their practical crew and cast positions for the semester. Must be taken 6 semesters. Transfer students with fewer than 6 semesters at Belhaven can substitute additional production or performance electives as approved by the theatre department chair. (*201 Fall only; 202 Spring only*)

**205 Introduction to Theatre Design (3).**

An introduction to the principles and execution of design for the theatre. (*Fall, odd years*)

**210 Scriptwriting (3).**

This course is designed as an introduction to the principles of storytelling as a dramatic art. Students will develop rough ideas through treatments and scripting exercises (including free form writing and dialogue construction) that will prepare them from writing short scripts for stage and screen. (*Fall only*)

**211 Script Analysis (3).**

An investigation of dramatic structure and analysis. Specific emphasis is placed on analysis from the perspective of the director, the actor, and the designer. This course is also designed to introduce students to several major plays in the history of dramatic literature. Required for all theatre majors.

- (*Spring only*)
- 240 Stagecraft II (3).** Prereq: THE 140.  
Students will explore and apply principles of technical theatre within the areas of costumes, props, lighting, and sound production. (*Spring, even years*)
- 250 Makeup for the Stage (3).**  
Through lectures, practical assignments, and evaluations, students will receive a solid foundation in the application of stage makeup. They will also explore how an actor can use makeup as a tool to express character on stage. Required for all theatre majors. (*Fall only*)
- 251 Acting II: Intermediate Acting (3).** Prereq: THE 151  
A continuation of the study of acting with emphasis on action-based technique and character development. (*Fall only*)
- 255 Stage Combat I (2).**  
This beginning course teaches how to create the illusion of violence for stage and screen including basic instruction in Unarmed (feet, fists, slaps, punches, kicks, falls, and rolls) and Rapier and Dagger (Parries, cuts, thrusts and more!). The emphasis is on safe and realistic violence for the stage. (*On Demand*)
- 257 Jazz for Musical Theatre I (1).**  
Beginning Jazz Technique for Musical Theatre Performance (*Fall, Odd years*)
- 258 Jazz for Musical Theatre II (1).** Prereq: THE 257  
Intermediate Jazz Technique for Musical Theatre Performance (*Spring, Even years*)
- 261 Acting Studio I (2).**  
Intensive scene study using contemporary scripts. (*Spring only*)
- 265 Voice and Movement for the Actor (3).** Prereq: THE 151  
This course introduces the student to the body and the voice as created and as creative instruments of expression. Each student will participate in presenting materials individually and in ensemble. It is an applied study of the foundations of human expression as it relates to stage performance. Applying movement to meaning through gesture. Applying sounds to make words and amplifying the text. This course requires additional out-of-class time for rehearsal of material. (*Spring, Even years*)
- 276 Musical Theatre Studio I (2).**  
Applied study of musical theatre repertoire. This class works toward a public performance at the end of the semester. (*Spring only*)
- 280 Improvisation (3).**  
This course offers students a chance to gain experience in techniques of theatrical improvisation, and its application to rehearsal processes, as well as an opportunity to perform Improv Comedy in a live audience setting. A study of different improv companies, approaches, techniques and perspectives will enhance the practical experiences. (*Spring, odd years*)
- 281 Tap for Musical Theatre I (1).**  
Beginning Tap Technique for Musical Theatre performance (*Fall, Even years*)
- 282 Tap for Musical Theatre II (1).** Prereq: THE 281  
Intermediate Tap Technique for Musical Theatre performance (*Spring, Odd years*)
- 285 Costume Construction (3).**  
Students will encounter an introduction to the principles and techniques of costume construction; including shop organization, management, cutting, sewing techniques, and wardrobe maintenance. (*Fall, even years*)
- 293 Audition Techniques (2).** Prereq: THE 151  
Emphasis on development and maintenance of an audition repertoire. Additional focus placed on headshots, resumes

- 295 Social Dance for the Stage (1).**  
An introduction to a variety of social dances typically encountered in theatre, including waltz, tango, English country dance, foxtrot, Renaissance dance, and others. *(Spring only)*
- 300 Theatre Ministry II (3).** Prereq: THE 200  
The focus of this course deals with the requirements involved in the management and operation of theatre arts as a ministry. Specific techniques will be provided for the operation of theatre arts ministry programs. Methods for designing activities will be given to foster efficient, effective and cooperative programs. Two different areas will be presented, including full-time theatre arts ministry and the arts ministry within a church. *(Spring, even years)*
- 301, 302 Theatre Lab (1).**  
A practicum course requiring participation in the Belhaven University Theatre Season. Students receive credit for their practical crew and cast positions for the semester. Must be taken 6 semesters. Transfer students with fewer than 6 semesters at Belhaven can substitute additional production or performance electives as approved by the theatre department chair. *(301 Fall only; 302 Spring only)*
- 305 Production Management (3).**  
Principles for stage management and production management for the theatre. *(Fall only)*
- 326 Sound Engineering (2)**  
This course presents creative application of digital sound editing for media. Students will learn to design, create and edit sound using standard audio equipment and computer software. Editing pre-recorded music, creating realistic sound environments and representing visual art with sound will be some of the specific techniques investigated. *(On Demand)*
- 333 Acting for the Musical (3).** Pre-req: THE 151  
This course cultivates the skills of analyzing, interpreting, and performing the two primary texts of the musical theatre song: lyrics and music. By learning the performer's mind/body connection through researching musical theatre repertoire, students ultimately are prepared for an effective musical theatre singing audition. *(Fall, odd years)*
- 340 Theatre Management (3).** Prereq: THE 220  
A study of the business of theatre, budgeting, feasibility studies, funding, publicity/promotion, master scheduling, and event handling. Internship with a theatre or performance organization. *(Spring, even years)*
- 347 Props (2).** Prereq: THE 140.  
An introduction to the principles and techniques of set design and props in relation to a unified stage production. Proper drawing, labeling, and use of scale plans and models as well as the design and accumulation of performance props to accurately convey the playwright's intents and director's vision are required. *(Spring, odd years)*
- 351 Acting III: Period Acting Styles (3).** Prereq: THE 151 and THE 251  
Study and practice of acting styles from Ancient Greece through the Victorian Era. *(Fall, Odd years)*
- 358 Costume Crafts (2).** Prereq: THE 285  
An introduction to the art and craft of costuming. Including but not limited to areas of cobbling, millinery, and wig making. *(Spring, even years)*
- 361 Acting Studio II (2).** Prereq: THE 261  
Intensive scene study using contemporary scripts. *(Spring only)*
- 365 Dialects (2).** Prereq: THE 129  
A study in the techniques of vocal adjustments to take on dialects from different regions, nationalities, and backgrounds for the use in theatrical performance. Advanced vocal technique and preparation. *(Spring, odd years)*
- 376 Musical Theatre Studio II (2).** Prereq: THE 276  
Applied study of musical theatre repertoire. This class works toward a public performance at the end of the semester. *(Spring only)*

- 390 Theatre for Young Audiences (2).**  
A study of the theory and practice of performance for children and young audiences. (*On Demand*)
- 401, 402 Theatre Lab (1).**  
A practicum course requiring participation in the Belhaven University Theatre Season. Students receive credit for their practical crew and cast positions for the semester. Must be taken 6 semesters. Transfer students with fewer than 6 semesters at Belhaven can substitute additional production or performance electives as approved by the theatre department chair. (*401 Fall only; 402 Spring only*)
- 405 Advanced Topics in Theatre Design (3).** Prereq: THE 205  
An advanced exploration of an area of theatre design. Topics vary from semester to semester. Topics may include scenic design, costume design, rendering, drafting, etc. May be repeated for credit provided the topic is different. (*Fall, Even years; Spring, Even years*)
- 410 Playwriting (3).** Prereq: THE 210  
This course is designed as an advanced study in the art of dramatic writing for the stage. Students will develop story ideas from concept through development and scripting to produce a full-length script for stage. Several styles and genres of plays will be explored and will include treatments and scripting exercise, free form writing and dialogue construction; as well as an examination of the process of getting a play produced. (*Spring, even years*)
- 412 Screenwriting (3).** Prereq: THE 210  
An advanced study in the art of dramatic writing for the screen. Students develop story ideas from concept through development and scripting to produce a full-length screenplay; examining genre and its effect on structure, and studying techniques in scripting that enable clearer communication of story. (*Spring, even years*)
- 440 Scenic Painting (2)**  
An introduction to the art and craft of scenic painting. Learning faux texturing techniques, large scale painting skills, and practical application of color theory. (*Spring, even years*)
- 441 Internship (1-3).**  
Supervised practical experience in theatre. May combine work in residence with a theatre or ministry entity, site visitations to various facilities in pursuit of a particular pre-approved topic, or a combination of documented experiences in the field. Approval of the department chairman is required. Refer to “Student Intern Programs and Practicums” for further requirements. (*Fall and Spring*)
- 445 Mission Trip (1-3).**  
A travel seminar with significant hands-on ministry, usually in a cross-cultural setting. Should be taken for one (1) hour credit during the semester preceding the mission trip for the purposes of preparation. There will be an emphasis on understanding and relating appropriately to those of other backgrounds while carrying out a ministry project. May be taken for a maximum of three credits. Approval of the department chairman is required. (*On Demand*)
- 450 Advanced Makeup (2).** Prereq: THE 250  
Building upon the foundations of THE 250. Exploring appliances, prosthetics, bald caps, and other makeup applications. (*Spring, even years*)
- 451 Acting IV: Avant-Garde Acting Styles (3).** Prereq: THE 151, THE 251 and THE 351  
Study and practice of acting styles from the twentieth and twenty-first centuries, including the Isms and physical-based acting approaches such as Viewpoints and Suzuki. (*Spring, Even years*)
- 472 Dramaturgy (3).** Prereq: THE 211  
This course provides an overview of the art and craft of dramaturgy in the contemporary theatre. Through individual and group projects, students examine the role the dramaturge plays in developing production concepts, conducting production research, choosing translations, and developing adaptations of literature for performance. (*Spring, even years*)

- 473 History and Literature of the Theatre I (3).** Prereq: THE 211  
An overview of theatrical practices, innovations, and literature from 2000 BC through the 18th century. Emphasis will be placed on an examination of dramatic scripts, primary sources, and received historical narratives as a means for exploring the cultural significance of theatre and performance. (*Fall, Even years*)
- 474 History and Literature of the Theatre II (3).** Prereq: THE 211  
An overview of theatrical practices, innovations, and literature from the 19th century through the present. Emphasis will be placed on an examination of dramatic scripts, primary sources, and received historical narratives as a means for exploring the cultural significance of theatre and performance. (*Spring, Odd years*)
- 475 Directing (3).** Prereq: THE 140, THE 151 and THE 211  
Students investigate and apply the stage director's art and craft; play selection, casting, mounting the play, rhythm, characterization, and actor-director relationships. (*Fall only*)
- 485 Advanced Costume Construction (2).** Prereq: THE 285  
A continuation and building upon the skills learned in THE 285 through production and project work. The goal is to introduce the students to more complex and detailed costume construction and wardrobe skills. (*Fall, odd years*)
- 493 Devised Theatre (2).** Prereq: THE 151  
This course is a practical study of the processes and perspectives in the group creation of performance material for live theatre. A study of a variety of companies and approaches will inform the culminating project of an original, devised work in performance. (*Fall, even years*)
- 494 21st-Century Theatre and Literature (3).** Prereq: THE 211  
A study of contemporary trends in the world of theatre. Recent productions and publications will be studied, as well as an examination of developments in the realm of both commercial and avant-garde theatre in America and around the world. (*On Demand*)
- 495 Directed Studies (1-3).**  
This course is designed to give students applied experience in special areas of theatre activity. (*On Demand*)
- 497 Special Topics in Theatre (1-3)**  
Advanced course for practical experiences in a specialty aspect of theatre study. (*On Demand*)
- 498 Senior Showcase (2).**  
Prepare and present a recital of 30-40 minutes, not including breaks. Recital may include a collaborative component. Required of all BFA Musical Theatre and BFA Theatre (Acting) majors. Must be taken in the last spring of the student's program of study. All Senior Showcases are subject to the approval of the Theatre Chair and are evaluated by a faculty jury. (*Spring only*)
- 499 Senior Project (1-3).**  
A culminating project for advanced B.A. students. Projects must be coordinated with theatre faculty in advance of enrollment in the class. Example projects include directing a play for the university's studio season; designing for a mainstage or studio production; writing a full-length play for production in the university's studio season; writing an academic article on an approved topic; etc. (*Fall and spring*)

## Worldview Curriculum (WVC)

Professor Ford, Dean of Worldview Studies

- 301 Christian Interpretation of Life (3).**  
This course is a study of the Christian world- and life-view, contrasting Christianity with the worldviews of modernity and post-modernity. This Worldview Curriculum is designed to make the understanding and articulation of worldview (an overarching explanation of life or the perspective from which one interprets the world) a major goal of its educational program. As such, this class will seek to clarify and deepen each student's

understanding of the general concept of worldview, providing a framework from which the student can construct and articulate his or her own worldview. (*Fall and spring*)

- 401**     **Kingdom Life: Family and Workplace (3).** Prereq: WVC 301 (Transfer students only) (WVC 401 only to be taken in semester immediately prior to graduation).  
A practical application of the biblical vision of the Kingdom of God, especially as related to family and workplace. (*Fall and spring*)

## **ADULT STUDIES PROGRAM: INFORMATION FOR PROSPECTIVE STUDENTS**

### **ADULT STUDIES MISSION STATEMENT**

Belhaven's commitment is to provide academic training programs which emphasize quality and relevance within a Christian framework. In addition, the educational philosophy and practices of the programs are designed to recognize the differences between the younger college student and the student who has assumed the adult responsibilities of self-determination, financial independence, and career development.

The adult programs support the mission of the University through their curricula, selection of faculty, and program formats. It is the purpose of the programs to integrate the Christian world view into the curriculum, provide academically qualified Christian faculty, and enable students to maintain employment while gaining preparation academically and spiritually to meet the demands of the workplace.

### **ADULT STUDIES PROGRAM OBJECTIVES**

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

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

### **UNDERGRADUATE ADMISSION REQUIREMENTS AND PROCEDURES**

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

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

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

#### **APPLYING FOR UNDERGRADUATE ADMISSION**

### **First-time Admission**

A student who has never attended any college/university will submit an application for admission, the nonrefundable application fee of \$25.00, and an official transcript from the high school from which he/she graduated. The student must have a minimum high school grade point average of 2.0 on a 4.0 scale.

### **Admission by Examination (GED)**

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

### **Admission of Home-schooled Students**

A student who has been educated at home (home-schooled) must submit a transcript outlining courses taken and ACT or SAT scores; OR meet the requirements for students applying with a GED.

### **Transfer Application Process**

- Transfer students must submit a completed application form, the nonrefundable application fee of \$25.00, and official college transcripts from all previous colleges attended. An applicant is not permitted to ignore previous college attendance or enrollment. A student who misrepresents information in filling out the admission application form or a student who finds after admission or enrollment that he or she is ineligible for academic reasons or any other reason to return to his or her last institution and who fails to report this immediately to the office of admission will be subject to disciplinary action, including possible dismissal from the University.
- An applying transfer student must produce unofficial or official transcript(s) from all previous colleges in order to register for classes. If unofficial transcripts are submitted, the student will be given thirty days from the beginning date of the first class for the official transcript(s) to be received in the office of adult studies. The official final transcript(s) must be received before the student is considered officially registered and eligible to receive financial aid. It is understood by all parties that, if for some reason a student is denied admission as a result of not having all documentation at the appropriate offices by the deadline stated, Belhaven University is not liable for any losses incurred to the student.
- A student who is applying with fewer than 12 semester hours of college credit or with only experiential/military credit must also have sent to the office of adult and graduate studies an official high school transcript showing the date of graduation. The student must have a minimum high school grade point average of 2.0 on a 4.0 scale. Applications will be processed and admission status determined when all required items are on file.
- A transfer student meeting other qualifications is automatically accepted with a minimum 2.0 cumulative grade point average on a 4.0 scale. Nonacademic elective credits in physical education are excluded from grade point average (GPA) calculation.
- Transfer credits may be accepted from other institutions of higher learning only when the program of the transferring institution is acceptable to the receiving institution.
- A student under academic suspension from another college or university may not enter Belhaven for semester following his/her suspension. A student who has been permanently dismissed from another college or university will not be eligible for admission to Belhaven University.

### **International Application Process**

- All international students should complete an application for admission and submit the nonrefundable \$25.00 application fee to the office of adult studies at Belhaven University.
- An English translation and evaluation of all course work is required by Belhaven University. We recommend the following company and can provide an application for this service:  
World Education Services, Inc.  
P.O. Box 745  
Old Chelsea Station  
New York NY 10113-0745  
Phone: 212-966-6311 or 800-937-3895  
Fax: 212-966-6395  
E-mail: [info@wes.org](mailto:info@wes.org)



- A TOEFL score of 525 (71iBT) or a score of 6 on the IELTS is required. In registering for the TOEFL, note the Belhaven TOEFL code number is 1055.
- All international students must include with the admission application an official guarantee of funds (in the form of an official letter of sponsorship and/or an official bank statement showing funds available for the first academic year of attendance). This form may be referred to as an affidavit of support.
- International students must provide proof of medical insurance. Applicants must submit mumps, measles, and rubella immunizations certificate and have arrangements made to be tested for tuberculosis prior to registration.

Any student applying for financial aid should complete ALL financial aid forms. For more information concerning financial aid, please call our Jackson campus at (601) 968-5933 or toll free number (800) 960-5940.

### **Veterans**

Belhaven University is approved for veterans who qualify for education under the privileges provided by federal laws. A veteran who wishes to be assessed for military credit or who will use veteran benefits must submit a copy of Form DD214 and/or DD295 to Belhaven University and contact the VA certifying official at their appropriate campus.

### **Admission Requirements**

- Official transcripts from all colleges or universities previously attended. Students applying with fewer than 12 semester hours of college credit must also submit an official high school transcript showing the date of graduation. A 2.0 grade point average (GPA) is required.
- A student who has earned the General Education Development (GED) certificate may be considered for admission. An official GED transcript must be provided from the State Department of Education of the state that issued the certificate; average standard score of 50, subscores of 45 or higher may be considered for admission.
- A minimum age of 21\*
- Must have one year of relevant work experience.
- All transfer credit must be college academic level with a minimum cumulative GPA of 2.0 on a 4.0 scale. Applicants whose native language is not English must provide evidence of proficiency in English by scoring 550 paper-based, or 79 internet-based on the Test of English as a Foreign Language (TOEFL). The TOEFL requirement may be waived under certain circumstances if English proficiency can be demonstrated through other reliable documentation.

### **\*Age Waiver**

In rare cases, the admission committee may waive the age requirements under the following guidelines:

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

### **Preliminary Admission**

Students who provide unofficial documentation (such as transcripts) but are missing official documentation may be admitted preliminarily. These students will be given 30 days from the beginning date of the first course to provide official documentation to the office of adult studies or risk being removed from class. A student cannot be certified for financial aid until he/she is officially admitted to the University.

### **Deferred Admission**

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

- GPA lower than 2.0.
- Insufficient work experience.
- Does not meet age requirement.

### **Readmission**

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

- Complete the reentry request form and return it at least one week prior to reentry.
- Contact the Director of Student Services, who will obtain re-entry clearance.
- Students should contact the Student Financial Services – Student Accounts office to make arrangements for payment and financial aid if applicable.

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

### **Transfer Credits**

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

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

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

Alternate credits may be accepted for transfer under certain conditions. Please consult the section on "Alternate Credits."

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

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

NOTE: Only 12 hours taken as a non-degree student may be applied toward a degree.

## **GRADUATE ADMISSION REQUIREMENTS AND PROCEDURES**

All communications regarding entrance to graduate program at Belhaven University should be addressed to the Admission Office of Adult and Graduate Studies at the appropriate campus. Eligibility for admission will be determined when the application, fees, transcripts, and applicable test scores have been received by the University.

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

#### **Regular Admission**

- A bachelor's degree in Business from a regionally-accredited college or university and an official transcript from the institution granting your baccalaureate degree and official transcripts of all graduate level work, if any.
- A professional resume which demonstrates a minimum of two years of significant full-time work experience. Full-time military service will be considered in lieu of other work experience.
- Successful completion (with a grade of C or better) of college algebra or a higher mathematics course.
- Proficiency in the English language as demonstrated by at least two years of successful academic work at the college or university level in the United States or by a minimum score of 550 paper-based, or 79 internet-based on the Test of English as a Foreign Language (TOEFL).
- A 2.8 cumulative undergraduate GPA.

- Those with 9 credit hours of master level courses in a comparable discipline, a 3.0 GPA or higher in each course, from a regionally accredited institution can be considered in lieu of undergraduate GPA.

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

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

#### **Preliminary Admission**

Students who provide unofficial documentation (such as transcripts) but are missing official documentation may be admitted preliminarily. These students will be given thirty days from the beginning date of the first course to provide official documentation to Adult Studies or risk being removed from class. A student cannot be certified for financial aid until he/she is officially admitted to the University. It is understood by all parties that, if for some reason a student is denied admission as a result of not having all documentation at the appropriate offices by the deadline stated, Belhaven University is not liable for any losses incurred to the student.

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

#### **Regular Admission**

- A bachelor's degree from a regionally-accredited college or university and an official transcript from the institution granting your baccalaureate degree and official transcripts of all graduate level work, if any.
- Proficiency in the English language, as demonstrated by at least two years of successful academic work at the college or university level in the United States or by a score of 550 or higher on the Test of English as a Foreign Language (TOEFL) administered by ETS.
- A professional resume which demonstrates significant work experience. Full-time military service will be considered in lieu of other work experience.
- Two letters of recommendation, with at least one recommendation from a current or former employer.
- A cumulative GPA of 2.5 on all undergraduate work or a cumulative on the last 60 hours of undergraduate work. Those with 9 credit hours of master level courses in a comparable discipline, a 3.0 GPA or higher in each course, from a regionally accredited institution can be considered in lieu of undergraduate GPA.
- CSM or CPM certification is accepted in lieu of testing requirements above for regular admission.

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

- Student has submitted all required documents for regular admission for the MPA program.
- The student has submitted an entrance essay which demonstrates why the student will be successful in the program to the Office of Admission.
- The application file has been reviewed and approved by the designated Admission Committee for Conditional Acceptance.

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

### **Master of Science in Leadership/Master of Science in Leadership - Ministry Concentration**

#### **Admission Requirements**

#### **Regular Admission**

- A bachelor's degree from a regionally-accredited college or university and an official transcript from the institution granting your baccalaureate degree and official transcripts of all graduate level work, if any.
- Proficiency in the English language, as demonstrated by at least two years of successful academic work at the college or university level in the United States or by a score of 550 or higher on the Test of English as a Foreign Language (TOEFL).
- A professional resume which demonstrates a minimum of two years of significant full-time work experience. Full-time military service will be considered in lieu of other work experience.
- Demonstration of ability to perform graduate level work as exhibited by one of the following:
  - At least 2.5 (on a 4.0 scale) in the last sixty hours of undergraduate study.

- Those with 9 credit hours of master level courses in a comparable discipline, a 3.0 GPA or higher in each course, from a regionally accredited institution can be considered in lieu of undergraduate GPA.

Applicants who do not meet the regular admission requirements, but show the potential for success in the M.S.L. program, may be admitted using the following criteria:

- Students whose undergraduate grade point average is below 2.5.
- The student may be asked to submit an essay or recommendations for review by the program committee.

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

## **Master of Fine Arts in Dance**

### **Regular Admission**

The following are required at the time of application:

1. Completed application for admission and \$25 nonrefundable application fee.
2. Submit official transcripts from college or university attended (undergraduate degree in dance or related area with a min. 2.8 GPA overall and a min. 3.0 GPA in Dance studies).
3. 300-500 word letter of intent to undertake graduate study.
4. Two letters of recommendation (one academic and one dance-related).
5. A professional resume (a minimum 2 years of field-related experience is preferred).
6. A writing sample (no more than 15 pages) which demonstrates analytical and verbal ability, preferably related to the field of dance.
7. A choreographic and/or performance sample from the last five years, 10-15 minutes, in DVD format.
8. Personal interview with the chair of the dance department and the director of MFA in Dance program.
9. Audition in person for the chair of the dance department and dance faculty for admission to the program.

## **Graduate School of Education Admission Requirements**

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

#### **Master of Arts in Teaching (MAT) Mississippi Alternate Route to Teacher Certification – Offered at the Jackson and DeSoto, MS campuses only. (The first two courses may be taken online)**

- Submit completed application of admission with fee of \$25.
- Applicants must have an earned degree Bachelor of Science or Bachelor of Arts Degree from a regionally accredited College or University.
- Applicants must have a cumulative grade point average (GPA) of 2.75 or a 2.75 GPA or higher on the last 60 credits earned toward a bachelor degree.
- If an applicant has a cumulative GPA of 3.0 or higher in 6 or more graduate credit hours from courses taken in an accredited and approved graduate program then the graduate course GPA will supersede the applicant's undergraduate GPA.
- Submit *Praxis Core Academic Skills for Educators Test (CORE)* scores (scores on all subtests must meet Mississippi licensure requirements).
- Submit Praxis II Specialty Area Test score (score in content area must meet Mississippi licensure requirements).
- Submit two recommendation forms, if requested.

#### **Master of Education (M.Ed.) and Master of Education in Reading Literacy (M.Ed.RL)**

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

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

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

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

**AND**

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

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

### **Proficiency in English**

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

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

- Submit a completed application for admission with fee of \$25.
- Non-degree seeking students must submit an official transcript from their undergraduate/graduate degree-granting colleges/universities.
- Non-degree seeking students, after attempting six semester hours, must either apply for admission as a degree-seeking student or make a request to be continued as a non-degree seeking student (maximum of 12 hours).

NOTE: Only 12 hours taken as a non-degree student may be applied toward a degree.

A student whose study at Belhaven University has been interrupted for three or more consecutive semesters must apply for readmission. The requirements for degrees in effect at the time of readmission must be completed. Any student suspended for academic reasons may be readmitted only upon the recommendation of the Graduate Teacher Education Council.

## **STUDENT FINANCIAL SERVICES REGULATIONS**

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

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

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

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

- All application fees and tech fees are nonrefundable.
- If a student wishes to cancel his/her enrollment agreement prior to beginning classes, Belhaven will cancel all obligations, except for books, supplies, or materials which are not returnable because of use, within 3 business days upon notification.
- All refunds/credits for charges to the student's account will be granted on the basis of the date on which notification of the intent to withdraw is received by student services and the student's last date of attendance and will be made within 30 days of the established withdrawal date.
- Courses Not Attended – For courses offered in modules, a refund/tuition credit of 100% will be given for all courses where no attendance has occurred.

- Course Withdrawal – When student services receives notification of a students’ intent to withdraw from a course prior to attending the first class meeting, a refund/tuition credit of 100% will be given for the course.
- If student services receives notification of the withdrawal prior to attending a second class meeting, a 75% refund/tuition credit will be given.
- No refunds/credits will be given for withdrawals after attending the second class meeting which is the census date.
- Program Withdrawal – When student services receives notification of a students’ intent to withdraw from the University or in cases of an administrative withdrawal, students will receive a 100% refund/credit for all courses for which the student has not attended.
- In cases where a student’s withdrawal is the result of extenuating circumstances such as student injury, prolonged illness or death or a natural disaster, Student Services should be contacted to obtain a qualified determination of whether the circumstance warrants an exception to the prescribed refund policy.
- For Georgia students - No-shows and students withdrawing from a course shall receive a 100% refund of applicable tuition and refundable fess (excluding the application fee) when the withdrawal is submitted prior to attending the course. Once attendance has occurred, a refund percentage shall be computed on a pro rata basis determined by dividing the number of class meetings remaining in the course (from the student's last date of attendance) by the total class meetings in the course. Students who withdraw from a course or the institution when the calculated percentage of remaining class meetings is 40% or less are not entitled to a refund of any portion of institutional charges.

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

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

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

The federal Title IV written refund policy and method of calculation is available in the Student Financial Services – Financial Aid office.

### **Other Financial Policies**

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

Any account balance due for any preceding session must be paid before a student will be enrolled for the succeeding session unless satisfactory payment arrangements have been made. The Registrar is not permitted to release transcripts until all indebtedness to the University is paid.

A student will be allowed to graduate only after he/she has settled with the student accounts office in Student Financial Planning all his/her indebtedness to the University.

All charges for the entire session are to be paid prior to the first class meeting unless satisfactory payment arrangements have been made. Students who are admitted to the University accept as contractual all the terms and regulations set forth in this catalogue and are liable for the payment of all charges and fees incurred during their stay at the University.

A student who has not made satisfactory arrangements with the student accounts office in Student Financial Planning regarding his account may be administratively withdrawn from Belhaven University.

## **Expenses**

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

**Atlanta Tuition** - <http://atlanta.belhaven.edu/tuition.htm>

**Chattanooga/Dalton Tuition** - <http://chattanooga.belhaven.edu/tuition.htm>

**Houston Tuition** - <http://houston.belhaven.edu/tuition.htm>

**Jackson Tuition** - <http://jackson.belhaven.edu/tuition.htm>

**DeSoto/Memphis Tuition** - <http://memphis.belhaven.edu/tuition.htm>

**Orlando Tuition** - <http://orlando.belhaven.edu/tuition.htm>

## **Special Fees (in addition to tuition and resource fees)**

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

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

## **Student Financial Services - Financial Aid**

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

Students should complete the following application procedures:

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

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

In applying for financial aid while attending Belhaven University in the adult studies program, the student acknowledges the following:

**Changes in the student's class schedule may result in cancellation of the loan application or delay in disbursement of the financial aid. Prior to any change in schedule, the student must contact the 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 from the appropriate program Student Services office. Failure to return on schedule, a second unscheduled interruption, or an absence not requested in writing may result in the adjustment or cancellation of student financial aid. This may result in beginning the grace/repayment period of a Federal Direct Loan effective the last date of attendance.

In the event a student drops from a course before the course begins with intentions to re-enter the next course in sequence, the regular financial aid disbursements will be adjusted accordingly or may result in cancellation.

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 based on Federal regulations for Title IV funds. Students must be personally responsible for the financial aid ramifications of any withdrawal from the adult studies program.

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

#### **Other Financial Aid Programs:**

**Veterans' Benefits:** Certain armed service veterans and dependents who qualify under federal laws administered by the Veteran's Administration are eligible to receive educational benefits. Information about these programs may be obtained by writing the state veterans administration office.

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

#### **Satisfactory Academic Progress**

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

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

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

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

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

1. A student must maintain a cumulative GPA of 2.0 or better.
  - A. Transfer students – Belhaven University does not transfer grades from previous schools (credits toward a degree are accepted, but grades are not accepted). Cumulative GPA will be calculated based only on the student's work at Belhaven.
  - B. Some financial aid programs require a higher GPA than what is required to maintain SAP. A student could meet the requirements for SAP, but still lose eligibility for one or more financial aid programs. Some examples are Mississippi Tuition Assistance Grant (MTAG), Mississippi Emanate Scholars Grant (MESG), and TEACH Grant. This is not an exhaustive list. A student should be aware of the requirements necessary to maintain eligibility for all of his or her financial aid programs.
  - C. A student receiving an institutional academic scholarship (Belhaven University Scholarship, Transfer Academic Scholarship, or a PTK Scholarship) from Belhaven University must maintain a cumulative GPA of 2.0 or better to keep his or her institutional scholarship.



2. A student must successfully complete at least 67% of his or her cumulative course work attempted [668.34(a)(5)]. This is calculated by the number of hours earned divided by the number of hours attempted.
  - A. All courses attempted at Belhaven University and those taken elsewhere, which are recognized by the Registrar's Office as part of the student's current program of study, with the exception of remedial courses, are counted as hours attempted. Remedial courses are not considered part of the student's attempted hours.
  - B. Classes from which a student withdraws (W), withdraws passing (WP), or withdraws failing (WF) are counted as hours attempted. Classes with a grade of W, WP, and WF are not considered part of a student's GPA calculation.
  - C. Credit hours earned by testing or other non-standard means are counted in the SAP calculations as both hours attempted and hours earned. This includes hours earned from exams, AP courses, CLEP, PEP, DANTEs, and military credits.
  - D. Repeated classes are considered part of the hours attempted. A student can receive financial aid for repeating a class as long as he or she earned an "F" in the class. A student can receive financial aid once for repeating a class that he or she has passed.
  - E. A course with a grade of incomplete will be counted as hours attempted [668.34(a)(6)], but not earned. A student may request his or her SAP be reevaluated once a final grade has been posted.
3. A student who exceeds 150% of the required hours for his or her program is not making SAP. *Once a student, pursuing a 124 hour degree, attempts 186 hours (150% X 124 hours) he or she will no longer be making SAP.* Hours used in determining whether a student has reached 150% are defined as hours attempted in #2.
  - \* Students deemed not making SAP and taking classes during the summer can have their SAP reevaluated with their summer work included. It is the student's responsibility to request a reevaluation.

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

*Good Standing* – eligible to receive financial aid

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

*Financial Aid Warning* – eligible to receive financial aid

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

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

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

*Financial Aid Probation* - eligible to receive financial aid

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

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

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

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

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

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

### Reestablishing Financial Aid

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

**SPECIAL NOTE:** A veteran student who has been placed on probation for three consecutive three-hour courses and does not achieve the required GPA of 2.0 will be reported to Department of Veteran Affairs as not meeting the standards of progress.

## STUDENT LIFE

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

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

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

The Kilt [http://www.belhaven.edu/pdfs/campus\\_life/TheKilt.pdf](http://www.belhaven.edu/pdfs/campus_life/TheKilt.pdf)

### Grievance Policy for Written Student Complaints

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

### Academic Grievances

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

concerned.

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

1. The student should contact the faculty member for discussion within seven days of receiving the grade.
2. If the student continues to feel justified in making a grade appeal, the student should email the Dean of Faculty describing the circumstances and including supporting documentation for the appeal.
3. The Dean of Faculty sends the appeal information to the Instructor who has two business days to respond.
4. The Dean of Faculty will consider the appeal and response and determine the appropriate disposition.
5. The Dean of Faculty notifies the student in writing of the decision and a copy of all correspondence will be forwarded to Student Services and the Registrar's Office for placement in the student's file.
6. In cases where the Dean of Faculty is the Instructor, the Assistant Vice President of Adult Studies handles the appeal.

All decisions by the Dean of Faculty are final.

### **Academic Disability Accommodation**

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

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

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

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

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

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

### **Anti-hazing Policy (Florida)**

In compliance with Florida statutory requirements, the following anti-hazing policy is in effect: Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purposes of initiation or admission into or affiliation with or as a condition for continued membership in any organization operating under the sanction of or recognized by Belhaven University is expressly prohibited at Belhaven University.

### **Career Development**

Appropriate employment information that is provided by employers to Belhaven University will be posted on the online job board that is accessible through <http://bcblazenet.belhaven.edu>, the campus intranet. Students and alumni can access the job board using an assigned user name and password.

On the Jackson campus, job placement and career planning services are provided for Belhaven University students and alumni through the office of student services.

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

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

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

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

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

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

To supplement resources provided by the Warren A. Hood Library, Houston students who are Texas residents may utilize TexShare, an extensive library network of public and academic libraries. Among the services available through TexShare are remote access to online databases and a card that allows some checkout privileges at member libraries, including libraries at publicly funded state universities. The Houston Public Library system is a member of TexShare. Any Texas resident who holds a valid library card to a TexShare-member institution may take advantage of these resources. Students are responsible for any incidental fees, interlibrary loan fees, copy fees, fines, etc.

Belhaven students who are Memphis area residents are allowed library use and privileges at the University of Memphis. Students may request a "Special Privilege Card" by showing a photo ID, such as a driver's license, and completing a form which is available in the McWherter Library Circulation Department (University of Memphis, Main Library). Students are responsible for any incidental fees, interlibrary loan fees, copy fees, fines, etc.

To supplement resources provided by the Warren A. Hood Library, Belhaven University has an agreement with the University of Central Florida (UCF) to make UCF library resources and services available to Belhaven University students. The services provided through UCF's library include circulation of materials, interlibrary loan, research and document delivery services. Students desiring to use UCF resources must first request a "Special Borrower" card from Belhaven's Academic Dean at the Orlando Campus. Students are responsible for any incidental fees, interlibrary loan fees, copy fees, fines, etc.

In addition, Orlando students have access to services at the Reformed Theological Seminary (RTS) (Orlando Campus). Available services include in-house use of library resources and circulation of up to five titles. RTS will issue a library card to Belhaven students who present a valid ID, phone number, and email address. Students are responsible for any incidental fees, interlibrary loan fees, copy fees, fines, etc.

### **Belhaven Bookstore**

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

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

### **Textbooks**

Students will participate in the book borrowing plan. Students will be issued a textbook prior to each course start and must return the textbook once the course is completed. Students may purchase new textbooks at a rate charged for all new textbooks or purchase books that have been used multiple time at a rate charged for used textbooks. A maximum of two classes' textbooks can be signed out to the student. In the event a student requests textbooks for any classes beyond the two class maximum, no further textbooks will be issued until a return is initiated.

### **Accounting Office**

Jackson adult and graduate students should contact the student accounts office in Student Financial Planning located on the first floor of Preston Hall.

Atlanta, Chattanooga, Dalton, Desoto, Houston, Memphis, and Orlando students can contact the Office of Student Financial Planning concerning their tuition accounts toll-free at 1-800-960-5940 and ask for Student Financial Planning.

### **Writing Center (Jackson Campus)**

The writing center is available to help students with composition, reading comprehension, note-taking and research/study skills. The writing center is in operation during the fall and spring semesters. Hours of operation vary with each semester but are posted throughout the campus. The center is not open during the summer months. Students may come by during regular business hours, or they may call (601) 968-5916 to schedule an appointment. Individual tutors are available at branch campuses.

### **Mathematics Lab (Jackson Campus)**

The mathematics lab is available to help students with math skills. The lab is in operation during the fall and spring semesters. Hours of operation vary with each semester, but are posted throughout the campus. The center is not open during the summer months. Students may come by during regular business hours, or they may call 968-8710 to schedule an appointment. Individual tutors are available at branch campuses.

### **Alpha Sigma Lambda Honor Society**

Alpha Sigma Lambda is a national honor society which was founded "to recognize adult students in continuing higher education who achieve academic excellence while managing the responsibilities to family, work, and the community."

Eligibility for the honor society is open to matriculated undergraduate Adult Studies students who

1. have earned 24 or more credits at Belhaven University, and a total of 90 credits.
2. are in the top ten percent of the student pool remaining after completion of step one, and
3. have a GPA of 3.5 or above.

Letters inviting eligible students to join the honor society are issued once a year, in the spring term.

## **ALUMNI SOCIETY**

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

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

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

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

<b>Year</b>	<b>Name</b>	<b>Award</b>
1962	Elizabeth Spencer, '42	Alumna of the Year
1963	Virginia Hoogenakker, '43	Alumna of the Year
1964	Minter Gillespie, '44	Alumna of the Year

1965	Sarah Barry Gillespie Wilson, '35	Alumna of the Year
1966	Mary Virginia Alexander, '36	Alumna of the Year
1970	Bess Caldwell, '30	Alumna of the Year
1971	Aleline Hill Ostwalt, '41	Alumna of the Year
1972	Mary Katherine Knoblock McCravey, '32	Alumna of the Year
1973	Frances Preston Mills, '23	Alumna of the Year
1974	Mary Taylor Sandefur Sigman, '44	Alumna of the Year
1975	Woodrow Wilson Benton, Jr., '63	Alumnus of the Year
	John Harrison Campell, III, '56	Alumnus of the Year
	Charles Lowry Echols, '59	Alumnus of the Year
	Thomas Ennis Elkin, '62	Alumnus of the Year
1976	Lulu Williams Anderson, '23	Alumna of the Year
	Thomas Maynor, '61	Alumnus of the Year
1977	Thomasina Blissard, '46	Alumna of the Year
	Elizabeth Caldwell Swindell, '27	Alumna of the Year
1978	Bettye Quinn, '58	Alumna of the Year
1980	Janie Eldredge Languirand, '40	Alumna of the Year
1982	Verne R. Kennedy, '63	Alumnus of the Year
1983	Clarence Chapman, '69	Alumnus of the Year
1984	Margaret Weathersby, '43	Alumna of the Year
1985	James H. Hood, '75	Alumnus of the Year
1986	Evelyn Tackett, '56	Alumna of the Year
1987	William K. Wymond, '67	Alumnus of the Year
1988	Janet McDonald, '25	Alumna of the Year
1990	Janie G. Rugg, '64	Alumna of the Year
1991	Beth Irby Milam, '41	Alumna of the Year
1992	Sue Hathorn, '77	Alumna of the Year
1993	Catherine K. Teixeira, '38	Alumna of the Year
1994	Lynn Stringer, '71	Alumnus of the Year
1995	Newt, '63 and Becky, '64 Wilson	Alumni of the Year
	Martha Harris Campbell, '53	Community Service Award
	Peggy B. Miller, '58	Church Service Award
1996	Elizabeth "Tay" P. Wise, '37	Alumna of the Year
	Sarah B. Buffington, '41	Community Service Award
	Clay, '74 and Darleen, '73 Quarterman	Church Service Award
1997	Ruth Giles, '37	Alumna of the Year
1998	Caroline W. Bennett, '33	Alumna of the Year
	Ronald W. McKinney, '67	Community Service Award
	William "Buck" Mosal, '59	Church Service Award
1999	Gary, '72 and Susan, '73 Bouer	Alumni of the Year
	Sarah Jane Givens Alston, '59	Community Service Award
	Helen S. Martin, '61	Church Service Award
2000	William Frisbee, '61	Alumnus of the Year
	Ruth W. Brewbaker, '88	Community Service Award
	Carolina "Dessie" Anderson Caulfield, '38	Church Service Award
2001	Robert "Max" Taylor, Jr., '72	Alumnus of the Year
	Mary Evelyn "Ebbie" Spivey, '77	Community Service Award
	Mary Elizabeth "Bibby" Swayze, '58	Church Service Award
2002	Palmer Robertson, '59	Alumnus of the Year
	Stewart Edwards, '92	Young Alumnus of the Year
	Shirley C. Hall, '90	Community Service Award
	Bebo Elkin, '68	Church Service Award
	Mark Windham, '77	Jim Park Business Award
	Brenda Wolfe, '94	Bettye Quinn Education Award
	Nehemiah Flowers, Jr., '97	Distinguished Aspire Award (Jxn.)
	Brian D. White, '86	Distinguished Aspire Award (Mem.)

2003	Dominic Aquila, '68	Alumnus of the Year
	Margaret Suttle, '62	Church Service Award
	Richard Whitlock, '82	Community Service Award
	Dale Darden Anderson, '78	Bettye Quinn Education Award
	Edward St. Pe, '99	Jim Park Business Award
	Michael Holman, '91	Young Alumnus of the Year
2004	Sherron George, '70	Alumnus of the Year
	Brister Ware, '58	Church Service Award
	Kim Sessums, '80	Community Service Award
	Joel Bomgaars, '03	Young Alumnus of the Year
	Patrick Norman, '01	Young Alumus of the Year
	Nathan McNeill, '03	Young Alumnus of the Year
	William Dale Nutt, '79	Bettye Quinn Education Award
	Bond Christie, '77	Jim Park Business Award
	Lee Ann Mayo, '99	Distinguished Aspire Award (Jxn)
	Don Gleason, '04	Distinguished Aspire Award (Orl.)
2005	Jimmy Turner, '58	Alumnus of the Year
	Don Gahagen, '59	Church Service Award
	Phil Hardwick, '82	Community Service Award
	Barbara Porter, '70	Bettye Quinn Education Award
	Timothy M. Quinn, '95	Young Alumnus of the Year
2006	George Hunsberger, '66	Alumnus of the Year
	Don Elliott, '70	Church Service Award
	Ann M. Maynor, '61	Community Service Award
	Brian Perry, '97	Young Alumnus of the Year
	Leon A. Henry, Jr., '75	Bettye Quinn Education Award
2007	Ronald W. McKinney, '67	Alumnus of the Year
	Emett H. Barfield, '57	Church Service Award
	E.C. Harpe, '73	Community Service Award
	Beverly H. Peden, '91	Bettye Quinn Education Award
	Michael J. Peters, '77	Jim Park Business Award
	Andrew Camenisch, '98	Young Alumnus of the Year
2008	J. Joseph Stroble, '70	Alumnus of the Year
	John S. Leonard, '77	Church Service Award
	Ellza C. Jones, '58	Bettye Quinn Education Award
	Emma McCain, '32	Community Service Award
	Andrew Mattiace, '74	Jim Park Business Award
2009	Mark J. Windham, '77	Alumnus of the Year
	Grant F. Callen, '05	Young Alumnus of the Year
	Erma E. Driver, '04	Community Service Award
	John E. Eichelberger, '76	Jim Park Business Award
	Beverly C. Weathersby, '78	Bettye Quinn Education Award
	Peggy P. Skattebo	Church Service Award
2010	Gregory D. Jordan, '73	Alumnus of the Year
	Heather L. Ivery, '00	Young Alumna of the Year
	Florence R. Scott, '60	Church Service Award
	Corinne Fox, '63	Community Service Award
	Lynn G. Beck, '74	Bettye Quinn Education Award
	W. Wayne Husband, '72	Jim Park Business Award
2011	James "Bebo" Elkin, '68	Alumnus of the Year
	Brad White, '06	Young Alumnus of the Year
	Tom Kay, Jr., '62	Church Service Award
	Evelyn Tackett, '56	Spirit of Belhaven Award
	Ann Scott, '77	Bettye Quinn Education Award
	Billy Sims, '76	Jim Park Business Award
2012	F. Stewart Edwards '92	Alumnus of the Year

	Bonnie McDonald Grubbs '08	Young Alumnus of the Year
	Thomas R. Patete '64	Church Service Award
	Jane Everly '85	Bettye Quinn Education Award
	J. Thomas Grantham, Jr. '71	Jim Park Business Award
2013	Larry and Salley Mills '61	Alumnus of the Year
	Danny Massie '68	Church Service Award
	Lois Hayes '67	Bettye Quinn Education Award
	Dan Marks '98	Jim Park Business Award
	Virginia Morris '67	Spirit of Belhaven Award

## ACADEMIC PROGRAMS

### REQUIREMENTS FOR DEGREES

The adult studies division of Belhaven University offers courses leading to associates, bachelors, and masters degrees. In addition to earning a prescribed minimum number of semester hours credit and maintaining an overall C average (2.00 GPA), a candidate for an undergraduate degree from Belhaven University must complete basic course requirements, meet all departmental requirements for a major, complete the online application for degree, and fulfill all financial obligations to the University. A candidate for a graduate degree must fulfill the same requirements and obligations and maintain an overall B average (3.00 GPA).

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

#### Degrees

**Certificate in Biblical Studies**

**Associate of Arts**

**Associate of Arts in Biblical Studies**

**Associate of Arts in Business**

**Associate of Arts in Christian Ministries**

**Bachelor of Arts in Applied Psychology**

**Bachelor of Arts in Biblical Ministries**

**Bachelor of Arts in Biblical Studies**

**Bachelor of Arts in Interdisciplinary Studies**

**Bachelor of Arts in Social Services**

**Bachelor of Arts in Social Services – with a Christian Ministries Concentration**

**Bachelor of Business Administration**

**Bachelor of Health Administration**

**Bachelor of Science in Management**

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

**Master of Arts in Teaching**

**Master of Business Administration**

**Master of Business Administration – with a Leadership Concentration**

**Master of Business Administration – with a Sports Administration Concentration**

**Master of Business Administration – with a Human Resources Concentration**

**Master of Business Administration – with a Health Administration Concentration**

**Master of Education – Teacher as Leader/Elementary or Secondary Emphasis**

**Master of Education – Educational Technology Emphasis**

**Master of Education – National Board Emphasis**

**Master of Education in Reading Literacy**

**Master of Fine Arts in Dance**

**Master of Public Administration**

**Master of Science in Leadership**

**Master of Science in Leadership – with a Human Resources Concentration**

**Master of Science in Leadership – with a Ministry Concentration**



### **Academic Advising**

Student Services will acquaint students with options in developing a plan for degree completion at the time of orientation. To complete all graduation requirements, a student may find that he/she will need to meet these requirements outside of the set programs.

These courses may be taken concurrently with other set courses if the student wishes to complete a degree in less time. After a student enrolls in the adult studies program, courses taken at other institutions of higher learning must be approved by the Registrar. Students can access the “Request to Take a Course at Another Institution” form on <http://bcblazenet.belhaven.edu>. Concurrent enrollment in two institutions must be approved by the Registrar’s office.

The Jackson Student Services office will acquaint Jackson education students with options in developing a plan for degree completion. Atlanta, Chattanooga, Dalton, Desoto, Houston, Memphis and Orlando students should make an appointment to meet with Student Services. Questions regarding a degree plan should be directed to Student Services.

### **Residence Requirement**

Belhaven University requires of all candidates for an undergraduate degree a minimum residence as follows. The last 31 semester hours of work must be earned in residence for a Bachelor’s Degree with the exception that a student who has completed at least 90 hours at Belhaven University may request permission from the Registrar to complete the final 12 hours required of his/her degree at another accredited senior college or university . Students who have completed at least 60 hours may complete nine hours off campus; those with at least 31 hours may complete six hours.

Belhaven University requires of all candidates for an undergraduate degree a minimum residence as follows. The last 17 semester hours of work must be earned in residence for the Associates degree. For a graduate degree, Belhaven University requires of all candidates a minimum residence of one year. The last 12 semester hours of work must be earned in residence.

### **Second Degree Requirements**

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

### **Progress Toward Degree**

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

### **General Education Goals**

#### **Requirements for the Baccalaureate Degree**

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

General education courses listed above, core courses required for the degree and electives must total a minimum of 124 semester hours.

### **Course Enrollment Regulations**

- Students who have transferred to Belhaven University will be required to complete nine hours of Bible courses, BIB 214 (Old Testament History), BIB 215 (New Testament History), and WVC 301 (Christian Interpretation of Life), at Belhaven University.
- Students must enroll in WVC 401 (Kingdom Life: Family and Workplace) only in their last 21 hours.

### **Subsequent Credentials Policy**

Students seeking a subsequent (second, third, etc) credential (certificate, bachelor degree, master degree, etc) will be required to complete at least 50% of the requirements of the subsequent credential as discreet credits. Separate graduation/degree completion fees will also be required even if completion is simultaneous.

## ADMINISTRATION OF THE CURRICULUM

### The Semester System

Students receive course credit toward graduation on the basis of semester hours. Semester hour credit for each course is shown in the Required Courses section. All students are required to have 124 semester hours to receive a baccalaureate degree.

### Courses

- Belhaven University reserves the right to cancel any course for which there is an enrollment of fewer than 12 students.
- Credit hours are indicated in parentheses following course titles.
- Graduate courses are designated by 500 and 600 numbers.

### Departmental Abbreviations

Art	ART
Biblical Studies and Ministries	BIB
Biology	BIO
Bachelor of Business Administration	BBA
Bachelor of Health Administration	BHA
Business	BUS
Criminal Justice	CJU
Clinical Pastoral Education	CPE
Computer Science	CSC
Dance	DAN
Economics	ECO
Education	EDU
English	ENG
History	HIS
Interdisciplinary Studies	IDS
Mathematics	MAT
Ministry	MIN
Psychology	PSY
Reading	REA
Master of Business Administration	MBA
Master of Health Administration	MHA
Master of Science in Leadership	MSL
Master of Public Administration	MPA
Master of Sports Administration	MSA
Sociology	SOC
Worldview Curriculum	WVC

### Grades and Quality Points

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

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

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

counted as hours attempted. Only the grades listed immediately above carry quality points. Cumulative totals are also computed following each completed grade period.

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

**Academic Standing**

**Undergraduate**

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

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

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

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

**Graduate**

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

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

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

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

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

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

### **Incomplete**

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

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

### **Failure: Repeated Courses**

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

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

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

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

The following stipulations apply to this policy:

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

### **Administrative Withdrawal**

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

### **Classification**

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

### **Course Load**

In the adult studies program, a normal course load in a four-month period should not exceed 12 semester hours. Any exceptions to this policy will be approved by the Academic Dean. Approval will be on the basis of the student's previous record of achievement and the course in which he/she wishes to enroll. No student may receive credit for more than 18 hours in a four-month period.

In the graduate teacher education program, the maximum course load is six semester hours per session. Requests to exceed the maximum of six hours must be made to the Director of Graduate Teacher Education and will be reviewed primarily on the basis of the student's previous record of achievement and the courses in which he/she wishes to enroll. No students may receive credit for more than nine hours in a session under any circumstances.

### **Grade Reports**

At the conclusion of an Adult Studies course, final grade reports will be available on <http://bcblazenet.belhaven.edu>. In the graduate teacher education program, final grade reports are available on <http://bcblazenet.belhaven.edu> at the end of each term or session. The Office of the Registrar will not show students their grades. Grades will not be discussed or given out by phone or e-mail. Course grade reports will indicate course completed, credit received, and grades assigned.

### **Transcripts**

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

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

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

Belhaven University accords all the rights under law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the act.

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

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

### **Class Attendance Policy**

Class attendance is mandatory. The nature of the adult studies program requires that students be present for the concentrated class once a week and the extension of that class into the periodic student group meeting. It is imperative that students attend every class and group meeting; however, since extreme circumstances may occur, the following attendance policies will ensure that the full course material is received by each student.

- Class attendance records are maintained by the instructor and submitted online the morning following the class meeting. Study groups monitor attendance internally, and their end-of-course reports become part of the weekly attendance totals. Each faculty member verifies the site of the meeting place for each group and the weekly study group attendance as documented on study group logs.
- Class attendance sheets, study group logs, and grade rosters are turned into the Professor on the last night of class.
- Any student who misses more than 20 percent of a course will receive an F for the course. Students also are not allowed to miss more than 20 percent of the study group meetings for a course and will receive an F in the course if they do so.
- Special circumstances may be referred to the Academic Dean through the Director of Student Services.

### **Academic Plan**

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

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

### **Registration at Other Institutions**

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

### **Academic Lists**

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

Undergraduate:

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

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

Graduate:

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

### **Graduation with Honors**

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

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

To graduate "with honors," a student must have earned a minimum of 45 academic hours carrying quality points at Belhaven University and a 3.4 cumulative grade point average at Belhaven University. Honors are not given at the associate degree or master degree level.

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

### **Independent Study**

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

Students must complete a Change of Academic Plan Form and obtain permission from the Academic Dean and Student Services in order to register for the course. The professor is not authorized to grant final approval for an independent study course. The request should be made as soon as possible, but must be submitted to the Academic Dean no later than the last day to enter a course or change enrollment status.

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

### **Tutorial Work**

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

### **Veterans' Regulations**

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

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

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

- **National Accreditation Transfer**

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

- **Standardized Testing**  
Belhaven University recognizes the CLEP, Dantes, AP and ACT PEP standardized tests for credit and accepts the recommended score scale. Alternative credit, including CLEP, AP, and ACT PEP may not exceed 30 hours. Students may not CLEP core courses in their major. CLEP courses, when allowed, become Gen Eds or electives and a part of the alternative credit limit.
- **Foreign Language Proficiency Exams** (not applicable to Adult Studies)  
Foreign students may not register for credit in their native language. Students may earn college credit for Spanish, French, or German only by taking the CLEP examination at the elementary or intermediate levels. Students may earn up to the required number of credit hours in the general education core for their major in a single language through completion of the CLEP examination with the CLEP examination with a minimum score of 50 or above or through proficiency credit. The CLEP standardized examination will preclude the use of departmental examinations except in those areas where CLEP examinations are not available.

The method of testing and the level of proficiency to be awarded for languages other than Spanish, French, or German will be determined by the chair of the foreign language department or their designee. For testing other than CLEP, a \$100 fee is charged for administering a proficiency exam; an additional fee of \$100 is charged if the exam is completed, but no semester hours, grades or quality points will be awarded.

- **Correspondence Courses**  
A student may apply a maximum of six semester hours of correspondence credit to satisfy degree requirements. The Registrar must approve correspondence work in advance. Credit in major courses or core courses for degrees may not be earned by correspondence.
- **Military Credit**  
Credit for military service may be awarded as four credit hours of physical education if credit has not already been achieved in this area. These credits are awarded as non-academic hours. Other military training courses are individually assessed by the American Council on Education (ACE) recommendations.
- **Prior Learning Assessment (PLA)** (Maximum credit - 15 hours)  
Belhaven University is among more than 600 colleges and universities involved in assessing documented learning for academic credit toward an undergraduate degree. The Council for Adult and Experiential Learning (CAEL), an educational association founded in 1974 to promote the acceptance of the awarding of college credit for documented and experiential learning, has led the way in developing and implementing assessment techniques. Belhaven University uses the guidelines developed by CAEL. **In order for the credit to be granted officially and recorded on the transcript, the applicant must have completed successfully a minimum of 12 semester hours of academic course work at Belhaven University.** This type of credit is not necessarily transferable into or out of Belhaven University. A \$150.00 assessment fee is paid at the time the portfolio is turned in for assessment. Upon awarding of credit, the student is charged \$75.00 per semester hour of credit and must pay the full amount before the credits are recorded on the student's permanent record.

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

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

- **Experiential Learning - Portfolio II**

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

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 campus Dean.

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

## **COURSES OF INSTRUCTION**

Please contact the campus of your choice for the available degree programs.

## **CERTIFICATE PROGRAM**

### **Certificate in Biblical Studies**

Eighteen hours of course work selected from BIB 334, 335, 341, 344, 345, 375, 385, 395 and 470.

## **ASSOCIATE DEGREE PROGRAMS**

### **Graduation Requirements**

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

### **Associate of Arts**

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

### **Associate of Arts**

62 hours (63 Houston) to include BIB 214, 215, WVC 301, BIO 125, EDU105, 106, ENG103, 108, 203, 204, HIS108, 205, MAT 202 and electives. Houston students are also required to take BUS 205 and CSC 102.

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

Associate of Arts in Biblical Studies (A.A.B.S.) prepares students for further study in biblical ministry.

A.A. in Biblical Studies: 62 hours to include BIB 214, 215, WVC 301, BIO 125, EDU 105, 106, ENG 103, 108, 203, 204, HIS 108, 205, MAT 202 and 12 hours from the following: BIB 334, 335, 341, 344, 345, 375, 385, 395, 470.



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

A.A. in Business: 62 hours to include BIB 214, 215, WVC 301, BIO 125, EDU 105, 106, ENG 103, 108, 203, 204, HIS 108, 205, MAT 202, and BUS 304, 309, 320 and 326.

## **BACCALAUREATE DEGREE PROGRAMS**

### **Graduation Requirements**

- Successful completion of at least 124 semester hours.
- Successful completion of the bachelor core curriculum and all other courses taken at Belhaven University with a minimum cumulative grade point average of 2.0.
- Satisfaction of Belhaven's general education requirements  
Written Communication Skills: Six semester hours  
Literature: Six semester hours  
Science: Four semester hours  
Mathematics: Three semester hours  
History: Six semester hours  
Biblical Studies: Nine semester hours  
Kingdom Life: Family and Workplace: Three semester hours
- Payment of all tuition and fees.
- Applications for degree completion audits must be made online by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.

### **Program of Study**

The bachelors program of study consists of a total of 124 semester hours with a minimum 2.0 cumulative grade point average. If additional hours are required to reach 124 semester hours to fulfill degree requirements, they may be obtained in the following ways:

- Correspondence courses approved by the Registrar
- Traditional academic college courses from regionally-accredited institutions (under certain circumstances and when approved by the Registrar)
- Transfer Credit from nationally-accredited institutions at the 100/200 level.
- Portfolio I - documented learning; Portfolio II - college-level learning essays, upon completion of EDU 290
- Standardized examinations (CLEP, PEP, USAFI)
- Guided studies

### **General Education Required Coursework**

All students seeking a bachelor's degree must complete BIB214, 215, BIO 125, EDU105 (BUS 205 for Houston), 106, ENG103, 108, 203, 204, HIS108, 205, MAT 202, and WVC301.

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

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

**B.A. in Applied Psychology:** 124 hours to include all General Education coursework as well as PSY203, 243, 304, 312, 331, 332, 340, 352, 353, 355, 420, 461, WVC 401, electives and 6 hours from the following: PSY 342, 343, 362 and 442.

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

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

Students meet one night a week for four hours of classroom instruction and one night a week in their project teams.

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

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

The Interdisciplinary Studies Program is designed for the student who wishes to have a broad educational experience with course work in 2-5 different disciplines. It allows the student to customize their course of study into areas of interest, and allows them to make the best use of previous college credits. An important goal in the Interdisciplinary Studies Program is to help students in their ability to appropriately interrelate their study and the Christian faith. In addition to the 2-5 Interdisciplinary Majors which form this program, students will complete a general education core. Students meet one night a week for four hours of classroom instruction and periodic project teams.

**B.A. in Interdisciplinary Studies:** 124 hours to include all General Education coursework as well as IDS 499, WVC 401 and 42 hours of course work from 2-5 area concentrations.

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

### **Bachelor of Arts in Social Services**

Belhaven University seeks to introduce all students to the study of human behavior and mental processes within a Christian context. This program is designed to provide a foundation of knowledge in the field of social services and to prepare students for future study in the fields of social services. Emphasis is placed on developing the students' abilities to understand and to apply social services in their everyday lives. An important goal in all social service courses is to help students in their ability to appropriately interrelate their study of social service and the Christian faith.

Students meet one night a week for four hours of classroom instruction and periodic project teams.

**B.A.S.S.:** 124 hours to include all General Education coursework as well as BIB 360, PSY 203, 243, 312, 340, 342, SOC 101, 201, 202, 220, 310, 350, 351, 370, WVC 401 and electives.

#### **B.A.S.S. with a concentration in Christian Ministries**

Bachelor of Arts in Social Services with a concentration in Christian Ministries provides a foundation of knowledge in the field of social services and to prepare students for practice or additional study in Christian Ministry. Students who wish to complete Bachelor of Arts in Social Services with a concentration in Christian Ministries must complete the requirements for a BASS degree as listed above along with 12 credit hours chosen from BIB 334, 335, 344, 345, 375, 385, 395 and 470.

### **Bachelor of Business Administration**

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

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

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

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

**B.B.A.:** 124 hours to include all General Education coursework as well as BBA 302, 320, 321, BUS304, 309, 320, 326, 360, 363, 412, 414, 418, 419, 420, ECO 407, MAT 345, WVC 401, and electives.

### **Bachelor of Health Administration**

The Bachelor of Health Administration is designed to integrate a foundation of general education with healthcare management theory and practical expertise that prepares the graduates for management positions in healthcare. The health administration curriculum addresses the basic body of knowledge, understanding, and skills identified to be relevant to healthcare administration:

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

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

### **Bachelor of Science Management**

The Bachelor of Science in Management program is ideal for adults wanting to focus upon management and leadership in business. The curriculum emphasizes the roles of leaders in organizations and includes courses in communications, decision-making, business law, human resources, marketing, entrepreneurship, and international management. Students are required to meet for class once a week and are required to participate in periodic study group meetings which are designed to enhance the learning process and the development of problem-solving skills. Study groups must meet a minimum of four hours per week, and their activities are monitored by their professors.

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

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

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

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

## **COURSE DESCRIPTIONS FOR UNDERGRADUE DEGREE PROGRAMS**

*Note: Below are listings of all courses offered in the adult studies programs at Belhaven University; however, not all of these courses are offered at each campus.*

### **Art (ART)**

#### **245 Messages of Art (3).**

This course will focus on equipping students in righteous judgment as it relates to art through application of a model set of critical tools. Emphasis will be placed on identification, analysis, and evaluation of work from key movements and individuals in the history of art as well as artistic components of contemporary culture.

### **Biblical Studies (BIB)**

#### **214 Old Testament History (3).**

A historical survey of the Old Testament and some of its basic themes, with an emphasis on the character of the God who reveals Himself through the Bible. Since God has created humankind in His image for fellowship with Him, there is consistent reference to the terms of that relationship. God is presented as holy, loving, sovereign, while people are presented as responsible for loving God, loving their neighbor, and caring for all that God has created. Attention is given to the promises and demands God makes which are relevant in our relationship with Him today.

#### **215 New Testament History (3).**

This course is a historical survey of the New Testament and some of its basic themes, with an emphasis on Jesus Christ as God who became a human being. Since Jesus came to seek and to save the lost, attention is focused on the salvation He came to bring and how it is received. Since Jesus continues to be God, attention is given to His Lordship over history and human life. The implications of His Lordship for our lives today are examined.

#### **334 Law Books and Wisdom Literature (3). Pre-req: WVC 301**

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

#### **335 Gospels and Letters (3). Pre-req: WVC 301**

#### **341 Doctrines and Practical Implications (3). Pre-req: WVC 301**

A historical and systematic survey of Christian doctrine as set forth in Scripture. A critical investigation of the doctrines of Scripture, God, the Trinity, creation, covenant, and human beings.

#### **344 Israel's History (3). Pre-req: WVC 301**

This course is an exploration of the main events, characters, places, and historical situations of the Old Testament.

#### **345 Kingdom History (3). Pre-req: WVC 301**

This course is an exploration of the main events, characters, places, and historical situations of the New Testament. A critical investigation of the doctrines of Scripture, God, the Trinity, creation, covenant, and human beings.

#### **360 Christian Social Responsibility (3). Prereq.: WVC 301.**

Specific biblical teachings from both the Old and New Testament are presented as the foundation for serving God in a world filled with social needs.

#### **375 Outreach Ministry in Context (3). Pre-req: WVC 301**

A practical study of a shepherding model of personal Christian service, with particular focus on developing ministry knowledge and skills for working in the student's specific, real-life context. The course explores Christian ministry in broad enough terms as to apply to any Christian seeking to be of kingdom service to Jesus, but with a practical application to normal social settings and contexts.

- 385**     **Shepherding Ministry in Context (3).** Pre-req: WVC 301  
This course examines biblical models for Christian ministry, focusing especially on service toward others. The topics include: qualifications for Christian leadership, how to recognize and use spiritual gifts, and how to develop a ministry plan for a specific audience. The course emphasizes personal spiritual development as an essential part of engaging in any Christian ministry.
- 395**     **God’s Kingdom through History (3).** Pre-req: WVC 301  
This course provides a historical overview of the advance of God’s kingdom, the Church, from the apostolic age to the present era focusing on the key transitions in theology, organization, and expansion of Christianity.
- 411**     **Transcultural Ministry (3).**  
A study of how God reveals His truth to people within their culture. By examining cultural differences, students become acquainted with and sensitive to the issues involved in working with people of other ethnic groups or cultures.
- 460**     **The Biblical Message (3).** Pre-req: WVC 301
- 470**     **Non Profit Administration (3).** Pre-req: WVC 301  
A study of the process of administration in a non-profit context. Identifying and assessing leadership styles and qualities and using groups in leadership are included. Skills in leading meetings, developing budgets, using time, making decisions and delegating work are major emphases.
- 480**     **Thesis (3).** Capstone

## **Biology (BIO)**

- 125**     **Science & Culture II: Life Sciences for a Sustainable Future (4)**  
This course is an introduction to issues in Biology as they affect our lives and the natural world. The course will take a problem-based approach as we address issues of health, well-being, biodiversity, the environment, and scientific discovery and will focus on the practical application of this knowledge to our lives and a sustainable society.

## **Business (BUS)**

- 205**     **Learning Applications (3).**  
A study of time management techniques specifically targeted to the adult learner returning to college. Various approaches to effective use of time, effective learning strategies, critical thinking, and persuasive writing will be examined to assist students as they pursue academic, personal, and professional goals.
- 304**     **Business Communication (3).**  
A study of the modern techniques of writing a variety of effective business memoranda, letters and reports. Also included will be the presentation of oral reports.
- 309**     **Business Computer Applications (3).**  
A study of computer applications essential to business today. Emphasis on software applications in communication, statistics, and finance. Emerging computer technology will also be discussed.
- 320**     **Introduction to Marketing (3).** Prereq: ENG 103 or 108.  
An overview of the marketing discipline with emphasis on planning and the development of competitive strategies. Specific topics include the marketing environment, marketing research, advertising, personal selling, sales promotion, pricing, new product development, and distribution channels.
- 326**     **Principles of Management (3).** Prereq: ENG 103 or 108.  
An introduction to the foundational principles and the basic management techniques that every manager must master to succeed in today's fast-changing, competitive environment. Emphasis is on the planning, organizing, managing, and controlling functions.

- 360 Operations Management (3).** Prereq MAT202  
The study of quantitative and decision-making tools used in managing the conversion process that transforms inputs (such as raw materials and labor) into outputs in the form of finished goods and services.
- 362 Human Resources (3).** Pre-req: BUS 326  
An investigation into the nature and behavior of humans as we relate and work together in organizations. Practical applications are made to the following: selection and retention, training, motivation, compensation, discipline, and organizational design.
- 363 Business Finance (3).** Prereq: BBA 321, ECO 407.  
A study of the sources and uses of funds in modern business firms. Emphasis is on capital markets, the time value of money, risk and rates of return, the valuation of bonds and stocks, financial statement analysis, financial forecasting, and capital budgeting.
- 395 Management Research Methods (3).** Prereq: MAT 202.  
Application of research methods in collecting, recording and analyzing decisions relevant to management decisions.
- 406 Finance and Accounting for Managers (3).** Prereq: MAT 202  
A survey of basic finance and accounting tools used in managerial decision-making. Topics include acquisition and allocation of financial resources, net present value, capital budgeting and accounting systems.
- 412 Organizational Behavior (3).** Pre-req: BUS 326, WVC 301  
A study of human behavior at the individual, group, and organizational level with topics including personality, motivation, teams, leadership, power and organizational structure.
- 414, 415 Business Law (3, 3).** BUS 414 Pre-req: BUS 326; BUS 415 pre-req: BUS 414  
A study of the basic principles of law that apply to business transactions, thereby providing a basis for confidence in reaching decisions within the framework of rules of law. Primary emphasis is on contracts, agency, and the legal environment of business.
- 418 Business Ethics (3).**  
A study of basic ethical principles as applied to the major problem areas facing economic systems and to decision-making in the corporation and in society in general. The basic ethical principles and the accompanying value system used are biblically based.
- 419 Business Policy (3).** Pre-req: Must be last course of Core  
A study of the methods used by business firms in developing and evaluating strategies and policies to achieve goals and objectives.
- 420 International Business (3).** Recommended prerequisites: BUS 320, 326, and ECO 407.  
A survey of the operation of the firm in a global environment. Topics include global markets, international trade, foreign exchanges, trade policy, international politics, cross-cultural management, global strategic management, organizational design, and controlling.

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

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

## **Clinical Pastoral Education (CPE)**

### **401 Clinical Pastoral Education (3)**

Professional education for students seeking to learn pastoral care ministry. Students, under the guidance of a CPE supervisor, participate in clinical contact with individuals in a chaplaincy/ministry setting gaining experience in pastoral care. Students must spend 240 hours in clinical care including compiling their clinical pastoral experiences using the action/reflection model of learning.

## **Computer Science (CSC)**

### **102 Introduction to Computers (3).**

This survey course introduces computer hardware, software, procedures, systems, and human resources and explores their application in business and other segments of society. Use of operating system commands, word processing, electronic spreadsheets, presentations, and database management systems is accomplished through “hands-on” projects using microcomputers.

### **309 Computational Methods Using Excel® (3). Prereq: MAT 202.**

A study of the use of computer spreadsheets and embedded functions to solve otherwise complex mathematical problems of personal finance. Topics include introduction to spreadsheet basics, computing interest and payments for loans, investments, mortgages, and other amortized loans. Also included are financial statements, what if analysis, and risk analysis using expected value computations.

## **Criminal Justice (CJU)**

### **320 Introduction to Criminal Justice (3).**

A survey of the philosophies, functions, and methods of social control, with emphasis on law enforcement and those involved in its administration – police, courts, and corrections organizations. This course includes the study of the history, organization, processes, and problems related to criminal justice in the American heterogeneous, democratic society of the 21st century.

### **407 Criminology (3).**

This course provides an overview of criminology in America: criminology concepts, theories of crime causation: rational choice, trait theory, social structure theory, social process theory, developmental theory, and biblical theory; and crime typologies: violent crime, terrorism, political crime, property crime (white collar, blue-collar, green collar), public order crime, cybercrime, technology, and transnational crime.

### **412 Police Organizations (3).**

An overview of policing in America, the organization and operations of police agencies, their history and evolution, the personality and role of the individual police officer. This course also addresses critical issues in policing, such as technology and criminalistics, as well as the increased threat of terrorism in America and policing responses to these new challenges.

### **419 Justice and Society (3). Capstone**

This course focuses on the relationships between law and other social institutions, and examines the values and interests that are expressed in law and shaped by legal structures and processes. Consensus and conflict perspectives of the law are compared and contrasted, and applied to understanding the law’s impact on everyday life. This course takes an explicit interdisciplinary approach to understanding law.

## **Economics (ECO)**

### **407 Economics (3). Pre-req.: MAT 202**

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

## **Education (EDU)**

- 105 Learning Strategies for Adults (3).**  
A foundational course designed to develop skills essential to adult learner success within the foundations of a Christian liberal arts education. These skills include effective learning, reading, writing, speaking, and critical thinking across the curriculum. The student will also develop an understanding of what a Christian worldview means within the context of higher education.
- 106 Foundations of Composition (3).** Formerly ENG 100A.  
This course is designed to reinforce the foundational skills for writing at the college level. Emphasis is on the writing process, including grammar, usage, and paragraph development, and on the reading process, including comprehension, accuracy, and vocabulary development. Analyzing ideas and beliefs from a Christian worldview is an integral part of this course.
- 290 Portfolio Development (3).**  
This course is formatted to lead students through the development of a portfolio the end result of which will enable to earn academic credit for college-level learning that has been completed outside the traditional classroom setting. It is designed to assist learners in attaining their academic and career goals by validating their professional competencies through the writing of essays and demonstrating of academic principles gained through experience.

## **English (ENG)**

- 103 Composition and Rhetoric (3).** Prereq.: EDU 106. Foundation course, pre-req. for all courses except EDU 105 and 106.  
An introduction to the process of writing, emphasizing skills in proper use of grammar, paragraph and essay writing, and critical thinking while exploring the relationships of composition and rhetoric. Emphasizes the Christian responsibility to use language effectively and ethically. (Must be passed with a grade of C- or better)
- 108 Effective Research Writing (3).** Pre-req: ENG 103. Foundation course, pre-req. for all courses except EDU 105 and 106.  
An online course designed to develop critical thinking through group evaluation and discussion in research writing and compositional skills which introduces and uses recognized research techniques and styles of documentation and organization of thought through literary examples.
- 203, 204 Survey of World Literature (3, 3).** Pre-req: ENG 103 and ENG 108  
A survey of major continental authors and their writings, the literary historical periods, and the linguistic cultures of various nations. ENG 203 covers the Greco-Roman and Hebrew-Christian periods through the Renaissance; ENG 204 from the Enlightenment to the modern and postmodern eras.

## **Health Administration (BHA)**

- 315 Healthcare Organizations in the United States (3).**  
This course provides a broad overview of the various functions of the United States healthcare system. The student is introduced to the nature of illness and disease, and utilization characteristics are examined. The various forms of provider models and service delivery systems found in private and public health sectors are described, including ambulatory, acute and long term care. The human, technological, and financial resources required in the delivery of healthcare are examined. Measures of success are discussed, i.e., patient outcome, regulatory compliance, and service efficacy and efficiency. The role of state and local politics in policy formation and implementation are reviewed. The various stakeholders in healthcare delivery are identified.
- 326 Healthcare Quality Management and Outcomes Analysis (3).**  
This course examines the relationships between business and healthcare outcome measures. Methods for process and outcome improvement are described as well as the statistical application and significance of measuring outcomes.



**401 Financial Administration of Healthcare (3).**

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

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

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

**411 Healthcare Marketing (3).**

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

## **History (HIS)**

**108 Civilization (3).**

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

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

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

## **Interdisciplinary Studies (IDS)**

**499 Senior Interdisciplinary Studies Project (3).**

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

## **Mathematics (MAT)**

**202 Quantitative Reasoning (3).**

Quantitative Reasoning is a survey of practical and quantitative topics in mathematics with an emphasis on problem-solving, critical thinking, logical reasoning, and applications. Topics include statistical reasoning, elementary probability, logic, number systems, problem-solving techniques, estimation, mathematical models, functions, and other analytical skills useful in real world situations. Throughout the course, an emphasis will be placed on mathematical applications in business and economics as well as on gaining competent literacy on quantitative information.

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

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

**Psychology (PSY)**

- 203 General Psychology (3).**  
A survey of psychology as an empirical/behavioral science in light of a Christian worldview. Topics to be surveyed include the biology of the mind, development, emotions, cognition, learning, motivation, socialization, personality and psychological disorders.
- 243 Human Growth and Development (3).** Pre-req: PSY 203  
A study of the growth and development of the individual from conception until late adolescence. Emphasis will be placed on physical, perceptual, motor, cognitive, language, spiritual, social and emotional development. Includes study of major developmental theories and concepts that are applied to childhood and adolescence as well as problems common to this period. Specific issues common to the older years, including marriage, family, parenthood, grandparenthood, vocational choice, retirement, disabilities and death are also an integral part of this class.
- 304 Elementary Statistics (3).** Prereq: PSY 203, MAT 202  
A basic survey of the descriptive statistics and inferential statistics used in research. Computation and elementary theory of correlation, t test and simple analysis of variance. Applicable primarily to the social sciences, and all examples and problems are selected from social and behavioral sciences. Psychology majors should complete this course no later than the first semester of their junior year.
- 312 Abnormal Psychology (3).** Pre-req: PSY 203  
A study of the conceptions and classifications of the major personality disorders resulting from both physical and psychological causes. Consideration is given to the causes, symptoms, therapy, and prognosis of these disorders.
- 331 Theories of Personality (3).** Pre-req: PSY 203  
A survey of examples of some of the major types of analytic models of human psychological existence. The organization, development, and dynamics of personality according to each theorist are considered in the light of his or her own research evidence and his or her own personality.
- 332 Learning and Memory (3).** Pre-req: PSY 203  
An in-depth analysis of basic concepts and theoretical developments in the area of learning and memory, both animal and human. Particular attention is directed to application of these theories to common, everyday situations.
- 340 Introduction to Counseling Theory and Techniques (3).** Pre-req: PSY 203, PSY 312  
Exploration and examination of the leading theories in psychotherapy and counseling. The philosophical assumptions and implications of each theory and technique are examined and critiqued from rational, empirical, and Christian perspectives. Students are trained in basic people helping skills such as listening skills, communication skills, crisis intervention, and problem-solving skills. The course is designed to prepare students to meet a basic competency level in these skills that are useful in a variety of career and personal settings.
- 342 Psychology for the Exceptional Child (3).** Pre-req: PSY 203  
A study of the child whose development follows atypical patterns. This would include all children eligible for special education placement: the mentally retarded, the gifted, the physically and behaviorally handicapped, the visually and hearing impaired, the learning disabled, the speech and language impaired, and autistic children. Students visit several local agencies in order to become more familiar with exceptional children and services available for these children.
- 352 Social Psychology (3).** Pre-req: PSY 203.  
The analysis of human behavior, thought, and interactions of individuals, the function of the presence of others. Course topics include: social influence, interpersonal interaction, interpersonal attraction, theories of social behavior, moral behavior, attitudes, prejudice, and aggression.
- 353 Community Psychology (3).** Pre-req: PSY 203
- 355 Basic Psychological Research (3).** Pre-req: PSY 203  
General research design in psychology, with an emphasis on experimental design and control. Topics include use of human participants in research, reliability and validity, observational methods, and survey and longitudinal designs.

- 362 Addictions/ Substance Abuse (3).** Pre-req: PSY 203  
This course examines real and alleged effects of drug use. It also looks at the physical, physiological and psychological effects of drug use.
- 420 Cross Cultural/International Psychology (3).** Pre-req: PSY 203  
A study of the relationships between cultural context and ethnicity—both in the U.S. and the international context—and psychological and social functioning. Practical applications for understanding, working with, and helping people in different cultural settings will be explored.
- 461 Psychology through Eyes of Faith (3).** Pre-req: PSY 203 (Capstone Course)  
This course will explore how psychology is viewed through a Christian lens. Discussion of integration of psychology and Christian faith will occur.

## **Sociology (SOC)**

- 101 Introduction to Sociology (3).**  
A survey course designed to introduce the science of human society. Primary emphasis is on basic concepts and the development of a sociological perspective. Major figures in the history of social science and the analysis of culture, socialization, social institutions, and social change are emphasized.
- 201 Social Problems (3).**  
A study of theoretical approaches to social problems with special emphasis and research in such specific problems as medical care, poverty and dependency, crime, alcoholism, sexual deviancy, prejudice, discrimination and race relations, delinquency, environmental concerns, and mental illnesses. Social problems are examined and discussed, analyzing efforts of resolution from a Christian perspective.
- 202 The Family (3).**  
A study of the traditional and contemporary American family and its implication for Christian lifestyles. Issues to be studied include dating, courtship, choosing a mate, marriage, contraception, family planning, pregnancy, child abuse, economics of family life, communication and conflict management, media, divorce, and substance abuse.
- 220 Race, Gender, and Diversity: Social Stratification (3).** Prerequisite: SOC 101.  
An analysis of the social stratification system as organized by class, gender, race, and ethnicity. Emphasis is placed on human diversity and oppression, and on resulting implications for human service organizations, individuals, and society.
- 310 Death, Dying, and Grief (3).**  
This course provides a basic background on historical and contemporary perspectives on death and dying. Attention is given to current American practices regarding death, as well as cross-cultural interpretation. Emphasis is also placed on stages of death and the grief process.
- 350 Social Services Practice I (3).** Prereq: SOC 101 and PSY 340.  
An analysis of the methods and techniques of social service practice with an emphasis on work with individuals. Topics include ethics of practice, assessment, and intervention methods.
- 351 Social Services Practice II (3).** Prereq: SOC 350.  
A continuation of SOC 350. Examines the methods and techniques of practice with families, groups and communities. Topics include family and group dynamics, assessment and intervention methods, and dynamics of community organization.
- 370 Social Services Field Experience (3).** Prereq: Junior or senior standing, BIB 360 and SOC 351.  
Unpaid field experience related to the student's academic and life goals. The field experience is designed to provide professionally supervised experience in the research and application of principles of behavior and modification in selected settings.

## Worldview Curriculum (WVC)

### 301 Christian Interpretation of Life (3). Pre-req: BIB 214, BIB 215

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

### 401 Kingdom Life: Family and Workplace (3). Prereq: WVC 301, Prereq. for BBA, BHA and BSM: BUS 419; only to be taken in semester immediately prior to graduation.

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

## GRADUATE PROGRAMS

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

### Master of Business Administration

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

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

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

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

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

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

#### **Graduation Requirements**

- Successful completion of the M.B.A. core curriculum with a minimum cumulative GPA of 3.00. A student must repeat any course in which he/she earned a grade lower than a C-.
- A student may have no more than two grades of C, C+, or C-.
- Student will be required to pass successfully a comprehensive exam.
- All credit applied toward the M.B.A. degree must have been completed within six years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must

be from a regionally-accredited college or university and must have been completed within six years of matriculation in Belhaven's M.B.A. program.)

- Payment of all tuition and fees.
- Applications for degree completion audits must be made online by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.

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

### **MBA Concentrations**

Students have the option of adding a concentration (Health Administration, Human Resources, Leadership, or Sports Administration) within the MBA and may choose to do so at any point in the degree program prior to graduation. Each of the concentrations below, when added to the MBA, result in a total of 42 credit hours for the MBA with concentration. Concentration courses are offered only online as scheduled.

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

**MBA with Human Resource concentration** - 42 hours to include MSL 601, MBA 612, 613, 624, 640, 643, 646, 658, 664, 680, 687, and 9 hours from MSL660, 661, 662 and 663.

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

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

### **The Master of Public Administration**

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

Designed to develop the individual's ability to comprehend internal and external social, legal, political, and economic forces as they affect the decision-making process within the organization, the program has been structured to serve holders of baccalaureate degrees in a variety of disciplines. Classes are offered one night per week for eighteen months. The format is an accelerated "lock-step" approach in which an entering class stays together throughout the program. Students are required to participate in project team activities which are designed to enhance the learning process and the development of problem-solving skills.

### **Objectives of the Master of Public Administration Program**

Practice servant leadership using Christ as the model in serving people and society.

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

### **Graduation Requirements**

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

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

### **Master of Science in Leadership**

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

Designed to develop the individual's ability to comprehend internal and external social, legal, political, and economic forces as they affect the decision-making process within the organization, the program has been structured to serve both holders of baccalaureate degrees in business as well as other disciplines. Classes are offered one night per week. Students are required to participate in learning team activities which are designed to enhance the learning process and the development of problem-solving skills.

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

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

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

### **Graduation Requirements**

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

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

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

**M.S.L. with Ministry concentration** - 36 hours to include MSL 601, 630, 640 (or MBA640), 658, 660, 665, 668, 670, 686, and MIN 610, 620, 630.

### **Master of Fine Arts in Dance**

Associate Professor Newland, Chair  
Associate Professor Morton  
Assistant Professor Mitchell  
Assistant Professor Tucker Wagnon  
Assistant Professor Wright  
Specialty Instructor Bower  
Specialty Instructor Rockwell

The Master of Fine Arts in Dance is a 60 credit terminal degree program with an emphasis on performance and/or choreography within the context of pedagogical, theoretical, and artistic inquiry. The Master of Fine Arts in Dance is a 60 credit hour degree program with an emphasis on performance and/or choreography within the context of pedagogical, theoretical, and artistic inquiry. The MFA in Dance degree emphasizes the integration of Christian faith and learning with the advanced theoretical and artistic study of dance. Belhaven University is accredited by the National Association of Schools of Dance (NASD).

The Master's degree in dance will give graduates the opportunity to participate in creative work, inquiry, and investigation through curricular offerings in technique, performance, choreography, research methodology, critical investigation and philosophy of dance, among others.

Belhaven's graduate dance program encourages students to develop career-related skills through the practical application of theoretical knowledge, innovative and compositional techniques, and the experiential methodologies of apprenticeships.

Graduate students will submit their work for peer and faculty review, as well as contribute to the field through attendance and participation in regional and national dance conferences. Graduate students will gain experience in teaching through pedagogy courses and the opportunity for teaching assistantships upon the completion of 18 hours of graduate study. The development, compilation and application or incorporation of creative work, inquiry, and investigation will culminate in the graduate thesis project.

**Master of Fine Arts in Dance:** meeting a minimum of 60 credit hours to include:

1. DAN 502, 511, 560, 585.
2. Minimum total of 12 credit hours in technique, with at least one course taken for credit or audit each academic year.
3. Minimum total of 12 credit hours in choreography and performance courses with Graduate Choreography I, II, and III as required courses.
4. Minimum total of 14 credit hours in academic courses, including DAN 501 Graduate Kinesiology, DAN 575 Graduate Dance Pedagogy, DAN 576 Graduate Dance Pedagogy Lab, DAN 662 Research and Writing for Dance, and DAN 680 Critical Issues in Dance.
5. Minimum total of 7 credits in Graduate Thesis Project, not to exceed 9 credits total.
6. 6 credit hours of electives in dance or related research area.

**Elective Credits:** Graduate students in dance should take six elective credits related to the focus area of study. These courses may come from any graduate courses in the university (500 level or higher) and must be taught by graduate faculty. Credit: one to three hours.

## **GRADUATE SCHOOL OF EDUCATION**

Professor Hand, Dean

Assistant Professor Wilkins, Director of Graduate Teacher Education

Professor Wasson

Professor Nisbett

Assistant Professor Chiasson

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

### **Graduate School of Education Mission Statement**

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

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

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

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

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

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

### **Graduation Requirements**

- Successful completion of the degree curriculum with a minimum cumulative GPA of 3.00.
- No more than two C or C+ grades are permitted in the course of the program. Any grade of C- or below must be repeated for credit toward a degree.
- Once two C's are earned, a student must repeat any subsequent course in which he/she earns a grade of C or below.
- Graduate education candidates are required to successfully complete all course Artifacts and the Comprehensive Capstone Paper in order to confirm the knowledge base gained during the course of their plan of study by articulating and demonstrating their ability to critically reflect, evaluate, analyze, and synthesize the content and applied in education and schooling today. . See the Graduate School of Education Handbook for specific requirements.



- All credit applied toward the degree must have been completed within five years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must be from a regionally-accredited college or university and must have been completed within six years of matriculation in Belhaven's program.)
- Payment of all tuition and fees.
- Applications for degrees must be made in the Office of the Registrar by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.

### **Master of Arts in Teaching – MAT**

#### **Mississippi Alternate Route Teacher License**

Please note if you enroll as an on-ground candidate at the Jackson or DeSoto campus BUT you take your first two courses EDU 506 and EDU 501 Online, you will still be considered involved and enrolled in the *Adult on Campus Program*.

Candidates have the option in the MAT-ALT/CERT program to take their first two courses EDU 506 and EDU 501 online or on location at the Jackson or DeSoto campus. Candidates in the MAT program whether on-ground or online will be required to submitted assignments online for grading purposes in the web-based program *Canvas*.

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

The goal of graduate education is to prepare effective professional educators who demonstrate both academic excellence and professional knowledge while providing distinctive Christian leadership and service to students, parents, and communities. The conceptual framework of the department reflects and supports the following objectives:

- **ACADEMIC EXCELLENCE:** The Master of Arts in Teaching program seeks to provide experiences that will enable the teacher candidates to:
  - a. Develop an enhanced knowledge base of educational strategies, curriculum development, and instructional management skills needed in the elementary and secondary schools as professional educators.
  - b. Acquire further knowledge about the growth and development of children and adolescent youth and how they learn.
  - c. Acquire additional skills and knowledge of educational technology and its uses in the classroom.
  - d. Evaluate subject matter content knowledge and develop greater critical thinking skills and creative inquiry processes.
  - e. Acquire knowledge about philosophical and psychological principles of education.
- **PROFESSIONAL KNOWLEDGE:** The Master of Arts in Teaching program seeks to provide experiences that will enable the teacher candidates to:
  - a. Synthesize best teaching and curriculum practices through collaborative problem solving.
  - b. Evaluate instructional strategies and build a variety of teaching modules that will improve learning within the classroom and school.
  - c. Use professional materials, organizations, and current research to expand their knowledge about innovations and trends in education to improve instruction in the school.
  - d. Design and implement research studies that observe, record, and evaluate students' behavior in order to plan appropriate instructional programs and improve learning environments.
  - e. Acquire greater knowledge as to appropriate research methodology and analysis of current trends in education and the implication for today's schools.
  - f. Demonstrate an understanding and use of a variety of instructional strategies to encourage students' development of critical thinking, problem-solving, and performance skills.
  - g. Develop the ability to evaluate instructional management plans in terms of effectiveness in meeting a school's goals and objectives.
- **LEADERSHIP OPPORTUNITIES:** The Master of Arts in Teaching program seeks to provide experiences that will enable the teacher candidates to:
  - a. Develop leadership skills to enhance instruction in the classroom and to communicate with parents, administrators, and the school community.
  - b. Use and conduct research to improve instruction and assessment.
  - c. Promote cooperative exchanges within the classroom, among faculty, and with parents to provide greater opportunities in the curriculum and instruction in the school.
- **CHARACTER DEVELOPMENT:** The Master of Arts in Teaching program seeks to provide experiences that will enable the teacher candidates to:
  - a. Integrate and exhibit the Christian worldview in involvement with students, parents, coworkers, and the community.
  - b. Demonstrate integrity in research and implementation of programs to improve instruction.
  - c. Analyze and develop models of service to schools and communities.

- d. Manifests the dispositions of the profession as well as the ethical principles of a Christian professional educator

**Master of Arts in Teaching – MAT**

Includes 12 Credit Hours for Mississippi Alternate Teacher Licensure plus 21 credit Hours to complete the Degree for a Total MAT Degree of 33 Credit Hours

**Required Mississippi Alternate Route License Core - 12 credit hours to be taken in the following order:**

EDU 500 MAT Orientation Seminar	(P/F) 0
EDU 506 Classroom Management and Organization	3
EDU 501 Measurement and Evaluation Strategies	3
EDU 502 Dimensions of Learning I	3
EDU 503 Dimensions of Learning II	3

*Both EDU 502 & 503 require candidates to hold a Mississippi 3 year Teacher Certificate, be hired, and concurrently teaching in a school.*

**Master of Arts in Teaching – MAT**

**Required to Complete the MAT Degree (21 credit hours)**

EDU 602 Psychology of the Exceptional Child	3
EDU 612 Curriculum Planning and Organization	3
REA 617 Reading in the Content Areas	3
EDU 621 Assessing Student Learning	3
EDU 622 Teaching Reading & Math Skills	3
EDU 625 Instructional Leadership and Comp Paper	3
EDU 628 Advanced Instructional Strategies	3

***NOTE: Candidates seeking teaching certification must assume responsibility for fulfilling all state requirements. Completion of the Master of Arts in Teaching does not guarantee licensure.***

**Master of Education – M.Ed.**

**Objectives of the Master of Education Program**

The goal of graduate teacher education is to prepare competent educational leaders who demonstrate both academic excellence and professional knowledge while providing distinctive Christian leadership and service to students, parents, and communities. The conceptual framework of the department reflects these goals and supports the following objectives:

- **ACADEMIC EXCELLENCE:** The Master of Education program seeks to provide experiences that will enable the candidates to:
  - a. Synthesize best instructional and curriculum practices through collaborative problem-solving.
  - b. Increase knowledge of subject matter content and critical thinking skills and apply this knowledge in the field.
  - c. Evaluate a school’s curriculum, goals, and instruction and use current research and innovations to solve site-based problems.
  - d. Acquire and use current research about how children learn and develop to improve instruction from infancy through adolescence.
  - e. Acquire skills and knowledge of educational technology and its uses in the classroom.
- **PROFESSIONAL KNOWLEDGE:** The Master of Education program seeks to provide opportunities for the teacher candidates to acquire skills to:
  - a. Evaluate instructional strategies and build a variety of teaching modules that will improve learning within the classroom and school.
  - b. Use professional materials, organizations, and current research to expand knowledge about innovations and trends in education to improve instruction in the elementary and secondary school.
  - c. Design and implement research studies that observe, record, and evaluate children’s behavior in order to plan appropriate instructional programs and improve learning environments.
  - d. Acquire greater knowledge as to appropriate research methodology and analysis of current trends in education and the implication for today’s schools.
- **LEADERSHIP OPPORTUNITIES:** The Master of Education program seeks to provide opportunities for the teacher candidates with experiences for the development of skills to:
  - a. Evaluate curriculum, resources, and opportunities within the community to enhance instruction and improve relationships with parents and the school community.
  - b. Promote cooperative exchanges within the classroom, among faculty, and with parents to provide greater opportunities for improvement in the curriculum and instruction in the school.
- **CHARACTER DEVELOPMENT:** The Master of Education program seeks to promote the personal and spiritual development of the candidates to:

- a. Integrate and exhibit the Christian worldview in involvement with students, parents, coworkers, and the community.
- b. Demonstrate integrity in research and implementation of programs to improve instruction.
- c. Analyze and develop models of service to schools and communities.
- d. Manifests the dispositions of the profession as well as the ethical principles of a Christian professional educator.

**Master of Education – M.Ed.**

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

**Master of Education**

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

EDU 600 M.Ed. Orientation Seminar	(P/F)	0
EDU 610 Research Methods and Procedures		3
EDU 612 Curriculum Planning and Organization		3
EDU 621 Assessing Student Learning		3
EDU 623 Technology in Education		3
EDU 625 Instructional Leadership – Comprehensive Paper		3
EDU 628 Advanced Instructional Strategies		3
EDU 630 Diagnostic & Remedial Strategies Across the Content Areas		3
REA 617 Content Area Literacy		3

**Master of Education – M.Ed.**

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

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

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

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

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

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

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

*NOTE: Students seeking teaching certification must assume responsibility for fulfilling all state requirements. Completion of the Master of Education does not guarantee licensure. See the Graduate School of Education Handbook for specific requirements for the Comprehensive Capstone Paper and state licensure process.*

**Master of Education in Reading Literacy – M.Ed.-R/L**

Includes 24 Core Credit Hours. Plus 9 Credit Hours in an Area of Emphasis available Online only. Total M.Ed. Degree equals 33 Credit Hours.

Please note if you enroll as an on-ground candidate at the Jackson or DeSoto campus you will be considered involved and enrolled in the Adult on Campus Program even though you may be taking some online courses.

Candidates in the M.Ed.-R/L program whether on-ground or online will be required to submitted assignments online for grading purposes in the web-based program *Canvas*.

**Requirements for M.Ed.-R/L Degree**

- Successful completion of the degree curriculum with a minimum cumulative GPA of 3.00.
- No more than two C or C+ grades are permitted in the course of the program.
- Once two C's are earned, a student must repeat any subsequent course in which he/she earns a grade of C or below.
- Candidates are required to successfully complete all course artifacts and the comprehensive exit process which includes completing the Reading Practicum and writing the Comprehensive Capstone Paper.
- Candidates will be required to take and successfully pass the *Foundations of Reading Test* before taking REA 608, REA 622, and REA 629.

- All credit applied toward the degree must have been completed within five years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must be from a regionally-accredited college or university and must have been completed within six years of matriculation in Belhaven’s program.)
- Payment of all tuition and fees.
- Applications for degrees must be made in the Office of the Registrar by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.

**Objectives of the Master of Education in Reading Literacy Program - M.Ed.-R/L**

The goal of graduate education is to prepare competent educators who demonstrate both academic excellence and professional knowledge while providing distinctive Christian leadership and service to students, parents, and communities. The conceptual framework of the department reflects these goals and supports the following objectives:

- **ACADEMIC EXCELLENCE:** The Master of Education program seeks to provide experiences that will enable the teacher candidates to:
  - a. Synthesize best instructional and curriculum practices through collaborative problem-solving.
  - b. Increase knowledge of subject matter content and critical thinking skills and apply this knowledge in the field.
  - c. Evaluate a school’s curriculum, goals, and instruction and use current research and innovations to solve site-based problems.
  - d. Acquire and use current research about how children learn and develop to improve instruction from infancy through adolescence.
  - e. Acquire skills and knowledge of educational technology and its uses in the classroom.
- **PROFESSIONAL KNOWLEDGE:** The Master of Education program seeks to provide opportunities for the teacher candidates to acquire skills to:
  - a. Evaluate instructional strategies and build a variety of teaching modules that will improve learning within the classroom and school.
  - b. Use professional materials, organizations, and current research to expand knowledge about innovations and trends in education to improve instruction in the elementary and secondary school.
  - c. Design and implement research studies that observe, record, and evaluate children’s behavior in order to plan appropriate instructional programs and improve learning environments.
  - d. Acquire greater knowledge as to appropriate research methodology and analysis of current trends in education and the implication for today’s schools.
- **LEADERSHIP OPPORTUNITIES:** The Master of Education program seeks to provide opportunities for the teacher candidates with experiences for the development of skills to:
  - c. Evaluate curriculum, resources, and opportunities within the community to enhance instruction and improve relationships with parents and the school community.
  - d. Promote cooperative exchanges within the classroom, among faculty, and with parents to provide greater opportunities for improvement in the curriculum and instruction in the school.
- **CHARACTER DEVELOPMENT:** The Master of Education program seeks to promote the personal and spiritual development of the candidates to:
  - a. Integrate and exhibit the Christian worldview in involvement with students, parents, coworkers, and the community.
  - b. Demonstrate integrity in research and implementation of programs to improve instruction.
  - c. Analyze and develop models of service to schools and communities.
  - d. Manifests the dispositions of the profession as well as the ethical principles of a Christian professional educator.

**Master of Education in Reading Literacy – MED-R/L – Offered on the Jackson campus and Online only**

**Required Courses (33 credit hours):**

EDU 600 M.Ed. Orientation Seminar	(P/F) 0
EDU 610 Research Methods and Procedures	3
EDU 630 Diagnostic and Remedial Strategies in the Content Areas	3
EDU 612 Curriculum Planning and Organization	3
REA 608 Early Literacy Instruction	3
REA 611 Literature and Literacy	3
REA 617 Content Area Literacy	3
REA 622 Teaching Reading Skills and Comprehension	3
REA 627 Middle Grade Literacy (4-8)	3
REA 629 Literacy Assessment, Diagnosis, and Remediation	3
REA 632 Practicum in Reading	3

Candidates will be required to take and successfully pass the **Foundations of Reading Test** as a pre-request to taking REA 608, REA 629, and REA 622

**NOTE: Candidates seeking teaching certification must assume responsibility for fulfilling all state requirements. Completion of the Master of Reading does not guarantee licensure.**

## GRADUATE COURSE DESCRIPTIONS

### Business Administration (MBA)

- 612 Business Principles I (3).**  
An introduction to business fundamentals including Financial Accounting, Business Math and Statistics and Economics. Application of the Christian worldview to the field of business is also discussed.
- 613 Business Principles II (3).** Pre-req: MBA 612  
A continuation of MBA 612 Business Principles I.
- 624 Ethical Problems in Business (3).**  
A study of the basic ethical principles as applied to the major problem areas facing economic systems and to decision-making in the corporation and in the household. The basic ethical principles and the accompanying value system used are biblically-based.
- 640 Advanced Organizational Behavior (3).**  
A course designed to develop an understanding of behavioral concepts for effective management of organization. Topics include theories related to work environment, group dynamics, motivation, leadership, and organizational change strategies.
- 643 Financial Analysis (3).** Pre-req: MBA 612 and 613  
An in-depth analysis of corporate financial management activities related to acquisition of financial resources, short and long term financial planning, management of working capital, and evaluation of financial profitability. Major components related to financial markets and government fiscal policies and cash flow / break even analysis will be used to determine firm's viability within the marketplace.
- 646 The Legal Environment of Business (3).**  
A study of the legal environment within which business firms must operate and how it affects the decision-making process. The relationship between Law and ethics is explored throughout the course.
- 658 Managerial Economics (3).** Pre-req: MBA 612 and 613  
The application of methods of economic analysis to the decision-making process of business firms and other organizations.
- 664 Marketing Management (3).**  
An analytical approach to the marketing functions of business firms. The course includes the study of topics such as the design of marketing strategies, choices of channels of distribution, and competitive practices.
- 680 Quantitative Decision Making (3).** Pre-req: MBA 612 and 613.  
This course is designed to prepare that business administration student with quantitative skills and abilities which will be applied in a business-related environment. Areas covered include: designing goods and services, managing quality, forecasting, location and layout strategies, supply chain management, , inventory management, just-in-time and lean operations, descriptive statistics, probability techniques, and regression analysis.
- 682 Principles of Executive Leadership (3).** (Formerly Principles of Executive Management).  
A study of the behavioral sciences as they apply to management and leadership. The course includes such topics as leadership, participative management, group dynamics, and motivation.

- 687 Strategic Planning (3).** Capstone Course  
The role of leadership to maintain a congruent proactive approach for organization effectiveness is studied. Stages in the strategic process including development, implementing, and evaluation are examined. Special focus on organizational alignment in achieving objectives and desired outcomes is studied.

## **Business Leadership (MSL)**

- 601 Introduction to Graduate Education (3).**  
A review of the basic concepts and skills necessary for success in graduate study. Concepts of teamwork and team learning are covered along with an overview of requirements for graduate programs. Students are introduced to leadership principles and applications in the context of a Christian world view. Topics include library use, research, critical thinking skills, writing expectations, analysis of case studies in leadership, and worldview.
- 630 Leading Productive Teams (3)**  
This course explores the research, theories, and models of team performance, including the design and maintenance of high performance team leadership in organizations. Using assessments, simulations, case studies and discussion, the course examines personality type, power and influence, trust, risk taking, motivational strategies, communication style, and team dynamics.
- 640 Organizational Behavior (3)**  
Understanding organizational behavioral principles as it relates to underlying structure, design, culture, communication, and interpersonal processes. Special emphasis is placed on analyzing behavioral characteristics of contemporary leadership approaches with biblical principles. Specific approaches and tools to maximize organizational effectiveness are reviewed.
- 643 Financial Analysis (3).** (Formerly MSM643)  
This course centers upon executive level managers and how they make use of finance and accounting methods in designing strategy and making decisions. Major finance and accounting tools are reviewed as well as the acquisition and allocation of financial resources and accounting systems.
- 658 Principles of Executive Leadership (3).** (Formerly MSM658)  
This course investigates leadership at the executive level through the use of qualitative research, student exercises, and a skills development project. In the course, students will research different executive leadership models and case studies in how the models are applied at the executive level. The concept of level three leadership is studied addressing working with and motivating people at the level of their fundamental values, beliefs, and expectations. The foundations of Christian leadership are explored.
- 660 Human Resource Management (3).** (Formerly MSM660)  
An advanced study of the utilization and challenges of human resources in contemporary organizations. The emphasis is upon external trends in law, society, and competitors. In addition, issues related to today's workforce are discussed and include topics such as diversity, values, recruiting and developing today's employee.
- 661 Human Resources Employee Relations (3)**  
This course offers an overview of Training and Organizational Development in Human Resource settings. Topics include intervention strategies, employee empowerment, and organizational transformation and strategic change in the context of human resources. Finally, the role and style of the HR practitioner is discussed in the context of a Christian world view.
- 662 Human Resources Compensation and Benefits (3)**  
This course offers an overview of Total Rewards and compensation package. Students will develop a total compensation philosophy, design and implement a total rewards system. Job analysis, Job evaluation, Job descriptions, FLSA and Compensation Law, Employee Benefits Law, Government Mandated Benefits, and Employer-sponsored Benefits will also be discussed. Finally, compensation and benefits will be discussed in the context of a Christian world view.

- 663 Issues and Innovations in Human Resources (3).**  
A study of current research into critical issues in the human resources, and innovations that affect managing human resources to reach their full potential within organizations.
- 665 Coaching, Mentoring and Resolving Conflicts (3)**  
This course surveys theories, models, and best practices related to mentoring and coaching employees toward higher levels of performance. Learners examine sources of conflict between supervisors and subordinates, as well as peers. All these relationships are discussed in the context of a Biblical world view.
- 668 Organizational Change (3) (Formerly MSM668)**  
Developing leaders as effective change agents is the focus of this course. Approaches for assessing organizational readiness for change and strategic planning for effective organizational development are scrutinized. Strategies for overcoming resistance to change are examined. Students are challenged to integrate biblical principles to compliment contemporary change models.
- 670 Leadership Capstone (3)**  
This course concludes extensive, long-term inquiry and formal study of leadership that integrates the key learning components into an Individual Leadership Portfolio and a final group project that includes both primary and secondary research on the challenges facing today's leaders. Class discussions will focus on the impact of the Christian world view on leadership for individuals, teams, and organizations.
- 686 Strategic Leadership (3)**  
The focus of this course is developing and implementing effective strategies to maximize leadership and organizational effectiveness. Innovative approaches in leading organizations in adapting to changing external environmental factors are studied through the use of case studies. Mergers, acquisitions, and multiple approaches to partnerships are analyzed.

### **Clinical Pastoral Education (CPE)**

- 601 Clinical Pastoral Education (6)**  
Professional education for students seeking to learn pastoral care ministry. Students, under the guidance of a CPE supervisor, participate in clinical contact with individuals in a chaplaincy/ministry setting gaining experience in pastoral care. Students must spend 400 hours in clinical care including compiling their clinical pastoral experiences using the action/reflection model of learning.

### **Dance (DAN)**

- 500 Arts Administration (3)**  
Advanced study of the models and methods for dance management, including grant writing and arts advocacy.
- 501 Kinesiology (3+1)**  
Advanced study of kinesiological principles, including designing classes for injury prevention, conditioning, etc. (Lecture: 3/Lab: 1).
- 502 Dance Production (3)**  
Advanced study of production elements, including lighting, staging, costume design, etc.
- 511 Seminar (1)**  
Introduction to advanced studies in dance.
- 525/526 Ballet Technique (1-2) Prereq: Instructor's Approval.**  
Intermediate/advanced ballet technique for graduate study. (Equivalent to Ballet III/IV for undergraduates.) May be repeated for additional credit.
- 533/534 Modern Technique (1-2) Prereq: Instructor's Approval.**  
Intermediate/advanced modern technique for graduate study. (Equivalent to Modern III/IV for undergraduates.) May be repeated for additional credit.

- 543/544 Performance I (1-2)**  
Performance in faculty and guest artist works. May be repeated for additional credit. (Offered every semester.)
- 545 Dance and Christian Ministry (3)**  
Advanced study of the methods and models for integrating dance in Christian ministry contexts.
- 550 Apprenticeship I (1-3)** Prereq: Graduate Advisor and Instructor approval.  
A practical means by which graduate students can receive concentrated mentorship in an area of interest, such as teaching, choreography, arts administration, etc.
- 560 Dance Technology (3)**  
Advanced study of the theory and methods for the integration of dance and technology.
- 565 Rhythmic Theory for Dancers (2)**  
Advanced study of music theory for dance practice and pedagogy
- 570 Choreography I (3)** Prereq: Instructor's Approval.  
Advanced choreographic theory and methods for graduate study. Includes choreographic project.
- 571 Choreography II (3)** Prereq: DAN 570 and Instructor's approval.  
Advanced solo and ensemble choreographic theory and methods for graduate study. Includes choreographic project.
- 575/576 Pedagogy (2+1)**  
Advanced study of the theories and methodologies for dance instruction. (Lecture: 2/Lab: 1)
- 580 Philosophy of Dance (3)**  
Advanced study of the theories and methodologies for the philosophical approach to dance with an emphasis on engagement of Christian worldview.
- 585 Somatic Practices for Dance I (1)** Prereq: Instructor approval.  
An introduction to somatic methods and practices in dance technique and performance.
- 590 Independent Study (1-3)** Prereq: Graduate Advisor and Instructor approval.  
A means by which graduate students can explore topics not offered in the standard program of study.
- 591 Special Topics (1-3)** Prereq: Graduate Advisor and Instructor approval.  
This course provides an opportunity for small groups of graduate students to pursue interests in topics not addressed in the core curriculum.
- 625/626 Ballet Technique (1-2)** Prereq: Instructor's Approval.  
Intermediate/advanced ballet technique for graduate study. (Equivalent to Ballet III/IV for undergraduates.) May be repeated for additional credit.
- 633/634 Modern Technique (1-2)** Prereq: Instructor's Approval.  
Intermediate/advanced modern technique for graduate study. (Equivalent to Modern III/IV for undergraduates.) May be repeated for additional credit.
- 643/644 Performance II (1-2)**  
Performance in faculty and guest artist works. May be repeated for additional credit. (Offered every semester.)
- 650 Apprenticeship II (1-3)** Prereq: Graduate Advisor and Instructor approval.  
A practical means by which graduate students can receive concentrated mentorship in an area of interest, such as teaching, choreography, arts administration, etc.
- 660 Performance Media Techniques (2)**  
Advanced study of composition techniques for dance technology.



- 662 Research and Writing for Dance (3)**  
Advanced study of research methodology and scholarly writing strategies, including fieldwork processes in data gathering, analysis and interpretation, and final write-up.
- 670 Choreography III (3)** Prereq: DAN 570/571 and Instructor's approval.  
Advanced study of the pedagogical processes for teaching choreography
- 671/672 Improvisation for Performance (1+1)**  
Advanced study of improvisational movement for performance
- 680 Critical Issues in Dance (3)**  
Advanced study of dance criticism, including methodologies from poststructuralism, feminism, performance studies, gender studies, etc.
- 685 Somatic Practices for Dance II (1)** Prereq: Instructor approval.  
An introduction to somatic methods for dance pedagogy.
- 690 Independent Study (1-3)** Prereq: Graduate Advisor and Instructor approval.  
A means by which graduate students can explore topics not offered in the standard program of study.
- 691 Special Topics (1-3)** Prereq: Graduate Advisor and Instructor approval.  
This course provides an opportunity for small groups of graduate students to pursue interests in topics not addressed in the core curriculum.
- 700/701/702 Thesis Project (1-3)** Prereq: DAN 570, 571, 670. Graduate Advisor approval.  
The culminating project of graduate level study, including thesis concert and supporting document. (May be taken up to nine hours.)
- 725/726 Ballet Technique (1-2)** Prereq: Instructor's Approval.  
Intermediate/advanced ballet technique for graduate study. (Equivalent to Ballet III/IV for undergraduates.) May be repeated for additional credit.
- 733/734 Modern Technique (1-2)** Prereq: Instructor's Approval.  
Intermediate/advanced modern technique for graduate study. (Equivalent to Modern III/IV for undergraduates.) May be repeated for additional credit.

## **Education (EDU)**

- 500 Master of Arts in Teaching Orientation Seminar (0)**  
All candidates admitted to the Masters of Arts in Teaching (MAT) program are required to enroll in this Orientation Seminar. It is a pre-request linked to the first two courses taken in the program: EDU 506 Classroom Management and Organization and EDU 501 Measurement and Evaluation Strategies. The Seminar is delivered continuously online and is a no cost, non-credit, Pass/Fail course. The Master of Arts Orientation Seminar is designed to provide new candidates to the Master's program with the information regarding the process to obtaining the Mississippi Alternate Teacher License, a general orientation and expectations of the program, an explanation of the dispositions and the characteristics of an adult learner becoming a professional educator. A review of the Graduate School of Education Handbook as well as a review of the APA expectations in the writing style formatting of candidate work will be presented as outlined in the *Belhaven Graduate School of Education's Quick Reference Style and Formatting Guide*. The online Seminar also addresses the plan of study and expectations of the capstone process of writing a Comprehensive Paper.
- 501 Measurement and Evaluation Strategies (3).**  
A study of assessment and evaluation theory based on developmental criteria from cognitive, social, language, motor, and affective domains. Students use strategies for analyzing both group performance and individual needs using authentic and ecological measures. Theoretical foundations for evaluation are applied to a practicum experience at one of four levels of licensure: primary, elementary, middle, and secondary.

- 502 Dimensions of Learning I (3).** Preq: Full Admission (MS – teaching in field of license)  
Supervised internship which provides an emphasis on the application of principles and theories of education using field-based experiences.
- 503 Dimensions of Learning II (3).** Preq: Full Admission (MS – teaching in field of license)  
A study of the foundations of school law, social and cultural aspects of the school setting. Includes applications in the field.
- 506 Classroom Management and Organization (3).**  
Emphasis on the development of strategies for establishing effective classroom organization and for managing and monitoring student behavior. Strategies encourage the intellectual, personal, and moral development of students.
- 600 Master of Education Orientation Seminar (0)**  
All candidates admitted to the Masters of Education (M.Ed.) and the Masters of Education in Reading and Literacy (M.Ed.-R/L) programs are required to enroll in this Orientation Seminar. It is a pre-request linked to the first six hours taken in the program. The Seminar is delivered continuously online and is a no cost, non-credit, Past/Fail course. The Master of Education Orientation Seminar is designed to provide all candidates in the M.Ed. and M.Ed.-R/L programs with the information regarding a general orientation and expectations of the program, an explanation of the dispositions and the characteristics of adult learners as professional educators. A review of the Graduate School of Education Handbook as well as a review of the APA expectations in the writing style formatting of candidate work will be presented as outlined in the *Belhaven Graduate School of Education's Quick Reference Style and Formatting Guide*. The online Seminar also addresses the plan of study and expectations of the capstone process of writing a Comprehensive Paper.
- 602 Psychology of the Exceptional Child (3).**  
A study of the child who follows atypical patterns. Includes assessment practices and teaching techniques applicable to students with various disabilities.
- 610 Research Methods and Procedures (3).**  
An introduction to educational research methodologies that are used to improve instructional decision-making. Research techniques are applied to classroom situations with an introduction to descriptive and inferential statistics.
- 612 Curriculum Planning and Organization (3).**  
The development, analysis, and evaluation of the school curriculum with emphasis upon input from the school and community and current research.
- 621 Assessing Student Learning (3).**  
An exploration of instructional assessment measures: traditional assessment, norm/criterion-referenced testing, and alternative assessment (performance, portfolio, and product).
- 622 Teaching Reading & Math Skills (3).**  
An advanced study in the selection and use of materials and methods of teaching reading in the elementary schools with emphasis upon current research.
- 623 Technology in Education (3).**  
This course is a study in the integration of the use of the computer in the classroom through an investigation of different tools currently available for educators. An opportunity to develop materials for use in the classroom will be provided.
- 624 Issues and Innovations in Education (3).**  
A study of current research into critical issues in the elementary school curriculum, organization, and innovations that affect achievement potential.

- 625 Instructional Leadership Skills in the Classroom (3). Capstone Course**  
**This Capstone Course is required to be taken by all Master Degree Candidates: MAT, M.Ed. (3 areas of emphasis), and M.Ed.R/L.**  
The development of skills and attributes necessary to establish and maintain a positive learning environment that maximizes student achievement. Teaching strategies and models of behavioral management and instruction are emphasized. Candidates will also complete the required **Comprehensive Paper: *Educator as Servant Leader: Living and Modeling a Christian Worldview as a Reflective Practitioner***
- 628 Advanced Instructional Strategies (3).**  
The course focuses on advanced teaching strategies with emphasis on the development of curricular units that promote student understanding through the integration of content from a variety of disciplines, the inclusion of inquiry, and the use of appropriate technologies as tools for teaching and learning.
- 630 Diagnostic and Remedial Strategies Across the Content Areas (3).**  
A study of diagnostic instruments and procedures for identifying learning problems and planning remedial instruction appropriate for students in all subject areas.
- 631 Individual Instruction for Children with Learning Problems (3).**  
A study of strategies for providing appropriate educational services for children with mild to moderate learning problems by the use of intervention techniques.
- 636 Supervision of Instruction: Collaborating for Accountability (3).**  
Emphasis is on developing leadership skills in the classroom and with peer teachers, teaching assistants, and other community and school personnel.
- 640 Practicum in Education (3-6). Prereq: Approval of Director**  
Provides an opportunity for the student to complete field work which will be tied into research course, if needed. Gives the student an option for practicum based on individual needs.
- 641 Integrating Technology into the Curriculum (3).**  
This course will enable teachers to select, utilize, evaluate, and modify a wide range of instructional media. Emphasis will be placed on integrating commercially available educational media into the teacher's classroom methodology.
- 642 Using Technology to Assess Learning and Manage Data (3).**  
This course will enable teachers to select, utilize, evaluate, and modify a wide range of media for use in the following: assessing student progress; analyzing state, district, school, and classroom data; and organizing data into understandable presentations. Emphasis will be placed on integrating commercially available media into the collection, organization and presentation of data.
- 643 New and Emerging Technologies (3).**  
This course is an investigation into the new and emerging technologies available for educators use in the classroom. The course topics will remain flexible to meet the current trends and topics of interest.
- 651 Engaging Learning Communities (3).**  
This course emphasizes how teachers become more effective communicators with peers, parents, and the community through leadership roles to improve student learning and achievement.
- 652 Self-Effectiveness Analysis (3).**  
The course places emphasis on the analysis of student work to evaluate the effectiveness of instruction as demonstrated by student achievement. Results are used to direct changes needed for enhancement of student learning (next steps).
- 653 Reflection and Analysis (3).**  
This course emphasizes how teachers effectively engage students within whole group, small group and individualized instructional settings. Use of video analysis will be emphasized.

## **Health Administration (MHA)**

- 608 Current Issues and Trends in Health Administration (3).**  
This course will explore the current issues and trends in the health care system through the expert insight of health care leaders across the country. Students will examine key trends impacting the nation's health care organizations. Timely topics include health care reform and social media in health care.
- 624 Ethics in Health Care (3).**  
This course examines the ethical issues found in the health care system with the focus on the health care administrator as the decision-maker, leader, and moral agent. An in-depth look at ethical responsibilities related to various health care situations will be explored from a Biblical world view. Actual cases to illustrate everyday ethical dilemmas that are faced will be investigated.
- 643 Health Care Finance and Budgeting (3).**  
This course emphasizes financial administration and financial operations theory, principles, and concepts as they relate to health care financial decision-making. Finance and budgeting methods are reviewed as well as accountability. Students will explore these concepts from a Biblical world view.
- 646 Legal and Regulatory Environment for Health Care (3).**  
This course explores the legal environment from a health care management perspective as well as the relationship between law and ethics. The course includes topics such as the basic structure of the court system, the general legal responsibilities of health care organizations, and liabilities inherent to the provisions of care will be examined. All of these relationships are discussed in the context of a Biblical world view.
- 668 Health Care Quality Management (3).**  
This course enriches the understanding of the historical concepts of quality. It is an advanced study of how to achieve quality within the structure and relationships of the complex system of a health care organization. The concepts explored include systems thinking, improving and managing process change, performance measurement, as well as real-life examples and case studies. Students also explore the concepts and relationships from a Biblical world view.

## **Ministry (MIN)**

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

## **Public Administration (MPA)**

- 603 Research Methods in Public Administration-Project I (3).**  
An introduction to basic quantitative and qualitative research methods. Presents the primary course project which is the capstone of the MPA degree. Provides students with experience in planning, design, and performance of applied research project dealing with a practical administrative or policy problem. Students learn to formulate research questions, design research projects, apply research methodologies, and produce a professional research report.

- 604 Organizational Theory and Behavior (3).**  
A study of the classical and contemporary theories of organization, management, and administration in public and private institutions. This advanced study of group dynamics examines the forces in individuals, groups and organizations which affect the achievement of organizational goals and objectives. Issues include organization culture, organizational design, individual and collective motivation, developing the learning organization, political behavior, conflict and resolution.
- 605 Principles of Executive Leadership (3).**  
A study of the behavioral sciences as they apply to various leadership theories and models, both classical and contemporary. This course examines the distinction between leadership and management, servanthood leadership from a Christian perspective, participative management, group dynamics and motivation.
- 606 Human Resources Development and Administration (3).**  
Develops skills in techniques of personnel administration and management. Examines recruitment, selection, training, motivation, performance evaluation, compensation, discipline, and career development.
- 607 Ethics and Society (3).**  
The relevance and application of biblically based ethical principles to the issues facing today's leaders. Christian value systems are contrasted with post-modern relativism and other conflicting worldviews as the student is challenged to review and refine individual values. Included are obligations of the organization to employees and the public-at-large (society).
- 608 Management Research-Project II (3).** Pre-req: MPA 603  
The continuation of the research process initiated in MPA603. Students deliver an oral and written summary of their research efforts to date. Elements included this progress report include the history and selection of the project topic, methods selected to investigate and collect information, and bibliographical resources.
- 609 Administration of Financial Resources (3).**  
Surveys the organization, processes and functions of public financial management, including budgeting, accounting, expenditure control, and revenue collection. Examines federal, state, and local fiscal policies, intergovernmental financial relations, credit and debt management, and related topics.
- 610 Economics and Public Policy (3).**  
Examines economics both as a determinate of public policy and as a tool of public administration and policy implementation. Topics include how markets allocate resources, role of government in a market economy (fair trade vs. free trade, protectionism, etc.), market failures and responses to them; and, problems of efficiency vs. effectiveness and efficiency vs. equity.
- 611 Public and Administrative Law (3).**  
Examines law in society and legal setting of public administration (public interest social responsibility when all of society is a stakeholder, process oriented *versus* outcome-based, results oriented). Includes regulatory process, administrative adjudication, administrative procedure acts, administrative due process, judicial review, liability, and citizen's rights.
- 612 Public Policy Analysis (3).**  
Policy development and implementation are examined. Studies include who contributes to policy formation, overview of the process, and implications of policymaking. Influence of politics on the process is analyzed by using case studies. Additional topics of study include setting agendas, evaluating, succession, and policy adaptation.
- 613 Management Research-Project III (3).**  
The integrative capstone presentation of the research project initiated in MPA603 and MPA608. Each student delivers both an oral presentation and written terminal thesis (or case study) to faculty and fellow learners. Applied research projects are evaluated on comprehensiveness and quality of a professional terminal product.

## **Reading (REA)**

- 608 Early Literacy Instruction. (3)**  
This course is a study of concepts, materials and teaching strategies for oral language development and systematic early reading and writing instruction, specific to concepts about print, phonemic awareness, and phonics. The course includes a systematic study of scientifically research-based instructional methods and learning activities for beginning reading.
- 611 Literature and Literacy. (3)**  
A study of literary materials and resources that is appropriate for elementary instruction. Emphasis will be given to integrating literature into all curriculum areas. Identifies resources and research-based practices that create language rich environments.
- 617 Content Area Literacy. (3)**  
The methods and materials for teaching reading through the content areas in upper elementary, middle, and secondary schools; attention is given to techniques of diagnosing difficulties, teaching reading skills and comprehension with a focus on individualizing instruction, and assessing student achievement.
- 620 Reading and Writing across the Curriculum (3)**  
The purpose of the course is to develop educational leaders who understand the importance of balancing the processes of authentic reading and writing across content areas of the curriculum, and provide an understanding of various reading and writing strategies which will make the process and product meaningful for their students. Attention will be focused on various instructional approaches to equip teachers in producing life-long learners.
- 622 Teaching Reading Skills and Comprehension. (3)** Pre-requisite REA 608  
A study in the selection and use of materials and methods of teaching reading in the elementary schools with emphasis upon current research. Research based teaching strategies for oral language development and early systematic reading and writing instruction specific to vocabulary, fluency, and comprehension and scaffolding of the reading process.
- 627 Middle Grade Literacy (4-8). (3)**  
A study of reading-thinking skills, concepts, methods, and materials for literacy instruction and learning for upper elementary and young adolescents. Emphasis will be on comprehension, strategy instruction, assessment and writing for diverse student populations.
- 629 Literacy Assessment, Diagnosis, and Remediation. (3)** Pre-requisite REA 608  
A study of reading problems, assessment procedures and use of test results; planning individualized instructional programs and differentiated instruction for problem readers or English language learners. Includes case study with field experience.
- 632 Practicum in Reading. (3-6)** Pre-requisite REA 608; 622; 629 and Edu 630.  
This practicum course provides directed field-based applications of effective teaching, research in reading instruction, and instructional methodology to promote reading progress and prevent reading difficulties with diverse populations.
- 633 Current Trends and Research in Reading (3)**  
To familiarize teachers with current trends and theories concerning reading instruction and with the intent to advance reading success. Emphasis will be on research with best practices and contemporary issues of teaching reading and the development of effective instructional practices.

## **Sports Administration (MSA)**

- 608 Current Issues and Trends in Sports Administration (3).**  
This course will provide an in-depth study and analysis of the athletic profession as it relates to trends and issues surrounding administrative decision making. Some examples of the issues include violence, discrimination, racism, and sexism.

**643 Sports Finance and Budgeting (3).**

This course explores the current financial status in the main segment of the sport industry with emphasis placed on professional and collegiate sport. It provides a comprehensive synopsis of the application of economics and financial management used in the sport organization decision making context from both a macro and micro level. Topics include purchasing, budgeting, risk management, operational procedures, fee structures, financial ratios, financial impact analysis, attendance and price setting strategies

**646 Legal and Regulatory Environment for Sports (3).**

This course provides an examination of risk management and the current legal principles which affect sport and recreation organizations. Students will gain an understanding in objectives, principles, policies, procedures and requirements in regard to legal issues for a successful career as a sports manager. Topics that are covered include tort liability, athletic eligibility, NCAA due process, gender discrimination, contracts, and drug testing. These topics directly impact the formation and practice of policies adopted by sport administrators and coaches.

**668 Venue and Event Management (3).**

This course will examine the current research related to planning, funding, and operating sporting events and sport/recreation facilities. The course will provide a practical background in all facets of managing a sport event and facility.

## **PROGRAM INFORMATION FOR CHATTANOOGA PROGRAMS**

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

The Associate of Arts in Biblical Studies is for students who want to further their study in biblical ministry. This Bible degree program is designed in the liberal arts tradition and can lead to future studies of the Bible and is a gateway to a Bachelor of Arts in Biblical Studies. Students in the associate degree in biblical studies will learn the importance of ideas throughout history and will have the Christian worldview curriculum to draw on for discernment in interpreting media messages in understanding cultural trends and in everyday decisions.

The program is 62 credit hours.

Program length: 24 months

Program Cost of Tuition (minus other fees): \$22,010

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

The Associate of Arts in Business degree program at Belhaven University and earn the general education credit requirements needed to continue and complete a four-year bachelor degree. Belhaven can take you from an associate degree all the way to a bachelor or master degree. Go farther and advance your education.

This business associate degree offers more than transferable credit as it prepares students to continue their education with a firm academic and spiritual foundation. Whether it is history, literature, biology or math, our courses are designed around the Christian worldview, giving attention to the Lord as creator and sustainer of all things.

The Associate of Arts in Business degree at Belhaven is a 62 credit hour program. This degree program earns students the requirements necessary to complete a four-year bachelor degree.

Program length: 24 months

Program Cost of Tuition (minus other fees): \$22,010

### **Associate of Arts**

Belhaven's Associate of Arts degree at Belhaven University, formerly Belhaven College, is a Christian liberal arts program, serving as a stepping stone into our Bachelor of Business Administration program. This degree, taught from a Christian perspective, emphasizes the importance of ideas through history, and those personal values that lead to personal, spiritual and professional success. Courses in literature history, financial planning, biblical studies and personal life management skills are examples of courses offered.

The AA is a 62 credit program, spanning 18-25 months. This program may be started with no prior college experience.

Program length: 27 months

Program Cost of Tuition (minus other fees): \$22,010

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

The Bachelor of Arts in Applied Psychology from Belhaven provides a foundation of knowledge in the major subfields of psychology and prepares students for future study and work in this field.

This psychology major will introduce all students to the study of human behavior and mental processes within a Christian context and will develop the students' abilities to understand and to apply psychology. Many degrees in psychology are founded solely on secular principles, but Belhaven incorporates the biblical worldview into its coursework. Psychology classes include everything from research, applied and social psychology and counseling theory to statistics for the behavioral sciences, abnormal psychology and theories of personality.

The bachelor in psychology degree from Belhaven can lead to rewarding and purposeful jobs like: child protection worker, director of volunteer services, group home coordinator, veterans' advisor, case worker, family service worker, social service director, affirmative action officer, drug/substance abuse counselor, residential youth counselor, community relations officer, program manager, rehabilitation advisor, counselor aide, mental retardation unit manager and hospital patient service.

Program length: 48 months

Program Cost of Tuition (minus other fees): \$44,020

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

The Bachelor of Arts in Biblical Studies is an in depth study and application of the Bible. Professors seek to establish students' understanding of the Bible and move them from learning to doing. Early in the curriculum students are given the necessary background and skills to interpret the Bible as the inspired, infallible Word of God.

Students will explore the most current research and discover today's most relevant information about the Bible. Professors encourage students to investigate the Biblical text for themselves as the source of their doctrine and guide for life.

A degree in biblical studies is designed in the Christian liberal arts tradition giving students a broader range of study and career possibilities. Students who earn this Bible degree can go into ministry positions that includes pastoring, working with youth or children, counselors, therapists, teachers or missionaries.

Program length: 48 months

Program Cost of Tuition (minus other fees): \$44,020



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

The Bachelor of Arts in Interdisciplinary Studies offers students a unique opportunity to enhance their education, prepare to serve Christ in their unique roles in His kingdom, and individually format their curriculum.

Interdisciplinary Studies is a bachelor's degree that permits less specialization than is required for other majors. Students fulfill their interdisciplinary major with 42 hours of course work from three area concentrations, rather than a single subject major. At least 9 hours must be taken in each area. The course of study culminates in a capstone experience under the supervision of the dean.

Through career-specific advising, students earning an interdisciplinary degree will benefit from:

- A customized general studies degree program that will include beneficial courses added to the student's course of study.
- Students will complete a final paper/project that ties all of their coursework and assists in preparation for their careers.
- Selection of coursework that is relevant to their current or desired career path.

Program length: 48 months

Program Cost of Tuition (minus other fees): \$44,020

### **Bachelor of Arts in Social Services**

Belhaven University, formerly Belhaven College, seeks to introduce all students to the study of human behavior and mental processes within a Christian worldview context. The Bachelor of Arts in Social Services degree is designed to provide a foundation of knowledge and prepare students for future study in the field of social services. Emphasis is placed on developing the students' ability to understand and apply social service principles in their everyday lives, and an important goal is to help students in their ability to appropriately interrelate their social service degree and the Christian faith.

Belhaven University has developed each course to build upon the previous one in a sequence. Each course is offered in a six week format. Students meet one night a week for four hours of classroom instruction and periodic project team meetings.

Program length: 48 months

Program Cost of Tuition (minus other fees): \$44,020

### **Bachelor of Arts in Social Services with Christian Ministry**

Students interested in a concentration in Christian Ministries to prepare them for further study in the area of Christian Ministry must complete the BASS degree requirements along with eleven additional credits in biblical studies. This degree prepares students to serve in churches, social services agencies and other faith based organizations.

#### **The Bachelor of Arts in Social Services**

Belhaven University, seeks to introduce all students to the study of human behavior and mental processes within a Christian worldview context. The Bachelor of Arts in Social Services degree is designed to provide a foundation of knowledge and prepare students for future study in the field of social services. Emphasis is placed on developing the students' ability to understand and apply social service principles in their everyday lives, and an important goal is to help students in their ability to appropriately interrelate their social service degree and the Christian faith.

Program length: 48 months

Program Cost of Tuition (minus other fees): \$44,020

### **Bachelor of Business Administration**

The Bachelor of Business Administration (BBA) at Belhaven University prepares students for entry-level management positions and provides a course of study for adults who wish to enhance their professional and managerial skills. Students are required to meet for class once a week, and participate in project team activities designed to enhance the learning process and development of problem-solving skills. Project team activities are monitored by professors.

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

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

Certain required courses within the business degree program, 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 worldview.
- Facilitate social development and effectiveness in interpersonal relationships through development of a Christian worldview and constructive attitudes toward work, other people, and the ty 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 worldview 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.

Program length: 48 months

Program Cost of Tuition (minus other fees): \$44,020

### **Bachelor of Health Administration**

The Bachelor of Health Administration degree at Belhaven University is designed to integrate a foundation of general education with health administration theory, and practice the expertise that prepares graduates for management positions in health administration.

The BHA curriculum addresses the basic body of knowledge, understanding, and skills identified as relevant to health administration:

- Critical thinking from a Biblical worldview perspective, utilized to analyze and solve complex problems.
- Professional communication skills expanded by developing an understanding of the Biblical principles used to provide effective communication strategies within the organization, with staff, patients, and the public.
- Leadership abilities established on biblical principles to lead effective work teams toward a shared organizational mission.
- Foundation of ethical principles, based on the Bible, to guide the decision making process from an application of personal and organizational values.
- Quantitative skills to manage an organization's financial health, provide data to measure, and report an organization's quality outcomes.
- Legal and regulatory knowledge, to reduce an organization's liability and effectively manage risk.
- Broad knowledge of the health administration industry, to include managed care and long term care administration.
- Marketing strategies, taught from a Christian worldview, to reach the appropriate audience in creative, cost effective ways.
- Ability to embrace biblical principles regarding the management of human resources and how to secure, retain, and train the most competent workforce available.
- Use biblical worldview principles to plan, and organize skills to complete business-critical projects.

Program length: 48 months

Program Cost of Tuition (minus other fees): \$44,020

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

A Bachelor of Science in Accounting from Belhaven provides students with the skills and knowledge necessary for success in the accounting profession. There is a high demand for graduates with accounting degrees and salaries are rising because of the increased competition to hire them.

Belhaven accounting students are able to secure accounting jobs or internships while they are still students and get on-the-job training and experience. An accredited accounting degree from Belhaven can open up career opportunities like public, tax, government, corporate, managerial and not-for-profit accounting as well as auditing and internal auditing.

Belhaven's accounting classes are flexible and bring the classroom to life, providing students with a quality learning experience so you can succeed in your education and career. This program also emphasizes the importance of Christian values and ethics in the practice of accounting. Graduates of this program are qualified for jobs as an accountant or comptroller or may desire to take the CPA exam, which can lead to a career as a certified accountant.

Students completing the accounting program will have taken all courses required to qualify to take the CPA exam in Mississippi. However, students may need additional course work to meet the 150-hour requirement. Students planning to take the CPA exam in other states must check with the state board of public accountancy in that state to make sure they will qualify.

Program length: 48 months

Program Cost of Tuition (minus other fees): \$44,020

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

The Bachelor of Science in Management, business degree program at Belhaven University, is ideal for adults wanting to focus on management and leadership in business. The curriculum emphasizes the roles of leaders in organizations and includes courses in communications, decision-making, business law, human resources, marketing, entrepreneurship, and international management. Students in pursuit of this business degree are required to meet for class once a week and participate in Project Team activities, which enhance the learning process and development of problem-solving skills. Project team activities are monitored by professors.

Program length: 58 months

Program Cost of Tuition (minus other fees): \$44,020

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

A criminal justice concentration from Belhaven's Bachelor of Science in Management program is ideal for adults who want to focus on leadership within the judicial and correctional system. This degree fits into any busy, working adults schedule while providing students with the tools to succeed.

The criminal justice classes emphasize the roles of leaders in the workplace and includes courses in communication, research based decision-making, business law, human resources, marketing, computer applications, communication and business fundamentals.

#### **Bachelor of Science in Management with Criminal Justice Concentration Degree Curriculum Summary**

Faculty work with their students to develop administrative and leadership skills associated with law enforcement, criminal courts and corrections that are in high demand. A degree in management with concentration in criminal justice can lead students to jobs from patrol officer to emergency management coordinator and operations supervisor.

Program length: 48 months

Program Cost of Tuition (minus other fees): \$44,020

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

The Bachelor of Science in Management, business degree program at Belhaven University, is ideal for adults wanting to focus on management and leadership in business. The curriculum emphasizes the roles of leaders in organizations and includes courses in communications, decision-making, business law, human resources, marketing, entrepreneurship, and international management. Students in pursuit of this business degree are required to meet for class once a week and participate in Project Team activities, which enhance the learning process and development of problem-solving skills. Project team activities are monitored by professors.

Program length: 18 months

Program Cost of Tuition (minus other fees): \$13,455

## **Certificate in Biblical Studies**

A Certificate in Biblical Studies at Belhaven is an 18 credit hour certificate, and is for students in preparation for positions of spiritual and ministerial leadership and teaching a deep understanding of scripture. This certificate goes through interpretation and doctrine to ministry and will give students a the needed skills to function in many ministerial and biblical training positions.

Program length: 6 months

Program Cost of Tuition (minus other fees): \$6,390

## **Graduate Certificate in Human Resources**

The Graduate Certificate in Human Resources allows students to look into and experience the field of Human Resources. The graduate human resources classes will have a heavy focus on the study and application of human resource principles. Experienced and knowledgeable faculty teach students from a Christian worldview on current issues such as:

- Studying an overview of human resource management (including issues relating to training, assessments, compensation, recruitment, dismissal and regulatory requirements)
- Examining practices to support employee development and motivation
- Exploring training and organization development (including intervention strategies, employee empowerment, and organization transformation and strategic change)
- Overseeing compensation and benefits (including developing a total compensation philosophy, design and implement a total rewards system, job analysis, job evaluation, job descriptions, compensation law, employee benefits, government mandated benefits and employer-sponsored benefits)

Program length: 6 months

Program Cost of Tuition (minus other fees): \$4,725

## **Graduate Certificate in Leadership**

The Graduate Certificate in Leadership allows students to look in-depth at leadership topics through the guidance of experienced faculty who will assist them in handling leadership situations. These graduate leadership certificate classes provide a focused study of situations that arise while leading others and all classes are taught from a Christian worldview perspective. Classes include topics such as:

- Developing and implementing strategies to maximize leadership and organization effectiveness
- Adapting to changing external environmental factors
- Assessing strategies for overcoming resistance to change
- Analyzing of team dynamics
- Studying biblical approaches to resolve workplace conflicts
- Examining issues relating to diversity, culture, individual proficiency, performance pay and collective performance evaluations

Program length: 6 months

Program Cost of Tuition (minus other fees): \$4,725

## **Master of Business Administration**

The Master of Business Administration program (MBA) at Belhaven University is truly a blend of the sophisticated academic world, the practical and technologically dependent career world, and the eternal world of Christian faith. The enabling thrust of our business degree, is to develop in students that rare level of discernment so much in demand, both globally and locally, and to give leadership and direction to those in the secular world who lack an ethical operating foundation.

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

MBA program classes are offered one night per week. The format is a concentrated, continuous approach. Students are required to participate in Project Team activities within each course, designed to enhance the learning process and the development of problem-solving skills.

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

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

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

Program length: 18 months

Program Cost of Tuition (minus other fees): \$18,900

### **Master of Business Administration with Human Resources**

The **Human Resources concentration** allows students to look into and experience the field of Human Resources. The courses will have a heavy focus on the study and application of human resource principles. Students will explore areas of study that include employee relations, compensation and benefits, and look at current issues in the field.

Program length: 24 months

Program Cost of Tuition (minus other fees): \$4,725

### **Master of Business Administration with Leadership**

The **Leadership concentration** allows students to look in-depth at leadership topics through the guidance of experienced faculty who will assist them in handling leadership situations. The courses provide a focused study of situations that arise while leading others.

Program length: 24 months

Program Cost of Tuition (minus other fees): \$22,050

### **Master of Science in Leadership**

The Master of Science degree in Leadership at Belhaven College, renamed Belhaven University, is a 36 credit hour graduate program, designed to enhance the professional skills of business managers and executives. The program caters to adult professionals who seek to develop and increase their management and leadership roles in business, education, church, and other areas of their professional lives. Intended to grow the individual's comprehension of internal and external social, legal, political, and economic forces as they affect the decision-making process within an organization, the program has been structured to serve both holders of baccalaureate degrees in business as well as other disciplines. Classes are offered one night per week. Students are required to participate in Project Teams, which enhance the learning process and the development of problem-solving skills.

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

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

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

Program length: 18 months

Program Cost of Tuition (minus other fees): \$18,900

### **Master of Science in Leadership with Human Resources**

The **Human Resources concentration** allows students to look into and experience the field of Human Resources. The courses will have a heavy focus on the study and application of human resource principles. Students will explore areas of study that include employee relations, compensation and benefits, and look at current issues in the field.

Program length: 24 months

Program Cost of Tuition (minus other fees): \$22,050

## **Master of Science in Leadership with Ministry**

The Master of Science in Leadership with Ministry Concentration is a 36 credit hour graduate program, designed to enhance the professional skills of ministry leaders. The program caters to adult professionals who seek to develop and increase their management and leadership roles in the church, parachurch, other ministry organizations, and other areas of their professional lives.

Intended to grow the individual's comprehension of internal and external social, political, interpersonal, and economic forces as they affect the decision-making process within an organization, this master degree in leadership has been structured to serve both holders of baccalaureate degrees in ministry as well as other disciplines.

All courses are taught from the foundation of the biblical worldview, and students are taught to lead with conviction, think critically, and achieve success according to Christian principles.

### **Objectives**

The following are the Objectives of the Master of Science in Leadership Ministry Concentration program:

- Practice servant leadership using Christ as the model in serving people and society.
- Provide leadership, vision, and strategic planning in a variety of organizations and environments.
- Understand the mission of the church
- Grasp the role of the educational ministry of the church
- Understand the Biblical concept of shepherding and how this relates to the role of the leader
- Prepare to lead others in environments increasingly characterized by change and complexity.
- Master principles of human behavior and motivation to maximize use of human resources.
- Master key functional area skills in marketing, entrepreneurship, accounting, finance, and economics.
- Appreciate the trends of a global world and the need to continually update leadership principles and techniques.
- Complete a significant hands-on project in a live organization and integrate the knowledge and skills from all courses taken.
- Develop organizational-wide skills in structure, coordination, policy, and design of sub-units.
- Master methods of organization change and development.
- Develop the ability to utilize the most recent tools and concepts emerging in management and leadership.
- Interact with executive level leaders from the community to identify current challenges and find strategies to address them.

Program length: 18 months

Program Cost of Tuition (minus other fees): \$18,900

## **Post-Baccalaureate Certificate in Accounting**

The certificate in accounting from Belhaven University is an opportunity for students to enter the accounting profession. There is a high demand in the job market for persons with accounting degrees. There are not enough accounting graduates to supply the demand, so the increasing competition to hire them means that salaries are rising. Belhaven's flexible accounting certificate courses bring the classroom to life and provides a quality learning experience so you can succeed in your education and career.

Because of the high demand for accountants, some Belhaven accounting students are able to secure accounting jobs or internships while they are still students and get on-the-job training and experience. An online accounting certificate from Belhaven can open up career opportunities like public, tax, government, corporate, managerial, cost and not-for-profit accounting as well as auditing and internal auditing.

Students completing the accounting certificate program will have taken all courses required to qualify to take the CPA exam in Mississippi. Since certificate students already hold a bachelor's degree in another major, they should also have enough credits to satisfy the 150-hour requirement. Students planning to take the CPA exam in other states must check with that state's board of public accountancy to ensure they will qualify.

Program length: 15 months

Program Cost of Tuition (minus other fees): \$12,780

## ONLINE PROGRAM: INFORMATION FOR PROSPECTIVE STUDENTS

### ONLINE CAMPUS PROGRAM OBJECTIVES

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

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

### ADMISSION REQUIREMENTS AND PROCEDURES

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

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

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

### APPLYING FOR UNDERGRADUATE ADMISSION

#### Degree-seeking, Freshman Application Process

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

**Dual Enrollment**

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

**Concurrent Enrollment**

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

**Concurrent Enrollment - Traditional Students**

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

**Concurrent Enrollment – Adult Studies Students**

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

**Changing Programs**

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

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

**Admission By Examination**

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

**Transfer Application Process**

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

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

### International Application Process

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

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

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

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

### Veterans' Admission

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



**Readmission**

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

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

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

**Transfer Credits**

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

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

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

**Admission Requirement for Certificate in Accounting**

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

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

**APPLYING FOR GRADUATE ADMISSION****Master of Business Administration/Master of Business Administration – Health Administration****Concentration/Master of Business Administration – Human Resource Concentration/Master of Business****Administration – Leadership Concentration Admission Requirements****Regular Admission**

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

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

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

**Preliminary Admission**

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

**Master of Health Administration Admission Requirements**

**Regular Admission**

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

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

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

**Preliminary Admission**

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

**Master of Public Administration Admission Requirements**

**Regular Admission**

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

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

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

**Preliminary Admission**

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

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

**Regular Admission**

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

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

**Preliminary Admission**

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

**Master of Sports Administration Admission Requirements**

**Regular Admission**

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

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

**Preliminary Admission**

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

**Graduate School of Education Admission Requirements  
Degree-seeking Application Process**

**Master of Education (M.Ed.) and Master of Education in Reading Literacy (M.Ed.RL)**

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

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

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

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

**AND**

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

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

**Proficiency in English**

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

**Certificate in Health Administration Admission Requirements  
Degree-seeking Application Process**

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

**Certificate in Human Resources Admission Requirements  
Degree-seeking Application Process**

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

**Certificate in Leadership Admission Requirements  
Degree-seeking Application Process**

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

## Certificate in Sports Administration Admission Requirements

### Degree-seeking Application Process

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

## STUDENT FINANCIAL SERVICES REGULATIONS

### Student Financial Services – Student Accounts

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

### Institutional Refund/Withdrawal Policy

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

- All application fees and tech fees are nonrefundable.
- If a student wishes to cancel his/her enrollment agreement prior to beginning classes, Belhaven will cancel all obligations, except for books, supplies, or materials which are not returnable because of use, within 3 business days upon notification.
- All refunds/credits for charges to the student's account will be granted on the basis of the date on which notification of the intent to withdraw is received by student services and the student's last date of attendance and will be made within 30 days of the established withdrawal date.
- Courses Not Attended – For courses offered in modules, a refund/tuition credit of 100% will be given for all courses where no attendance has occurred.
- Course Withdrawal – When student services receives notification of a students' intent to withdraw from a course prior to attending the first class meeting, a refund/tuition credit of 100% will be given for the course.
- If student services receives notification of the withdrawal prior to attending a second class meeting, a 75% refund/tuition credit will be given.
- No refunds/credits will be given for withdrawals after attending the second class meeting which is the census date.
- Program Withdrawal – When student services receives notification of a students' intent to withdraw from the University or in cases of an administrative withdrawal, students will receive a 100% refund/credit for all courses for which the student has not attended.
- In cases where a student's withdrawal is the result of extenuating circumstances such as student injury, prolonged illness or death or a natural disaster, Student Services should be contacted to obtain a qualified determination of whether the circumstance warrants an exception to the prescribed refund policy.
- For Georgia students - No-shows and students withdrawing from a course shall receive a 100% refund of applicable tuition and refundable fess (excluding the application fee) when the withdrawal is submitted prior to attending the course. Once attendance has occurred, a refund percentage shall be computed on a pro rata basis determined by dividing the number of class meetings remaining in the course (from the student's last date of attendance) by the total class meetings in the course. Students who withdraw from a course or the institution when the calculated percentage of remaining class meetings is 40% or less are not entitled to a refund of any portion of institutional charges.

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

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

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

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

**Other Financial Policies**

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

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

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

**Expenses**

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

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

**Special Fees (in addition to tuition)**

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

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

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

- Turnitin.com subscription.
- Online course delivery software access for online classes.

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

## Student Financial Services - Financial Aid

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

Students should complete the following application procedures:

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

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

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

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

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

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

### Satisfactory Academic Progress

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

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

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

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

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

1. A student must maintain a cumulative GPA of 2.0 or better.
  - A. Transfer students – Belhaven University does not transfer grades from previous schools (credits toward a degree are accepted, but grades are not accepted). Cumulative GPA will be calculated based only on the student's work at Belhaven.

- B. Some financial aid programs require a higher GPA than what is required to maintain SAP. A student could meet the requirements for SAP, but still lose eligibility for one or more financial aid programs. Some examples are Mississippi Tuition Assistance Grant (MTAG), Mississippi Emanate Scholars Grant (MESG), and TEACH Grant. This is not an exhaustive list. A student should be aware of the requirements necessary to maintain eligibility for all of his or her financial aid programs.
  - C. A student receiving an institutional academic scholarship (Belhaven University Scholarship, Transfer Academic Scholarship, or a PTK Scholarship) from Belhaven University must maintain a cumulative GPA of 2.0 or better to keep his or her institutional scholarship.
2. A student must successfully complete at least 67% of his or her cumulative course work attempted [668.34(a)(5)]. This is calculated by the number of hours earned divided by the number of hours attempted.
- A. All courses attempted at Belhaven University and those taken elsewhere, which are recognized by the Registrar's Office as part of the student's current program of study, with the exception of remedial courses, are counted as hours attempted. Remedial courses are not considered part of the student's attempted hours.
  - B. Classes from which a student withdraws (W), withdraws passing (WP), or withdraws failing (WF) are counted as hours attempted. Classes with a grade of W, WP, and WF are not considered part of a student's GPA calculation.
  - C. Credit hours earned by testing or other non-standard means are counted in the SAP calculations as both hours attempted and hours earned. This includes hours earned from exams, AP courses, CLEP, PEP, DANTES, and military credits.
  - D. Repeated classes are considered part of the hours attempted. A student can receive financial aid for repeating a class as long as he or she earned an "F" in the class. A student can receive financial aid once for repeating a class that he or she has passed.
  - E. A course with a grade of incomplete will be counted as hours attempted [668.34(a)(6)], but not earned. A student may request his or her SAP be reevaluated once a final grade has been posted.
3. A student who exceeds 150% of the required hours for his or her program is not making SAP. *Once a student, pursuing a 124 hour degree, attempts 186 hours (150% X 124 hours) he or she will no longer be making SAP.* Hours used in determining whether a student has reached 150% are defined as hours attempted in #2.

\* Students deemed not making SAP and taking classes during the summer can have their SAP reevaluated with their summer work included. It is the student's responsibility to request a reevaluation.

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

*Good Standing* – eligible to receive financial aid

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

*Financial Aid Warning* – eligible to receive financial aid

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

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

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

*Financial Aid Probation* - eligible to receive financial aid

The status assigned to the student who successfully appeals and is eligible for financial aid on a probationary status until the student can meet all of the SAP standards. The student's progress is evaluated at the end of the next payment period to determine if he/she is meeting the requirements of their academic plan. If the requirements are



being met, the student is eligible to receive federal student aid as long as the student continues to meet the requirements and is reviewed according to the academic plan. See “Instructions for Preparing a Satisfactory Academic Progress (SAP) Appeal” for more guidance concerning an appeal.

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

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

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

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

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

### **Reestablishing Financial Aid**

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

### **Veterans' Benefits**

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

### **Vocational Rehabilitation Benefits**

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

## **STUDENT LIFE**

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

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

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

The Kilt [http://www.belhaven.edu/pdfs/campus\\_life/TheKilt.pdf](http://www.belhaven.edu/pdfs/campus_life/TheKilt.pdf)

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

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

### **Academic Appeals**

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

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

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

### **Academic Grievances**

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

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

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

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

### **Academic Disability Accommodation**

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

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

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

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

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

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

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

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

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

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

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

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

### **Belhaven Bookstore**

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

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

## ACADEMIC PROGRAMS

### REQUIREMENTS FOR DEGREES

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

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

#### **Degrees Offered**

**Certificate in Accounting (Undergraduate)**

**Associate of Arts**

**Associate of Arts in Biblical Studies**

**Associate of Arts in Business**

**Bachelor of Arts in Applied Psychology**

**Bachelor of Arts in Biblical Studies**

**Bachelor of Arts in Interdisciplinary Studies**

**Bachelor of Business Administration**

**Bachelor of Health Administration**

**Bachelor of Science in Accounting**

**Bachelor of Science in Management**

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

**Master in Business Administration**

**Master of Business Administration – with Health Administration Concentration**

**Master of Business Administration – with Human Resources Concentration**

**Master of Business Administration – with Leadership Concentration**

**Master of Business Administration – with Sports Administration Concentration**

**Master of Health Administration**

**Master of Public Administration**

**Master of Science in Leadership**

**Master of Science in Leadership - with Human Resources Concentration**

**Master of Science in Leadership - with Ministry Concentration**

**Master of Sports Administration**

**Master of Education – Teacher as Leader/Elementary or Secondary Emphasis**

**Master of Education – Educational Technology Emphasis**

**Master of Education – National Board Emphasis**

**Master of Education in Reading Literacy**

**Certificate in Health Administration**

**Certificate in Human Resources**

**Certificate in Leadership**

**Certificate in Sports Administration**

#### **Academic Advising**

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

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

**Residence Requirement**

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

**Progress Toward Degree**

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

**General Education Goals**

**Requirements for Degree**

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

**Course Enrollment Regulations**

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

**ADMINISTRATION OF THE CURRICULUM**

**Online Campus Semester System**

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

**Courses**

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

**Departmental Abbreviations**

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

Reading	REA
Sports Administration	MSA
Worldview Curriculum	WVC

**Grades and Quality Points**

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

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

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

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

**Academic Standing**

**Undergraduate**

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

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

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

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

**Graduate**

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

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

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

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

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

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

### **Incomplete**

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

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

### **Independent Study**

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

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

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

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

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

The following stipulations apply to this policy:

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

### **Administrative Withdrawal**

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

### **Classification**

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

### **Course Load**

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

### **Grade Reports**

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

### **Transcripts**

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

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

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

Belhaven University accords all the rights under law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the act.

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

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

### **Class Attendance Policy**

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

Class attendance is mandatory. The nature of the fast pace of the program requires that students turn in all assignments by the weekly deadline:



A maximum of two absences are allowed for an eight-week course that does not have any live online meetings. All reasons for absences (illness, power outage, internet or technical problems, emergencies, late registration, etc.) are included in the maximum number of absences. An absence in a course that has no live online meetings is interpreted thusly:

- If the student does not log into the online course and does not actively participate in the class (e.g. student fails to submit at least one assignment, take a quiz, or respond to at least one discussion question), it cannot be confirmed that the student is actually attending the class, so the student will be counted absent. Simply viewing a hall video does not constitute attendance.
- If the student is absent (as described above) for more than the maximum number of allowed absences, the student will automatically be withdrawn from the course. In this case, a student must consider that financial aid may be affected.

### Academic Plan

A student's academic plan is available upon entering an educational program.

Students must keep their own records of their academic progress; **ULTIMATELY IT IS THE RESPONSIBILITY OF THE STUDENT TO SEE THAT HE/SHE IS COMPLETING THE CORRECT COURSES FOR THE DEGREE HE/SHE IS PURSUING.**

### Academic Lists

At the end of each semester, the following academic lists are published:

Undergraduate:

President's List: Students must complete at least 9 credit hours in a semester with a GPA of 4.0

Dean's List: Students must complete at least 9 credit hours in a semester with a GPA no lower than 3.6.

Graduate:

President's List: Students must complete at least 6 credit hours in a semester with a GPA of 4.0

### Graduation with Honors

To graduate cum laude, magna cum laude, or summa cum laude, a baccalaureate degree seeking student must have earned a minimum of 60 academic hours carrying quality points at Belhaven University. At the time of graduation the student must have established a cumulative quality point index on the Belhaven University record and meet the minimum below to be eligible:

cum laude, 3.4; magna cum laude, 3.7; summa cum laude, 3.9.

To graduate "with honors," a student must have a minimum of 45 academic hours carrying quality points at Belhaven University and a 3.4 cumulative grade point average at Belhaven University

Belhaven University baccalaureate degree-seeking students who graduate with academic honors will wear Belhaven University honor cords for the graduation commencement ceremonies. Students are not allowed to wear any other regalia from societies, sororities, or organizations not affiliated directly with Belhaven University.

### Veterans' Regulations

Each recipient of VA benefits enrolled at Belhaven University is expected to become familiar with, and to adhere to, all academic policies stated in the current issue of the Belhaven University catalogue.

### Tutorial Work

The term "tutorial" is applied to final coursework being completed by a nonresident Belhaven student.

### Alternative Credit (For undergraduate degrees only)

**(Alternative credit for all sources may not exceed 45 credit hours toward the undergraduate degree.)**

- **National Accreditation Transfer**

Belhaven University will review and accept up to 45 credit hours for courses comparable to those offered by Belhaven from schools accredited by agencies recognized by the Council for Higher Education and Accreditation (CHEA) or the Secretary of the Department of Education. Courses accepted must have a 'C' grade or better. No comparable courses are allowed to substitute for WVC301 or WVC401. The Registrar will make the final decision on credit awarded.

- **Standardized Testing**  
Belhaven University recognizes the CLEP, Dantes, AP and ACT PEP standardized tests for credit and accepts the recommended score scale. Alternative credit, including CLEP, AP, and ACT PEP may not exceed 30 hours. Students may not CLEP core courses in their major. CLEP courses, when allowed, become Gen Eds or electives and are counted as part of the alternative credit limit.
- **Foreign Language Proficiency Exams** (not applicable to Adult Studies)  
Foreign students may not register for credit in their native language. Students may earn college credit for Spanish, French, or German only by taking the CLEP examination at the elementary or intermediate levels. Students may earn up to the required number of credit hours in the general education core for their major in a single language through completion of the CLEP examination with a minimum score of 50 or above or through proficiency credit. The CLEP standardized examination will preclude the use of departmental examinations except in those areas where CLEP examinations are not available.

The method of testing and the number of credit hours to be awarded for languages other than Spanish, French, or German will be determined by the chair of the foreign language department or their designee. For testing other than CLEP, a \$100 fee is charged for administering a proficiency exam; an additional fee of \$100 is charged if the exam is completed and credit is to be awarded.

- **Correspondence Courses**  
A student may apply a maximum of six semester hours of correspondence credit to satisfy degree requirements. The Registrar must approve correspondence work in advance. Credit in major courses or core courses for degrees may not be earned by correspondence.
- **Military Credit**  
Credit for military service may be awarded as four credit hours of physical education if credit has not already been achieved in this area. These credits are awarded as non-academic hours. Other military training courses are individually assessed by the American Council on Education (ACE) recommendations.
- **Prior Learning Assessment (PLA) (Maximum credit - 15 hours)**  
Belhaven University is among more than 600 colleges and universities involved in assessing documented learning for academic credit toward an undergraduate degree. The Council for Adult and Experiential Learning (CAEL), an educational association founded in 1974 to promote the acceptance of the awarding of college credit for documented and experiential learning, has led the way in developing and implementing assessment techniques. Belhaven University uses the guidelines developed by CAEL. In order for the credit to be granted officially and recorded on the transcript, the applicant must have completed successfully a minimum of 12 semester hours of academic course work at Belhaven University. This type of credit is not necessarily transferable into or out of Belhaven University. A \$150.00 assessment fee is paid at the time the portfolio is turned in for assessment. Upon awarding of credit, the student is charged \$75.00 per semester hour of credit and must pay the full amount before the credits are recorded on the student's permanent record. Students wishing to earn academic credit must submit the required portfolio information for assessment upon completion of EDU 290. A maximum of 15 hours may be earned through portfolio assessment. Credit is awarded and applied only as elective credit. The process for experiential credit should be completed prior to the beginning of the last semester required for degree completion. An additional fee must be paid prior to the beginning of the course for additional software usage required for the course.
- **Documented Learning - Portfolio I**  
Credit for professional or technical courses, licenses, certifications, workshops, etc., can be awarded if documented thoroughly. Faculty members assess the validity of substantial documentation based on completion, clock hours, and content. The Portfolio I must include a resume, an autobiographical sketch, and a value of learning statement for each topic area. One semester hour of credit may be awarded for 20 hours of instruction that is determined by faculty to be college level.
- **Experiential Learning - Portfolio II**  
Experiential learning credit assessments, in the form of portfolios, are methods by which students may earn academic credit for college-level learning completed outside of the traditional classroom setting. It is designed to assist adult learners in attaining their academic and career goals by validating their professional competencies acquired through experiential learning. Those interested in PLA credit should make an appointment with Student Services at their local campus.

Credit from alternative credit programs may be given in a specific area in which a student wishes to major or minor, dependent upon departmental policy. The maximum total of such credit listed above, in any combination, is 45 semester hours, not to include more than 15 hours of experiential credit. Hours earned through alternative credit programs do not carry quality points and therefore are not considered as residential hours for honors calculations.

## COURSES OF INSTRUCTION

### CERTIFICATE PROGRAM

#### Certificate in Accounting

Thirty-six hours of course work: ACC217, 313-314, 337, 411, 412, 413, 418, 421, 424, 490, and BUS 415.

Students who have already taken one of the required accounting classes will be required to select a substitute from an upper division business elective course

### ASSOCIATE DEGREE PROGRAM

#### Graduation Requirements

- A total of 62 semester hours is required to earn the associate degree.
- The last 17 semester hours of course work must be earned at Belhaven University.
- Satisfaction of Belhaven's general education requirements.
  - Written Communication Skills: Six semester hours
  - Literature: Six semester hours
  - Science: Four semester hours
  - Math: Three semester hours
  - History: Six semester hours
  - Biblical Studies: Nine semester hours
  - Business: Three semester hours
- Successful completion of all courses taken at Belhaven University with a minimum cumulative GPA of 2.0.
- Payment of all tuition and fees.
- Applications for degree completion audits must be made online by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.

#### Associate of Arts

The Associate of Arts (A.A.) degree program provides adults with an excellent foundation in the liberal arts while preparing them for continued studies. The curriculum develops the adult learner's sensitivity to human values and capacity for critical thinking.

**A.A.:** 62 hours to include: BIB 214, 215, BIO 125, BUS 280, ENG 103, 108, 203, 204, HIS 108, 205, MAT 202, WVC 301 and elective hours.

#### Associate of Arts in Biblical Studies

The Associate of Arts in Biblical Studies prepares students for further study in biblical ministry.

**A.A. in Biblical Studies:** 62 hours to include: BIB 214, 215, BIO 125,, BUS 280, ENG 103, 108, 203, 204, HIS 108, 205, MAT 202, WVC 301, electives, and 18 hours from the following: BIB 334, 335, 341, 344, 345, 375, 385, 395 and 470.

#### Associate of Arts in Business

The Associate of Arts in Business prepares students for further study in business administration or management.

**A.A. in Business:** 62 hours to include: BIB 214, 215, BIO 125, BUS 280, ENG 103, 108, 203, 204, HIS 108, 205, MAT 202, WVC 301, BUS 304, 309, 320, and 326, and elective hours.

## Associate of Arts for High Scholars

The Associate of Arts degree can be completed by supplementing the High Scholars courses with Belhaven University online courses. [http://www.belhaven.edu/high-scholars/aa\\_high\\_scholars.htm](http://www.belhaven.edu/high-scholars/aa_high_scholars.htm)

## BACCALAUREATE DEGREE PROGRAMS

### Graduation Requirements

- A total of 124 semester hours is required to earn the Bachelor degree.
- The last 31 semester hours of course work must be earned at Belhaven University.
- Satisfaction of Belhaven's general education requirements.
  - Written Communication Skills: Six semester hours
  - Literature: Six semester hours
  - Science: Four semester hours
  - Math: Three semester hours
  - History: Six semester hours
  - Biblical Studies: Nine semester hours
  - Business: Three semester hours
  - Kingdom Life: Family and Workplace: Three semester hours
- Successful completion of all courses taken at Belhaven University with a minimum cumulative GPA of 2.0.
- Payment of all tuition and fees.
- Applications for degree completion audits must be made online by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.

### General Education Required Coursework

All students must complete BIB 214, 215, BIO 125, BUS 280, ENG 103, 108, 203, 204, HIS 108, 205, MAT 202, and WVC 301.

### Bachelor of Arts in Applied Psychology

The Belhaven University Department of Psychology seeks to introduce all students to the study of human behavior and mental processes within a Christian context. The applied psychology major is designed to provide a foundation of knowledge in the major subfields of psychology and to prepare students for future study and work in this field. This accredited degree program focuses on developing the students' abilities to understand and to apply psychology in their everyday lives. Many degrees in psychology are founded solely on secular principles, but Belhaven incorporates the biblical worldview into coursework and classroom discussion.

**B.A. in Applied Psychology:** 124 hours to include all General Education coursework as well as PSY 203, 243, 304, 312, 331, 332, 340, 352, 353, 355, 420, and 461, WVC 401, electives and 6 hours from the following: PSY 342, 343, 362 and 442.

### Bachelor of Arts in Biblical Studies

The Bachelor of Arts in Biblical Studies seeks to establish the faith and understanding of students through study of the Bible as the inspired, infallible Word of God. It also seeks to provide the necessary background and skills to interpret the Bible adequately as the objectively authoritative rule of faith and practice. In accordance with the best standards of Reformed scholarship, the biblical data are presented along with a consideration of light that has been shed upon the subject matter by recent study or discovery. Thus students are encouraged to investigate the biblical text for themselves as the source of their doctrine and the guide for their conduct.

### Bachelor of Arts in Biblical Studies Course Requirements

**B.A.B.S.:** 124 hours to include all General Education coursework as well as BIB 334, 335, 341, 344, 345, 375, 385, 395, 470, 480, WVC 401 and electives.

## Bachelor of Arts in Interdisciplinary Studies

The Interdisciplinary Studies Program is designed for the student who wishes to have a broad educational experience with course work in three different disciplines. It allows the student to customize their course of study into areas of interest, and allows them to make the best use of previous college credits. An important goal in the Interdisciplinary Studies Program is to help students in their ability to appropriately interrelate their study and the Christian faith. In addition to the three Interdisciplinary Majors which form this program, students will complete a general education core. Students meet one night a week for four hours of classroom instruction and periodic project teams.

**B.A. in Interdisciplinary Studies:** 124 hours to include all General Education coursework as well as IDS 499 and 42 hours of course work from three area concentrations, and electives.

At least 9 hours must be taken in each area. Upon declaring as an Interdisciplinary Studies major, the student must meet with their Dean. The dean will work with the student to identify appropriate courses to finish out the degree program. The student and dean must develop and sign a contract for completion and any deviation would need to be approved by the Dean.

## Bachelor of Business Administration

The Bachelor of Business Administration (B.B.A.) program prepares students for entry-level management positions and provides a course of study for adult students who wish to enhance their managerial skills. Students are required to meet for class once a week and are required to participate in periodic study group meetings which are designed to enhance the learning process and the development of problem-solving skills. Study groups must meet a minimum of four hours as assigned, and their activities are monitored by their professors.

### Objectives of the Bachelor of Business Administration Program

The Bachelor of Business Administration program incorporates the development of the adult student's exposure to human problems and personal values through a well-planned curriculum which integrates within the curriculum increasingly advanced cognitive skills, awareness of self and others, and social and interpersonal skills, all through a Christian worldview.

Within the business program, certain required courses form the theoretical and practical framework adults need to succeed in increasingly responsible leadership roles within their professional and personal organizations. The Bachelor of Business Administration encourages students to understand the functional components of business - economics, marketing, accounting, finance, law, and management.

**B.B.A.:** 124 hours to include all General Education coursework as well as BBA 302, 320, 321, BUS 304, 309, 320, 326, 360, 363, 412, 414, 418, 419, 420, ECO 407, MAT 345, WVC 401, and electives.

## Bachelor of Health Administration

The Bachelor of Health Administration is designed to integrate a foundation of general education with healthcare management theory and practical expertise that prepares the graduates for management positions in healthcare. The health administration curriculum addresses the basic body of knowledge, understanding, and skills identified to be relevant to healthcare administration:

- Critical thinking from a biblical perspective to analyze and solve complex problems.
- Professional communication skills developed by developing an understanding of the biblical principles applicable to provide effective communication strategies within the organization, with staff, patients, and the public.
- Leadership abilities that have been established on biblical principles to establish and lead effective work teams toward a shared organizational mission.
- Foundation of ethical principles based on the Bible to guide the decision-making process from application of personal and organizational values.
- Quantitative skills to manage an organization's financial health provide data to measure and report an organization's quality outcomes.
- Legal and regulatory knowledge to reduce an organization's liability and effectively manage risk.
- Broad knowledge of the health administration industry, to include managed care and long term care administration.
- Marketing strategies taught from a Christian worldview to reach the appropriate audience in creative, cost effective ways.

**B.H.A.:** 124 hours to include all General Education coursework as well as BUS 309, 326, 360, 362, 395, 406, 412, 414, 419, BHA 315, 326, 401, 402, 411, ECO 407, WVC 401, and electives.

## Bachelor of Science in Accounting

The Bachelor of Science in Accounting degree seeks to provide accounting majors with the skills and knowledge necessary for success in the accounting profession. As a component of a Christian liberal arts college, the accounting program emphasizes the importance of Christian values and ethics in the practice of accounting.

Graduates of this program may desire to take the CPA exam which can lead to a career as a certified accountant.

**B.S.A.:** 124 hours to include all General Education coursework as well as ACC 217, 313, 314, 337, 411, 412, 413, 418, 421, 424, 490, BBA 320, 321, BUS 320, 326, 360, 363, 395, 414, 415, ECO 407, MAT 345, WVC 401 and electives.

## Bachelor of Science in Management

The Bachelor of Science in Management program is ideal for adults wanting to focus upon management and leadership in business. The curriculum emphasizes the roles of leaders in organizations and includes courses in communications, decision-making, business law, human resources, marketing, entrepreneurship, and international management.

**B.S.M.:** 124 hours to include all General Education coursework as well as BUS 304, 309, 320, 326, 360, 362, 395, 406, 412, 414, 418, 419, 420, ECO 407, WVC 401, and electives.

## Bachelor of Science in Management with a Criminal Justice Concentration

Belhaven's Bachelor of Science in Management concentrating in Criminal Justice, is ideal for adults who want to focus on management and leadership within the context of the judicial/penal system. The curriculum emphasizes the roles of leaders in the workplace and includes courses in communication, research based decision-making, business law, human resources, marketing, computer applications, and business fundamentals.

**B.S.M. with a Criminal Justice Concentration:** 124 hours to include all General Education coursework as well as BUS 304, 309, 320, 326, 362, 395, 406, 412, 414, 418, CJU 320, 407, 412, 419, WVC 401, and electives.

## UNDERGRADUATE COURSES OF INSTRUCTION

### Accounting (ACC)

- 217 Computerized Accounting (3).** Pre-req: BBA 320  
An application oriented course with emphasis on the use of computers in solving accounting and business problems. Hands-on use of general ledger and spreadsheet software will be emphasized.
- 313-314 Intermediate Accounting (3-3).** Pre-req: BBA 320, 321; ACC 313 pre-req. for ACC 314  
An in-depth study of financial functions and basic theory; recognition and measurement of assets, liabilities, income and equity; and the preparation and analysis of financial statements.
- 337 Cost Accounting (3).** Pre-req: BBA 320, 321  
A study of cost and revenue behavior, cost-volume-profit relationships, master budgeting, and responsibility accounting for the purpose of planning and control of operations.
- 411 Individual Income Tax Accounting (3).** Pre-req: BBA 320, 321  
An introduction to the federal income taxation of individuals. This course offers a broad base for understanding and applying the tax laws.
- 412 Auditing (3).** Pre-req: ACC 313, 314  
A study of the concepts and standards of auditing and an explanation of how concepts are implemented in auditing practices, policies, and procedures.
- 413 Advanced Accounting (3).** Pre-req: ACC 313, 314  
A study of specialized problems of accounting, including income presentation, business combinations, multinational accounting, partnerships, governmental and not-for-profit accounting, and fiduciary accounting.

- 418 Accounting Ethics (3).** Pre-req: ACC 313, 314  
A study of the codes of professional ethics for accountants, biblical principles of virtue and character, the absolute truth of God's moral standards, and the application of biblical principles to solve ethical dilemmas in the accounting profession.
- 421 Accounting for Taxes on Businesses (3).** Pre-req: BBA 320, 321  
A detailed study of the federal income taxation of corporations, partnerships, estates, and trusts. A broad base for understanding and applying the tax laws is provided.
- 424 Governmental Accounting (3).** Pre-req: BBA 320, 321  
A study of fund accounting concepts and standards as they relate to federal, state, and local governments and to not-for-profit organizations.
- 490 Forensic Accounting (3).** Pre-req: ACC 313, 314 and ACC 412  
Also called investigative accounting, forensic accounting is a study of the methods used to detect and prove financial fraud or to track funds that have been embezzled.

## Biblical Studies (BIB)

- 214 Old Testament History (3).**  
A historical survey of the Old Testament and some of its basic themes, with an emphasis on the character of the God who reveals Himself through the Bible. Since God has created humankind in His image for fellowship with Him, there is consistent reference to the terms of that relationship. God is presented as holy, loving, sovereign, while people are presented as responsible for loving God, loving their neighbor, and caring for all that God has created. Attention is given to the promises and demands God makes which are relevant in our relationship with Him today.
- 215 New Testament History (3).**  
This course is a historical survey of the New Testament and some of its basic themes, with an emphasis on Jesus Christ as God who became a human being. Since Jesus came to seek and to save the lost, attention is focused on the salvation He came to bring and how it is received. Since Jesus continues to be God, attention is given to His Lordship over history and human life. The implications of His Lordship for our lives today are examined.
- 334 Law Books and Wisdom Literature (3).** Pre-req: WVC 301  
The whole point of the Bible is to explain who God is and what his expectations are from his sheep. This course describes the Old Testament standards for how God's servants are to shepherd ethically in the image of their sovereign Shepherd.
- 335 Gospels and Letters (3).** Pre-req: WVC 301
- 341 Doctrines and Practical Implications (3).** Pre-req: WVC 301  
A historical and systematic survey of Christian doctrine as set forth in Scripture.  
A critical investigation of the doctrines of Scripture, God, the Trinity, creation, covenant, and human beings.
- 344 Israel's History (3).** Pre-req: WVC 301  
This course is an exploration of the main events, characters, places, and historical situations of the Old Testament.
- 345 Kingdom History (3).** Pre-req: WVC 301  
This course is an exploration of the main events, characters, places, and historical situations of the New Testament.
- 375 Outreach Ministry in Context (3).** Pre-req: WVC 301  
A practical study of a shepherding model of personal Christian service, with particular focus on developing ministry knowledge and skills for working in the student's specific, real-life context. The course explores Christian ministry in broad enough terms as to apply to any Christian seeking to be of kingdom service to Jesus, but with a practical application to normal social settings and contexts.

- 385**     **Shepherding Ministry in Context (3).** Pre-req: WVC 301  
 This course examines biblical models for Christian ministry, focusing especially on service toward others. The topics include: qualifications for Christian leadership, how to recognize and use spiritual gifts, and how to develop a ministry plan for a specific audience. The course emphasizes personal spiritual development as an essential part of engaging in any Christian ministry.
- 395**     **God’s Kingdom through History (3).** Pre-req: WVC 301  
 This course provides a historical overview of the advance of God’s kingdom, the Church, from the apostolic age to the present era focusing on the key transitions in theology, organization, and expansion of Christianity.
- 460**     **The Biblical Message (3).** Pre-req: WVC 301
- 470**     **Non Profit Administration (3).** Pre-req: WVC 301
- 480**     **Thesis (3).** Capstone

## Biology (BIO)

- 125**     **Science and Culture II: Biological Sciences for a Sustainable Future (4).**  
 This course was designed as an introductory course for biology non-majors. It provides an overview of the basic structures in cells, life processes in animals, and ecosystems designed by the Creator. The emphasis is on human anatomy and body systems, ecosystems and the environment, and genetics. The course will include a brief overview of molecules, cells, tissues, human organ systems, types of ecosystems, reproduction and genetics. These topics of study will promote critical thinking and problem solving with scientific data. The Biblical Worldview of the origins of life and responsible stewardship of the world will be discussed.

## Business (BUS)

- 280**     **Introduction to Online Education (3)**  
 This course is designed to develop those skills which will help the online learner to be successful in meeting the fundamental foundations of a Christian liberal arts education. These skills include effective learning, reading, research writing, and critical thinking across the curriculum. The student will develop an understanding of what a Christian worldview means within the context of academic coursework, within both this and future online courses.
- 304**     **Business Communication (3).**  
 A study of the modern techniques of writing a variety of effective business memoranda, letters, and reports. Also included will be the presentation of oral reports.
- 309**     **Business Computer Applications (3).**  
 A study of computer applications essential to business today. Emphasis on software applications in communication, statistics, and finance. Emerging computer technology will also be discussed.
- 320**     **Introduction to Marketing (3).** Prereq: ENG 103 or 108.  
 An overview of the marketing discipline with emphasis on planning and the development of competitive strategies. Specific topics include the marketing environment, marketing research, advertising, personal selling, sales promotion, pricing, new product development, and distribution channels.
- 326**     **Principles of Management (3).** Prereq: ENG 103 or 108.  
 An introduction to the foundational principles and the basic management techniques that every manager must master to succeed in today's fast-changing, competitive environment. Emphasis is on the planning, organizing, managing, and controlling functions.
- 360**     **Operations Management (3).** Prereq MAT202  
 The study of quantitative and decision-making tools used in managing the conversion process that transforms inputs (such as raw materials and labor) into outputs in the form of finished goods and services.



- 362 Human Resources (3).** Prereq: BUS 326.  
An investigation into the nature and behavior of humans as we relate and work together in organizations. Practical applications are made to the following: selection and retention, training, motivation, compensation, discipline, and organizational design.
- 363 Business Finance (3).** Prereq: BBA 321, ECO 407.  
A study of the sources and uses of funds in modern business firms. Emphasis is on capital markets, the time value of money, risk and rates of return, the valuation of bonds and stocks, financial statement analysis, financial forecasting, and capital budgeting.
- 395 Management Research Methods (3).** Prereq: MAT 202.  
Application of research methods in collecting, recording and analyzing decisions relevant to management decisions.
- 406 Finance and Accounting for Managers (3).** Prereq: MAT 202  
A survey of basic finance and accounting tools used in managerial decision-making. Topics include acquisition and allocation of financial resources, net present value, capital budgeting and accounting systems.
- 412 Organizational Behavior (3).** Pre-req: BUS 326, WVC 301  
A study of human behavior at the individual, group, and organizational level with topics including personality, motivation, teams, leadership, power and organizational structure.
- 414,415 Business Law (3, 3).** BUS 414 Pre-req: BUS 326; BUS 415 pre-req: BUS 414  
A study of the basic principles of law that apply to business transactions, thereby providing a basis for confidence in reaching decisions within the framework of rules of law. Primary emphasis is on contracts, agency, and the legal environment of business.
- 418 Business Ethics (3).**  
A study of basic ethical principles as applied to the major problem areas facing economic systems and to decision-making in the corporation and in society in general. The basic ethical principles and the accompanying value system used are biblically based.
- 419 Business Policy (3).** Prereq: BSM students must have BUS320, 326, 395, 406, 412, 414, and ECO407, BBA students must have BUS320, 326, 360, 363, 412, 414, 420 and ECO407, BHA students must have BUS326, 395, 406, 412, 414, BHA411, and ECO407). Student must be of a senior class standing or have permission from the instructor.  
A study of the methods used by business firms in developing and evaluating strategies and policies to achieve goals and objectives. A computer simulation business game is played as part of the course.
- 420 International Business and Development (3).** Recommended prerequisites: BUS 320, 326, and ECO 407.  
A survey of the operation of the firm in a global environment. Topics include global markets, international trade, foreign exchanges, trade policy, international politics, cross-cultural management, global strategic management, organizational design, and controlling.

## Business Administration (BBA)

- 302 Business Foundations (3).**  
This survey course introduces students to the key foundations of the business world. Students will see how the many pieces fit together, laying a foundation for future study in each area of business.
- 320 Financial Accounting (3).**  
An accelerated Financial Accounting course designed to provide the student with a study of the principles and techniques used in modern financial accounting.
- 321 Administrative Accounting (3).** Prereq: BBA 320.  
An introduction to the principles and techniques used in modern managerial accounting, this course emphasizes job order and process cost systems for corporations.

**Criminal Justice (CJU)****320 Introduction to Criminal Justice (3).**

A survey of the philosophies, functions, and methods of social control, with emphasis on law enforcement and those involved in its administration – police, courts, and corrections organizations. This course includes the study of the history, organization, processes, and problems related to criminal justice in the American heterogeneous, democratic society of the 21st century.

**407 Criminology (3).**

This course provides an overview of criminology in America: criminology concepts, theories of crime causation: rational choice, trait theory, social structure theory, social process theory, developmental theory, and biblical theory; and crime typologies: violent crime, terrorism, political crime, property crime (white collar, blue-collar, green collar), public order crime, cybercrime, technology, and transnational crime.

**412 Police Organizations (3).**

This course provides an overview of policing in America, the organization and operations of police agencies, their history and evolution, the personality and role of the individual police officer. This course also addresses critical issues in policing, such as technology and criminalistics, as well as the increased threat of terrorism in America and policing responses to these new challenges.

**419 Justice and Society (3). (Capstone)**

This course focuses on the relationships between law and other social institutions, and examines the values and interests that are expressed in law and shaped by legal structures and processes. Agreement and conflict perspectives of the law are compared and contrasted, and applied to understanding the law's impact on everyday life. This course takes an unambiguous interdisciplinary approach to understanding law.

**Economics (ECO)****407 Economics (3). Pre-req: MAT 202**

An introductory study of parts of the economy including consumers, firms, industries, and markets. Emphasis is on firm pricing and resource allocation. Also included is a study of the economy as a whole, emphasizing national income, employment, prices and inflation, and output in an economic system. Problems in controlling and forecasting economic fluctuations are also examined.

**Education (EDU)****290 Portfolio Development (3).**

This course is formatted to lead students through the development of a portfolio the end result of which will enable to earn academic credit for college-level learning that has been completed outside the traditional classroom setting. It is designed to assist learners in attaining their academic and career goals by validating their professional competencies through the writing of essays and demonstrating of academic principles gained through experience.

**English (ENG)****103 Composition and Rhetoric (3).**

An introduction to the process of writing, emphasizing skills in proper use of grammar, paragraph and essay writing, and critical thinking while exploring the relationships of composition and rhetoric. Emphasizes the Christian responsibility to use language effectively and ethically. (Must be passed with a grade of C- or better)

**108 Effective Research Writing (3). Pre-req: ENG 103**

An online course designed to develop critical thinking through group evaluation and discussion in research writing and compositional skills which introduces and uses recognized research techniques and styles of documentation and organization of thought through literary examples.

**203, 204 Survey of World Literature (3, 3).** Pre-req: ENG 103 and ENG 108

A survey of major continental authors and their writings, the literary historical periods, and the linguistic cultures of various nations. ENG 203 covers the Greco-Roman and Hebrew-Christian periods through the Renaissance; ENG 204 from the Enlightenment to the modern and postmodern eras.

**Health Administration (BHA)****315 Healthcare Organizations in the United States (3).**

This course provides a broad overview of the various functions of the United States healthcare system. The student is introduced to the nature of illness and disease, and utilization characteristics are examined. The various forms of provider models and service delivery systems found in private and public health sectors are described, including ambulatory, acute and long term care. The human, technological, and financial resources required in the delivery of healthcare are examined. Measures of success are discussed, i.e., patient outcome, regulatory compliance, and service efficacy and efficiency. The role of state and local politics in policy formation and implementation are reviewed. The various stakeholders in healthcare delivery are identified.

**326 Healthcare Quality Management and Outcomes Analysis (3).**

This course examines the relationships between business and healthcare outcome measures. Methods for process and outcome improvement are described as well as the statistical application and significance of measuring outcomes.

**401 Financial Administration of Healthcare (3).**

This course provides an overview of healthcare financial management from a Christian worldview; Emphasis on use of financial statements for decision-making purposes and application of financial analysis to budgeting, capital project evaluation, and contracting. Other topics include healthcare coding and billing concepts as well as background information on the legal and regulatory environment and impact on health care delivery.

**402 Ethics in Health Administration (3).**

The course identifies ethical issues for healthcare administrators. It is designed to encourage the student to clarify their personal ethics in regard to administration issues. The various responsibilities involving the managing of populations whose ethics may be divergent are identified. A study of the Christian worldview as it is applied to leadership situations, drawing contrasts between biblically-based principles and competing worldviews through the use of case studies and articles.

**411 Healthcare Marketing (3).**

An overview of the power of marketing in meeting the organizational challenges in today's complex health care environment, particularly managed care. This course explores the art and science of how individuals make health care purchasing choices, and the response necessary to gain market share.

**History (HIS)****108 Civilization (3).**

Survey of significant developments in the world's major societies with the emphasis on western civilization. Studies key occurrences through the early 20th century.

**205 Contemporary World History (3).**

A study of international affairs since World War I, emphasizing recent and current events. It is a selective survey of significant 20th-century political and cultural occurrences, which provides perspective for modern times.

**Interdisciplinary Studies (IDS)****499 Senior Interdisciplinary Studies Project (3).** (Capstone Course)

This is a senior seminar focused on interdisciplinary research and writing. All requirements and deadlines for the completion of an interdisciplinary senior project/paper are reviewed in this course. Students are expected to present their projects/papers at the end of the course.

**Mathematics (MAT)****202 Quantitative Reasoning (3).**

A survey of practical quantitative topics in mathematics with an emphasis on problem solving, critical thinking, and application. The course is intended primarily for non-science majors. Topics include but are not limited to logical reasoning, math literacy, financial management, statistical reasoning, risk and chance.

**345 Mathematics for Business and Economics (3).** Prereq: MAT 202 or equivalent.

Mathematics for Business and Economics is an introduction to the basic mathematical concepts used in finance and economics. Topics include functions, differential calculus, statistics, and finance. Applications to business are emphasized throughout the course.

**Psychology (PSY)****203 General Psychology (3).**

A survey of psychology as an empirical/behavioral science in light of a Christian worldview. Topics to be surveyed include the biology of the mind, development, emotions, cognition, learning, motivation, socialization, personality and psychological disorders.

**243 Human Growth and Development (3).** Pre-req: PSY 203

A study of the growth and development of the individual from conception until late adolescence. Emphasis will be placed on physical, perceptual, motor, cognitive, language, spiritual, social and emotional development. Includes study of major developmental theories and concepts that are applied to childhood and adolescence as well as problems common to this period. Specific issues common to the older years, including marriage, family, parenthood, grandparenthood, vocational choice, retirement, disabilities and death are also an integral part of this class.

**304 Elementary Statistics (3).** Prereq: PSY 203, MAT 202

A basic survey of the descriptive statistics and inferential statistics used in research. Computation and elementary theory of correlation, t test and simple analysis of variance. Applicable primarily to the social sciences, and all examples and problems are selected from social and behavioral sciences. Psychology majors should complete this course no later than the first semester of their junior year.

**312 Abnormal Psychology (3).** Pre-req: PSY 203

A study of the conceptions and classifications of the major personality disorders resulting from both physical and psychological causes. Consideration is given to the causes, symptoms, therapy, and prognosis of these disorders.

**331 Theories of Personality (3).** Pre-req: PSY 203

A survey of examples of some of the major types of analytic models of human psychological existence. The organization, development, and dynamics of personality according to each theorist are considered in the light of his or her own research evidence and his or her own personality.

**332 Learning and Memory (3).** Pre-req: PSY 203

An in-depth analysis of basic concepts and theoretical developments in the area of learning and memory, both animal and human. Particular attention is directed to application of these theories to common, everyday situations.

**340 Intro to Counseling Theory and Technique (3).** Pre-req: PSY 203, PSY 312

Exploration and examination of the leading theories in psychotherapy and counseling. The philosophical assumptions and implications of each theory and technique are examined and critiqued from rational, empirical, and Christian perspectives. Students are trained in basic people helping skills such as listening skills, communication skills, crisis intervention, and problem-solving skills. The course is designed to prepare students to meet a basic competency level in these skills that are useful in a variety of career and personal settings.

- 342 Psychology for the Exceptional Child (3).** Pre-req: PSY 203  
A study of the child whose development follows atypical patterns. This would include all children eligible for special education placement: the mentally retarded, the gifted, the physically and behaviorally handicapped, the visually and hearing impaired, the learning disabled, the speech and language impaired, and autistic children. Students visit several local agencies in order to become more familiar with exceptional children and services available for these children.
- 352 Social Psychology (3).** Pre-req: PSY 203.  
The analysis of human behavior, thought, and interactions of individuals, the function of the presence of others. Course topics include: social influence, interpersonal interaction, interpersonal attraction, theories of social behavior, moral behavior, attitudes, prejudice, and aggression.
- 353 Community Psychology (3).** Pre-req: PSY 203
- 355 Basic Psychological Research (3).** Pre-req: PSY 203  
General research design in psychology, with an emphasis on experimental design and control. Topics include use of human participants in research, reliability and validity, observational methods, and survey and longitudinal designs.
- 362 Addictions/ Substance Abuse (3).** Pre-req: PSY 203  
This course examines real and alleged effects of drug use. It also looks at the physical, physiological and psychological effects of drug use.
- 420 Cross Cultural/International Psychology (3).** Pre-req: PSY 203  
A study of the relationships between cultural context and ethnicity—both in the U.S. and the international context—and psychological and social functioning. Practical applications for understanding, working with, and helping people in different cultural settings will be explored.
- 461 Psychology through Eyes of Faith (3).** Pre-req: PSY 203 (Capstone Course)  
This course will explore how psychology is viewed through a Christian lens. Discussion of integration of psychology and Christian faith will occur.

### Worldview Curriculum (WVC)

- 301 Christian Interpretation of Life (3).** Pre-req: BIB 214, BIB 215  
This course is a study of the Christian world- and life-view, contrasting Christianity with the worldviews of modernity and post-modernity. This Worldview Curriculum is designed to make the understanding and articulation of worldview (an overarching explanation of life or the perspective from which one interprets the world) a major goal of its educational program. As such, this class will seek to clarify and deepen each student's understanding of the general concept of worldview, providing a *framework* from which the student can construct and articulate his or her own worldview.
- 401 Kingdom Life: Family and Workplace (3).** Prereq: WVC 301, only to be taken in semester immediately prior to graduation.  
A practical application of the biblical vision of the Kingdom of God, especially as related to family and workplace

## GRADUATE PROGRAMS

(For Admission Information see Graduate Admission Requirements listed under Online – Information for Prospective Students).

### Masters in Business Administration

The Master of Business Administration program is truly a blend of the sophisticated academic world, the practical and technologically dependent career world, and the eternal world of Christian faith. Its enabling thrust is to develop in its students that rare level of discernment that is so much in demand, both globally and locally, and to give leadership and direction to many in the secular world who lack an ethical foundation from which to operate.

Classes are offered one night per week. The format is a concentrated continuous approach. Students are required to participate in learning team activities which are designed to enhance the learning process and the development of problem-solving skills. Learning teams must meet a minimum of four hours as assigned, and their activities are monitored by their professors.

### Objectives of the Master of Business Administration Program

The Master of Business Administration program seeks to develop persons who can function successfully in upper middle management and top management positions. The emphasis is on strategic management concepts and principles. The M.B.A. program makes use of recent research findings, uses complex computer modes, stresses the importance of human relations skills, and integrates strategic management processes through a Christian worldview.

The following educational objectives are those of the M.B.A. program:

- To provide a program which equips graduates with the skills and knowledge necessary for obtaining employment in managerial positions and for advancing their careers.
- To serve the business community by offering evening classes for executives who wish to enhance their management skills.
- To provide a graduate education program which emphasizes a strong foundation in Christian ethics and worldview.
- To assist managers and future managers in improving speaking, negotiating, and human relations skills.
- To emphasize the use of technology in management by providing a computer-enhanced program.
- To prepare students at the graduate level for integrating the major functional areas of business into the making of business policy.
- To provide an opportunity for executives and future executives to apply theory to real-life business and industry situations.
- To help managers develop a global perspective by providing a study of foreign political, technical, and economic structures in relation to business practices.

### Graduation Requirements

- Successful completion of the M.B.A. core curriculum with a minimum cumulative GPA of 3.00. A student must repeat any course in which he/she earned a grade lower than a C-.
- A student may have no more than two grades of C, C+, or C-.
- Student will be required to pass successfully a comprehensive exam.
- All credit applied toward the M.B.A. degree must have been completed within six years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must be from a regionally-accredited college or university and must have been completed within six years of matriculation in Belhaven's M.B.A. program.)
- Payment of all tuition and fees.
- Applications for degree completion audits must be made online by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.

**M.B.A.:** 36 hours to include MSL 601, MBA 612, 613, 624, 640, 643, 646, 658, 664, 680, 682, and 687.

### MBA Concentrations

Students wishing to add a concentration (Health Administration, Human Resources, Leadership, or Sports Administration) within the MBA may do so at any point in the degree program prior to graduation. Each of the concentrations below when added to the MBA result in a total of 42 credit hours for the MBA and corresponding concentration.

**MBA with Health Administration concentration** – 42 hours to include MSL 601, MBA 612, 613, 624, 640, 643, 646, 658, 664, 680, 687, and MHA608, 646, and 668.

**MBA with Human Resource concentration** - 42 hours to include MSL 601, MBA 612, 613, 624, 640, 643, 646, 658, 664, 680, 687, and 9 hours from MSL 660, 661, 662 and 663.

**MBA with Leadership concentration** - 42 hours to include MSL 601, MBA 612, 613, 624, 640, 643, 646, 658, 664, 680, 687, MSL 630, 665, and 668.

**MBA with Sports Administration concentration** - 42 hours to include MSL 601, MBA 612, 613, 624, 640, 643, 646, 658, 664, 680, 687, and MSA 608, 646, and 668.

## **Masters in Health Administration**

### **Graduation Requirements**

- Successful completion of the M.H.A. core curriculum with a minimum cumulative GPA of 3.00. A student must repeat any course in which he/she earned a grade lower than a C-.
- A student may have no more than two grades of C, C+, or C-.
- All credits applied toward the M.H.A. degree must have been completed within six years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must be from a regionally-accredited college or university and must have been completed within six years of matriculation in Belhaven's M.H.A. program.)
- Payment of all tuition and fees.
- Applications for degree completion audits must be made online by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.

**M.H.A. :** 36 hours to include MSL 601, 630, 640, 660, 665, 686, MHA 608, 624, 643, 646, 668, 670.

**M.H.A. Certificate :** 9 hours from the following: MHA 608, 643, 646, and 668.

## **Masters in Public Administration**

The Master of Public Administration degree program is a 36 semester credit hour graduate program designed to enhance the professional skills of public administrators and executives. The program is designed for adult professionals who seek to develop and increase their management and leadership roles in government, education, the not for profit sector, and other areas of their professional lives.

Designed to develop the individual's ability to comprehend internal and external social, legal, political, and economic forces as they affect the decision-making process within the organization, the program has been structured to serve holders of baccalaureate degrees in a variety of disciplines.

### **Objectives of the Master of Public Administration Program**

- Practice servant leadership using Christ as the model in serving people and society.
- Provide leadership, vision, and strategic planning in a variety of organizations and environments.
- Prepare to lead others in environments increasingly characterized by change and complexity.
- Master principles of human behavior and motivation to maximize use of human resources.
- Master key functional area skills in communications, human resources, accounting, governmental finance, economics, and public policy analysis.
- Appreciate the trend to interdependency between local, state, and federal agencies and the need to continually update leadership principles and techniques.
- Complete a significant hands-on project in a live organization and integrate the knowledge and skills from all courses taken.
- Develop organizational-wide skills in structure, coordination, policy, and design of subunits.
- Master methods of organizational change and development
- Develop the ability to apply the most recent research and concepts emerging in management and leadership.

- Interact with executive level leaders from the community to identify current challenges and strategies available to address them.

### Graduation Requirements

- Successful completion of the M.P.A. core curriculum with a minimum cumulative GPA of 3.00. A student must repeat any course in which he/she earned a grade lower than a C-.
- Students are allowed no more than two (2) C's over the course of their MPA program.
- Students will be required to pass successfully MPA 613 *Management Research Methods- Project III*.
- All credits applied toward the M.P.A. degree must have been completed within six years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must be from a regionally-accredited college or university and must have been completed within six years of matriculation in Belhaven's M.P.A. program.)
- Payment of all tuition and fees.
- Applications for degree completion audits must be made online by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.

**M.P.A.:** 36 hours to include MSL 601, MPA 603, 604, 605, 606, 607, 608, 609, 610, 611, 612 and 613.

**M.P.A. with Human Resources Concentration:** 42 hours to include MSL 601, MPA 603, 604, 605, 606, 607, 608, 609, 610, 611, 612 and 613, and 6 hours from the following: MSL 661, 662 and 663.

### Masters in Science in Leadership

The Master of Science in Leadership degree program is a 36 semester credit hour graduate program designed to enhance the professional skills of business managers and executives. The program is designed for adult professionals who seek to develop and increase their management and leadership roles in business, education, church, and other areas of their professional lives.

Designed to develop the individual's ability to comprehend internal and external social, legal, political, and economic forces as they affect the decision-making process within the organization, the program has been structured to serve both holders of baccalaureate degrees in business as well as other disciplines.

### Objectives of the Master of Science in Leadership Program

The following are Executive Development Learning Objectives of the M.S.L. program:

- Practice servant leadership using Christ as the model in serving people and society.
- Provide leadership, vision, and strategic planning in a variety of organizations and environments.
- Prepare to lead others in environments increasingly characterized by change and complexity.
- Master principles of human behavior and motivation to maximize use of human resources.
- Master key functional area skills in marketing, entrepreneurship, accounting, finance, and economics.
- Appreciate the trend to a global world and the need to continually update leadership principles and techniques.
- Complete a significant hands-on project in a live organization and integrate the knowledge and skills from all courses taken.
- Develop organizational-wide skills in structure, coordination, policy, and design of subunits.
- Master methods of organization change and development.
- Develop the ability to utilize the most recent tools and concepts emerging in management and leadership.
- Interact with executive level leaders from the community to identify current challenges and optional strategies to address them.

### Graduation Requirements

- Successful completion of the M.S.L. core curriculum with a minimum cumulative GPA of 3.00. A student must repeat any course in which he/she earned a grade lower than a C-.
- A student may have no more than two grades of C, C+, or C-.
- Students will be required to pass successfully MSL 670 Leadership Capstone.
- All credits applied toward the M.S.L. degree must have been completed within six years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must be from a regionally-accredited college or university and must have been completed within six years of matriculation in Belhaven's M.S.L. program.)



- Payment of all tuition and fees.
- Applications for degree completion audits must be made online by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.

**M.S.L. :** 36 hours to include MSL 601, 624, 630, 640, 643, 646, 658, 660, 665, 668, 670, 686.

**M.S.L. with Human Resources concentration** - 42 hours to include MSL 601, 624, 630, 640, 643, 646, 658, 660, 665, 668, 670, 686 and 6 hours from the following: MSL 661, 662 and 663.

**M.S.L. with Ministry concentration** - 36 hours to include MSL601, 630, 640, 658, 660, 665, 668, 670, and 686, and MIN 610, 620, and 630.

**Certificate in Human Resources:** 9 hours from the following: MSL 660, 661, 662 and 663.

**Certificate in Leadership:** 9 hours from the following: MBA 686, MSL 630, 665 and 668

## **Masters in Sports Administration**

### **Graduation Requirements**

- Successful completion of the M.S.A. core curriculum with a minimum cumulative GPA of 3.00. A student must repeat any course in which he/she earned a grade lower than a C-.
- A student may have no more than two grades of C, C+, or C-.
- All credits applied toward the M.S.A. degree must have been completed within six years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must be from a regionally-accredited college or university and must have been completed within six years of matriculation in Belhaven's M.S.A. program.)
- Payment of all tuition and fees.
- Applications for degree completion audits must be made online by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.

**M.S.A. :** 36 hours to include MSL 601, 630, 660, 665, 686, MBA 640, MSA 608, 624, 643, 646, 668, 670.

**Certificate in Sports Administration:** 9 hours from the following: MSA 608, 643, 646 and 668

## **GRADUATE SCHOOL OF EDUCATION**

### **The Graduate School of Education Mission Statement**

*Teacher As Servant Leader  
Learning to Teach – Teaching to Serve*

The School of Education seeks to produce not only effective professional educators but also in developing concerned, compassionate educators who value each student's life and who are dedicated to helping all students to learn and fulfill his or her God-given potential. The School of Education's goal is the development of *Teachers as Servant Leaders*, professionals committed to transforming teaching, learning, and schooling – professionals dedicated to creating positive learning environments wherein students learn the virtues and skills necessary to become responsible citizens.

The faculty in the Belhaven School Graduate of Education believe that well-prepared teachers as professional educators are committed to the teaching profession and in helping to improve the educational environment and our schools. At Belhaven, we challenge teachers to stretch themselves as effective educators, to take the lead in their schools, and to develop a heart of service in their communities and to make a difference in the engagement and learning of all children they teach as well as impact each child's life.

Belhaven University has a long tradition of academic excellence in preparing teachers. Originally founded as a woman's college, Belhaven's first "professional degree" was in teacher education. Since that time, the University has produced thousands of teachers who have filled classrooms in Mississippi and many other states. Building on this tradition, Belhaven offers two graduate Master's Degree programs online: the Master of Education (M.Ed.) and the Master of Education in Reading Literacy (M.Ed.-R/L). Each degree is designed to meet different educational leadership needs. The Master of Education meets the needs of professional teachers who already are certified and desire a graduate specialty in elementary or secondary education. The M.Ed. allows the professional teacher to take one of three areas of emphasis: 1) M.Ed. –Teacher as Leader (specialty in elementary or secondary education), 2) Preparation for National Board Teacher Certification, and 3) Educational Technology. The Master's Degree in Reading Literacy (M.Ed.-RL) is intended for those who hold a valid standard teaching license and are currently teaching in a school. The M.Ed.-RL in reading can advance teachers into supervisory and leadership roles in education.

While serving different audiences, all degree programs acknowledge the expertise, experience, and needs of adult learners. Both programs also foster inquiry into the nature of learning and the effects of teaching, transfer of theory to practice, self-directed learning and reflection, collegial interaction with peers, commitment to innovation and change, and the development of leadership skills and professional efficacy.

Belhaven offers a challenging educational experience for practicing and aspiring teachers who desire to enhance their knowledge and skills. Our faculty and staff are committed to preparing professional educators who can provide distinctive Christian leadership and service in the classroom, the school, and the community.

## **Master of Education – M.Ed.**

### **Objectives of the Master of Education Program**

The goal of graduate education is to prepare competent educators who demonstrate both academic excellence and professional knowledge while providing distinctive Christian leadership and service to students, parents, and communities. The conceptual framework of the department reflects these goals and supports the following objectives:

- **ACADEMIC EXCELLENCE:** The Master of Education program seeks to provide experiences that will enable the teacher candidates to:
  - a. Synthesize best instructional and curriculum practices through collaborative problem-solving.
  - b. Increase knowledge of subject matter content and critical thinking skills and apply this knowledge in the field.
  - c. Evaluate a school's curriculum, goals, and instruction and use current research and innovations to solve site-based problems.
  - d. Acquire and use current research about how children learn and develop to improve instruction from infancy through adolescence.
  - e. Acquire skills and knowledge of educational technology and its uses in the classroom.
- **PROFESSIONAL KNOWLEDGE:** The Master of Education program seeks to provide opportunities for the teacher candidates to acquire skills to:
  - a. Evaluate instructional strategies and build a variety of teaching modules that will improve learning within the classroom and school.
  - b. Use professional materials, organizations, and current research to expand knowledge about innovations and trends in education to improve instruction in the elementary and secondary school.
  - c. Design and implement research studies that observe, record, and evaluate children's behavior in order to plan appropriate instructional programs and improve learning environments.
  - d. Acquire greater knowledge as to appropriate research methodology and analysis of current trends in education and the implication for today's schools.
- **LEADERSHIP OPPORTUNITIES:** The Master of Education program seeks to provide opportunities for the teacher candidates with experiences for the development of skills to:
  - e. Evaluate curriculum, resources, and opportunities within the community to enhance instruction and improve relationships with parents and the school community.
  - f. Promote cooperative exchanges within the classroom, among faculty, and with parents to provide greater opportunities for improvement in the curriculum and instruction in the school.
- **CHARACTER DEVELOPMENT:** The Master of Education program seeks to promote the personal and spiritual development of the teacher candidates to:
  - a. Integrate and exhibit the Christian worldview in involvement with students, parents, coworkers, and the community.
  - b. Demonstrate integrity in research and implementation of programs to improve instruction.
  - c. Analyze and develop models of service to schools and communities.
  - d. Manifests the dispositions of the profession as well as the ethical principles of a Christian professional educator.

**Graduation Requirements**

- Successful completion of the degree curriculum with a minimum cumulative GPA of 3.00.
- No more than two C or C+ grades are permitted in the course of the program.
- Once two C's are earned, a student must repeat any subsequent course in which he/she earns a grade of C or below.
- Graduate education candidates are required to successfully complete all course Artifacts and the Comprehensive Capstone Paper in order to confirm the knowledge base gained during the course of their plan of study by articulating and demonstrating their ability to critically reflect, evaluate, analyze, and synthesize the content and applied in education and schooling today. . See the Graduate School of Education Handbook for specific requirements.
- All credit applied toward the degree must have been completed within five years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must be from a regionally-accredited college or university and must have been completed within six years of matriculation in Belhaven's program.)
- Payment of all tuition and fees.
- Applications for degree completion audits must be made online by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.

**Master of Education – M.Ed.**

Includes 24 Core Credit Hours Plus 9 Credit Hours in an Area of Emphasis for a Total MED Degree of 33 Credit Hours

**Master of Education – M.Ed.**

**Required Core (24 credit hours):**

EDU 610 Research Methods and Procedures	3
EDU 612 Curriculum Planning and Organization	3
EDU 621 Assessing Student Learning	3
EDU 623 Technology in Education	3
EDU 625 Instructional Leadership Skills in the Classroom	3
EDU 628 Advanced Instructional Strategies	3
EDU 630 Diagnostic & Remedial Strategies Across the Content Areas	3

**Master of Education – M.Ed.**

**Areas of Emphasis (9 credit hours)**

**M.Ed. – Area of Emphasis: Teacher as Leader (Elementary or Secondary)**

EDU 624 Issues & Innovations in Education	3
EDU 631 Individual Instruction for Children with Learning Problems	3
EDU 636 Supervision of Instruction: Collaborating for Accountability	3

**M.Ed. – Area of Emphasis: Educational Technology**

EDU 641 Integrating Technology into the Curriculum	3
EDU 642 Using Technology to Assess Learning & Manage Data	3
EDU 643 New & Emerging Technologies	3

**M.Ed. – Area of Emphasis: Preparation for National Board Teacher Certification**

EDU 651 Engaging Learning Communities	3
EDU 652 Self-Effectiveness Analysis	3
EDU 653 Reflection and Analysis	3

**NOTE: Students seeking teaching certification must assume responsibility for fulfilling all state requirements. Completion of the Master of Education does not lead to nor does it guarantee licensure.**

## Master of Education in Reading Literacy – M.Ed.-R/L

### Objectives of the Master of Education in Reading Literacy Program

The goal of graduate education is to prepare competent educators who demonstrate both academic excellence and professional knowledge while providing distinctive Christian leadership and service to students, parents, and communities. The conceptual framework of the department reflects these goals and supports the following objectives:

- **ACADEMIC EXCELLENCE:** The Master of Education program seeks to provide experiences that will enable the teacher candidates to:
  - a. Synthesize best instructional and curriculum practices through collaborative problem-solving.
  - b. Increase knowledge of subject matter content and critical thinking skills and apply this knowledge in the field.
  - c. Evaluate a school's curriculum, goals, and instruction and use current research and innovations to solve site-based problems.
  - d. Acquire and use current research about how children learn and develop to improve instruction from infancy through adolescence.
  - e. Acquire skills and knowledge of educational technology and its uses in the classroom.
- **PROFESSIONAL KNOWLEDGE:** The Master of Education program seeks to provide opportunities for the teacher candidates to acquire skills to:
  - a. Evaluate instructional strategies and build a variety of teaching modules that will improve learning within the classroom and school.
  - b. Use professional materials, organizations, and current research to expand knowledge about innovations and trends in education to improve instruction in the elementary and secondary school.
  - c. Design and implement research studies that observe, record, and evaluate children's behavior in order to plan appropriate instructional programs and improve learning environments.
  - d. Acquire greater knowledge as to appropriate research methodology and analysis of current trends in education and the implication for today's schools.
- **LEADERSHIP OPPORTUNITIES:** The Master of Education program seeks to provide opportunities for the teacher candidates with experiences for the development of skills to:
  - g. Evaluate curriculum, resources, and opportunities within the community to enhance instruction and improve relationships with parents and the school community.
  - h. Promote cooperative exchanges within the classroom, among faculty, and with parents to provide greater opportunities for improvement in the curriculum and instruction in the school.
- **CHARACTER DEVELOPMENT:** The Master of Education program seeks to promote the personal and spiritual development of the candidates to:
  - a. Integrate and exhibit the Christian worldview in involvement with students, parents, coworkers, and the community.
  - b. Demonstrate integrity in research and implementation of programs to improve instruction.
  - c. Analyze and develop models of service to schools and communities.
  - d. Manifests the dispositions of the profession as well as the ethical principles of a Christian professional educator.

### Graduation Requirements

- Successful completion of the degree curriculum with a minimum cumulative GPA of 3.00.
- No more than two C or C+ grades are permitted in the course of the program. Any grade of C- or below must be repeated for credit toward a degree.
- Once two C's are earned, a student must repeat any subsequent course in which he/she earns a grade of C or below.
- Candidates are required to successfully complete all course Artifacts and the comprehensive exit process Comprehensive Capstone Paper.
- Candidates will be required to take and successfully pass the *Foundations of Reading Test* before taking REA 608, REA 629, and REA 622
- All credit applied toward the degree must have been completed within five years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must be from a regionally-accredited college or university and must have been completed within six years of matriculation in Belhaven's program.)
- Payment of all tuition and fees.
- Applications for degree completion audits must be made online by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule may result in a delay in the ceremony participation or receipt of diploma.

**Master of Education in Reading Literacy – M.Ed.-R/L**

**Required Courses (33 credit hours):**

EDU 610	Research Methods and Procedures	3
EDU 630	Diagnostic and Remedial Strategies in the Content Areas	3
EDU 612	Curriculum Planning and Organization	3
REA 608	Early Literacy Instruction	3
REA 611	Literature and Literacy	3
REA 617	Content Area Literacy	3
REA 622	Teaching Reading Skills and Comprehension	3
REA 627	Middle Grade Literacy (4-8)	3
REA 629	Literacy Assessment, Diagnosis, and Remediation	3
REA 632	Practicum in Reading	3
EDU 625	Instructional Leadership Skills in the Classroom	3

*Candidates will be required to take and successfully pass the **Foundations of Reading Test** as a pre-request to taking REA 608, REA 629, and REA 622*

***NOTE: Students seeking teaching certification must assume responsibility for fulfilling all state requirements. Completion of the Master of Reading does not lead to nor does it guarantee licensure.***

**GRADUATE COURSES OF INSTRUCTION**

**Business Administration (MBA)**

**612 Business Principles I (3).**

An introduction to business fundamentals including Financial Accounting, Business Math and Statistics and Economics. Application of the Christian worldview to the field of business is also discussed.

**613 Business Principles II (3).** Pre-req: MBA 612

A continuation of MBA 612 Business Principles I.

**624 Ethical Problems in Business (3).**

Christ centered solutions are emphasized as a means to resolve ethical problems in the business place. Classic ethical systems are reviewed and critiqued through a Christian worldview along with contemporary concerns including social responsibility. Case studies are utilized to help students understand issues relating to real world dilemmas.

**640 Advanced Organizational Behavior (3).**

Fundamental components of organizational structure and design are examined as it relates to behavioral topics including motivation, performance, group and interpersonal dynamics, along with management and leadership issues.

**643 Financial Analysis (3).** Prereq: MBA 612 and 613

Students study an array of management and financial concepts and processes including cost of capital, financial planning, resource acquisition, cash flow, financial analysis, risk assessment and reporting. Effects from government fiscal policies are examined along with market influences. Students acquire skills necessary to conduct a comprehensive evaluation in determining an organization’s financial viability.

**646 The Legal Environment of Business (3).**

Students learn the fundamentals of legal contracts, torts, regulatory issues, and managerial responsibilities as agents of an organization. An overview of jurisprudence along with the role of biblical principles in its formation is reviewed. Human resource issues and ethics are also examined.

- 658 Managerial Economics (3).** Pre-req: MBA 612, 613  
Economic theory is examined along with its application to business planning and strategy. Students learn the value of understanding economic principles and information in business decision making. Topics such as supply and demand, consumer choices, and monetary policies, forecasting, economic development and growth are covered.
- 664 Marketing Management (3).**  
Marketing principles are reviewed along with managerial responsibilities concerning ethics, efficiency, effectiveness, and resource availability. Students learn how to develop a marketing plan and how it supports organizational objectives. Fundamentals of marketing research including design, delivery, data collection, and analysis are covered.
- 680 Quantitative Decision Making (3).** Pre-req: MBA 612 and 613.  
This course is designed to prepare that business administration student with quantitative skills and abilities which will be applied in a business-related environment. Areas covered include: designing goods and services, managing quality, forecasting, location and layout strategies, supply chain management, , inventory management, just-in-time and lean operations, descriptive statistics, probability techniques, and regression analysis.
- 682 Principles of Executive Leadership (3).**  
An in-depth examination of leadership on an executive level with an emphasis on managerial competencies. Topics relating to corporate governance, decision making, contingency models, competency, and performance are covered. Special emphasis on the biblical leadership principles and role models are included.
- 687 Strategic Planning (3).** Capstone Course  
The role of leadership to maintain a congruent proactive approach for organization effectiveness is studied. Stages in the strategic process including development, implementing, and evaluation are examined. Special focus on organizational alignment in achieving objectives and desired outcomes is studied.

## Business Leadership (MSL)

- 601 Introduction to Graduate Education (3)**  
This course provides fundamental research, critical thinking, and writing skills along with introducing Belhaven University's unique integration of Christian Worldview for adult studies. A general overview of the MBA program is provided along with topics including managerial and leadership theory, team dynamics, performance, and individual effectiveness.
- 624 Ethical Problems (3)**  
Preparing leaders to resolve complex ethical dilemmas is the focus of this course. Christ-centric values and real world solutions are emphasized. An historical overview of ethical systems and their development is also critiqued under that lens of a Christian Worldview.
- 630 Leading Productive Teams (3)**  
An analysis of team dynamics and the role of leadership in supporting effective team outcomes is examined. Small group development and team effectiveness are reviewed. Clarifying roles and expectations with the support of a team contract is stressed. Issues relating to diversity, culture, individual proficiency, performance pay, and collective performance evaluations are examined.
- 640 Organizational Behavior (3)**  
Understanding organizational behavioral principles as it relates to underlying structure, design, culture, communication, and interpersonal processes. Special emphasis is placed on analyzing behavioral characteristics of contemporary leadership approaches with biblical principles. Specific approaches and tools to maximize organizational effectiveness are reviewed.
- 643 Financial Analysis (3).**  
An overview of financial, accounting, and budgeting practices and its relationship with organization responsibilities for executive leadership. Planning and control issues, cost of capital, cost and cash budgeting practices, reporting, and working capital management topics are covered. Students develop skills necessary to evaluate an organization's financial viability.

- 646 The Legal Environment of Business (3)**  
 An overview of legal obligations and requirements facing organizational leaders. Historical review leading up to our current jurisprudence system along with its biblical roots is examined. Torts, contracts, human resources regulations on state and federal level, legal responsibilities for management as an agent of the organization are representative of topics covered.
- 658 Principles of Executive Leadership (3)**  
 An in-depth study of leadership on an executive level. Topics relating to corporate governance, decision making, contingency models, competency, and performance are covered. Special emphasis on the biblical leadership principles and role models are included.
- 660 Human Resource Management (3)**  
 An overview of human resource management covering specific issues relating to training, assessments, compensation, recruitment, dismissal, and regulatory requirements. Leadership practices to support employee development and motivation are studied. Ethical considerations are reviewed from a Christian worldview.
- 661 Human Resources Employee Relations (3)**  
 This course offers an overview of Training and Organizational Development in Human Resource settings. Topics include intervention strategies, employee empowerment, and organizational transformation and strategic change in the context of human resources. Finally, the role and style of the HR practitioner is discussed in the context of a Christian world view.
- 662 Human Resources Compensation and Benefits (3)**  
 This course offers an overview of Total Rewards and compensation package. Students will develop a total compensation philosophy, design and implement a total rewards system. Job analysis, Job evaluation, Job descriptions, FLSA and Compensation Law, Employee Benefits Law, Government Mandated Benefits, and Employer-sponsored Benefits will also be discussed. Finally, compensation and benefits will be discussed in the context of a Christian world view.
- 663 Issues and Innovations in Human Resources (3).**  
 A study of current research into critical issues in the human resources, and innovations that affect managing human resources to reach their full potential within organizations.
- 665 Coaching, Mentoring and Resolving Conflicts (3)**  
 Students study biblical principles and biblical approaches in resolving workplace conflicts. Special emphasis on personal responsibility and pragmatic outcomes. Personal responsibility and Christ-like character are stressed.
- 668 Organizational Change (3).**  
 Developing leaders as effective change agents is the focus of this course. Approaches for assessing organizational readiness for change and strategic planning for effective organizational development are scrutinized. Strategies for overcoming resistance to change are examined. Students are challenged to integrate biblical principles to compliment contemporary change models.
- 670 Leadership Capstone (3).**  
 This capstone course integrates core content from all of the courses to demonstrate biblical leadership in providing real world solutions to organizational issues. Special emphasis on decision making and solution development.
- 686 Strategic Leadership (3).**  
 The focus of this course is developing and implementing effective strategies to maximize leadership and organizational effectiveness. Innovative approaches in leading organizations in adapting to changing external environmental factors are studied through the use of case studies. Mergers, acquisitions, and multiple approaches to partnerships are analyzed.

## Education (EDU)

- 501 Measurement and Evaluation Strategies (3).**  
A study of assessment and evaluation theory based on developmental criteria from cognitive, social, language, motor, and affective domains. Students use strategies for analyzing both group performance and individual needs using authentic and ecological measures. Theoretical foundations for evaluation are applied to a practicum experience at one of four levels of licensure: primary, elementary, middle, and secondary.
- 506 Classroom Management and Organization (3).**  
Emphasis on the development of strategies for establishing effective classroom organization and for managing and monitoring student behavior. Strategies encourage the intellectual, personal, and moral development of students.
- 600 Master of Education Orientation Seminar (0) .**  
All candidates admitted to the Masters of Education (M.Ed.) and the Masters of Education in Reading and Literacy (M.Ed.-R/L) programs are required to enroll in this Orientation Seminar. It is a pre-request linked to the first six hours taken in the program. The Seminar is delivered continuously online and is a no cost, non-credit, Pass/Fail course. The Master of Education Orientation Seminar is designed to provide all candidates in the M.Ed. and M.Ed.-R/L programs with the information regarding a general orientation and expectations of the program, an explanation of the dispositions and the characteristics of adult learners as professional educators. A review of the Graduate School of Education Handbook as well as a review of the APA expectations in the writing style formatting of candidate work will be presented as outlined in the *Belhaven Graduate School of Education's Quick Reference Style and Formatting Guide*. The online Seminar also addresses the plan of study and expectations of the capstone process of writing a Comprehensive Paper.
- 610 Research Methods and Procedures (3).**  
An introduction to educational research methodologies that are used to improve instructional decision-making. Research techniques are applied to classroom situations with an introduction to descriptive and inferential statistics.
- 612 Curriculum Planning and Organization (3).**  
The development, analysis, and evaluation of the school curriculum with emphasis upon input from the school and community and current research.
- 621 Assessing Student Learning (3).**  
An exploration of instructional assessment measures: traditional assessment, norm/criterion-referenced testing, and alternative assessment (performance, portfolio, and product).
- 623 Technology in Education (3).**  
This course is a study in the integration of the use of the computer in the classroom through an investigation of different tools currently available for educators. An opportunity to develop materials for use in the classroom will be provided.
- 624 Issues and Innovations in Education (3).**  
A study of current research into critical issues in the elementary school curriculum, organization, and innovations that affect achievement potential.
- 625 Instructional Leadership Skills in the Classroom (3). Capstone Course**  
**This Capstone Course is required to be taken by all Master Degree Candidates: MAT, M.Ed. (3 areas of emphasis), and M.Ed.R/L.**  
The development of skills and attributes necessary to establish and maintain a positive learning environment that maximizes student achievement. Teaching strategies and models of behavioral management and instruction are emphasized. Candidates will also complete the required **Comprehensive Paper: *Educator as Servant Leader: Living and Modeling a Christian Worldview as a Reflective Practitioner.***



- 628 Advanced Instructional Strategies (3).**  
The course focuses on advanced teaching strategies with emphasis on the development of curricular units that promote student understanding through the integration of content from a variety of disciplines, the inclusion of inquiry, and the use of appropriate technologies as tools for teaching and learning. The purpose of the course is to develop educational leaders who can design rigorous learning experiences and authentic performance assessments that promote academic achievement. Priority is given to design principles and best practices that promote higher-order thinking skills and transfer of learning.
- 630 Diagnostic and Remedial Strategies Across the Content Areas (3).**  
A study of diagnostic instruments and procedures for identifying learning problems and planning remedial instruction appropriate for students in all subject areas.
- 631 Individual Instruction for Children with Learning Problems (3).**  
A study of strategies for providing appropriate educational services for children with mild to moderate learning problems by the use of intervention techniques.
- 636 Supervision of Instruction: Collaborating for Accountability (3).**  
Emphasis is on developing leadership skills in the classroom and with peer teachers, teaching assistants, and other community and school personnel.
- 641 Integrating Technology into the Curriculum (3).**  
This course will enable teachers to select, utilize, evaluate, and modify a wide range of instructional media. Emphasis will be placed on integrating commercially available educational media into the teacher's classroom methodology.
- 642 Using Technology to Assess Learning and Manage Data (3).**  
This course will enable teachers to select, utilize, evaluate, and modify a wide range of media for use in the following: assessing student progress; analyzing state, district, school, and classroom data; and organizing data into understandable presentations. Emphasis will be placed on integrating commercially available media into the collection, organization and presentation of data.
- 643 New and Emerging Technologies (3).**  
This course is an investigation into the new and emerging technologies available for educators use in the classroom. The course topics will remain flexible to meet the current trends and topics of interest.
- 651 Engaging Learning Communities (3).**  
This course emphasizes how teachers become more effective communicators with peers, parents, and the community through leadership roles to improve student learning and achievement.
- 652 Self-Effectiveness Analysis (3).**  
The course places emphasis on the analysis of student work to evaluate the effectiveness of instruction as demonstrated by student achievement. Results are used to direct changes needed for enhancement of student learning (next steps).
- 653 Reflection and Analysis (3).**  
This course emphasizes how teachers effectively engage students within whole group, small group and individualized instructional settings. Use of video analysis will be emphasized.

## **Health Administration (MHA)**

- 608 Current Issues and Trends in Health Administration (3).**  
This course will explore the current issues and trends in the health care system through the expert insight of health care leaders across the country. Students will examine key trends impacting the nation's health care organizations. Timely topics include health care reform and social media in health care.

- 624 Ethics in Health Care (3).**  
This course examines the ethical issues found in the health care system with the focus on the health care administrator as the decision-maker, leader, and moral agent. An in-depth look at ethical responsibilities related to various health care situations will be explored from a Biblical world view. Actual cases to illustrate everyday ethical dilemmas that are faced will be investigated.
- 643 Health Care Finance and Budgeting (3).**  
This course emphasizes financial administration and financial operations theory, principles, and concepts as they relate to health care financial decision-making. Finance and budgeting methods are reviewed as well as accountability. Students will explore these concepts from a Biblical world view.
- 646 Legal and Regulatory Environment for Health Care (3).**  
This course explores the legal environment from a health care management perspective as well as the relationship between law and ethics. The course includes topics such as the basic structure of the court system, the general legal responsibilities of health care organizations, and liabilities inherent to the provisions of care will be examined. All of these relationships are discussed in the context of a Biblical world view.
- 668 Health Care Quality Management (3).**  
This course enriches the understanding of the historical concepts of quality. It is an advanced study of how to achieve quality within the structure and relationships of the complex system of a health care organization. The concepts explored include systems thinking, improving and managing process change, performance measurement, as well as real-life examples and case studies. Students also explore the concepts and relationships from a Biblical world view.
- 670 Health Administration Capstone (3).**  
This capstone course is designed to integrate all of the Health Administration content into the decision-making process. Students will reflect on their ethical perspectives and critical thinking skills as well as their personal and professional growth from the context of a Biblical world view. Emphasis will be placed on the student's ability to implement these strategies in the formulation of a health care project or case study they will potentially encounter in the health care environment.

## Ministry (MIN)

- 610 Biblical Shepherding (3).**  
This course will look in depth at the Biblical theme of shepherding and how shepherding applies to modern ministry. Students will examine both Biblical and present day examples of shepherds and critique their own abilities in light of Scripture.
- 620 Education Ministry of the Church (3).**  
This course will look at how education occurred in Biblical times and then at the role that Education ministry serves in the modern church.
- 630 Church and its Mission (3).**  
This course will look at the role of the church as defined in Scripture. The modern church will be critiqued and areas for improvement to bring it in line with the Biblical definition will be identified.

## Public Administration (MPA)

- 603 Research Methods in Public Administration-Project I (3).**  
Basic components of applied research are studied providing students with skills in design, development, and analysis of the results of research projects relevant to administrative needs. Quantitative and qualitative approaches are compared along with assessing various data collection methods. Students also gain practical experience in developing questionnaires and interviewing skills.

- 604 Organizational Behavior (3).**  
A study of the classical and contemporary theories of organization, management, and administration in public and private institutions. This advanced study of group dynamics examines the forces in individuals, groups and organizations which affect the achievement of organizational goals and objectives. Issues include organization culture, organizational design, individual and collective motivation, developing the learning organization, political behavior, conflict and resolution.
- 605 Principles of Executive Leadership (3).**  
A study of the behavioral sciences as they apply to various leadership theories and models, both classical and contemporary. This course examines the distinction between leadership and management, servanthood leadership from a Christian perspective, participative management, group dynamics and motivation.
- 606 Human Resources and Development (3).**  
Develops skills in techniques of personnel administration and management. Examines recruitment, selection, training, motivation, performance evaluation, compensation, discipline, and career development.
- 607 Ethics and Society (3).**  
The relevance and application of biblically based ethical principles to the issues facing today's leaders. Christian value systems are contrasted with post-modern relativism and other conflicting worldviews as the student is challenged to review and refine individual values. Included are obligations of the organization to employees and the public-at-large (society).
- 608 Management Research-Project II (3).** Pre-req: MPA 603  
The continuation of the research process initiated in MPA603. Students deliver an oral and written summary of their research efforts to date. Elements included this progress report include the history and selection of the project topic, methods selected to investigate and collect information, and bibliographical resources.
- 609 Administration of Financial Resources (3).**  
This course lays the foundation for effective financial management that includes planning, budgets, controls, and revenue collection. Fiscal policies on a local, state, and federal level are covered along with intergovernmental relations.
- 610 Economics and Public Policy (3).**  
The relationship and role of economics are examined as it relates to public policy implementation and administrative decision making. How government affects market economy, fluctuations, and trade policy is studied. The relationship between markets and resource availability is reviewed along understanding efficiency verses effectiveness and concerns regarding equity.
- 611 Public and Administrative Law (3).**  
An overview of the role of law in society is presented with an emphasis on regulatory responsibilities pertinent to public administrators. Specific topics of study include judicial review, liability issues, regulatory processes, administrative processes and procedures.
- 612 Public Policy Analysis (3).**  
Policy development and implementation are examined. Studies include who contributes to policy formation, overview of the process, and implications of policymaking. Influence of politics on the process is analyzed by using case studies. Additional topics of study include setting agendas, evaluating, succession, and policy adaptation.
- 613 Management Research-Project III (3).** Capstone Course  
A commutation of research drawn from 603 and 608 are integrated in a comprehensive capstone research project. Students are responsible to deliver an oral presentation and thesis which include a case study. Final project is evaluated according to its depth, quality, design, methodology, and analysis of its findings.

**Reading (REA)****608 Early Literacy Instruction. (3)**

This course is a study of concepts, materials and teaching strategies for oral language development and systematic early reading and writing instruction, specific to concepts about print, phonemic awareness, and phonics. The course includes a systematic study of scientifically research-based instructional methods and learning activities for beginning reading.

**611 Literature and Literacy. (3)**

A study of literary materials and resources that is appropriate for elementary instruction. Emphasis will be given to integrating literature into all curriculum areas. Identifies resources and research-based practices that create language rich environments.

**617 Content Area Literacy. (3)**

The methods and materials for teaching reading through the content areas in secondary schools; attention is given to techniques of diagnosing difficulties, teaching reading skills and comprehension with a focus on individualizing instruction, and assessing student achievement.

**620 Reading and Writing across the Curriculum (3)**

The purpose of the course is to develop educational leaders who understand the importance of balancing the processes of authentic reading and writing across content areas of the curriculum, and provide an understanding of various reading and writing strategies which will make the process and product meaningful for their students. Attention will be focused on various instructional approaches to equip teachers in producing life-long learners.

**622 Teaching Reading Skills and Comprehension. (3)**

A study in the selection and use of materials and methods of teaching reading in the elementary schools with emphasis upon current research. Research based teaching strategies for oral language development and early systematic reading and writing instruction specific to vocabulary, fluency, and comprehension and scaffolding of the reading process.

**627 Middle Grade Literacy (4-8). (3)**

A study of reading-thinking skills, concepts, methods, and materials for literacy instruction and learning for upper elementary and young adolescents. Emphasis will be on comprehension, strategy instruction, assessment and writing for diverse student populations.

**629 Literacy Assessment, Diagnosis, and Remediation. (3)**

A study of reading problems, assessment procedures and use of test results; planning individualized instructional programs and differentiated instruction for problem readers or English language learners. Includes case study with field experience.

**632 Practicum in Reading. (3)**

This practicum course provides directed field-based applications of effective teaching, research in reading instruction, and instructional methodology to promote reading progress and prevent reading difficulties with diverse populations.

**633 Current Trends and Research in Reading (3)**

To familiarize teachers with current trends and theories concerning reading instruction and with the intent to advance reading success. Emphasis will be on research with best practices and contemporary issues of teaching reading and the development of effective instructional practices.

**Sports Administration (MSA)****608 Current Issues and Trends in Sports Administration (3).**

This course will provide an in-depth study and analysis of the athletic profession as it relates to trends and issues surrounding administrative decision making. Some examples of the issues include violence, discrimination, racism, and sexism.

- 624 Leadership and Sports Ethics (3)**  
This course offers an introduction to leadership and ethics within the sporting context. Common leadership styles, theories, and ethical dilemmas facing those involved within sport are explored throughout the course. Communication, motivation, and decision making skills necessary to be an effective and efficient leader will be examined based upon various ethical dilemmas in which the leader may face.
- 643 Sports Finance and Budgeting (3)**  
This course explores the current financial status in the main segment of the sport industry with emphasis placed on professional and collegiate sport. It provides a comprehensive synopsis of the application of economics and financial management used in the sport organization decision making context from both a macro and micro level. Topics include purchasing, budgeting, risk management, operational procedures, fee structures, financial ratios, financial impact analysis, attendance and price setting strategies
- 646 Legal and Regulatory Environment for Sports (3)**  
This course provides an examination of risk management and the current legal principles which affect sport and recreation organizations. Students will gain an understanding in objectives, principles, policies, procedures and requirements in regard to legal issues for a successful career as a sports manager. Topics that are covered include tort liability, athletic eligibility, NCAA due process, gender discrimination, contracts, and drug testing. These topics directly impact the formation and practice of policies adopted by sport administrators and coaches.
- 668 Venue and Event Management (3)**  
This course will examine the current research related to planning, funding, and operating sporting events and sport/recreation facilities. The course will provide a practical background in all facets of managing a sport event and facility.
- 670 Capstone Seminar in Sports Administration (3)**  
An interdisciplinary review and analysis of literature and research regarding a sport administrative issue will be assigned to the student. Topics may vary based on the students' interests.

# HONORS AND AWARDS

## **Achievement in Accounting Award**

The school of business presents the Achievement in Accounting Award to a graduating senior selected on the basis of character, potential growth and development, and academic accomplishment in the division.

## **Achievement in Business Award**

The school of business presents the Achievement in Business Award to a graduating senior selected on the basis of character, potential growth and development, and academic accomplishment in the division.

## **The Barnabas Award**

The Barnabas Award is given to the male theatre student who, in the opinion of the theatre faculty and peers, demonstrates the best of support and is always there to help get the job done.

## **Bess Caldwell Memorial Award**

Belhaven University honors with the Bess Caldwell Memorial Award the junior who, in the judgment of the faculty, has exhibited throughout the year the greatest loyalty and service to his or her fellow students. Prior to 1985, this award was known as the Belhaven Christian Fellowship Award.

## **Bettye Quinn Service Award**

Given annually to a senior KDE member in elementary or secondary education who exhibits a service-oriented character. Selected by KDE members.

## **Charles R. Rugg Scholar-Athlete Award**

Each year the faculty and coaches at Belhaven University select the one student athlete who best exemplifies how we should use our mental, physical, leadership, and spiritual gifts to serve and uphold the ideals of Belhaven University.

## **Christian Ministries Award**

The department of Christian ministries presents the Christian Ministries Award, which is based upon scholarship, leadership, and potential service in the field of Christian ministries, to a graduating senior majoring in Christian ministries.

## **Computer Science Award**

This award is presented annually by the computer science department to the senior computer science major for outstanding academic achievement. Elizabeth Spencer

## **Elizabeth Spencer Creative Writing Award**

Presented to the creative writing major or minor who has demonstrated excellence in writing over the past year.

## **English Award**

Each year the faculty members of the department of English present this award to the outstanding graduate majoring in English.

## **Freshman Chemistry Achievement Award**

This program is maintained to encourage and sustain student interest in the sciences. An award is given in recognition of outstanding scholastic achievement in chemistry during the freshman year.

## **Guy T. Gillespie Memorial Award**

Belhaven University presents the Guy T. Gillespie Memorial Award to the graduating senior who, in the judgment of the faculty, approximates most nearly the ideals of the College. Prior to 1985, the award was known as the Student Government Association Award. Presented at commencement.

## **Henry H. Bellamann Foundation Award**

The Henry H. Bellamann Foundation Award is presented each year in memory of Henry and Katherine Bellamann to an outstanding student in the creative arts. The recipient is selected by a faculty committee headed by the chairman of the department of English.

## **History-Political Science Award**

Each year the faculty members of the department of history and political science present this award to the outstanding senior majoring in history.

## **Hoogenakker Scholarship Award**

The Jackson Alumnae Chapter of Mu Phi Epsilon sponsors a scholarship award in honor of Miss Virginia Hoogenakker. This award goes each year to the freshman member of Mu Phi Epsilon with the highest scholastic average for the current session.

## **James W. Park Academic Achievement Award**

The school of business presents this award to the student on each campus who has achieved the highest quality point index at Belhaven University while completing a baccalaureate degree in business. To qualify, a student must complete at least 50 semester hours at Belhaven University and must demonstrate exceptional leadership and moral integrity.

## **Julian E. Currie Memorial Missions Award**

The Julian E. Currie Memorial Missions Award is presented by Dr. James T. Currie in memory of Dr. Currie's father, Mr. Julian E. Currie. This award is given annually to an outstanding student planning to enter the Christian mission field. The award was endowed by Mrs. Julian E. Currie, and the interest from the endowment and a plaque are given to the recipient each year.

## **Kingdom Transformation Music Award**

The Kingdom Transformation Music Award is granted to a graduating Senior music major who demonstrates musical excellence and a strong commitment to use their musical gifts to foster cultural and personal transformation for the glory of God's Kingdom.

## **The Kenneth Slaughter Academic Excellence Award**

Awarded to a graduating KDE senior in elementary or secondary education who has the highest grade point average for work at Belhaven.

## **Mathematics Award**

The Mathematics Award is presented annually by the department of mathematics to the outstanding senior mathematics major in recognition of effort and superior achievement in the field of mathematics.

## **Mississippi Society of Certified Public Accountants Award**

The Mississippi Society of Certified Public Accountants gives an annual scholarship to an accounting graduate from the various colleges and universities in the state. This award is given in recognition of outstanding academic achievement and a strong desire to enter the field of public accounting.

## **Mu Phi Epsilon Awards**

The Epsilon Gamma chapter of Mu Phi Epsilon presents the Mu Phi Epsilon Awards to the freshman member who has the highest scholastic average for the year and to the senior music major who has the highest scholastic average for all college work.

## **Music Excellence Award**

The Music Excellence Award is given to a rising senior music major exemplifying proper stewardship of artistic talent for the glory of God, demonstrating musical skill, Christian character, and zealous commitment to artistic discipline.

## **Nancy McFarland Cobb Award**

The Nancy McFarland Cobb Award is given annually to the art major who has, through interest, cooperation, and leadership, made the greatest contribution to the department of art during the current session.

## **National Kappa Delta Epsilon Award**

Presented by the National KDE and awarded to an outstanding chapter member.

## **The Priscilla Award**

The Priscilla Award is given to the female theatre student who, in the opinion of the theatre faculty and peers, demonstrates the best of support and is always there to help get the job done.

## **Psychology Award**

The department of psychology presents the Psychology Award to the graduating psychology major who has indicated the greatest potential for personal and professional growth.

## **Research Club Scholarship Award**

The Research Club of Jackson, Mississippi, presents annually the Research Club Scholarship Award in memory of Isabel Bratton Crisler, wife of the late Dr. Julius Crisler, as an appreciation of her contributions to the spiritual, intellectual, and artistic life of Mississippi. This award is presented to the sophomore or junior who has demonstrated the greatest progress during the year in art, literature, music, or speech.

## **Student Leader Award**

Presented annually by the School of Education to a senior education student who has demonstrated the goal of the department to prepare competent teachers who demonstrate both academic excellence and professional knowledge while providing distinctive Christian leadership and service to those they teach.

## **Tri-B Service Award**

Tri-B is a women's service organization which strives to foster the idea that Jesus Christ is Lord and we are only His tools for ministry within the body of Christ and the community at large. Each year Tri-B selects a senior female who most closely represents the above attitude.

**Trustees' Award**

The Trustees' Scholastic Award is presented by the Belhaven University board of trustees to the graduating senior who has the highest scholastic average. Only those students who have earned at least 106 semester hours at Belhaven are eligible for this award. Presented at commencement.

**Who's Who In American Colleges Award**

This award is presented annually to students who have distinguished themselves in leadership, academic excellence, and participation in campus activities.

**SPONSORED AND ENDOWED SCHOLARSHIPS**

The following sponsored and endowed scholarships have been provided by alumni, friends of the college, foundations, and other philanthropic agencies. These scholarships are awarded by the financial aid office, in keeping with the normal standards and/or the conditions laid down by the donor. Qualified students will be considered for these scholarships on the basis of the regular Belhaven University admission application and/or the Free Application for Federal Student Aid (FAFSA). *The availability of any of the following scholarships in any academic year depends upon the availability of funds for the scholarship.* Charles E. And Minerva T. Adams

**Harold R. Barber Memorial Scholarship**

This scholarship was established in 1977 by the First Presbyterian Church of Gulfport, Mississippi, in memory of Harold R. Barber, a former member of the Belhaven University board of trustees and outstanding Christian layman. It is awarded to students from the Mississippi Gulf Coast.

**Dr. Helen Cannon Bernfield Memorial Scholarship**

This scholarship was established in 1998 in memory of Dr. Helen Cannon Bernfield. The scholarship will be awarded in the following order of preference: (1) to a female premedical student of good character, (2) to a student of good academic standing, or (3) to a student in financial need.

**The Reverend and Mrs. Charles B. Boyles Scholarship**

This scholarship was established in 1986 by Mrs. Eliza B. Hewitt to honor her parents, Charles B. and Carra D. Boyles. This scholarship is awarded annually to a Belhaven graduate who is attending Reformed Theological Seminary.

**Mary Margaret Coman Bennett Scholarship**

This scholarship was established in 2002 by James A. Bennett, Beverly Bennett Lee, and Jeanne Bennett Brinson to honor Mary Margaret Coman Bennett (Belhaven University, Class of 1948). The scholarship will be awarded to a Belhaven student who has demonstrated a commitment to leadership, citizenship, and scholarship and has documented financial need. The recipient must maintain a grade point average of 2.50 to be considered for a renewal of the scholarship.

**Chaminade Caldwell-Middleton Scholarship**

The Chaminade Club of Jackson sponsors a music scholarship honoring the memory of Mrs. John T. Caldwell and Mrs. T. A. Middleton, both of whom were long-time members of the faculty of the department of music. This scholarship is awarded annually to the rising senior music major who has the highest cumulative grade point average for the previous three years.

**Central Presbyterian/Ruth Blackburn Scholarship**

Established by Central Presbyterian Church of Jackson in memory of the church and Mrs. Ruth Blackburn, who was a member of the church and former professor at Belhaven University, this scholarship is to be awarded to needy students who are members of the Presbyterian Church, U.S.A. with first priority to those living in Mississippi.

**Carol N. Church Memorial Scholarship**

This scholarship was established in 1995 by Mr. Robin Church, Dr. Rosalie Church Casano, and Mr. David A. Church to honor their mother, Carol N. Church. The scholarship is offered to a junior or senior Elementary Education major who demonstrates financial need and who maintains at least a 3.0 GPA.

**Meredith Currie Memorial Scholarship**

This scholarship was established in 1982 by Dr. James T. Currie in memory of his daughter, Meredith (1977-1981). It goes annually to a student who plans a career of working with children.

**Davenport-Spiva Academic Scholarship**

These scholarships were established in 1986 by Mrs. Walter (Mary Davenport) Spiva of Jackson, Mississippi, in memory of her father, William A. Davenport, and her husband, Walter Y. Spiva. They are awarded to full-time students demonstrating outstanding academic achievement.

**Lillie Barry Gillespie Memorial Scholarship**

This scholarship was established by Dr. and Mrs. G. T. Gillespie.

**Graeber Foundation Scholarship**

This fund is for students who have a documented financial need and who have outstanding leadership and academic records.

**Joseph W. Hough Scholarship**

In memory of Joseph W. Hough and his outstanding contributions to the business and civic life of Mississippi, The Joseph W. Hough Foundation established this scholarship for women majoring in any area of business or business education.

**Bitsy Irby French Camp Scholarship**

This scholarship, established by Mr. Stuart C. Irby, Jr. in honor of his wife Bitsy, is awarded to a deserving graduate of French Camp Academy.

**Stuart C. Irby, Jr. Scholarship**

This scholarship was established in 1988 by Mr. Joseph H. Hutto in honor of Mr. Stuart C. Irby, Jr., and his dedication to French Camp Academy. The scholarship is awarded annually to a student who graduated from French Camp Academy.

**Doris Fleming Kennedy Memorial Scholarship**

This scholarship was established in 1986 by Dr. and Mrs. Verne Kennedy in memory of Dr. Kennedy's mother, Doris Fleming Kennedy. The scholarship is awarded annually to a student who has enhanced the spiritual life of the student body.

**Kruidenier Scholarship**

Mrs. Catherine Kruidenier Teixeira, a member of the class of 1938, has established the Kruidenier scholarship in memory of her parents, Marianne Gordon Collins and Leonard Robert Kruidenier. The scholarship is awarded annually to a student in the Christian ministries department who plans to work in holistic Christian community development in an at-risk minority community.

**Janice Brown Martin Memorial Scholarship**

This scholarship was established in 2002 by the family of Janice Brown Martin in her memory. The scholarship will be awarded annually to an Elementary Education major demonstrating an active evangelical Christian faith and need for financial assistance.

**Connie A. McDonald Memorial Scholarship**

This scholarship was established in 1997 by Marvin and Pam McDonald in memory of their daughter, Connie A. McDonald, alumna of Belhaven University, class of 1991. The scholarship will be awarded annually in the following order of preference: (1) to a visually challenged student, (2) to a physically challenged student, (3) to a student studying a field related to visual or physical challenges, or (4) to a student who agrees to provide 40 hours of reading service to a visually challenged person for each year of the award. The recipient must maintain at least a 2.5 cumulative grade point average.

**E. B. McGehee Memorial Scholarship**

This scholarship was established in 1989 by Mrs. Imogene McGehee in memory of her husband, Everett B. McGehee, a longtime member of Belhaven's board of trustees. The need-based scholarship provides assistance to students who would otherwise not be able to attend Belhaven.

**Charles Read McIlwaine Memorial Scholarship**

This scholarship was established in 1972 by Mrs. Alice Wells McIlwaine Gillespie in memory of her husband, Charles Read McIlwaine. It is designated for a worthy student attending Belhaven University.

**Sara Phyllis Muir Scholarship**

This scholarship was established in memory of Sara Phyllis (Sally) Muir, a 1980 graduate of Belhaven. The scholarship is awarded annually to a female Bible major who possesses superior intellectual gifts and who is an evangelical Christian in the Presbyterian and Reformed tradition.

**Reverend and Mrs. George Decatur Mullendore Scholarship**

This scholarship was established in 1968 by the children of Reverend and Mrs. George D. Mullendore. It is awarded annually to a pre-ministerial student or a minister's son or daughter.

**Mary Robinson Poole Scholarship**

This scholarship was established in 1994 by the family of Mary Robinson Poole to honor her memory. It is awarded annually to a needy junior or senior student.

**Joan B. Smith Scholarship**

This scholarship was established by Mr. Marshall C. Smith, Jr. in memory of his wife, Joan B. Smith. Primary consideration is given to a student intending to a major in Christian ministries; must maintain a grade point average of 3.0; and must be able to demonstrate by word and deed that he or she is a committed Christian.

**Mary McCravey Triplett and Cooper East Triplett Memorial Scholarship**

This scholarship was established in 1999 by Mr. and Mrs. Oliver Triplett, III and Mr. Don Triplett in memory of Mary McCravey Triplett and Cooper East Triplett, who were graduates of Belhaven University. This scholarship enables students from Scott County to attend Belhaven University and receive a Christ-centered education. It is awarded annually to students committed to the mission of the University, who are residents of Scott County for two years prior to submitting an application to the University, and are full-time, degree-seeking students with a minimum score of 20 on the ACT.

**Major and Mrs. W. Calvin Wells Memorial Scholarship**

This scholarship was established in 1986 by the children of Major and Mrs. W. Calvin Wells. The scholarship is awarded annually to a needy student who has demonstrated high academic achievement.

**Lettie Pate Whitehead Scholarship Grants**

The Lettie Pate Whitehead Foundation provides scholarships for the education of needy and deserving Christian females who are residents of any of the following Southeastern states: Virginia, North Carolina, South Carolina, Tennessee, Georgia, Florida, Alabama, Mississippi, and Louisiana.

**Walter Benjamin Wilkes and Mary Lincoln Wilkes Memorial Scholarship**

This scholarship was established in 1972 by a bequest from the estate of Walter Benjamin Wilkes and Mary Lincoln Wilkes of Greenville, Mississippi.

**YWCA of Jackson Endowed Scholarship**

This scholarship was established by the YWCA of Jackson and is awarded to a woman who is a resident of Mississippi and has demonstrated a commitment to citizenship, scholarship, and the Church and has documented financial need.



# REGISTER

## ADMINISTRATIVE OFFICES

### PRESIDENT

Roger Parrott (1995), President  
B.A., Eastern Nazarene College; M.Ed., The University of Maryland; Ph.D., The University of Maryland

Marcia Carroll (1993), Administrative Assistant to the President  
A.A.S., Phillips Junior College; B.S.M., Belhaven University

Jeff Rickels (2012), Assistant to the President

### SENIOR VICE PRESIDENT AND PROVOST

Daniel Carl Fredericks (1983), Senior Vice President and Provost  
B.A., The University of Minnesota; M.Div., Covenant Theological Seminary; Ph.D., The University of Liverpool, England

Sheri Anderson (2009), Executive Secretary to Assistant Vice President for Academics  
B.A., University of Missouri

Lee Ann Bethany (2012), Coordinator of Institutional Research  
B.S., Mississippi College

Travis Bounds (2010), Director of Academic Technology Services  
B.S., William Carey University

Ginny Cockerill (2012), Director of Academic Enhancement  
B.A., Asbury University; M.Ed., Columbia International University

Paul Criss (2013), Dean of Faculty (Memphis)  
B.A., Central Bible College; M.Mus., Arkansas State University; M.Div., Memphis Theological Seminary; Ph.D., University of Memphis

Megan R. Dillon (2013), Administrative Assistant to the Dean of Nursing  
B.A., California State University; M.S., University of Mississippi

Frank Dolansky (2001), Facilities Coordinator for Center for the Arts  
B.A., University of Buffalo; M.F.A., Michigan State University

Ken Elliott (2013), Dean of Faculty (Jackson)  
B.A., Belhaven University; M.A., University of South Florida; M.Div., Reformed Theological Seminary; Ph.D., Mississippi State University

Lori A. Farmer (2003), Executive Assistant to Senior Vice President & Provost  
Marshalltown Community College; Certified Professional Secretary

Tracy Ford (2012), Dean of Worldview Studies  
B.S., M.B.A., University of Georgia; M.A. in Missions, Reformed Theological Seminary; M.A. in English, Mississippi College; Ph.D. University of Mississippi

Dina Forman (2013), Admin. Assistant to the VP for Student Affairs & Athletics

Mary Catherine Ford (2015), Administrative Assistant to the Dean of Nursing  
B.A., University of Mississippi

Annette Gibson (2009), Administrative Assistant to the Dean of the School of Business  
A.A., Cape Peninsula University of Technology

Sherman W. Green (2015), Director of Student Care  
B.A., Mississippi State University; M.S., Mississippi State University; Ph.D., Mississippi State University

Lauren Gunn (2015), Administrative Assistant to the Theatre Department  
B.A. Mississippi College

David Hand (2013), Dean of the School of Education  
B.A., Oral Roberts University; M.A., Oral Roberts University; Ed.D., Oklahoma State University

Melissa Hause (2001), Dean of the Honors College; Assistant Chair of the Visual Arts Department; Associate Professor of Art History  
B.A., Belhaven University; M.A., Ph.D., Emory University

Mark Alan Hunter (2015), Directory of Academic Counseling  
B.A., Western Kentucky University; M.A., East Tennessee State University; M.Div., Samford University; Ph.D., University of Alabama

Barbara Johnson (2012), Dean of Nursing & Director of Health Administration Program  
B.S.N., The University of Mississippi; M.S.N., The University of Mississippi; Ph.D., Georgia State University

Jack Kyle (2014), Senior Director of Arts Development  
B.V.M.E., Delta State University

Helen S. Martin (1989), Campus Student Advisor  
B.A., Belhaven University; M.A., Columbia Theological Seminary

Ralph A. Mason, III (1995), Dean of the School of Business  
B.A., Duke University; M.Ed., Ph.D., The University of North Carolina

Joe Maxwell (2003), Writer in Residence  
B.A., The University of Mississippi; M.C., Wheaton College

Cynthia Moore (2015), Administrative Assistant to the Assistant Vice President for Adult Studies

Emma W. Morris (2014), Dean of Faculty (Atlanta)  
B.A., Emory University; M.B.A., University of South Carolina

Greg Palmer (2011), Administrative Assistant to MS State Dean  
B.S., Abilene Christian University

Ronald Wayne Pirtle (2005), Dean of Faculty (Chattanooga)  
B.S., Crichton College; M.S., The University of Memphis

Erin Price (2012), Assistant VP for Student Success  
B.A., Mississippi College; M.C.P., Mississippi College; Ed.D., Union University

Grace Anna Randall (2014), Administrative Assistant to the Creative Writing and Music Department  
B.A.M., Belhaven University

Larry Ruddell (2011), Dean of Faculty (Houston)  
B.A., Davidson College; M.A., Ohio State University; M.Div., Westminster Theological Seminary; Ed.D., University of Houston; M.B.A., University of Houston

Carol Simmons (2008), Administrative Assistant to Dean of Education  
B.S., University of Mississippi

Lee Skinkle (2008), Associate Provost  
B.B.A., University of Georgia; M.Div., Southwestern Baptist Theological Seminary, Ph.D., Southwestern Baptist Theological Seminary

Bradford Smith (2014), Director of Adult and Online Psychology Programs & The Institute for International Care and Counsel  
B.S., Tufts University; M.Div., Gordon-Conwell Theological Seminary; Ph.D., M.A., Claremont Graduate University; Ph.D., M.A., University of Massachusetts

Erin Stephens (2013), Student Retention Specialist  
B.S., Mississippi State University; M.S., Mississippi State University

Rick Upchurch (2014), Assistant Vice President for Adult Studies  
B.A., Olivet Nazarene University; M.A., Olivet Nazarene University; D.Min., Drew University

Joe Villarreal (2010), Online Campus Technical Support Representative  
A.A., Hinds Community College

Megan Voos (2013), Administrative Assistant to the Dance Department  
B.S., California Polytechnic State University

Dennis Watts (2014), Associate Provost  
B.A., University of Mississippi; M.Div., Reformed Theological Seminary; Ph.D., University of Mississippi

Claire Waycaster (2014), Administrative Assistant to Associate Provost

Jim Young, III (2015), Curriculum Specialist

## TRADITIONAL ADMISSION

Suzanne T. Sullivan (2000), Assistant Vice President for University Advancement  
B.A., Mississippi State University

Sebastian Bjernegard (2015), Admission Counselor  
B.A., Belhaven University

Tevin Brown (2015), Student Services Representative

Karen Cadiere (2014), Assistant Director of Admission

Tarold Durham (2013), Director of Online  
B.S., Belhaven University; M.B.A., Belhaven University

A'Lillian Fuller (2015), Admission Counselor

Dana Gilliam (2003), Manager of Admission Operations  
B.B.A., Belhaven University

Michael Hawkins (2013), Admission Counselor  
B.A., Belhaven University

Keri Jensen (2010), Admission Counselor  
B.S., Belhaven University

Karlos Lyons (2011), Admission Counselor  
B.A., Belhaven University

Joshua Reid (2009), Assistant Director of Admission  
B.S.B., William Carey University

Krista Samsel (2013), Admission Coordinator  
B.A., Belhaven University

Daniel Shaw (2007), Assistant Director of Admission  
B.A., Belhaven University

Lauren Snyder (2013), Admission Advocate  
B.A., Warburg College

Sarah Sullivan (2013), Admission Counselor  
B.A., University of Southern Mississippi

Catina Tate (2015), Student Services Representative

Kevin Vollema (2014), Student Services Representative

Jay Whittington (2012), Student Services Representative  
B.S., Mississippi State University

Stefanie Wright (2015), Admission Counselor  
B.F.A., Belhaven University

## ADULT STUDIES

Audrey Kelleher (2007), Vice President of Adult & Graduate Enrollment and Student Services  
B.S.B.A. University of Central Florida; M.Ed. University of Central Florida; Ph.D. Barry University

Kimberly Barteel (2012), Student Services Advisor (Jackson)  
A.S., Chattahoochee Tech; B.S. DeVry University; M.A. University of Phoenix

Raymond Bradford, Jr. (2014), Assistant Director of Admission (Memphis)  
BSOM, Crichton College; M.S.L., Belhaven University

Deborah Bramlett (2014), Administrative Assistant (Chattanooga)

Wilbert Bryant Jr. (2014), Assistant Director of Student Services (Atlanta)  
A.S., Pike Peak College; B.S., Mississippi College; M.S.L., Belhaven University

Jamila Carter (2014), Admission Advisor (Jackson)  
B.S., Jackson State University; M.S., Strayer University

Lisa Caughorn (2014), Administrative Assistant for Adult Studies (Houston)

Erica Cheatham (2014), Assistant Director of Admission (Atlanta)  
B.A., North Greenville University; M.A., Liberty University

Modice Croom (2012), Senior Admission Advisor (Jackson)  
B.B.A., Belhaven University; M.S.L., Belhaven University

Michael Davis (2012), Director of Admissions and Student Services (Atlanta)  
B.A., East Texas Baptist University; M.B.A., East Texas Baptist University

Theresa Dolansky (2011), Coordinator (Jackson)  
B.B.A., Belhaven University

Anthony Dunning (2013), Assistant Director of Admission (Houston)  
B.S., Mulligan College

Beth Ellison (2012), Campus Coordinator (Atlanta)  
B.A., LaGrange College

Veronica Garcia (2007), Assistant Director of Student Services (Houston)  
B.B.A., Belhaven University

Virginia Garrison (2010), Director of Retention Services (Chattanooga)  
B.A., Middle Tennessee State University; M.Ed., University of Tennessee Chattanooga

Karen Gates (2013), Director of Admissions and Student Services (Orlando)  
B.A., Trinity University; M.A., Webster University

Allison Gentry (2011), Director of Admissions and Student Services (Houston)  
B.S., Liberty University; M.A., Liberty University

Tammy Green (2013), Admission Advisor (Jackson)  
A.A., Mississippi Delta Community College; B.A., Millsaps College

Susan Haughton (2010), Assistant Director of Student Services (Chattanooga)

Helean Hawkins (2009), Director of Graduate Admission  
B.A., Tougaloo College; M.S., Jackson State University

Carlos Holliday (2012), Assistant Director of Admission (Atlanta)  
A.A., Carver College; B.A., Luther Rice University; M.A., Luther Rice University

Paul Husband (2013), Campus Coordinator (Memphis)  
B.A., Belhaven University; M.A., Reformed Theological Seminary

Erica Johnson (2015), Director of Admission (Memphis)

Clotilde Jones (2007), Assistant Director of Admission (Memphis)  
A.A., University of Phoenix; B.S., Liberty University

Don Jones (2007), Assistant Vice President of Enrollment and Student Services (Memphis)  
B.S., Bethel College; M.B.A., University of Phoenix; S.C.C.T., Arkansas State University

Sandra Kelly (2007), Assistant Director of Student Services (Jackson)  
A.A., Hinds Community College; B.S., Mississippi College

Sean Kirnan (2015), Assistant Vice President for Adult and Graduate Enrollment and Student Services (Jackson)  
B.S., Bucknell University; M.A., Bucknell University

Deb Leal (2010), Assistant Director of Admission (Chattanooga)  
A.S., State University of New York; B.S., Covenant College; M.B.A., Belhaven University

Crystal Lewis (2012), Student Services Advisor (Jackson)  
B.A., Mississippi State University

Julian Marion (2011), Assistant Director of Admission (Houston)  
B.S., Belhaven University; M.B.A., Belhaven University

Larissa McCutchen (2010), Assistant Director of Admission (Chattanooga)  
B.S., Covenant College; M.B.A., Belhaven University

Jamie McDonald (2014), Campus Coordinator (DeSoto)  
B.A., Crichton College; M.E.D., Union University

Lisa McDonald (2014), Administrative Assistant (Memphis)

Altonius Peterson (2011), Assistant Director of Student Services (Memphis)  
B.A., Tougaloo College; M.B.A., Belhaven University

Ed Pickel (2010), Director of Admission (Chattanooga)  
B.A. University of Tennessee Chattanooga; M.S., University of Tennessee Chattanooga

Carol Pierce (2010), Campus Coordinator (Chattanooga)  
B.S., Covenant College

Vicki Pitts (2012), Senior Admission Advisor (Jackson)  
B.S., University of Southern Mississippi

Michelle Polins (2010), Campus Coordinator (Houston)  
B.A., John Carroll University

Linda Polk (2014), Campus Coordinator (Memphis)  
BSBA, Colorado Technical University

Kathy Ross (2010), Assistant Director of Student Services (Chattanooga)  
B.S., Covenant College

Kathleen Sloan (2010), Administrative Assistant (Jackson)  
B.S., Mississippi State University

Rachele Stains (2012), Student Services Advisor (Jackson)  
B.A., University of New Orleans

Clay Taylor (2012), Assistant Director of Admission (Jackson)  
B.A., Mississippi State University; M.A., Mississippi State University

Lisa Thompson (2014), Assistant Director of Student Services (DeSoto)  
BSBA, Arkansas State University

Sharameisha Timlin (2014), Assistant Director of Student Services (Houston)  
B.B.A., Belhaven University

Lacy VanDevender (2012), Coordinator, Adult and Graduate Programs (Jackson)  
A.A., Brevard Community College; B.S., University of Phoenix

Ryan West (2015), Assistant Director of Admission (Orlando)

Angela Wilcoxon (2015), Campus Coordinator (DeSoto)

Malcolm Williams (2011), Student Services Advisor (Jackson)  
B.S., University of the Ozarks

## **ATHLETICS**

Scott Little (2001), VP for Athletics and Student Life/Director of Athletics  
B.A., The University of Mobile; M.Div., Southwestern Baptist Theological Seminary

Salitza Abrantes (2014), Graduate Assistant for Football  
B.S., McMurry University

Katy Adair (2015), Graduate Assistant for Softball  
B.S. Belhaven University

Caesar Aguila (2015), Graduate Assistant for Football  
B.A., Belhaven University

Alexander Ainsworth (2006), Assistant Men's Basketball Coach & Administrative  
Coordinator  
B. S., Belhaven University

Brittany Ammons (2014), Graduate Assistant for Strength and Conditioning  
B.S., Belhaven University

Christie Barber (2000), Head Men's and Women's Cross Country Coach  
B.S., Belhaven University

Bobby Blizzard (2014), Football Offensive Line Coach  
B.A., University of North Carolina

Carl Blundell (2014), Graduate Assistant for Men's and Women's Soccer  
B.S., Belhaven University

Reese Bridgeman (2015), Director of Athletic Performance

Kasey Britt (2013), Assistant Softball Coach  
B.A., University of Central Arkansas

Ben Burge, Director of Marching Band  
B.A., Mississippi State University; M.A., University of Southern Mississippi

Stephen Calder (2010), Head Women's Basketball Coach  
B.S., Troy University; M.S.A. Belhaven University

Josh Clarke (2014), Assistant Baseball Coach  
B.S., Belhaven University

Matt Conner (2015), Recruiting Coordinator and Offensive Line Coach

Joshua Creech (2014), Football Defensive Line Coach  
B.S., Sam Houston State University; M.S., University of New Haven

Candace Dailey (2015), Associate Director of Athletics for Compliance and  
Administration  
B.A., Mississippi State University; M.S., Mississippi State University

Justin Dee (2013), Head Volleyball Coach  
B.S., Liberty University

Hill H. Denson, Jr. (2000), Head Baseball Coach  
B.S., The University of Southern Mississippi; M.S. in Education, Mississippi  
College; Ed. Specialist Certification, The University of Southern Mississippi

Ben Dishong (2014), Director of Athletics Communication  
B.A., University of Tennessee; M.S., Delta State University

Anthony Doss (2013), Graduate Assistant for Baseball  
B.S., Belhaven University

Courtney Fairley (2013), Graduate Assistant for Softball  
B.S., Belhaven University

Dina Forman (2013), Administrative Assistant to the Vice President for Athletics  
and Student Life

Hillary Fowler (2015), Graduate Assistant for Women's Soccer

Emily Germany (2014), Director of Operations  
B.S., McMurry University

Kevin Griffin (2011), Head Softball Coach  
B.A., Bellevue University

Carl Griffiths (2014), Men's Soccer Head Coach  
B.S., Wheaton College

Justin Hewitt (2014), Assistant Athletic Trainer, ATC  
B.S., University of Southern Mississippi; M.S. in Exercise Science, Arkansas State  
University

Jennifer Holbrook (2015), Graduate Assistant to the Assistant Athletic Trainer

Ashleigh Hoover (2014), Graduate Assistant for Football  
B.A., McMurry University

Gene Hudson (2014), Assistant Football Coach  
B.S., McMurry University

Hunter Hope (2015), Graduate Assistant for Athletic Training

Taylor Isselhard (2014), Graduate Assistant for Track & Field/Cross Country  
B.S., Roberts Wesleyan College

Heather Jolly (2015), Graduate Assistant for Football

Fletcher Jones (2015), Graduate Assistant for Athletic Training

Dan Lickness (2012), Director of Game Day Operations/Head Men's Golf Coach  
B.A., Belhaven University

Dana Marsalis (2006), Head Cheerleading Coach  
B.A., Mississippi State University

Anna Matthews (2014), Graduate Assistant for Game Day Operations  
B.S., Belhaven University

Ryan Meyers (2015), Quarterback Coach

Jessica Monarch (2013), Graduate Assistant for Women's Soccer  
B.S. Faulkner University

Hal Mumme (2014), Head Football Coach  
B.S., Tarleton State University

Levi Patton (2008), Head Men's and Women's Tennis Coach  
B.S., Belhaven University; M.S.M., Belhaven University

Daniel Prado (2015), Graduate Assistant for Tennis  
B.S., Belhaven University

Kelly Randall (2015), Graduate Assistant for Sports Information  
B.S., Belhaven University

Alicia Rayborn (2014), Assistant Women's Basketball Coach  
B.S., Belhaven University

Josue Sabillon (2008), Head Women's Soccer Coach  
B.A., Marshall University

Steven Simmons (2015), Graduate Assistant for Men's Soccer  
B.S., Belhaven University

Caleb Snyder (2013), Head Men's and Women's Track and Field Coach  
B.A., Ashford University

Laura Grace Swindler (2015), Graduate Assistant for Volleyball  
B.S., Charleston Southern University

William Triplett (2013), Graduate Assistant for Strength and Conditioning  
B.S., Belhaven University

Jonathan Vines (2014), Head Men's Basketball Coach  
B.A., University of Mississippi

Caleb Snyder (2013), Head Men's and Women's Track and Field Coach

Kyle Wheeler (2015), Graduate Assistant for Baseball  
B.S., Belhaven University

### CAMPUS OPERATIONS

David Potvin (2001), Assistant VP for Campus Operations  
C.N.A., Fanshawe College, London, Ontario Canada

Paulette Badmusagoro (2015), Housekeeper

Clinton Bagwell (2008), Maintenance Technician

Charles Barry (2009), Security Officer

Thomas Beard (2025), Security Officer

Randy Bell (2014), Maintenance Locksmith

Jeanette Blakely (2015), Housekeeper

Sharee Bullie (2015), Housekeeper

Wade Bullie (1999), Maintenance Technician

Kareem Burnett (2011), Security Officer

Nathaniel Cannon (2006), Security Officer

Rufus Clark (2009), Housekeeper

Rebecca Cochran (2007), Conference Services Coordinator  
A.A., Hinds Community College

Kenneth Coleman (2004), Maintenance Technician

Lilivati Coleman (2015), Housekeeper

Mark Curtis (2010), Grounds Technician

Rosiris Del Valle Millan (2008), Housekeeper

Frank Dolansky (2001), Facilities Coordinator for Center for the Arts  
B.A., University of Buffalo; M.F.A., Michigan State University

Steve Farmer (2007), Director of Security  
B.A., Buena Vista College

Travonta Fisher (2011), Security Officer

Angela Friday (2006), Housekeeping Supervisor, 1<sup>st</sup> shift

Jarrold Friday (2014), Housekeeper

Trenton Green (2010), Maintenance Technician

Wayne Green (2007), Director of Maintenance

Maurice Greer (1995), Security Officer, Part-time  
B.S., Jackson State University

Sylena Hampton (2015), Housekeeper

Carissa Hanson (2012), Administrative Assistant to the Director of Security  
B.S., Belhaven University

Alicia Harper (2011), Mailroom Supervisor  
B.A.M., Belhaven University

Wesley Hartfield (2015), Security Officer

Lashunda Hayes (2015), Housekeeper

Carolyn Hennington (2015), Housekeeper

Kristopher Long (2015), Security Officer

LaDonna Lowe (2015), Housekeeper

Titus Manogin (2014), Housekeeper

Candance Mason (2014), Housekeeper

James Massey (2007), Grounds Supervisor

Charles Matthews, Jr. (2002), Security Supervisor 1<sup>st</sup> shift

Willie May (2013), Security Officer

Donald McCluskey (2014), Security Officer

Austin Mitcham (2011), Security Officer

Dian Myers (2012), Security Officer

Joseph Nelms (2015), Security Officer

Kyle O'Donnell (2012), Grounds Technician

Lee Partee (2014), Security Officer

LeeLee Partridge (2012), Administrative Assistant to the Assistant Vice President  
of Campus Operations  
B.A., Louisiana State University

David R. Potvin (2014), Grounds Technician

Rona Potvin (2009), Administrative Assistant to the Director of Maintenance

Mae Powell (2008), Housekeeper

Jamie Quin (2008), Security Supervisor, 2<sup>nd</sup> shift

Evan Reed (2014), Housekeeper

Marilyn Ross (2010), Housekeeper

Robin Savoy (1999), Director of Campus Services  
B.A., Jackson College of Ministries; B.S.M., Belhaven University

Lenard Schaffer, Jr. (1996), Housekeeper  
Harold Sprayberry (2014), Security Officer

Harlin Shelby (2015), Security Officer

Stephen Smith (2015), Grounds Technician

Michael Sterling (2015), Security Officer

Willie Stigger (2014), Housekeeper

Erika Taylor (2013), Security Officer

Kevin Taylor (2007), Maintenance Technician

Roderick Thornton (2013), Security Officer

Jonathan Tolbert (2010), Maintenance Technician

Dennis Varner (2012), Maintenance Technician

Michael Wells (2006), Security Supervisor 3<sup>rd</sup> shift

Ricky White (2007), Maintenance Technician

Amy Williams (2008), Housekeeper

Ronald Young (2010), Housekeeper

LE Younger (2003), Housekeeper

#### **DEVELOPMENT**

Rose Ann Davis (2012), Development Services Coordinator

Cliff Ford (2014), Director of Community Development

Jim Goode (2014), Church Relations and Planned Giving Officer

Cliff McArdle (2012), Director of International Relations & Special Gifts Officer  
B.A., East Texas Baptist University

Beth Whitney (2010), Development Operations Manager

#### **BUSINESS AFFAIRS**

Virginia Henderson (1997), Chief Financial Officer and VP for Business Affairs  
Hinds Community College, Belhaven University

Vicki Jones (2011), Assistant Vice President for Business Affairs  
B.B.A., Millsaps College; M.B.A., Belhaven University

#### **BUSINESS OFFICE**

Sherry Collins (2006), Controller  
B.S., University of Southern Mississippi

James Hall (2009), Accountant  
B.S., Mid Continent University

Kim McDaniel (2014), Cashier

Shekaria Summers (2002), Accounts Payable Administrator  
B.S., Belhaven University

#### **BOOKSTORE**

Rudy Battistelli (2014), Bookstore Manager  
B.A., Memphis State University

Brian Gates (2005), Bookstore Textbook Manager  
B.A., Mississippi College

Ashley Jordan (2014), Jackson Adult Book Exchange

Timothy Jordan (2010), Assistant Bookstore Textbook Manager

Ashley Thornton (2014), Bookstore Cashier

#### **HUMAN RESOURCES/PAYROLL**

Debra Hartfield (2012), HR Specialist I

Niki Jobe (2010), Payroll Administrator

Melia Arrington (2015), Payroll Specialist  
Jennifer Brown (2012), Payroll Specialist

#### **INFORMATION TECHNOLOGY**

Bo Miller (2006), Director of Information Technology  
B.E.E., Georgia Institute of Technology

Dennis Bonds (2012), Computer Technician  
B.A., Belhaven University

Heather Cochran-Smith (2015), Assistant Systems Administrator  
B.A., Morehead State University, M.S., University of Southern Mississippi

Scott Foreman (2015), Computer Technician  
B.A., Belhaven University

David Harbaugh (2011), Assistant Systems Administrator  
B.S., Belhaven University

Laura Lovell (2011), IT Coordinator  
B.B.A., Belhaven University

Terry McInnis (2007), Computer Technician  
B.B.A., Belhaven University

Stephanie Steelman (2014), Systems Administrator  
B.S., University of Southern Mississippi

Rik Tice (2010), Server Manager  
B.S., Sterling College

#### **INSTITUTIONAL ADVANCEMENT**

Kevin Russell (2003), Vice President for Institutional Advancement  
B.B.A., Millsaps College; M.B.A., The University of Texas at Austin

Rebecca C. Sims (1998), Administrative Assistant to the Vice President for  
Institutional Advancement  
A.A.S., Jones County Junior College; B.S.M., Belhaven University

#### **LIBRARY**

Chris W. Cullnane, II (1997), Evening/Interlibrary Loan Librarian  
B.A., Indiana University; M.Div., Grace Theological Seminary; M.L.S., Indiana  
University

Charles Gauden (2007), Reference/Periodicals Librarian  
B.S., Florida State University; M.B.A., Auburn University; M.L.S., Louisiana  
State University

Tracy Harrington (2011), Reference Librarian/Database Librarian  
B.A., Bates College; M.S.L.S. University of Tennessee; M.A., Assemblies of God  
Theological Seminary

Vicki Miner (2004), Materials Manager

Daylan Stephens (2009), Circulation Librarian  
B.A., Belhaven University; M.L.I.S., University of Southern Mississippi

#### **REGISTRAR**

Donna Weeks (1999), Registrar  
B.S., Belhaven University

Stephanie Barrett (2008), Assistant to the Registrar  
B.B.A., Delta State University

Lee Craig (2009), Coordinator of Ceremonies  
B.I.S.E., Auburn University

Jean Anne Fairly (1998), Records Analyst  
B.S., Belhaven University

Monica French (2011), Records Analyst  
A.A., Hinds Community College; B.S., Mississippi State University

Deborah Fulton (2008), Records Analyst  
B.S., Mississippi College

Jenny Lewis (2014), Administrative Assistant to the Registrar

Kim Long (2014), Assistant to the Registrar

Timothy Newbrander (2011), Assistant to the Registrar  
B.A., Covenant College

Kathleen Perrett (2011), Asst. to the Registrar/VA Certifying Official  
B.S., Grace University

Pam Savell (2003), Records Assistant  
B.A., Belhaven University

#### **STUDENT FINANCIAL SERVICES – FINANCIAL AID**

Debbie Braswell (2014), Director of Financial Aid  
A.A., Hinds Community College

Tawesia Colyer (2005), Sr. Financial Aid Counselor  
B.S., The University of Southern Mississippi

William Devore, Jr. (2010), Data Processor  
B.S. Wesley College, MNS Southeast Missouri State, M.Ed. Jackson State Univ.

Cressida Durham (2014) Communications Specialist

Amanda Holiday –Gray (2015) Financial Aid Compliance Coordinator  
B.S., Mississippi College, M.S. Mississippi College;

Clate Holleman (2015), Financial Aid Counselor  
B.A. and M.A., University of Mississippi

Lyn Payne (2004), Technology Coordinator  
BBA, Millsaps College, MACC, Millsaps College

Evelyn West (2013), Financial Aid Counselor

#### **STUDENT FINANCIAL SERVICES - STUDENT ACCOUNTS**

Erica Clayton (2015), Student Accounts Specialist

Rodney Grayson (2006), Student Accounts Specialist  
BBA, Mississippi State University

Latasha Jones (2015), Student Accounts Specialist

Holly Marlatte (2015), Student Accounts Specialist - Traditional

Kim Richmond (2013), Student Accounts Specialist

Shana White (2014), Student Accounts Specialist

#### **STUDENT AFFAIRS**

Scott Little (2001), VP for Student Affairs and Athletics /Director of Athletics  
B.A., The University of Mobile; M.Div., Southwestern Baptist Theological Seminary

Moriah Carver (2014), Coordinator of Student Leadership and Activities  
B.A., Mississippi College

Jeremy Dawson (2015), Assistant Resident Director – Robertson/Wells

Drew Gardner (2014), Coordinator of Student Leadership and Recreation  
B.A., Belhaven University

Glenda Grant (2006), Administrative Assistant for Dean of Students  
B.S., Jackson State University

Jennifer Griffin (2006), Administrative Assistant for Student Affairs  
A.A., Hinds Community College; B.S., Jackson State University

Gregory Hawkins (2006), Dean of Students  
B.A., Belhaven University; M.A., Geneva College

Kimberly Kern (2015), Directory of Student Life

Claire Langley (2008), Director of Career Services  
B.S., William Carey University; M.S., Belhaven University

Kristen Mack (2012), Resident Director – Gillespie Hall  
B.S., Southeastern University; M.S., University of South Carolina

Jo Beth Murphree (2003), Director of Student Leadership  
B.S., The University of Tennessee at Martin; M.S., Mississippi College

Jacob Robertson (2015), Resident Director – University Village

Kaitlin Rowan (2014), Resident Director – Caldwell Hall  
B.A.M., Belhaven University

Megan Rowan (2015), Resident Director – Helen White

James Scott (2014), Resident Director – Robertson/Wells Hall  
B.S., Belhaven University

#### **UNIVERSITY RELATIONS**

Bryant Butler (2005), Director of University Relations  
B.A., Mississippi College

Jason Brock (2008) Search Engine Marketing and Media Manager  
B.S., Mississippi College

Ian Cory Drake (2012), Social Media Optimization Coordinator  
B.A., Belhaven University

Doreen Fagerheim (1997), Director of Web Services  
B.A., Houghton College

Mike Hartley (2008), Web Programmer  
B.S., Mississippi State University

Corrie Hung (2014), Communications Specialist

David Sprayberry (2011), Assistant Director of University Relations  
B.S., Mississippi College

Chad Wallace (2012), Search Marketer Coordinator  
B.S., Mississippi State University

#### **FACULTY**

Stephen Armet (2015), Assistant Professor of International Studies

Dana M. Armstrong (2015), Assistant Professor of Nursing  
B.S.N., University of Mississippi Medical Center; M.S.N., University of Mississippi Medical Center

Howard Bahr (2013), Visiting Writer  
B.A., University of Mississippi; M.A., University of Mississippi

Howard Bartee, Jr. (2011), Assistant Professor and Chair of Sports Administration  
B.A., Tougaloo College; M.S., Central Michigan University; Ed.D., United States Sports Academy

Don Berryhill (2003), Professor of Exercise Science; Chair of the Exercise Science Department  
B.A., Harding University; M.A., Memphis State University; Ed.D., The University of New Mexico; Ph.D., Kensington University

Rebekah Bert (2011), Specialty Instructor of Theatre  
B.A., Grove City College; M.A., Binghamton University

Gary Reid Bishop (2011), Associate Prof. of Chemistry  
B.S., Mississippi College, Ph.D., University of Mississippi Medical Center

Krista Bower (2012), Specialty Instructor of Dance  
B.F.A., Belhaven University

Elizabeth Brandon (2015) Associate Professor of Biology  
B.S., Delta State University; Ph.D., University of Alabama, Birmingham

Jeffrey Brannon (2012), Assistant Professor of Biblical Studies  
B.S., Samford University; M.Div., Reformed Theological Seminary (Florida); Ph.D., University of Edinburgh

Westley F. Busbee, Jr. (1968), Professor of History and Political Science; Chair of the History and Political Science Department and the Division of Humanities  
B.A., Rhodes College; M.A., Ph.D., The University of Alabama

Phillip Carlson (2012), Assistant Professor of Chemistry and Physics  
B.S. Wayland Baptist University; Ph.D. Iowa State University

Benjamin Carr (2009), Assistant Professor of Exercise Science  
B.S., Mississippi College; M.S., University of Southern Mississippi

LeAnn Carter (2015), Associate Professor of Education  
B.A., University of Mississippi; M.Ed., University of Mississippi, Ed.D., University of Mississippi

Rebekah Chiasson (2013), Assistant Professor of Education  
B.S., William Carey University; M.S., William Carey University; Ph.D., University of Southern Mississippi

Cornelius Denson, Jr. (2013), Assistant Professor of Graphic Design  
B.F.A., Mississippi State University; M.F.A., Savannah College of Art & Design

Joanna B. Dieckman (2000), Assistant Professor of Spanish  
B.A., Millsaps College; M.A., The University of Mississippi

Susan M. Duett (2015), Assistant Professor & Director of Health Administration  
B.S., Mississippi State University; M.B.A., Mississippi State University; M.S. The  
University of Mississippi Medical Center; Ph.D., The University of Mississippi  
Medical Center

John Estes (2012), Assistant Professor and Chair of Mathematics  
B.S., Oral Roberts University; M.S. and Ph.D., University of Mississippi

Debi Fatherree (2015), Assistant Professor of Nursing  
A.A., Alcorn State University; B.S., Mississippi University for Women; M.S.N.,  
University of Mississippi

Rose Mary Foncree (1999), Associate Professor of English and Director of Omega  
College  
B.A., M.A., Valdosta State College

Joseph D. Frost (2004), Associate Professor of Theatre  
B.A., Malone College; M.A., M.F.A., Regent University

Angela Gaddis (2006), Associate Professor of Social Services  
A.A., Clarke College; B.S.W., University of Mississippi; M.S.W., University of  
Southern Mississippi; Ph.D., Univ. of Alabama

Ed Garrett (2013), Assistant Professor of Sports Administration  
B.A., Point Loma Nazarene University; M.A., Colorado Christian University;  
M.A., University of Phoenix; Psy.D., University of the Rockies

Paxton Girtmon (2007), Professor of Music  
B.A., Northwestern State University; M.A., Northwestern State University; Ph.D.,  
University of Southern Mississippi

Geoffrey P. Goldsmith (1993), Professor of Accounting; Chair of the Accounting  
Department  
B.A., Hillsdale College; M.B.A., Michigan State University; M.A.T.S., Wheaton  
College; Ph.D., Kent State University

Charles Green (2013), Instructor of Education (Memphis)  
B.S., Southern University; M.E.D., Loyala University; Masters plus 30, University  
of New Orleans; Ph.D., Iowa State University

Gretchen Haien (2007), Associate Professor of Art  
B.A., Belhaven University; M.F.A., Louisiana Tech University

Kotina Hall (2013), Instructor of Business (Atlanta)  
B.A., Spelman College; M.A., Central Michigan University; D.Ed., Argosy  
University

Melissa Thorson Hause (2001), Dean of the Honors College; Associate Chair of  
the Visual Art Department; Associate Professor of Art History  
B.A., Belhaven University; M.A., Ph.D., Emory University

Claude Peter Hays, III, CPA (1998), Assistant Professor of Business  
Administration  
B.S., M.B.A., The University of Southern Mississippi

John Herberich (2013), Instructor of Biblical Studies (Chattanooga)  
B.A., University of Akron; M.Div., Trinity Evangelical Divinity School; M.Th.,  
Covenant Seminary; D.Min., Westminster Seminary

Donald Hubele (1997), Associate Professor of English; Chair of the English  
Department  
B.A., Malone College; M.A., California State University; Th.G., Baptist Bible  
College; D.A., Middle Tennessee State University

Marsha James (2011), Assistant Professor of Business Administration  
B.S., University of Texas; M.B.A., Millsaps College; Ph.D., University of  
Alabama

Yusufu Jinkiri (1998), Assistant Professor of Business Administration  
B.S., Ahmadu Bello University; M.A., Wheaton College; Ph.D., The University of  
Connecticut

Cynthia Leavelle (2011), Director of English Language and Culture Project  
B.S., University of North Texas; M.A., University of North Texas

Glenda K. Lee (2014), Assistant Professor of Nursing  
B.S.N., University of Mississippi; M.S.N., University of Mississippi

Ervin Martin (2000), Professor of Business Administration  
B.A., Portland State University; M.P.A., M.S., The University of Alaska; M.A.,  
Ph.D., The Fielding Institute

Joseph M. Martin (1989), Professor of Christian Ministries; Chair of the Biblical  
Studies and Ministries Department  
B.A., Duke University; B.D., Th.M. Columbia Theological Seminary; Ph.D.,  
Georgia State University

Warren Matthews (2013), Professor of Business Administration (Houston)  
B.A., Texas A&M University; Ph.D., Texas A&M University

Lydia McCardle (2007), Professor of Education  
B.S., Delta State University; M.S., Mississippi State University; Ed.D., Mississippi  
State University

Aaron McCarver (2010), Specialty Instructor of English Composition  
B.S., Wesley College; M.A., Mississippi College

Sandra McClendon (2013), Instructor of Social Services (Jackson)  
B.A., Coker College; M.S.W., University of South Carolina

Tina McDyess (2014), Assistant Professor of Nursing  
B.A., University of Southern Mississippi; B.S.N., University of Mississippi;  
M.S.N., University of Mississippi

Jerold Meadows (2013), Instructor of Business (Jackson)  
B.S., Mississippi College; M.B.A., Mississippi College; Ph.D., Capella University

Virgil Mensah-Dartey (2014), Assistant Professor of Business Administration  
(Chattanooga)  
B.S., University of Science & Technology, Ghana; M.S., Cornell University;  
Ph.D., Cornell University

Caleb Mitchell (2009), Assistant Professor of Dance  
B.F.A., University of Arizona; M.F.A., University of California, Irvine.

James (Will) Moody (2013), Instructor of Business (Jackson)  
B.A.cc., Mississippi State University; M.B.A., Mississippi State University

Laura Morton-Zebert (2004), Associate Professor of Dance  
B.S., The University of Houston; Ad Deum Dance Company; Houston Ballet Ben  
Stevenson Academy

Paul Moyers (2008), Assistant Professor of Business  
B.S., Murray State University; M.B.A., University of Arkansas; J.D., University of  
Mississippi Law School

Cynthia A. Newland (2003), Associate Professor of Dance; Chair of the Dance  
Department  
B.F.A., George Mason University; M.F.A., Arizona State University

Claudia Nisbett (2011), Professor of Education  
B.S.E., Delta State University; M.Ed., Delta State University; Ed.D., Delta State  
University

Joel Oakley (2015), Assistant Professor of Mathematics  
B.S., Mississippi State University; M.S., Mississippi State University; Ph.D.,  
University of Georgia

David O'Gwynn (2015), Assistant Professor and Chair of Computer Science  
B.S., Belhaven College; M.S. Mississippi State University; Ph.D., University of  
Alabama at Birmingham

Marylou Parrott (2013), Associate Professor of English  
B.A., Eastern Nazarene College; M.A., University of Maryland; Ph.D., University  
of Maryland

William M. Penn, Jr. (1981), Professor of Economics and Business  
B.A., Western Maryland College; Ph.D., Duke University

Robert W. Pennebaker (2003), Associate Professor of Art; Chair of the Visual Arts  
Department  
B.A., M.A., Mississippi College

Stephen Phillips (1999), Associate Professor of History and Political Science  
B.A., Dallas Baptist University; M.A., Texas A & M University - Commerce;  
Ph.D., Baylor University

Kim Priesmeyer (2012), Associate Professor of English (Houston)  
B.S., Ball State University; M.A., University of Houston - Clear Lake

Bettye H. Quinn (1966), Associate Professor of Education  
B.A., Belhaven University; M.Ed., Mississippi College

David Riddering (2012), Assistant Professor of Business  
B.A., University of Puerto Rico; M.B.A., Ph.D., Inter-American University

Ginger Roark (2013), Assistant Professor of Accounting  
B.S., University of Mississippi; M.B.A., Mississippi College; C.P.A.

Erin Rockwell (2008), Specialty Instructor of Dance  
B.A., St. Olaf College; M.F.A., California State University

Stephen W. Sachs (2004), Professor of Music; Chair of the Music Department  
B.S., B.A., Lebanon Valley College; M.M., Ohio University; D.M.A., The Catholic University of America

Elissa Sartwell (2014), Associate Professor and Chair of Theatre Department  
B.A., George Fox University; M.A.T., George Fox University; Ph.D., Louisiana State University

Andrew M. Sauerwein (2005), Associate Professor of Music  
A.A., Multnomah Bible College; B.M., M.M., The University of Oregon; M.A., Ph.D., Duke University

Christopher Shelt (1999), Professor of Music  
B.M.E., Florida State University; M.A., Columbia Biblical Seminary; M. Div., Reformed Theological Seminary; M.M., Mississippi College; D.M.A., The University of Southern Mississippi

Deborah Shirley (2013), Instructor of Business (Atlanta)  
B.S., Covenant College; M.A., Central Michigan University; Ph.D., Northcentral University

Amy Smith (2015), Director of RN-BSN Nursing Program; Professor of Nursing  
B.S.N., Seattle Pacific University; M.S., Boston University; D.N.Sc., University of California-Los Angeles

Jason Smith (2014), Instructor of Business (Houston)  
B.A., Moody Bible Institute; M.A., Gordon-Conwell Theological Seminary; Th.M., Harvard University; M.B.A., Western Carolina University

Randall Smith (2001), Chair and Professor of Creative Writing  
B.B.A., The University of Georgia; M.A., Ph.D., The University of South Carolina

Deborah Smitherman (2015), Assistant Professor of Nursing  
B.S.N., University of Mississippi; M.S.N., University of Mississippi

David Sollish (2015), Associate Professor of Musical Theatre  
B.F.A., West Virginia University; M.S., Illinois State University; Ph.D., Bowling Green State University

Nate Aaron Theisen (2002), Professor of Art  
B.F.A., The University of South Dakota; M.F.A., Wichita State University

Anita Trigg (2012), Assistant Professor of Social Work

Ravenna Michelle Tucker Wagon (2006), Associate Professor of Dance  
The Royal Academy of Dancing and Commonwealth Society of Teachers of Dancing majors examinations; Ad Deum Dance Company in Houston, Texas

Elise Turner (2014), Associate Professor of Nursing  
B.S.N., University of Mississippi; M.S.N., University of Mississippi

Gigi Turner (2013), Assistant Professor and Chair of Graphic Design  
B.F.A., University of Southern Mississippi

Jon Tyson (2009), Specialty Instructor of Art  
B.S. and M.E.D., Mississippi College

Charles Underwood (2013), Instructor of Social Services (Orlando)  
B.S., Franklin Pierce University; M.A., Liberty University; Ph.D., Barry University

Sandra Van Pelt (2006), Assistant Professor of English (Orlando)  
B.A., Rutgers College; M.Ed., Texas A & M University; Ph.D., University of Mississippi

Robert B. Vickery, Jr. (2015), Instructor of English  
B.A., University of Mississippi; M.A., Mississippi College

Everett Wade (2015), Assistant Professor of English (Memphis)  
B.A., University of Memphis; M.A., University of Memphis; Ph.D., University of Memphis

Paul R. Waibel (1993), Professor of History  
B.A., Lynchburg College; M.A., Virginia Polytechnic Institute and State University; Ph.D., West Virginia University

Leslie Walker (2013), Specialty Instructor in Chemistry  
B.S., Mississippi College; M.S., University of Mississippi Medical Center; Ph.D., University of Mississippi Medical Center

Jolivet Wallace (2011), Assistant Professor of Business Administration  
B.B.A., Mississippi State University; M.B.A., William Carey University; Ph.D., Walden University

Robert P. Waltzer (1993), Professor of Biology, Chair of the Biology Department  
B.A., The University of Delaware; Ph.D., Ohio State University

Catherine C. Wasson (1999), Professor of Education  
B.S., Mississippi State University; M.Ed., Delta State University; Ph.D., The University of Mississippi

Scott A. White (2000), Professor of Psychology  
B.A., Taylor University; M.A., Wheaton College; M.A., PsyD., Biola University

Cynthia Wilkins (2013), Assistant Professor of Education and Director of Graduate Teacher Education  
B.S., Baylor University; M.E.D., Mississippi College; Ph.D., Mississippi State University

Miranda Williams (2013), Dance Athletic Trainer  
B.S., Eastern Illinois University; M.S., Delta State University

Elizabeth Bruce Williford (1988), Professor of Psychology; Chair of the Psychology Department  
B.A., Belhaven University; M.A., Ph.D., Louisiana State University

Emily Wright (2010), Assistant Professor of Dance  
B.F.A., Belhaven University; M.F.A., Arizona State University

Song Xie (2005), Associate Professor of Music  
B.A., Guangxi Institute of Arts, The Shanghai Conservatory of Music in China; M.A., Louisiana State University

## FACULTY EMERITI

Ouida W. Bass, Assistant Professor of Music  
B.M., Belhaven University; M.M., Louisiana State University

Bewey Bowden, Assistant Professor of Speech and Drama  
B.A., M.Ed., Mississippi College

Virginia Ruth Hoogenakker, Assistant Professor of Music  
B.A., Belhaven University; M.M., The Chicago Musical College of Roosevelt University

Phil Kelly, Professor and Chair of Chemistry/Physics Dept. and Division of Natural Sciences  
B.S., Mississippi College; Ph.D. University of Southern Mississippi

James W. Park, Professor of Economics and Business; Chair of the Division of Business Administration  
B.S., M.B.E., The University of Mississippi; Ph.D., The University of Alabama

Annie Florence Powers, Instructor of Secretarial Science  
B.S., Mississippi University for Women, D.C.S., Belhaven University

Sandra L. Rasberry (1988), Dean of the School of Education  
B.S., West Georgia College; M.A., The University of South Alabama; Ed.D., Mississippi State University

Geraldine Roberts, Instructor of Mathematics  
B.S., M.Ed., Mississippi College; Ed.S., Jackson State University; Ph.D., The University of Mississippi

Charles R. Rugg, Associate Professor of History and Physical Education  
B.S., M.A., Louisiana Tech University

Jack B. Scott, Professor of Biblical Studies  
B.A., Davidson College; M.Div., Columbia Theological Seminary; Ph.D., Dropsie University

Roy E. Stillwell, Professor of Music  
B.M., MacMurray College; M.A., D.M.A., The Eastman School of Music

Evelyn D. Tackett, Acquisitions/Cataloguing Librarian  
B.A., Belhaven University; M.L.S., Emory University



I. Newton Wilson, Jr., President (1986-1995)  
B.A., Belhaven University; M.Div., Columbia Theological Seminary; M.R.E.,  
New Orleans Baptist Theological Seminary; Ph.D., The University of Southern  
Mississippi