

# BELHAVEN COLLEGE

Jackson, Mississippi  
**Orlando, Florida**  
Memphis, Tennessee  
Houston, Texas

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

*GRADUATE AND ADULT STUDIES CATALOGUE 2005 - 2006*

*ANNOUNCEMENTS 2005-2006*

*JULY 2005*

*EFFECTIVE JULY 1, 2005*

## DIRECTORY OF COMMUNICATIONS

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### Mailing Address:

<b>Belhaven College</b> <b>1500 Peachtree Street</b> <b>Jackson, MS 39202</b> <b>(601) 968-5928</b> <b>Fax: (601) 968-9998</b>	<b>Belhaven College</b> <b>Granite Park 10, Suite 175</b> <b>15115 Park Row</b> <b>Houston, TX 77084</b> <b>(866) 537-5000</b>	<b>Belhaven College</b> <b>Clark Tower, Suite 200</b> <b>Memphis, TN 38137</b> <b>(901) 888-3343</b> <b>Fax: (901) 888-0771</b>	<b>Belhaven College</b> <b>2301 Maitland Center Pkwy</b> <b>Suite 165</b> <b>Maitland, FL 32751</b> <b>(407) 804-1424</b> <b>(877) 804-1424</b> <b>Fax: (407) 804-9006</b>
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Admissions.....	(601) 968-5940 or (800) 960-5940
Adult Studies Admissions - Jackson.....	(601) 968-8881
Houston.....	(281) 579-9977 or (866) 537-5000
Memphis.....	(901) 888-3343
Orlando.....	(407) 804-1424 or (877) 804-1424
Alumni Relations.....	(601) 968-5925
Belhaven Fax.....	(601) 968-9998
Business Office .....	(601) 968-5901
Campus Operations.....	(601) 968-5904
Public Information.....	(601) 968-5930
Registrar.....	(601) 968-5922
Residence Life.....	(601) 968-5969
Security.....	(601) 968-5900
Student Financial Planning.....	(601) 968-5933
Student Learning.....	(601) 968-5932
Website.....	www.belhaven.edu
	www.belhaven.edu/memphis
	www.belhaven.edu/orlando
	www.belhaven.edu/houston

Visitors are welcome at Belhaven College. The admission office in Fitzhugh Hall is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Prospective students may request interviews with the director of admission for Saturday mornings.

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

### POLICY OF NONDISCRIMINATION

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

### POLICY ON PRIVACY OF STUDENT RECORDS

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

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# **General Information**

**FALL SEMESTER 2005**

June 14, Tues.	Application deadline for August 2005 Graduation
Aug. 16, Tues.	Campus Kick-off Dinner
Aug. 17, Wed.	Campus Conference
Aug. 18-19, Thurs.-Fri.	Faculty Workshop
Aug. 22, Mon.	Open registration continues for MAT/MED
Sept. 5, Mon.	Labor Day holiday
Sept. 15, Thurs.	Application deadline for December 2005 graduation
Nov. 4 -5, Fri. - Sat.	Homecoming (Jackson)
Nov. 21, Mon.	Open registration begins for MAT/MED
Nov. 23, Wed.	Thanksgiving holiday begins at 12:00 noon
Nov. 28, Mon.	Thanksgiving holiday ends at 8:00 a.m.
Dec. 2-3, Fri. - Sat.	Singing Christmas Tree (Begins at 7:30 p.m. each evening - Jackson)
Dec. 5, Mon.	Graduating seniors' grades due by 8:30 a.m. in the office of the registrar
Dec. 9, Thurs.	Commencement – 7 p.m. Reformed Theological Seminary (Orlando)
Dec. 17, Sat.	Commencement for Aug. & Dec. graduates – 10:30 a.m., Thalia Mara Hall (Jackson)

**SPRING SEMESTER 2006**

Jan. 16, Mon.	Martin Luther King, Jr. Service Day; Night Classes Meet as Scheduled
Feb. 3, Fri.	Application deadline for May 2006 Graduation
Apr. 10, Mon.	Open registration begins for MAT/MED
May 3, Wed.	Graduating seniors' grades due in the office of the registrar by 8:30 a.m.
May 4, Thurs.	Commencement (Memphis)
May 6, Sat.	Commencement for May graduates – 10:30 a.m., Thalia Mara Hall (Jackson)

## **PROFILE**

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

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

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

Belhaven College has a rich heritage of prominence in education dating back to 1883. Six bachelor's degrees and four master's degrees are offered. In addition to traditional majors, programs of general studies are available. There are also pre-professional programs in the ministry, medicine, dentistry, law, nursing, and medical technology.

Belhaven College has a long and productive history of relationship with the Presbyterian Church. Until 1972, the College was owned and operated by the Synod of Mississippi, Presbyterian Church in the United States, through a Synod-elected board of trustees. In 1972, the Synod gave ownership of the College to a self-perpetuating board of trustees. The College has a covenant relationship with the Synod of Living Waters of the Presbyterian Church (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 College receives both financial support and students from these three denominations.

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

## **ACCREDITATION**

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Belhaven College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate's, bachelor's, and master's degrees. The department of music is an accredited institutional member of the National Association of Schools of Music. The department of art is an accredited institutional member of the National Association of Schools of Art and Design. Belhaven College through its division of business administration has the following degree programs accredited by the International Assembly for Collegiate Business Education: Master of Business Administration, Bachelor of Science in Accounting, Bachelor of Science in Business Administration, and Bachelor of Business Administration.

Florida Licensure – Licensed by the Commission for Independent Education. Additional information regarding Belhaven College may be obtained by contacting the Commission of Independent Education, 2650 Apalachee Parkway, Suite A, Tallahassee, Florida 32301. Toll free 1-888-224-6684.

Tennessee – Belhaven College 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 physical responsibility.

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

Belhaven College is a member of the American Council on Education, the Mississippi Association of Independent Colleges, and the Association of Presbyterian Colleges. It is approved by the American Association of University Women, the National Association of Independent Colleges and Universities, and the Council for Christian Colleges and Universities.

## **VISION AND MISSION OF BELHAVEN COLLEGE**

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The vision of Belhaven College is to prepare men and women academically and spiritually to serve Christ Jesus in their careers, in human relationships, and in the world of ideas.

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

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

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

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

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

Revised by the Board of Trustees, November 1998.

## **OUR STATEMENT OF FAITH**

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

life and they that are lost unto the resurrection of damnation.

## **ADULT STUDIES MISSION STATEMENT**

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Belhaven's commitment is to provide academic training programs which emphasize quality and relevance within a Christian framework. In addition, the educational philosophy and practices of the programs are designed to recognize the differences between the younger college student and the student who has assumed the adult responsibilities of self-determination, financial independence, and career development.

The adult programs support the mission of the College through their curricula, selection of faculty, and program formats. It is the purpose of the programs to integrate the Christian world view into the curriculum, provide academically qualified Christian faculty, and enable students to maintain employment while gaining preparation academically and spiritually to meet the demands of the workplace.

## **HISTORY**

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

Today's Belhaven is the culmination of three separate institutions of higher learning that merged over the years. Belhaven College was chartered in 1894 in Jackson, Mississippi, as a privately owned institution. In 1911, Belhaven was merged with McComb Female Institute, and in 1939 merged with the Mississippi Synodical College. The founding date of the latter institution, 1883, was adopted by the board of trustees as the official founding date of Belhaven College.

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

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

Dr. R. V. Lancaster of McComb Female Institute became the third president when the two institutions merged. In 1915, the board of trustees changed the school's name to Belhaven College. During these years, improved curricula guidelines and student services were established. Dr. W. H. Frazer succeeded Lancaster as president from 1918-21, and during his tenure, enrollment grew to 230 students.

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

Dr. McFerran Crowe succeeded Gillespie in 1954, and over six years he expanded and upgraded the faculty while modernizing business operations. It was also in 1954 that the board of trustees voted to make Belhaven fully coeducational, thus ensuring continued growth.

In 1960-61, Dr. Robert F. Cooper served as acting president until the board selected Dr. Howard J. Cleland as president. During Cleland's 17-year tenure, an ambitious expansion program resulted in six major new buildings, while enrollment and the College budget tripled. Another significant change came in 1972, when the Synod of



Mississippi transferred ownership of the College to the board of trustees.

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

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

A new era of leadership at Belhaven began in January 1996, as Dr. Roger Parrot became the tenth president of the College. He inherited an institution with an all-time record enrollment of approximately 1,300 students and the best-qualified faculty in the history of the College.

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

## **LOCATION**

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

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

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

The Belhaven College Florida campus is located in 2301 Maitland Center Parkway, Suite 165, Maitland, Florida. The community is a blended community of residential and commercial developments, near the fast-growing metropolis of Orlando.

The Belhaven College Texas campus is located in Granite Park 10, 15115 Park Row, Houston, Texas and offers adult programs for undergraduate and graduate degrees in business administration.

Belhaven College also hosts evening classes in business management at the Southwest Regional Medical Center in McComb, Mississippi and in Philadelphia, Mississippi.

# **Information for Prospective Students**

## **ADULT STUDIES PROGRAM OBJECTIVES**

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

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

## **UNDERGRADUATE ADMISSION REQUIREMENTS AND PROCEDURES**

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All communications regarding entrance to the College should be addressed to the office of adult studies as listed in the directory of communications. Eligibility for admission will be determined when the application, any required fee, and transcripts have been received by the College.

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

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

### **UNDERGRADUATE ADMISSION**

For admission requirements and procedures to specific associate's and bachelor's programs offered at Belhaven College, refer to the educational programs section of the catalogue.

#### **First-time Admission**

A student who has never attended any college/university will submit an application for admission, the nonrefundable application fee of \$25.00, and an official transcript from the high school from which he/she graduated. The student must have a minimum high school grade point average of 2.0 on a 4.0 scale.

#### **Admission by Examination (GED)**

A student who has not graduated from high school may be admitted but first must take all five tests of the high school level General Education Development (GED). The student must have subscores of 45 or higher or have an average standard score of 50 or higher. The applicant must submit an application for admission, the nonrefundable application fee of \$25.00, and provide evidence that a high school equivalency certificate has been issued by

providing an official transcript of the GED from the state department of education of the state which issued the certificate.

### **Admission of Home-schooled Students**

A student who has been educated at home (home-schooled) must submit a transcript outlining courses taken and ACT or SAT scores; OR meet the requirements for students applying with a GED.

### **Transfer Application Process**

- < Transfer students must submit a completed application form, the nonrefundable application fee of \$25.00, and official college transcripts from all previous colleges attended. An applicant is not permitted to ignore previous college attendance or enrollment. A student who misrepresents information in filling out the admission application form or a student who finds after admission or enrollment that he or she is ineligible for academic reasons or any other reason to return to his or her last institution and who fails to report this immediately to the office of admissions will be subject to disciplinary action, including possible dismissal from the College.
- < An applying transfer student must produce unofficial or official transcript(s) from all previous colleges in order to register for classes. If unofficial transcripts are submitted, the student will be given thirty days from the beginning date of the first class for the official transcript(s) to be received in the office of adult studies. The official final transcript(s) must be received before the student is considered officially registered and eligible to receive financial aid. It is understood by all parties that, if for some reason a student is denied admission as a result of not having all documentation at the appropriate offices by the deadline stated, Belhaven College is not liable for any losses incurred to the student.
- < A student who is applying with fewer than 12 semester hours of college credit acceptable by Belhaven College must also have sent to the office of adult studies an official high school transcript showing the date of graduation. The student must have a minimum high school grade point average of 2.0 on a 4.0 scale. Applications will be processed and admission status determined when all required items are on file.
- < A transfer student meeting other qualifications is automatically accepted with a minimum 2.0 cumulative grade point average on a 4.0 scale. Nonacademic elective credits in health and physical education are excluded from grade point average (GPA) calculation.
- < Transfer students may be accepted from other institutions of higher learning only when the program of the transferring institution is acceptable to the receiving institution.
- < A student under academic suspension from another college or university may not enter Belhaven for one fall or spring semester following his/her suspension. A student who has been permanently dismissed from another college or university will not be eligible for admission to Belhaven College.

### **International Application Process**

- < All international students should complete an application for admission and submit the nonrefundable \$25.00 application fee to the office of adult studies at Belhaven College.
- < An English translation of all course work is required by Belhaven College. We recommend the following company and can provide an application for this service:
  - World Education Services, Inc.
  - P.O. Box 745
  - Old Chelsea Station
  - New York NY 10113-0745
  - Phone: 212-966-6311 or 800-937-3895
  - Fax: 212-966-6395
  - E-mail: info@wes.org
- < All international students whose native language is not English must present an acceptable score of at least

500 paper-based or 173 computer-based on the Test of English as a Foreign Language (TOEFL).

- < All international students must include with the admissions application an official guarantee of funds (in the form of an official letter of sponsorship and/or an official bank statement showing funds available for the first academic year of attendance). This form may be referred to as 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.

### **Veterans' Admission**

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

### **Provisional Admission**

Students who provide unofficial documentation (such as transcripts) but are missing official documentation may be admitted provisionally. These students will be given 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 College.

### **Conditional Admission**

Students who have transferable hours but whose cumulative entering grade point average is lower than a 2.0 may be referred to the adult Aspire admissions committee for consideration. If admitted, the following may apply:

- < A.A. - Student must maintain a 2.0 in the first three three-hour courses.
- < B.A. in Social Services, B.H.A., B.B.A., B.S.M. - Student must maintain a 2.5 in the first three three-hour courses.

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

**Conditions** - If, by the end of the third three-hour course, the GPA is below requirements, the student will be notified and may not enroll in a fourth course. If the student is already enrolled in the fourth course, he/she may be administratively withdrawn and will not be charged for the course.

Students who have been withdrawn because they did not meet the probationary requirements may petition for reinstatement after six months. Reinstatement is not automatic, and students must show cause and correction. If severe extenuating circumstances can be shown, a student may appeal to the dean of adult studies for immediate reinstatement.

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

### **Deferred Admission**

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

- < GPA lower than 2.0.
- < Insufficient work experience.
- < Does not meet age requirement.

### **Readmission**

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

- < Complete the reentry request form and return it at least one week prior to reentry.
- < Contact the director of student services, who will obtain re-entry from accounting, student financial planning, and the registrar.
- < Contact the Aspire accounting office to make arrangements for payment

< Contact the office of student financial planning, if applicable.

A student who has been out of the Aspire program for six months or longer will reenter under all current program policies.

A re-registration fee of \$100 will be assessed if the student has been out of school (class time) for 12 months and was administratively withdrawn. Any student dismissed or suspended for academic reasons may be readmitted only upon approval by the adult studies admission committee.

### **Transfer Credits**

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

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

A student pursuing a bachelor's degree may transfer a maximum of 64 semester hours of credit from a junior or community college. Once a student has earned 64 hours of junior and/or senior college credit, he/she may not transfer in any more junior or community college hours. A minimum of 60 semester hours of credit must be earned at Belhaven College or another senior college, with all course work in the specific bachelor's curriculum being completed at Belhaven.

### **GRADUATE ADMISSION**

All communications regarding entrance to graduate programs at Belhaven College should be addressed to the office of adult studies. Eligibility for admission will be determined when the application, application fee, and transcripts have been received by the College.

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

## **STUDENT FINANCIAL PLANNING REGULATIONS**

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

### **Institutional Refund Policy**

Students who officially withdraw from the College are entitled to refunds on the session tuition and fee charges according to the following policies.

< All refunds for charges to the student's account will be granted on the basis of the date on which written notification of the student's intentions was received in the adult studies office.

< The application fee and the registration fee are nonrefundable fees.

< The education resource fee is fully refundable upon proper withdrawal procedures and return of undamaged books **prior to the first class meeting**. Students will **not** receive a refund for texts returned after the first class meeting.

- < Upon written notification of withdrawal received in the adult studies office **prior to the second class meeting**, a 100% refund for tuition will be given.
- < **No refunds will be made for withdrawal after the second class meeting.**
- < Students admitted provisionally will be fully refunded only for courses not taken.
- < A student who is dismissed for disciplinary reasons forfeits the right to a refund of any charges.

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

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

- (1) Federal unsubsidized Stafford Loan
- (2) Federal subsidized Stafford Loan
- (3) Federal Perkins Loan
- (4) Federal Plus Loan
- (5) Federal Pell Grant
- (6) Federal SEOG

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

### **Other Financial Policies**

Any account balance due for any preceding session must be paid before a student will be enrolled for the succeeding session. The registrar is not permitted to transfer credits until all indebtedness to the College is paid.

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

All charges for the entire session are to be paid prior to the first class meeting. Students who are admitted to the College accept as contractual all the terms and regulations set forth in this catalogue and are liable for the payment of all charges and fees incurred during their stay at the College. A consent agreement is to be signed by each student that makes each student liable for the payment of all charges and fees incurred by the student while enrolled.

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

## **EXPENSES**

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

### **Special Fees (in addition to tuition and resource fees)**

Application fee	.....	\$ 25
Degree audits	.....	\$ 10
Graduation audit fee	.....	\$ 100
Group change fee	.....	\$ 100
Incomplete charge/change grade fee	.....	\$ 25

International student fee	.....	\$ 50
Late graduation audit fee (additional fee)	.....	\$ 50
Letter of good standing	.....	\$ 7
Portfolio assessment fee	.....	\$ 175
Portfolio credit fee	.....	\$ 75/hour
Proficiency exam fee	.....	\$ 100
Proficiency credit fee	.....	\$ 100
Program change fee	.....	\$ 200
Registration fee	.....	\$ 100
Return check fee	.....	\$ 35
Transcript fee (per copy)	.....	\$ 7

*See educational programs section for expenses (tuition and resource fees) respective to particular degrees.*

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

## FINANCIAL AID

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

Students should complete the following application procedures:

- < Apply formally for admission through the adult studies office, if not currently enrolled.
- < Apply for Federal Student Financial Aid **EACH YEAR** by 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 College as one of the colleges to receive the results of your evaluation. Our code number is **002397**.

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

In applying for financial aid while attending Belhaven College in the adult studies program, the student acknowledges the following:

**Changes in the student’s class schedule may result in cancellation of the loan application or delay in disbursement of the financial aid. Prior to any change in schedule, the student must contact the student financial planning office to verify the impact of the change.**

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

In the event a student drops from a course before the course begins with intentions to re-enter the next course in sequence, the regular financial aid disbursements will be adjusted accordingly, which may extend the academic year.



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

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

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

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

### **Other Financial Aid Programs:**

**Veterans' Benefits:** Certain armed service veterans and dependents who qualify under federal laws administered by the veterans administration are eligible to receive educational benefits. Information about these programs may be obtained by writing the state veterans administration office.

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

## **SATISFACTORY ACADEMIC PROGRESS**

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

1. A student must pass a total of 18 minimum semester hours as an adult student in a designated 40-week period. This standard applies to and includes sessions for which the student received NO AID.
2. If a student fails to meet the above stated requirements, he/she will be considered to be making unsatisfactory progress and financial aid will be denied. However, students have the following option:
  - a. Submit a written appeal to the director of student financial planning aid to explain any extenuating circumstances. The appeal and documentation will be presented to the financial assistance committee. If the appeal is honored, the student must meet any specific requirements as determined by the committee.
3. A student receiving financial aid who is placed on probation by the registrar at the end of a course will receive a letter from the student financial planning office specifying the effect on financial assistance if satisfactory academic progress requirements (as measured against quality points and credit hours required in an academic year) are not met within the probational period.

**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 (3.0 for graduate level) will be reported to Department of Veteran Affairs as not meeting the standards of progress.

## **STUDENT LIFE**

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Belhaven College believes that well-rounded personal and social development can best be accomplished within a Christian community. Therefore, in order to meet individual needs while working for the needs of the community, it

is necessary to establish guidelines for conduct. Belhaven's adult studies student handbook describes in detail guidelines governing general college regulations. The system of standards set forth in the student handbook is intended to maintain a balance between individual freedom and the good of the community. Believing that every aspect of life should be lived to the glory of God, Belhaven College seeks to apply consistently these standards with a concern for the total development of the individual.

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

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

The student grievance or complaint policy insures that students have adequate lines of communication wherein to file written complaints. Students are encouraged to inform the proper college official any time they feel one of their student rights or privileges has been denied.

### **Academic Grievances**

Students wishing to file grievances on academic issues should submit written appeals to the academic appeals committee, which may be done through the registrar's office.

Academic grievances concerning a faculty member or an adult studies course should be directed to the academic state dean.

### **General Grievances**

All general grievances, not of an academic nature, should be written and directed to the state dean. Students wishing to file grievances concerning study groups should contact the director of student services.

### **Procedure for Reporting Grievances**

1. All student grievances must be submitted in writing to the proper college official.
2. The college official will then review the complaint and decide whether or not the complaint merits official action.
3. If action is taken, the appropriate official will then provide the student with a response to the complaint.
4. If the student feels that the official's decision is unfair, he/she may appeal the decision in writing; appeals must be done within 48 hours to the appropriate dean.

### **Academic Disability Accommodation**

Belhaven College offers students disability accommodation in accordance with the guidelines of the American Disabilities Act. The student must provide current documentation of the disability from a licensed professional and complete the Belhaven ADA Request Form for accommodation of the term for which the request applies. The student must contact the state dean, located in Raymond Hall, at the beginning of each semester for which 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 College has adopted an internal grievance procedure providing for the prompt and equitable resolution of student complaints alleging any action prohibited by regulations implementing the American with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and other pertinent federal, state, and local disability anti-discrimination laws. The state dean shall serve as the complaint coordinator.

1. Applicants or students shall file complaints, in writing, with the coordinator. A complaint shall contain the name and address of the person filing it and a brief description of the alleged violation. If the complainant needs an accommodation in order to file the complaint, he/she should inform the person taking the

- complaint.
2. Such complaints must be filed within forty-five calendar days after the complainant becomes aware of the alleged violation.
  3. An investigation, as may be appropriate, shall follow the filing of a complaint. The coordinator will conduct the investigation.
  4. The coordinator shall issue a written determination regarding the complaint and a description of the resolution. The coordinator shall forward a copy to the complainant within a reasonable time.
  5. The complainant may request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. Persons with complaints should make requests for reconsideration to the provost within thirty calendar days of the date of the written determination issued by the coordinator. The provost shall issue a decision regarding the appeal within a reasonable time, and the decision of the provost shall be final.

### **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 College is expressly prohibited at Belhaven College.

### **Career Development**

Appropriate employment information that is provided by employers to Belhaven College will be posted on the online job board that is accessible through Blazenet, 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 College students and alumni through the office of student services, located in Raymond Hall.

### **Hood Library**

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

The staff is well trained to assist all faculty and students with a wide range of research activities. It is the librarians' intent that each student at Belhaven develops transferable skills to ensure life-long learning through instruction and skilled use of the materials available at the Warren A. Hood Library and other libraries in the metropolitan area.

Individuals using the library are strongly urged to seek all assistance possible. Should essential library material not be found in the library, participation in a variety of interlibrary loan networks makes possible computer-based loan service.

While library staff cannot conduct research for classroom purposes, assistance in developing a research strategy can be invaluable. In order to make the best possible use of a student's time, reference consultations are encouraged. Advance appointments should be made, and students will be expected to carefully describe their research needs at the time the appointment is made, thus allowing library staff the lead time necessary to plan the best use of the library's collections.

The library is open 75 hours each week for the fall and spring semesters. Hours are slightly reduced during the summer terms. For access during scheduled College breaks, please call 601-968-5948 for library hours.

## **Virtual Library**

The virtual library is an internet based research tool accessible by Belhaven students, staff, and faculty. The virtual library consists of several search tools including EBSCOhost. EBSCOhost on the web gives researchers immediate, one-stop access to a variety of full text databases ranging from general reference collection to specially designed, subject-specific research databases. Please note that the EBSCO host system does not work with the AOL browser. Students will need to use an alternate browser such as Internet Explorer or Netscape. EBSCOhost may be accessed through the Belhaven College library page at [http://www.belhaven.edu/blazenet\\_student/library/virtual\\_library.htm](http://www.belhaven.edu/blazenet_student/library/virtual_library.htm).

## **Memphis Library Resources**

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

The Memphis/Shelby County Public Library and Information Center also provides an extensive network including a main library and 21 branches which are available to residents of the Memphis metropolitan area. Walk-in access is free to anyone, and check-out privileges are available free to county residents. For non-residents, a nominal fee of \$20.00 will provide library access for a full year.

## **Bookstore (Jackson)**

The Belhaven Bookstore, located in the McCravey-Triplett Student Center, is open from 8:30 a.m. until 7:30 p.m. Monday through Thursday, 8:30 a.m. until 4:00 p.m. on Friday. The bookstore is open for textbook distribution from 8:00 a.m. until 6:00 p.m. Monday through Thursday and 8:00 a.m. until 4:00 p.m. on Friday. In addition to textbooks and supplies, the bookstore offers a variety of Belhaven memorabilia such as shirts, mugs, stationery, trade books, and Christian books and music.

## **Books (Florida, Tennessee, Texas)**

All books will be delivered one week prior to the scheduled first class meeting of a course. Any questions or comments concerning books should be directed to the director of student services or coordinator of student services.

## **Accounting Office**

The Aspire accounting office handles all student accounts. If at any time you have questions concerning your account, please call 601-968-8758/8948 or visit the accounting office during office hours. The accounting office is located on first floor of Raymond Hall and is open from 8:00 a.m. until 6:00 p.m. Monday through Thursday and from 8:00 a.m. until 5:00 p.m. on Friday.

Students on distant campuses can contact the accounting office toll-free at 1-888-318-8404.

## **Writing Center (Jackson Campus)**

The writing center is available to help students with composition, reading comprehension, note-taking and research/study skills. The writing center is located on the third floor of Preston Hall (Room 305A) and is in operation during the fall and spring semesters. Hours of operation vary with each semester but are posted throughout the campus. The center is not open during the summer months. Students may come by during regular business hours, or they may call 968-5999 to schedule an appointment.

## **Mathematics Lab (Jackson Campus)**

The mathematics lab is available to help students with math skills. The lab is located on the first floor of Fitzhugh Hall (Room 113) and is in operation during the fall and spring semesters. Hours of operation vary with each semester but are posted throughout the campus. The center is not open during the summer months. Students may come by during regular business hours, or they may call 968-8710 to schedule an appointment.

## **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 Aspire students who

1. have earned 24 or more credits at Belhaven College,
2. have 12 or more credits in liberal arts/sciences,
3. are in the top ten percent of the student pool remaining after completion of steps one and two, and
4. have a GPA of 3.5 or above.

Letters inviting eligible students to join the honor society are issued twice a year, in May and December.

## **ALUMNI ASSOCIATION**

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As stated in the constitution and by-laws, the purpose of the Belhaven College Alumni Association "shall be to advance the cause of Christian higher education, to unite all the alumni of Belhaven College into a compact organization so that they may more effectively communicate with each other and with the College on matters of mutual interest, to arrange for alumni reunions, and in other ways support the work of the College's alumni office." The office of alumni relations is located at the alumni house, 1849 Peachtree Street. The affairs of the association are managed by advisory councils, which are elected to serve two-year terms beginning at the first business meeting each January.

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

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

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

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

Recipients of the Young Alumnus of the Year Award have been: Stewart Edwards (2002), Dr. Michael Holman

(2003), and Joel Bomgaars , Patrick Norman, and Nathan McNeil (2004), co-founders of Network Streaming, Inc. The Distinguished Aspire Alumnus Award for the Jackson campus was awarded to Nehemiah Flowers in 2002, Gerry Gaggini in 2003, and Lee Ann Mayo in 2004; the Distinguished Aspire Alumnus Award for the Memphis campus was awarded to Brian White in 2002 and Phil Bryant in 2003. Don Gleason was awarded the Distinguished Aspire Alumnus Award for the Orlando campus in 2004.

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

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

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

# Academic Programs

## REQUIREMENTS FOR DEGREES

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The adult studies division of Belhaven College offers courses leading to associate's, bachelor's, and master's degrees. In addition to earning a prescribed minimum number of semester hours credit and to maintaining an overall C average (2.00 GPA), a candidate for an associate's or bachelor's degree from Belhaven College must complete basic course requirements, meet all departmental requirements for a major, make application in the adult studies office, and fulfill all financial obligations to the College. A candidate for a master's degree must fulfill the same requirements and obligations and maintain an overall B average (3.00 GPA).

Application for degrees must be through the online application found on Blazenet by the deadlines listed in the calendar. Failure to do so on schedule will result in a late fee assessment as listed in the special fee section; a delay in the graduation date is also possible.

### **Degrees\***

**Associate of Arts**  
**Bachelor of Arts in Social Services**  
**Bachelor of Business Administration**  
**Bachelor of Health Administration**  
**Bachelor of Science in Management**  
**Master of Business Administration**  
**Master of Science in Management**  
**Master of Arts in Teaching**  
**Master of Education**

\*See the educational programs section of the catalogue for degrees offered and requirements.

### **Academic Advising**

The director of student services will acquaint students with options in developing a plan for degree completion at the time of orientation. To complete all graduation requirements, a student may find that he/she will need to meet these requirements outside of the set programs.

Belhaven College at times may offer traditional courses to adult students at night or on Saturday as well as mini-term courses. These courses may be taken concurrently with other set courses if the student wishes to complete a degree in less time. After a student enrolls in the adult studies program, courses taken at other institutions of higher learning must be approved by the registrar. Students can access the "request to take a course at another institution" form from Blazenet or the student services office. Concurrent enrollment in two institutions is not usually allowed.

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

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

### **Registration**

The College offers open registration for all adult studies and graduate students. Graduate education students may register for classes with the education administrative assistant by mail or on site. AA, BA in Social Services, BBA, BHA, BSM, MBA, and MSM students register on site with an admission representative in the division of adult studies and should schedule an appointment to complete registration.



## Residence Requirement

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

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

## ADMINISTRATION OF THE CURRICULUM

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### Courses

- < Belhaven College reserves the right to cancel any course for which there is an enrollment of fewer than five students.
- < Courses for which no prerequisites are specified have no prerequisites.
- < Credit hours are indicated in parentheses following course titles.
- < Graduate courses are designated by 500 and 600 numbers.

### Departmental Abbreviations

Art	ART
Biblical Studies and Ministries	BIB
Biology	BIO
Bachelor of Business Administration	BBA
Bachelor of Health Administration	BHA
Bachelor of Science in Management	BSM
Business	BUS
Computer Science	CSC
Economics	ECO
Education	EDU
English	ENG
Health Administration	BHA
Health & Physical Education	HPE
History	HIS
Humanities	HUM
Mathematics	MAT
Psychology	PSY
Master of Business Administration	MBA
Master of Science in Management	MSM
Sociology	SOC
Speech	SPE
Worldview Curriculum	WVC

### The Gordon Rule Requirement (Florida)

The Gordon Rule (State Rule 6A-10.30) applies to students who first enrolled in any college or university after October 1982. The rule requires students to complete 24,000 words of composition in four courses (12 semester hours) and to complete two courses (six semester hours) of mathematics at the level of college algebra or higher.

Each course must be completed with a C or better. CLEP may not be used to satisfy the composition portion of the Gordon Rule requirement.

Courses offered by Belhaven College which allow students to satisfy the Gordon Rule requirements are as follows:

BIB 115 New Testament Principles	HIS 130 World History for Today
BBA 350 Business Statistics	ENG 235 Survey of Literature I
CSC 102 Introduction to Computers	WVC 107 World Culture II
SPE 104 Business Communications	WVC 200 World Culture III
WVC 105 World Culture I	WVC 208 World Literature I
HUM 250 European Cultures	WVC 210 World Literature II
ENG 240 Survey of Literature II	MAT 101 College Algebra
HIS 125 World Civilizations	

### **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; RF, Repeated Failure/No Forgiveness.

The grades S (Satisfactory) and U (Unsatisfactory) are used for courses completed on the pass/fail option. The grade ES (Examination Satisfactory) is used for credit given by examination in foreign languages and mathematics. The grade CR (Credit) is given for nonacademic courses to indicate that credit has been earned. The grade NC (No Credit) is given for nonacademic courses to indicate that no credit has been earned. A plus/minus system of grading was implemented in the fall semester of 1985. The plus/minus changed the quality points associated with the letter grades; therefore, the letter grade A now carries 4.00 quality points; A- 3.665; B+ 3.335; B 3.00; B- 2.665; C+ 2.335; C 2.00; C- 1.665; D+ 1.335; D 1.00; D- 0.665; F 0.00. A quality point index is calculated at the end of each semester by dividing the number of quality points earned by the number of semester hours attempted, grades of F being counted as hours attempted. Only the grades listed immediately above carry quality points. Cumulative totals are also computed following each completed grade period.

Transfer work does not affect the Belhaven cumulative grade point average (GPA).

### **Incomplete**

The grade I is given 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 director of student services or 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, the grade I will automatically be changed to a grade of F by the office of the registrar.

### **Failure: Repeated Courses**

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

Although both courses and the respective grades and quality points are shown on the permanent record, the semester hours credit is only earned once and the second course is shown as repeated.

## **Forgiveness Policy on Repeated Courses**

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

The following stipulations apply to this policy:

1. The undergraduate 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. Graduate students can use this option to repeat a course in which a grade of B- or below was earned.
2. The student cannot use the forgiveness policy to replace a grade that was earned at another school, nor may grades earned at Belhaven be replaced by grades earned at another school. This policy will only affect the Belhaven grades and quality point index.
3. The last grade earned will be the one used to recalculate the GPA, even if a lower grade is earned the second time that the course is taken.

## **Academic Probation and Suspension**

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

A student who falls below the required cumulative 2.0 (3.0 in a graduate program) in any program will be placed on **probation** for the next three consecutive courses. Academic probation will be removed when the student achieves a satisfactory cumulative GPA of 2.0 (3.0 in a graduate program).

If a student does not achieve a 2.0 (3.0) within the probationary period of three consecutive courses, he/she will not be eligible for readmission until six months have passed. In such cases, a formal application must be submitted and registration fee must be paid in accordance with admissions procedures. In addition, applicants will petition for readmission by the cause and correction for academic deficiencies.

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

## **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**

For AA, BA in Social Services, BBA, BHA, BSM, MBA, and MSM, 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 semester.

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 Aspire course, final grade reports will be available on Blazenet. Grades are mailed to the student's permanent address only upon request. In the graduate teacher education program, final grade reports are available on Blazenet 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, e-mail, or fax.** 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 Blazenet or in the business office at least 48 hours before the time he/she needs to have the transcript sent. The registrar is not permitted to transfer credits for a student who is in debt to the College. The request for a transcript must be signed by the person whose record is to be released. The cost of each transcript is \$7.00 and must be paid in advance by cash, credit card, or money order. Personal checks are accepted; however, the transcript request will be held for two weeks to allow time for the check to clear.

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

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

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

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

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

### **Class Attendance Policy**

Class attendance is mandatory. The nature of the adult studies program requires that students be present for the concentrated class once a week and the extension of that class into the student group meeting once a week. It is imperative that students attend every class; however, since extreme circumstances may occur, the following attendance policies will ensure that the full course material is received by each student.

< Class attendance records are maintained by the instructor and submitted to the director of student services or coordinator of student services each week following the class meeting. Study groups monitor attendance internally, and their end-of-course reports become part of the weekly attendance totals. Each faculty

- member verifies the site of the meeting place for each group and the weekly study group attendance as documented on study group logs.
- < Class attendance sheets, study group logs, and grade rosters are turned into the adult studies office within seven days after the end of the course.
  - < Any student who misses more than 20 percent of a course will receive an F for the course. Students also are not allowed to miss more than 20 percent of the study group meetings for a course and will receive an F in the course if they do so.
  - < Special circumstances may be referred to the academic dean through the director of student services or to the director of graduate teacher education.

### **Degree Audits**

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

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

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

### **Graduation with Honors**

To graduate cum laude, magna cum laude, or summa cum laude, a student must have earned a minimum of 60 academic hours carrying quality points at Belhaven College. At the time of graduation the student must have established a cumulative quality point index both on the Belhaven College record and all accepted college courses as a whole and meet the following minimums to be eligible: cum laude, 3.4; magna cum laude, 3.7; summa cum laude, 3.9.

To graduate "with honors," a student must have a minimum of 45 academic hours carrying quality points at Belhaven College, a 3.4 cumulative grade point average at Belhaven College, and a cumulative grade point average figured on both the Belhaven College record and all accepted college courses as a whole of 3.4.

Belhaven College students who graduate with academic honors will wear Belhaven College 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 College.

### **Independent Study**

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

Students must complete a special request form and obtain permission from the academic dean in order to register for the course. The professor is not authorized to grant final approval for an independent study course. The request should be made as soon as possible, but must be submitted to the academic dean no later than the last day to enter a course or change enrollment status.

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

### **Veterans' Regulations**

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

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

**(All alternative credit must not exceed 30 credit hours toward the undergraduate degree.)**

C **Standardized Testing**

Belhaven College recognizes the CLEP and ACT PEP standardized tests for credit and accepts the recommended score scale. Credit may not exceed 30 hours.

C **Foreign Language Proficiency Exams**

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

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

C **Correspondence Courses**

Courses taken by correspondence from other colleges are acceptable when approved by the academic dean and not exceeding the number of hours accepted by the College. Generally, these courses should be those not offered or not available through Belhaven College. Credit may not exceed nine hours in general education or 12 hours total.

C **Guided Study**

A limited number of guided studies are available to students who need one course that is not available and is needed for graduation. There is an additional fee of \$175.00 above tuition for this option. This option must be approved by the academic dean as well as the consulting faculty member.

C **Military Credit**

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

C **Documented and Experiential Learning Credit**

(Maximum credit - 15 hours)

Belhaven College is among more than 600 colleges and universities involved in assessing documented learning for academic credit toward an undergraduate degree. The Council for Adult and Experiential Learning (CAEL), an educational association founded in 1974 to promote the acceptance of the awarding of college credit for documented and experiential learning, has led the way in developing and implementing assessment techniques. Belhaven College uses the guidelines developed by CAEL. **In order for the credit to be granted officially and recorded on the transcript, the applicant must have completed successfully a minimum of 12 semester hours of academic course work at Belhaven College.** This type of credit is not necessarily transferable into or out of Belhaven College. The process for experiential credit should be completed by the end of the first year in the adult studies program. A \$175.00 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.

- C 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.
- C 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.

Students must have successfully completed a minimum of 12 semester hours of academic coursework at Belhaven prior to applying for experiential credit. 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. No grades are assigned; only credit is awarded and applied as elective credit. The process for experiential credit should be completed prior to the beginning of the last course required for degree completion as noted on the student's degree completion schedule.

NOTE: Any appeals by students in regard to the number of semester hours of credit awarded through the portfolio process may be made to the director of student services.

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

## **ADULT STUDIES**

*Richard Harris, Florida State Dean*

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

- Return completed application and \$25.00 application fee to Belhaven College.
- The student must request an official transcript to be sent to Aspire at Belhaven College from each college previously attended. Request forms are available from our office of admission.
- A veteran who wishes to be assessed for military credit or who will use veteran benefits must submit a copy of Form DD214 and/or DD295 to Belhaven College.

Any student applying for financial aid should complete ALL financial aid forms. For more information concerning financial aid, please call our Jackson campus at (601) 968-5933 or toll free number (800) 960-5940.

## **Associate of Arts**

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

## Admission Requirements

- Official transcripts from all colleges or universities previously attended. Students applying with fewer than 12 semester hours of transferable college credit must also submit an official high school transcript showing the date of graduation.
- A student who has earned the General Education Development (GED) certificate may be admitted. An official GED transcript must be provided from the state department of education of the state that issued the certificate; subscores must be 45 or higher or an average standard score of 50 or higher.
- A minimum age of 21.
- All transfer credit must be college academic level with a minimum cumulative GPA of 2.0 on a 4.0 scale.
- Applicants whose native language is not English must provide evidence of proficiency in English by scoring 500 paper-based or 173 computer-based or above on the Test of English as a Foreign Language (TOEFL). The TOEFL requirement may be waived under certain circumstances if English proficiency can be demonstrated through other reliable documentation.

## Graduation Requirements

- A total of 62 semester hours is required to earn the associate's degree.
- The last 17 semester hours of course work must be earned at Belhaven College.
- Satisfaction of Belhaven's general education requirements.
  - Oral and Written Communication Skills: Nine semester hours
    - Six semester hours in written communications
    - Three semester hours in speech communication
  - Literature: Six semester hours
  - Culture: Three semester hours
  - Science: Seven semester hours
  - College Algebra: Three semester hours (MAT 133 or MAT 202 will fulfill this requirement)
  - History: Six semester hours
  - Biblical Studies: Nine semester hours
  - Art or Music Appreciation: Three semester hours
  - Learning Strategies: Three semester hours
- Successful completion of all courses taken at Belhaven College with a minimum cumulative GPA of 2.0.
- Payment of all tuition and fees.

### A.A. Courses

Course #	Course Title	Credit
ART 245	The Messages of Art	3
BIB 220	Survey of Old Testament	3
BIB 221	Survey of New Testament	3
BIB 301	Christian Interpretation of Life	3
BIO 255	General Biology I	3
BIO 257	General Biology I Lab	1
BIO 260	General Biology II	3
EDU 105	Learning Strategies for Adults	3
ENG 104	Introduction to Writing	3
ENG 105	Research Writing for Adults	3
ENG 235	Survey of Literature I	3
ENG 240	Survey of Literature II	3
HIS 125	World Civilizations	3
HIS 130	World History for Today	3
HUM 250	European Culture	3
MAT 133	Mathematical Concepts for Business with Lab	4
SPE 104	Business Presentations	3
	General Electives	12
	TOTAL	62



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

Application fee (nonrefundable)	\$ 25.00
Registration fee (nonrefundable)	\$100.00
Tuition per credit hour	
Current student	\$280.00
New student	\$283.00
Resource fee per credit hour	\$ 40.00
Graduation audit fee	\$100.00

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

*The tuition and fees listed above are for the A.A. degree program only. When entering the Bachelor of Business Administration core program or the Bachelor of Science in Management core program, a student's cost for tuition and educational resources will be based on the fees that are current at that point in time.*

## **Bachelor of Arts in Social Services**

Belhaven College seeks to introduce all students the study of human behavior and mental processes within a Christian context. This major 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.

Belhaven College has developed each course to build upon the previous course in a sequence. The format is an accelerated "lock-step" approach in which an entering class stays together throughout the program. Each course is offered in a five to seven week format. Students meet one night a week for four hours of classroom instruction and one night a week in their project teams.

### **Admission Requirements**

- Must be at least 21 years of age\*
- Must have 2 years of fulltime work experience
- Submit a completed application and application fee to the Admissions Office.
- Submit official college/university transcripts from all previously attended institutions.
- Submit an official high school/GED transcript if you have completed less than 12 hours of transferable college credits.

#### **\*Age Waiver**

In rare cases, the admissions committee may waive the age requirement under the following guidelines:

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

All students whose native language is not English must present an acceptable score of at least 500 paper-based or 173 computer-based on the Test of English as a Foreign Language (TOEFL).

### **Graduation Requirements**

- Successful completion of at least 124 semester hours.
- Successful completion of the bachelor of arts in social services core curriculum and all other courses taken at Belhaven College with a minimum cumulative grade point average of 2.0.
- Satisfaction of Belhaven's general education requirements
  - Oral and Written Communication Skills: Nine semester hours
    - Six semester hours in written communications
    - Three semester hours in speech communication
  - Literature: Six semester hours
  - Culture: Three semester hours
  - Science: Seven semester hours
  - College Algebra: Three semester hours (MAT 133 or MAT 202 will fulfill this requirement)
  - History: Six semester hours
  - Biblical Studies: Nine semester hours
  - Art or Music Appreciation: Three semester hours
  - Learning Strategies: Three semester hours
  - Kingdom Life: Family and Workplace: Three semester hours
- Payment of all tuition and fees.

### Program of Study

The bachelor of arts in social services 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 dean
- Traditional academic college courses from regionally-accredited institutions (under certain circumstances and when approved by the dean)
- Portfolio I - documented learning
- Portfolio II - college-level learning essays
- Standardized examinations (CLEP, PEP, USAFI)
- Guided studies

### Required General Education Courses

Course #	Title	Credit
ART 245	The Messages of Art	3
BIB 220	Survey of Old Testament	3
BIB 221	Survey of New Testament	3
BIB 301	Christian Interpretation of Life	3
BIO 255	General Biology I	3
BIO 257	General Biology I Lab	1
BIO 260	General Biology II	3
EDU 105	Learning Strategies for Adults	3
ENG 104	Introduction to Writing	3
ENG 105	Research Writing for Adults	3
ENG 235	Survey of Literature I	3
ENG 240	Survey of Literature II	3
HIS 125	World Civilizations	3
HIS 130	World History for Today	3
HUM 250	European Culture	3
MAT 133	Mathematical Concepts for Business with Lab	4
SPE 104	Business Presentations	3
	TOTAL	50

### Bachelor of Arts in Social Services Core Courses

BIB 360	Christian Social Responsibility	3
PSY 202	General Psychology: Applied Psychologies	3

PSY 221	Child Psychology	3
PSY 231	Adolescent Development	3
PSY 242	Effective Parenting	3
PSY 261	Psychology of Aging	3
PSY 312	Abnormal Psychology	3
PSY 340	Introduction to Counseling Theory and Techniques	3
PSY 342	Psychology of the Exceptional Child	3
SOC 101	Introduction to Sociology	3
SOC 201	Social Problems	3
SOC 202	The Family	3
SOC 350	Introduction to Social Services	3
SOC 370	Social Service Field Experience	3
SOC 420	Sociology of Urban Life	3
WVC 401	Kingdom Life: Family & Workplace	3
	TOTAL	48
	General Electives	26
<b>Program Total</b>		<b>124</b>

### **B.A. in Social Services Tuition and Fees**

Application fee (nonrefundable)	\$ 25.00
Registration fee (nonrefundable)	\$100.00
Tuition per credit hour	
Current student	\$295.00
New student	\$325.00
Resource fee per credit hour	\$ 45.00
Graduation audit fee	\$100.00

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

## **Bachelor of Business Administration**

The bachelor in business administration (B.B.A.) program prepares students for entry-level management positions and provides a course of study for adult students who wish to enhance their managerial skills. The format is a “preset” approach in which an entering class remains together throughout the program, meeting classes one night per week. Students are required to participate in weekly study group meetings which are designed to enhance the learning process and the development of problem-solving skills. Study groups must meet a minimum of four hours per week, and their activities are monitored by their professors.

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

The bachelor of business administration program incorporates the development of the adult student’s exposure to human problems and personal values through a well-planned, sequenced curriculum which integrates within the curriculum increasingly advanced cognitive skills, awareness of self and others, and social and interpersonal skills, all through a Christian world view.

Within the business major, certain required courses form the theoretical and practical framework adults need to succeed in increasingly responsible leadership roles within their professional and personal organizations. The bachelor of business administration encourages students to achieve the following educational objectives:

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

### **Admission Requirements**

- A minimum of 54 semester hours earned from a regionally-accredited college or university and/or from CLEP, ACE, PEP, or USAFI/DANTES (maximum of 30 semester hours from these alternative sources). Credit must be college academic level.
- Official transcripts from all colleges and/or universities previously attended showing a minimum cumulative grade point average of 2.0 on a 4.0 scale.
- A minimum age of 21.
- Two years of relevant work experience.
- Applicants whose native language is not English must provide evidence of proficiency in English by scoring 500 paper-based or 173 computer-based or above on the Test of English as a Foreign Language (TOEFL). The TOEFL requirement may be waived under certain circumstances if English proficiency can be demonstrated through other reliable documentation.

### **Graduation Requirements**

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

### **Program of Study**

The bachelor of business administration 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 dean
- Traditional academic college courses from regionally-accredited institutions (under certain circumstances and when approved by the dean)
- Portfolio I - documented learning
- Portfolio II - college-level learning essays
- Standardized examinations (CLEP, PEP, USAFI)
- Guided studies

**Required General Education Courses**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>
ART 245	The Messages of Art	3
BIB 220	Survey of Old Testament	3
BIB 221	Survey of New Testament	3
BIB 301	Christian Interpretation of Life	3
BIO 255	General Biology I	3
BIO 257	General Biology I Lab	1
BIO 260	General Biology II	3
EDU 105	Learning Strategies for Adults	3
ENG 104	Introduction to Writing	3
ENG 105	Research Writing for Adults	3
ENG 235	Survey of Literature I	3
ENG 240	Survey of Literature II	3
HIS 125	World Civilizations	3
HIS 130	World History for Today	3
HUM 250	European Culture	3
MAT 133	Mathematical Concepts for Business with Lab	4
SPE 104	Business Presentations	3
	<b>TOTAL</b>	<b>50</b>

**Bachelor of Business Administration Core Courses**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>
BBA 300	Life Management	1
BBA 310	Management Information Systems	3
BBA 340	Marketing Strategies	3
BBA 412	Organizational Behavior	3
BSM 370	Financial Accounting for Managers	3
BSM 392	Business Research Methods	3
BSM 425	Marketplace Economics	3
BUS 304	Business Communication	3
BUS 326	Principles of Management	3
BUS 362	Human Resources	3
BUS 363	Business Finance	3
BUS 414	Business Law	3
BUS 418	Business Ethics	3
BUS 419	Business Policy	3
BUS 420	International Business	3
MAT 202	Quantitative Reasoning	3
WVC 401	Kingdom Life: Family & Workplace	3
	<b>TOTAL</b>	<b>49</b>

General Electives 25

**Program Total 124**

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

Application fee (nonrefundable)	\$ 25.00
Registration fee (nonrefundable)	\$100.00
Tuition per credit hour	
Current student	\$295.00
New student	\$325.00
Resource fee per credit hour	\$ 45.00
Graduation audit fee	\$100.00

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

## **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

### **Admission Requirements**

- Official transcripts from all colleges and/or universities previously attended showing a minimum cumulative grade point average of 2.0 on a 4.0 scale
- Two years of relevant work experience
- Minimum age of 21.
- Applicants whose native language is not English must provide evidence of proficiency in English by scoring 500 paper-based or 173 computer-based or above on the Test of English as a Foreign Language (TOEFL). The TOEFL requirement may be waived under certain circumstances if English proficiency can be demonstrated through other reliable documentation.
- To begin the major in health administration, students generally will have 48 transferable semester hours of credit.

### **Graduation Requirements**

- Successful completion of 124 semester hours

- Successful completion of the bachelor of health administration core curriculum and all other courses taken at Belhaven College with a minimum cumulative grade point average of 2.0
- Satisfaction of Belhaven's general education requirements
  - Oral and Written Communication Skills: Nine semester hours
    - Six semester hours in written communication
    - Three semester hours in speech communication
  - Literature: Six semester hours
  - Culture: Three semester hours
  - Science: Seven semester hours
  - College Algebra: Three semester hours (MAT 133 or MAT 202 will fulfill this requirement)
  - History: Six semester hours
  - Biblical Studies: Nine semester hours
  - Art or Music Appreciation: Three semester hours
  - Learning Strategies: Three semester hours
  - Kingdom Life: Family and Workplace: Three semester hours
- Payment of all tuition and fees

### Program of Study

The bachelor of health administration 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 dean
- Traditional academic college courses from regionally-accredited institutions (under certain circumstances and when approved by the dean)
- Portfolio I - documented learning
- Portfolio II - college-level learning essays
- Standardized examinations (CLEP, PEP, USAFI)
- Guided studies

### Required General Education Courses

Course #	Title	Credit
ART 245	The Messages of Art	3
BIB 220	Survey of Old Testament	3
BIB 221	Survey of New Testament	3
BIB 301	Christian Interpretation of Life	3
BIO 255	General Biology I	3
BIO 257	General Biology I Lab	1
BIO 260	General Biology II	3
EDU 105	Learning Strategies for Adults	3
ENG 104	Introduction to Writing	3
ENG 105	Research Writing for Adults	3
ENG 235	Survey of Literature I	3
ENG 240	Survey of Literature II	3
HIS 125	World Civilizations	3
HIS 130	World History for Today	3
HUM 250	European Culture	3
MAT 133	Mathematical Concepts for Business with Lab	4
SPE 104	Business Presentations	3
	TOTAL	50

### Bachelor of Health Administration Core Courses

Course #	Title	Credit
BBA 300	Life Management	1

BBA 310	Management Information Systems	3
BBA 412	Organizational Behavior	3
BHA 315	Healthcare Organizations in the United States	3
BHA 326	Healthcare Quality Management & Outcomes	3
BHA 401	Long Term Care Administration	3
BHA 402	Ethics in Health Administration	3
BHA 411	Managed Care: Models & Issues	3
BSM 325	Introduction to Management Decision-Making	3
BSM 370	Financial Accounting for Managers	3
BSM 392	Research Methods	3
BSM 415	Entrepreneurship	3
BSM 425	Marketplace Economics	3
BUS362	Human Resources	3
BUS 414	Business Law	3
BUS 419	Business Policy	3
WVC 401	Kingdom Life: Family & Workplace	3
	TOTAL	49
	General Electives	25
<b>Program Total</b>		<b>124</b>

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

Application fee (nonrefundable)	\$ 25.00
Registration fee (nonrefundable)	\$100.00
Tuition per credit hour	
Current student	\$295.00
New student	\$325.00
Resource fee per credit hour	\$ 45.00
Graduation audit fee	\$100.00

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

## **Bachelor of Science in Management**

The bachelor of science in management program is ideal for adults wanting to focus upon management and leadership in business. The curriculum emphasizes the roles of leaders in organizations and includes courses in communications, decision-making, business law, human resources, marketing, entrepreneurship, and international management. The format is a “preset” approach in which an entering class remains together throughout the program, meeting classes one night per week. Students are required to participate in weekly study group meetings which are designed to enhance the learning process and the development of problem-solving skills. Study groups must meet a minimum of four hours per week, and their activities are monitored by their professors.

### **Admission Requirements**

- A minimum of 54 semester hours earned from a regionally-accredited college or university and/or from CLEP, ACE, PEP, or USAFI/DANTES (maximum of 30 semester hours from these alternative sources). Credit must be college academic level.
- Official transcripts from all colleges and/or universities previously attended showing a minimum cumulative grade point average of 2.0 on a 4.0 scale.



- A minimum age of 21.
- Two years of relevant work experience.
- Applicants whose native language is not English must provide evidence of proficiency in English by scoring 500 paper-based or 173 computer-based or above on the Test of English as a Foreign Language (TOEFL). The TOEFL requirement may be waived under certain circumstances if English proficiency can be demonstrated through other reliable documentation.

### Graduation Requirements

- Successful completion of at least 124 semester hours.
- Successful completion of the bachelor of science in management core curriculum and all other courses taken at Belhaven College with a minimum cumulative grade point average of 2.0.
- Satisfaction of Belhaven's general education requirements
  - Oral and Written Communication Skills: Nine semester hours
    - Six semester hours in written communications
    - Three semester hours in speech communication
  - Literature: Six semester hours
  - Culture: Three semester hours
  - Science: Seven semester hours
  - College Algebra: Three semester hours (MAT 133 or MAT 202 will fulfill this requirement)
  - History: Six semester hours
  - Biblical Studies: Nine semester hours
  - Art or Music Appreciation: Three semester hours
  - Learning Strategies: Three semester hours
  - Kingdom Life: Family and Workplace: Three semester hours
- Payment of all tuition and fees.

### Program of Study

The bachelor of science in management 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 dean
- Traditional academic college courses from regionally-accredited institutions (under certain circumstances and when approved by the dean)
- Portfolio I - documented learning
- Portfolio II - college-level learning essays
- Standardized examinations (CLEP, PEP, USAFI)
- Guided studies

### Required General Education Courses

Course #	Title	Credit
ART 245	The Messages of Art	3
BIB 220	Survey of Old Testament	3
BIB 221	Survey of New Testament	3
BIB 301	Christian Interpretation of Life	3
BIO 255	General Biology I	3
BIO 257	General Biology I Lab	1
BIO 260	General Biology II	3
EDU 105	Learning Strategies for Adults	3
ENG 104	Introduction to Writing	3
ENG 105	Research Writing for Adults	3
ENG 235	Survey of Literature I	3
ENG 240	Survey of Literature II	3

HIS 125	World Civilizations	3
HIS 130	World History for Today	3
HUM 250	European Culture	3
MAT 133	Mathematical Concepts for Business with Lab	4
SPE 104	Business Presentations	3
	<b>TOTAL</b>	<b>50</b>

### **Bachelor of Science in Management Core Courses**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>
BBA 300	Principles of Self Management	1
BBA 310	Management Information Systems	3
BBA 340	Marketing Strategies	3
BBA 412	Organizational Behavior	3
BSM 325	Introduction to Management Decision-Making	3
BSM 370	Financial Accounting for Managers	3
BSM 380	Leadership Skills Seminar	3
BSM 392	Business Research Methods	3
BSM 415	Entrepreneurship	3
BSM 425	Fundamentals of Macroeconomics	3
BUS 304	Business Communication	3
BUS 326	Principles of Management	3
BUS 362	Human Resources	3
BUS 414	Business Law	3
BUS 418	Business Ethics	3
BUS 419	Business Policy	3
BUS 420	International Business	3
WVC 401	Kingdom Life: Family & Workplace	3
	<b>TOTAL</b>	<b>52</b>
	General Electives	22
<b>Program Total</b>		<b>124</b>

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

Application fee (nonrefundable)	\$ 25.00
Registration fee (nonrefundable)	\$100.00
Tuition per credit hour	
Current student	\$295.00
New student	\$325.00
Resource fee per credit hour	\$ 45.00
Graduation audit fee	\$100.00

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

## **Course Descriptions for A.A., B.A. in Social Services, B.B.A., B.H.A., and B.S.M. Programs**

### **Art (ART)**

#### **245 The Messages of Art (3).**

This course will focus on equipping students in righteous judgment as it relates to art through

application of a model set of critical tools. Emphasis will be placed on identification, analysis, and evaluation of work from key movements and individuals in the history of art as well as artistic components of contemporary culture.

### **Biblical Studies (BIB)**

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

A survey of the Old Testament and some of its basic themes, with an emphasis on the character of the God who reveals Himself through the Bible. Since God has created humankind in His image for fellowship with Him, there is consistent reference to the terms of that relationship. God is presented as holy, loving, sovereign, while people are presented as responsible for loving God, loving their neighbor, and caring for all that God has created. Attention is given to the promises and demands God makes which are relevant in our relationship with Him today.

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

This course is a survey of the New Testament and some of its basic themes, with an emphasis on Jesus Christ as God who became a human being. Since Jesus came to seek and to save the lost, attention is focused on the salvation He came to bring and how it is received. Since Jesus continues to be God, attention is given to His Lordship over history and human life. The implications of His Lordship for our lives today are examined.

**301 A Christian Interpretation of Life (2).**

A study of the Christian world and life view, contrasting Christianity with other worldviews of modernity and postmodernity. This study shows that the Christian worldview is reasonable and that its prescription for life promotes the well-being of mankind.

**360 Christian Social Responsibility (3)**

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.

### **Biology (BIO)**

**255 General Biology I (3).**

This course is designed to acquaint the student with the basic structures and life processes in animals as designed by the Creator. The major emphasis is on human anatomy and physiology. The course will include a brief overview of molecules, cells, and tissues. The major emphasis will be on mammalian organs and organ systems. The following organ systems will be emphasized: epithelial, skeletal, muscular, nervous, circulatory, respiratory, excretory, and reproductive.

**257 General Biology I Lab (1).**

The lab involves students in hands-on examination of the same structures and functions discussed in lecture. The laboratory will include dissection of a mammal, such as a pig. *Note: this course runs simultaneously with BIO 255 and is usually held on Saturday.*

**260 General Biology II (3).**

This course is designed to acquaint the student with the diversity of the living world as designed by the Creator. The organisms and the environment were initially designed with perfect interactions, checks and balances, and mechanisms for interdependence between microbes, plants, animals, and their nonliving environment. The major emphasis will be on the classification of organisms, the interactions between those organisms and the environment, and macro- and microevolution and creation.

### **Business (BUS)**

- 110 Contemporary Business Enterprise (3).**  
A study of contemporary business enterprises and market systems characterized by private ownership and distribution of goods and services. Includes an overview of business processes such as marketing, finance, and strategy and their roles in the free market system.
- 180 Leadership in Business (3).**  
Explores the principles of sound business leadership and the applications of those principles to the challenges faced by today's leader in business and other organizations. The ethical and moral dimensions of business leadership are studied using biblical underpinnings and examples from the Scriptures and business. Video case studies are emphasized.
- 205 Time Management (1).**  
A study of time management techniques specifically targeted to the adult learner returning to college. Various approaches to effective use of time and effective learning strategies will be examined to assist students as they pursue academic, personal, and professional goals.
- 210 Principles of Budgeting and Accounting (3).**  
An introduction to the basic principles of business budgeting and accounting with applications for contemporary business practices in sole proprietorships, partnerships, and corporations.
- 304 Business Communication (3).**  
A study of the modern techniques of writing a variety of effective business memoranda, letters, and reports. Also included will be the presentation of oral reports.
- 326 Principles of Management (3).**  
An introduction to the foundational principles and the basic management techniques that every manager must master to succeed in today's fast-changing, competitive environment. Emphasis is on the planning, organizing, managing, and controlling functions.
- 362 Human Resources (3).** 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 320, 321, 330, 331, MAT 202 and 345.  
A study of the sources and uses of funds in modern business firms. Emphasis is on capital markets, the time value of money, risk and rates of return, the valuation of bonds and stocks, financial statement analysis, financial forecasting, and capital budgeting.
- 414 Business Law (3).**  
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.: BBA 320, 330-331, 340, 350-351, BUS 326 AND 363, MAT 202 AND 345.  
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).** Prereq.: BUS 320, 326 and 363.  
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)**
- 300 Life Management (1).**  
This is an orientation course for adult students returning to higher education, designed to provide the tools needed to complete an undergraduate degree. Topics covered include organizing guidelines, learning styles, time management, team interaction, professional and personal growth, and library resources.
- 310 Management Information Systems (3).**  
An overview of information processing and management information systems. A survey of how business managers typically use computers. A study of computer hardware, software, and the methods that are used to apply them to business information needs.
- 320 Financial Accounting (3).**  
The *Financial Accounting* course is designed to provide the student with a study of the principles and techniques used in modern financial accounting.
- 321 Administrative Accounting (3).** Prereq.: BBA 320.  
An introduction to the principles and techniques used in modern managerial accounting, this course emphasizes job order and process cost systems for corporations.
- 330 Fundamentals of Macroeconomics (3).** Prereq.: MAT 202.  
This course emphasizes the basic principles of macroeconomics and their application to the use of monetary and fiscal policies to achieve macroeconomic goals. Included is a survey of how these policies affect the economic environment in which business firms must function.
- 331 Fundamentals of Microeconomics (3).** Prereq.: MAT 202 and BBA 330.  
This course presents the basic principles of microeconomic analysis and how they can be used to explain and predict the operation of business firms in a modern market economy.
- 340 Marketing Strategies (3).**  
This course presents an overview of the marketing discipline with emphasis on planning and the development of competitive strategies. Major topics include the marketing environment, forecasting, price, retailing, wholesaling, product, and promotion.
- 350 Business Statistics I (3).** Prereq.: MAT 202 and 345.  
This course surveys data types, data collection, data presentation using descriptive graphs and tables, data summary using descriptive measures of central tendency and variation, fundamentals of probability, discrete and continuous probability distributions, sampling distributions, and confidence intervals for the mean.
- 351 Business Statistics II (3).** Prereq.: MAT 202, 345, and BBA 350.  
This course introduces correlation analysis and forecasting techniques. Students will design, Complete research, and write a research project applying statistical techniques.
- 412 Organizational Behavior(3).**  
A study of human behavior at the individual, group, and organizational level with topics including personality, motivation, teams, leadership, power, and organizational structure.

## **Business Management (BSM)**

- 325 Introduction to Management Decision-Making (3).**  
An examination of problem-solving or decision-making processes. Emphasis is on skills and techniques of individual and group problem-solving and decision-making including creative and critical thinking.
- 370 Financial Accounting for Managers (3).**  
This course is intended to be a one-course introduction to financial accounting. It will provide managers with the ability to understand and use financial statements, financial reports, and budgets, without the emphasis on preparation found in two-semester courses.
- 380 Leadership Skills Seminar (3).**  
A direct experience of learning leadership skills through guest speakers from community organizations and discussion. Topics include leadership challenges, recent trends in leadership research, and hands-on application of leadership theory. Students complete a major paper reviewing the presentations, applying concepts to their organization, and developing a detailed plan for improving their own leadership skills.
- 392 Business Research Methods (3).**  
An examination of the processes and techniques of business research and its use to today's business leader. Among the areas covered are the process of defining a problem, selecting the method of research, ascertaining costs and benefits, statistical tools, and the presentation and implementation of findings.
- 415 Entrepreneurship (3).**  
An examination of the process of starting a new business and then effectively managing it. This course reviews the traits of entrepreneurs, creating the business plan, start-up challenges, researching and evaluating markets, forms of ownership, market positioning, financial controls and sources of revenue, and promotion.
- 425 Marketplace Economics (3).**  
This course is a general introduction to the foundational principles and theories in micro- and macroeconomics for the manager. It includes the relationship of economic analysis to management decision-making and business strategy and policy.

## **Economics (ECO)**

- 210 Comparative Economic Systems (3).**  
A survey of various types of economic systems emphasizing the contrasts among command, interventionist, and market economics, their political configurations, and their impact upon business enterprise and entrepreneurship.

## **Education(EDU)**

- 105 Learning Strategies for Adults (3).**  
A study of learning strategies specifically targeted to the adult learner returning to college. Includes time management, effective learning strategies, and basic computer use. Designed to assist adult students as they pursue their personal, academic, and professional goals.
- 290 Portfolio Development (3).**  
This course is formatted to lead students through the development of a portfolio the end result of which will enable them 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 demonstration of academic principles gained through experience.

## **English (ENG)**

### **104 Introduction to Writing (3).**

An introduction to the process of writing, emphasizing skills in proper use of grammar, paragraph and essay writing, and critical thinking. Emphasizes the Christian responsibility to use language effectively and ethically.

### **105 Research Writing for Adults (3).**

A course in research writing designed to revisit composition skills, introduce and use recognized research techniques and styles of documentation, learn organization of thought through literary examples, and develop critical thinking through group evaluation and discussion.

### **235 Survey of Literature I (3).**

A survey course for adult students designed to cover selected readings in translation of major continental authors within the varied historical, linguistic cultures in which they wrote. Beginning with the Hebrew and Greek periods, ENG 235 proceeds through the modern and postmodern eras. Lecture, discussion, group projects, and analytical writing - on tests and papers - are utilized.

### **240 Survey of Literature II (3).**

A survey course for adult students designed to cover selected readings of major British and American authors. Emphasis is on the sequence of historical literary periods (Anglo-Saxon to modern British and American) that serve as interpretive backgrounds for these writers. Lecture, discussion, group projects, and analytical writing - on tests and papers - are utilized.

## **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 Long Term Care Administration (3).**

The course provides a look at long term health services needed in today's aging society. Levels of long term care (institutional and community-based), the impact of state and federal regulation, and the organization, management, and characteristics of long term care facilities will be examined. Issues relating to litigation, financial support, and staffing considerations will be discussed.

### **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 Managed Care: Models and Issues (3)/**

This course provides both an overview of the evolution of managed care in the United States and a description of current managed care systems. The fundamental components of all managed care organizations (MCOs) are described. Infrastructures are examined and the roles of the various participants are explained. Utilization management methods are reviewed, outcomes measures are described, and legal and regulatory issues are discussed.

**History (HIS)**

**125 World Civilizations (3).**

A survey of significant developments in the world's major societies including the Oriental, African, and Western civilizations. The course summarizes important political and cultural events from ancient times to the early 20<sup>th</sup> century.

**130 Twentieth Century Europe (3).**

A study of international affairs since World War I, emphasizing recent and current trends. This course surveys significant 20<sup>th</sup> century political and cultural occurrences and provides perspective for modern times.

**Humanities (HUM)**

**250 European Culture (3).**

Designed to introduce the student to major cultural expressions in the European community and assist in developing a degree of cultural awareness through an examination of its language and its social, political, economic, artistic, and intellectual values.

**Mathematics (MAT)**

**133 Mathematical Concepts for Business with Lab (4).**

The study of basic quantitative techniques that assist in business decision-making. Among topics covered are the uses of numbers, decimals, sets, and various problem-solving techniques and their applications to contemporary business problems.

**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.**

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

**Psychology (PSY)**

**202 General Psychology: Applied Psychologies (3)**



An introduction and overview of the foundations, concepts, principles, and applications of psychology. Topics include learning, behavior, emotion, cognition, personality theories, psychological disorders, psychological treatments and healthy psychology.

- 221 Child Psychology (3).**  
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 studies of major developmental theories and concepts that are applied to childhood as well as research methods used in the study of children.
- 231 Adolescent Development (3).**  
Study of the psychological development of the adolescent. Emphasis is on the patterns of growth at puberty, sexuality and gender role behavior, cognitive development, self-concept and identity, work and identity, and family and peer relationships during adolescence. Includes study of major developmental theories and concepts that are applied to childhood and adolescence.
- 242 Effective Parenting (3).**  
Effective Parenting translates theory and biblical principles into specific strategies that parents and leaders can use to motivate, encourage, facilitate, teach, and discipline children and adolescents. It is a practical course dealing with the most common and important issues parents face during the different stages of family life.
- 251 Healthy Families (3).**  
Healthy Families introduces major family systems theory and treatment methods, with emphasis on the structural approach. It does not equip students as family counselors, but students will assess systems within their family of origin and may find ways to facilitate positive change within their families. There will be an emphasis on preventive mental health through educational family services.
- 261 Psychology of Aging (3).**  
A study of the theoretical and research knowledge about physical, intellectual, social, and personality development that takes place from adulthood until death. Several specific issues of older adulthood and aging, such as marriage, parenthood, grandparenthood, family, vocations, retirement, disabilities, and death are discussed.
- 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.
- 340 Introduction to Counseling Theory and Techniques (3).**  
Exploration and examination of the leading theories in psychotherapy and counseling. The philosophical assumptions and implications of each theory and technique are examined and critiqued from rational, empirical, and Christian perspectives. Students are trained in basic people helping skills such as listening skills, communication skills, crisis intervention, and problem-solving skills. The course is designed to prepare students to meet a basic competency level in these skills that are useful in a variety of career and personal settings.
- 342 Psychology 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.

- 352 Social Psychology (3).** Prereq.: PSY 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.
- 460 Psychology and Christianity (3).** Prereq.: PSY 202, SOC 350, and BIB 301. 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.

### **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.
- 350 Introduction to Social Services (3).**  
The course is designed as an introduction and overview of the broad knowledge based that informs generalist practice in human and social services. Students will be exposed to the broad range of organizations, human problems, and skills needed to help individuals and groups solve their problems. Specific skills designed for intervention at the micro, macro, and mezzo levels of practice will be explored. Special topics to be explored include: cultural competence, values and diversity, and empowerment. Students will learn how to specifically intervene with specific problems including: child maltreatment, violence against women, substance abuse, and major crises.
- 370 Social Services Field Experience (3).** Prereq.: Junior or senior standing, PSY 340.  
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.
- 420 Sociology of Urban Life (3).**  
A descriptive and theoretical study of urban society and urban subcommunities. The emphasis is on historical development, current processes and problems, and subcultures within the city. Attention will be given to contemporary issues such as community development and planning.

### **Speech (SPE)**

- 104 Business Presentations (3).**  
A general overview of how to make formal and informal business presentations including basic instruction in public speaking, the types of presentations, and the use of visual aids.

### **Worldview Curriculum (WVC)**

- 401 Kingdom Life: Family and Workplace (3).**

A practical application of the biblical vision of the Kingdom of God, especially as related to family and workplace. Enrollment in the course is limited to students with senior standing or junior standing with a minimum of 80 earned hours.

## **Master of Business Administration**

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

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

Classes are offered one night per week for approximately 24 months. The format is a concentrated continuous approach in which an entering class remains together throughout the program. Students are required to participate in weekly learning team activities which are designed to enhance the learning process and the development of problem-solving skills. Learning teams must meet a minimum of four hours per week, and their activities are monitored by their professors.

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

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

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

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

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

#### **Regular Admission**

- A bachelor's degree from a regionally-accredited college or university. (Students must submit official transcripts from **all** colleges or universities attended.)

- A minimum score of 350 on the Graduate Management Admission Test (GMAT).  
An applicant will be accepted as an M.B.A. student if his/her combined credentials (undergraduate grade point average [UGPA] and performance on the GMAT) measure at least 1200 points according to the following formula:  $(300 \times \text{UGPA}) + \text{GMAT score}$
- Successful completion (with a grade of C or better) of college algebra or a higher mathematics course.
- A professional resume which demonstrates a minimum of three years of significant full-time work experience.
- Two letters of recommendation with at least one from a current or former supervisor.
- An entrance essay in which the applicant demonstrates analytical and verbal ability.
- Proficiency in the English language as demonstrated by at least two years of successful academic work at the college or university level in the United States or by a minimum score of 500 paper-based or 173 computer-based on the Test of English as a Foreign Language (TOEFL).
- Belhaven College graduates with a bachelor in business administration or a bachelor of science in business administration and a cumulative gpa greater than 3.0 in all undergraduate coursework may waive the GMAT requirement.

### **Conditional Admission**

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

- All admissions criteria for regular admission, with the exception of having less than 1200 points on the combined credentials measure, are met. Conditional admission will be granted to those students whose combined credentials (undergraduate grade point average [UGPA] and GMAT score) fall in the range of 1000-1199 using the following formula:  $(300 \times \text{UGPA}) + \text{GMAT score}$
- Students whose combined credentials (undergraduate grade point average and GMAT score) fall within the 1000-1199 range who have scored *under* the minimum 350 GMAT score must appeal to the Graduate Council in order to be considered for conditional admission to the M.B.A. program.

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

### **Provisional Admission**

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

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

- Successful completion of the M.B.A. core curriculum with a minimum cumulative GPA of 3.00. A student must repeat any course in which he/she earned a grade lower than a C-.
- Student will be required to pass successfully a comprehensive exam.
- All credit applied toward the M.B.A. degree must have been completed within six years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must be from a regionally-accredited college or university and must have been completed within six years of matriculation in Belhaven's M.B.A. program.)
- Payment of all tuition and fees.

### **M.B.A. Courses**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>
MBA 608	Business Communication	3
MBA 612	Business Principles I	3
MBA 624	Ethical Problems in Business	3

MBA 646	The Legal Environment of Business	3
MBA 658	Managerial Economics	3
MBA 664	Marketing Management	3
MBA 682	Principles of Executive Leadership	3
MBA 688	Business in a Global Environment	3
MBA 696	Business Policy and Strategy	3
MSM 640	Organizational Leadership	3
MSM 643	Finance & Accounting for Managers	3
MSM 660	Current Issues in Human Resources	3
MSM 668	Leadership & Organizational Change	3
	TOTAL	39

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

Application fee (nonrefundable)	\$ 25.00
Registration fee (nonrefundable)	\$100.00
Tuition per credit hour	
Current student	\$355.00
New student	\$395.00
Resource fee per credit hour	\$ 65.00
Graduation audit fee	\$100.00

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

### **Master of Science in Management**

The master of science in management degree program is a 35 semester credit hour graduate program designed to enhance the professional skills of business managers and executives. The program is designed for adult professionals who seek to develop and increase their management and leadership roles in business, education, church, and other areas of their professional lives.

Designed to develop the individual's ability to comprehend internal and external social, legal, political, and economic forces as they affect the decision-making process within the organization, the program has been structured to serve both holders of baccalaureate degrees in business as well as other disciplines. Classes are offered one night per week for 17 months. The format is an accelerated "lock-step" approach in which an entering class stays together throughout the program. Students are required to participate in weekly learning team activities which are designed to enhance the learning process and the development of problem-solving skills.

### **Learning Objectives of the Master of Science in Management Program**

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

- Practice servant leadership using Christ as the model in serving people and society.
- Provide leadership, vision, and strategic planning in a variety of organizations and environments.
- Prepare to lead others in environments increasingly characterized by change and complexity.
- Master principles of human behavior and motivation to maximize use of human resources.
- Master key functional area skills in marketing, entrepreneurship, accounting, finance, and economics.
- Appreciate the trend to a global world and the need to continually update leadership principles and techniques.
- Complete a significant hands-on project in a live organization and integrate the knowledge and skills from

all courses taken.

- Develop organizational-wide skills in structure, coordination, policy, and design of subunits.
- Master methods of organization change and development.
- Develop the ability to utilize the most recent tools and concepts emerging in management and leadership.
- Interact with executive level leaders from the community to identify current challenges and optional strategies to address them.

## Master of Science in Management Admission Requirements

### Regular Admission

- A bachelor's degree from a regionally-accredited college or university. (Applicants must submit official transcripts from **all** institutions attended.)
- Demonstration of ability to perform graduate level work as exhibited by **one** of the following:
  - < Submission of a score on the Miller Analogies Test (MAT). The minimum acceptable MAT score is 35. Applicants submitting the MAT are also required to have an undergraduate grade point average (UGPA) of at least 2.5 (on a 4.0 scale) in the last sixty hours of undergraduate study.
  - < Submission of a score on the Graduate Management Admission Test (GMAT). The minimum acceptable GMAT score is 350. An applicant will be accepted if his/her combined credentials (UGPA and performance on the GMAT) measure at least 1200 points when calculated according to the following formula:  $(300 \times \text{UGPA}) + \text{GMAT Score}$ .
  - < Submission of a score on the Graduate Record Exam (GRE). The minimum quantitative composite score is 750.
  - < A student who has a cumulative GPA of 2.8 and a GPA of at least 3.0 in six hours of business courses may waive the testing requirements.
- A professional resume which demonstrates a minimum of three years of significant full-time work experience.
- Two letters of recommendation, with at least one recommendation from a current or former supervisor.
- An entrance essay which demonstrates the student's analytical and verbal ability.
- Proficiency in the English language, as demonstrated by at least two years of successful academic work at the college or university level in the United States or by a score of 550 or higher on the Test of English as a Foreign Language (TOEFL).

### Conditional Admission

Applicants who do not meet the regular admission requirements, but show the potential for success in the M.S.M. program, may be admitted conditionally based on the following criteria:

- **All** admissions criteria are met with the exception of having less than 1200 points on the combined credentials measure. Conditional admission will be granted to those students whose combined credentials (undergraduate grade point average [UGPA] and GMAT score) fall in the range of 1000 - 1199 using the following formula:  $(300 \times \text{UGPA}) + \text{GMAT Score}$ .
- The following students must appeal to the Graduate Council in order to be considered for conditional admission to the M.S.M. program:
  - < Students whose MAT score is *under* the minimum of 35 and/or whose undergraduate grade point average is below 2.5.
  - < Students who have scored *under* the minimum 350 GMAT score whose combined credentials (undergraduate grade point average and GMAT score) fall within the 1000 - 1199 composite range.

Students admitted conditionally to the M.S.M. program must earn a 3.00 grade point average on the first 11 semester hours of graduate work in order to continue the program.

### M.S.M. Degree Requirements

- Successful completion of the M.S.M. core curriculum with a minimum cumulative GPA of 3.00. A student must repeat any course in which he/she earned a grade lower than a C-.
- Students will be required to pass successfully MSM 685 *Management Project III*.
- All credits applied toward the M.S.M. degree must have been completed within six years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must be from a regionally-accredited college or university and must have been completed within six years of matriculation in Belhaven's M.S.M. program.)
- Payment of all tuition and fees.

#### **M.S.M. Courses**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>
MBA 608	Business Communication	3
MBA 624	Ethical Problems in Business	3
MBA 664	Marketing Management	3
MBA 688	Business in a Global Environment	3
MSM 601	Introduction to Graduate Study	1
MSM 635	Management Project I	1
MSM 640	Organizational Leadership	3
MSM 643	Finance & Accounting for Managers	3
MSM 650	Advance Strategic Management	3
MSM 655	Management Project II	1
MSM 658	Executive Leadership in the Workplace	2
MSM 660	Current Issues in Human Resources	3
MSM 668	Leadership & Organizational Change	3
MSM 685	Management Leadership Project III	3
	<b>TOTAL</b>	<b>35</b>

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

Application fee (nonrefundable)	\$ 25.00
Registration fee (nonrefundable)	\$100.00
Tuition per credit hour	
Current student	\$355.00
New student	\$395.00
Resource fee per credit hour	\$ 65.00
Graduation audit fee	\$100.00

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

#### **Course Descriptions for M.B.A. AND M.S.M. Programs**

##### **Business Administration (MBA)**

##### **608 Business Communications (3).**

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

##### **612 Business Principles I (3).**

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

team work within modern business organizations.

- 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.
- 646 The Legal Environment of Business (3).**  
A study of the legal environment within which business firms must operate and how it affects the decision-making process.
- 658 Managerial Economics (3).**  
The application of methods of economic analysis to the decision-making process of business firms and other organizations.
- 664 Marketing Management (3).**  
An analytical approach to the marketing functions of business firms. The course includes the study of topics such as the design of marketing strategies, choices of channels of distribution, and competitive practices.
- 682 Principles of Executive Leadership (3).** (Formerly Principles of Executive Management).  
A study of the behavioral sciences as they apply to management. The course includes such topics as leadership, participative management, group dynamics, and motivation.
- 688 Business in a Global Environment (3).**  
A study of the institutions and operations of international businesses. Emphasis will be on Managerial policies and practices of firms operating in the global environment.
- 696 Business Policy and Strategy (3).**  
A capstone course which integrates all of the functional areas of business into the decision-making process. Emphasis will be placed on the setting of goals and the formulation and implementation of strategies to successfully manage a firm. Case studies and computer simulations will be required.

#### **Business Management (MSM)**

- 601 Introduction to Graduate Study (1).**  
A review of the basic concepts and skills necessary for success in graduate study. Concepts of teamwork and team learning are covered along with an overview of the M.S.M. program.
- 635 Management Project I (1).**  
An introduction to the primary course and management project that is the capstone of the M.S.M. degree. This course introduces students to the project process, the selection of topics, and elements of business planning and strategy.
- 640 Organizational Leadership (3).**  
An advanced study of the interplay among individuals, groups, and organizations as they interact to meet organizational goals and expectations. Factors and forces related to individuals, groups, and the organization are reviewed. Among the topics covered are political behavior, conflict and stress, and organizational culture.
- 643 Finance and Accounting for Managers (3).**  
This course centers upon executive level managers and how they make use of finance and accounting methods in designing strategy and making decisions. Major finance and accounting tools are reviewed as well as the acquisition and allocation of financial resources and accounting



systems.

- 650      Advanced Strategic Management (3).**  
Using firm-centered, value-based logic, this course enriches the analytical, conceptual, and decision-making skills that guide executives and entrepreneurs to more profitable interpretations of key environmental data. Case analyses are used to simulate strategic management in action, particularly in formulating and implementing functional, competitive, corporate, and global strategies.
- 655      Management Project II (1).**  
A continuation of the project started in MSM 635. Students deliver an oral and written summary of their progress that includes the history and selection of the project topic, methods selected to investigate and collect information, and preliminary conclusions and recommendations. Includes individual meetings with professor guiding the project.
- 658      Executive Leadership in the Workplace (2).**  
A seminar format in which executives from a wide variety of local organizations address students about organizational and leadership challenges, new trends and techniques in leadership, and examples of leadership strategies in action. Students prepare response papers applying the concepts to various organizations and submit a personal plan for their own leadership development.
- 660      Current Issues in Human Resources (3).**  
An advanced study of the utilization and challenges of human resources in contemporary organizations. The emphasis is upon external trends in law, society, and competitors. In addition, issues related to today's workforce are discussed and include topics such as diversity, values, recruiting and developing today's employee.
- 668      Leadership and Organizational Change (3).**  
This course assists the executive-level manager in designing learning organizations capable of rapid changes in structure, strategy, and policy. Some key topics include monitoring forces of change, planning appropriate responses, developing needed personnel skills and other resources, communicating and shepherding change, and the tools managers may use to monitor organizational performance and capabilities.
- 685      Management Project III (3).**  
The conclusion of the capstone project started in MSM 635 and MSM 655. Each student presents the results of his/her project to faculty and fellow learners. Projects are evaluated according to their comprehensiveness in covering the various areas of the M.S.M. program including accounting and finance, human resources, change strategies, and leadership.

## **GRADUATE TEACHER EDUCATION**

Professor Rasberry, Dean

### **Graduate Teacher Education Mission Statement**

Calls for reform in the American educational system ring out almost daily. Parents, teachers, policy-makers and communities recognize the critical need for renewal in our schools. All agree that our communities need professionals committed to transforming teaching and learning – professionals dedicated to creating positive learning environments wherein students learn the virtues and skills necessary to become responsible citizens.

Belhaven College embraces this vision. We believe that well-prepared teachers and adults newly committed to the teaching profession can help improve our schools. At Belhaven, we equip teachers to lead and to serve in the learning community.

Belhaven College has a long tradition of academic excellence in preparing teachers. Originally founded as a women's college, Belhaven's first "professional degree" was in teacher education. Since that time, the College has produced thousands of teachers who have filled classrooms in Mississippi and many other states. Building on this tradition, Belhaven offers two non-traditional teacher graduate programs: the master of education and the master of arts in teaching. Each degree is designed for a different student and meets a different need. The master of education meets the needs of professional teachers who already are certified and desire a graduate specialty in elementary or secondary education. The master of arts in teaching is designed exclusively for students who hold the bachelor's degree and wish to teach at either the elementary or secondary level but have not completed an undergraduate teacher education program.

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

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

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

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

Submit completed application of admission with fee of \$25.

Submit official college/university transcripts from all previously attended, regionally accredited institutions with a minimum of a bachelor's degree posted.

Grade point average (GPA) of 2.80 on the last 60 credits earned toward the bachelor's degree.

Applicants with less than a 2.80 GPA on the last 60 credits of a bachelor's degree may be required to submit a satisfactory score on the Graduate Record Exam (GRE) or the Miller's Analogies Test (MAT).

A minimum GPA of 3.00 on any graduate coursework previously completed.

Submit two letters of recommendation (one should be from a current/former employer).

#### **Master of Education**

Submit completed application of admission with fee of \$25.

Submit official college/university transcripts from all previously attended institutions with a minimum of a bachelor's degree posted.

GPA of 2.8 or higher on one of the following: Cumulative from undergraduate/graduate degree-granting institution or cumulative on last 60 hours of undergraduate work.

Submit evidence of holding or being eligible to hold a state P-12 teaching license.

Submit two letters of recommendation. (One should be from a current/former employer.)

Submit official results of GRE entrance exam, if undergraduate GPA is less than 2.8.

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

Submit a completed application for admission with fee of \$25.

Nondegree-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).

Nondegree-seeking students must submit an official transcript from their undergraduate/graduate degree-granting colleges/universities.

NOTE: Only 12 hours taken as a nondegree student may be applied toward a degree.

### **Residence Requirement**

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

### **Progress Toward Degree**

A student who has not completed a degree within seven years of attendance at Belhaven College will continue his eighth year of study under a new catalogue.

A student whose study at Belhaven College 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 dismissed or suspended for academic reasons may be readmitted only upon the recommendation of the graduate teacher education council.

### **Requirements for MAT/MEd Degree**

- < Successful completion of the degree curriculum (33 hours) with a minimum cumulative GPA of 3.00.
  - < No more than two 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.
- < Students are required to complete successfully the comprehensive exam process.
- < All credit applied toward the degree must have been completed within seven years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must be from a regionally-accredited college or university and must have been completed within six years of matriculation in Belhaven's program.)
- < Payment of all tuition and fees.
- < Applications for degrees must be online by the deadlines listed in the calendars. Failure to do so on schedule will result in a late fee as listed in the Special Fee section.

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

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

The goal of graduate teacher education is to prepare competent teachers who demonstrate both academic excellence and professional knowledge while providing distinctive Christian leadership and service to students, parents, and communities. The conceptual framework of the department reflects and supports the following objectives:

- < **ACADEMIC EXCELLENCE:** The Master of Arts in Teaching program seeks to provide experiences that will enable the teacher candidates to:
  - a. Develop an enhanced knowledge base of educational strategies, curriculum development, and instructional management skills needed in the elementary and secondary schools.
  - b. Acquire further knowledge about the growth and development of children and adolescent youth and how they learn.
  - c. Acquire additional skills and knowledge of educational technology and its uses in the classroom.
  - d. Evaluate subject matter content knowledge and develop greater critical thinking skills and creative inquiry processes.
  - e. Acquire knowledge about philosophical and psychological principles of education.
- < **PROFESSIONAL KNOWLEDGE:** The Master of Arts in Teaching program seeks to provide experiences that will enable the teacher candidates to:
  - a. Synthesize best teaching and curriculum practices through collaborative problem solving.
  - b. Evaluate instructional strategies and build a variety of teaching modules that will improve learning within the classroom and school.

- c. Use professional materials, organizations, and current research to expand their knowledge about innovations and trends in education to improve instruction in the school.
  - d. Design and implement research studies that observe, record, and evaluate students' behavior in order to plan appropriate instructional programs and improve learning environments.
  - e. Acquire greater knowledge as to appropriate research methodology and analysis of current trends in education and the implication for today's schools.
  - f. Demonstrate an understanding and use of a variety of instructional strategies to encourage students' development of critical thinking, problem-solving, and performance skills.
  - g. Develop the ability to evaluate instructional management plans in terms of effectiveness in meeting a school's goals and objectives.
- < LEADERSHIP OPPORTUNITIES: The Master of Arts in Teaching program seeks to provide experiences that will enable the teacher candidates to:
- a. Develop leadership skills to enhance instruction in the classroom and to communicate with parents, administrators, and the school community.
  - b. Use and conduct research to improve instruction and assessment.
  - c. Promote cooperative exchanges within the classroom, among faculty, and with parents to provide greater opportunities in the curriculum and instruction in the school.
- < CHARACTER DEVELOPMENT: The Master of Arts in Teaching program seeks to provide experiences that will enable the teacher candidates to:
- a. Integrate the Christian world view in involvement with students, parents, coworkers, and the community.
  - b. Demonstrate integrity in research and implementation of programs to improve instruction.
  - c. Analyze and develop models of service to schools and communities.

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

#### **Required Core:**

<b><u>Courses</u></b>	<b><u>Course Title</u></b>	<b><u>Credit</u></b>
EDU 501	Measurement and Evaluation Strategies	3
EDU 502	Dimensions of Learning I	3
EDU 503	Dimensions of Learning II	3
EDU 506	Classroom Management and Organization	3
EDU 602	Psychology of the Exceptional Child	3
EDU 610	Research Methods and Procedures	3
EDU 620	Reading and Writing Across the Curriculum	3
EDU 623	Technology in Education	3

#### **Required Courses for Elementary Concentration: Grades 4-8**

<b><u>Courses</u></b>	<b><u>Course Title</u></b>	<b><u>Credit</u></b>
EDU 611	Children's Literature in Elementary Reading	3
EDU 614	Effective Teaching Strategies in Elementary school	3
EDU 622	Teaching Reading Skills and Comprehension	3

#### **Required Courses for Secondary Concentration: Grades 7-12**

<b><u>Courses</u></b>	<b><u>Course Title</u></b>	<b><u>Credit</u></b>
EDU 612	Curriculum Planning and Organization	3
EDU 615	Effective Teaching Strategy in the Secondary School	3
EDU 634	Designing Instruction	3

**NOTE: Students seeking teaching certification must assume responsibility for fulfilling all state requirements. Completion of the Master of Arts in Teaching does not guarantee licensure.**

## **Master of Education**

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

The goal of graduate teacher education is to prepare competent teachers who demonstrate both academic excellence and professional knowledge while providing distinctive Christian leadership and service to students, parents, and communities. The conceptual framework of the department reflects these goals and supports the following objectives:

- < **ACADEMIC EXCELLENCE:** The Master of Education program seeks to provide experiences that will enable the teacher candidates to:
  - a. Synthesize best instructional and curriculum practices through collaborative problem-solving.
  - b. Increase knowledge of subject matter content and critical thinking skills and apply this knowledge in the field.
  - c. Evaluate a school's curriculum, goals, and instruction and use current research and innovations to solve site-based problems.
  - d. Acquire and use current research about how children learn and develop to improve instruction from infancy through adolescence.
  - e. Acquire skills and knowledge of educational technology and its uses in the classroom.
- < **PROFESSIONAL KNOWLEDGE:** The Master of Education program seeks to provide opportunities for the teacher candidates to acquire skills to:
  - a. Evaluate instructional strategies and build a variety of teaching modules that will improve learning within the classroom and school.
  - b. Use professional materials, organizations, and current research to expand knowledge about innovations and trends in education to improve instruction in the elementary and secondary school.
  - c. Design and implement research studies that observe, record, and evaluate children's behavior in order to plan appropriate instructional programs and improve learning environments.
  - d. Acquire greater knowledge as to appropriate research methodology and analysis of current trends in education and the implication for today's schools.
- < **LEADERSHIP OPPORTUNITIES:** The Master of Education program seeks to provide opportunities for the teacher candidates with experiences for the development of skills to:
  - a. Evaluate curriculum, resources, and opportunities within the community to enhance instruction and improve relationships with parents and the school community.
  - b. Promote cooperative exchanges within the classroom, among faculty, and with parents to provide greater opportunities for improvement in the curriculum and instruction in the school.
- < **CHARACTER DEVELOPMENT:** The Master of Education program seeks to promote the personal and spiritual development of the teacher candidates to:
  - a. Integrate the Christian world view in involvement with students, parents, coworkers, and the community.
  - b. Demonstrate integrity in research and implementation of programs to improve instruction.
  - c. Analyze and develop models of service to schools and communities.

### **Master of Education Curriculum**

#### **Required Core:**

<b><u>Courses</u></b>	<b><u>Course Title</u></b>	<b><u>Credit</u></b>
EDU 602	Psychology of the Exceptional Child	3
EDU 610	Research Methods and Procedures	3
EDU 612	Curriculum Planning and Organization	3
EDU 614/615	Effective Teaching Strategies	3
EDU 620	Reading and Writing Across the Curriculum	3
EDU 623	Technology in Education	3

EDU 633	Special Problems in Education	3
EDU 636	Supervision of Instruction: Collaborating for Accountability	3

**Required Courses for Elementary Concentration: Grades K-6**

<u>Courses</u>	<u>Course Title</u>	<u>Credit</u>
EDU 622	Teaching Reading Skills and Comprehension	3
EDU 624	Issues and Innovations in Education	3
EDU 631	Individual Instruction for Children with Learning Problems	3

**Required Courses for Secondary Concentration: Grades 7-12**

<u>Courses</u>	<u>Course Title</u>	<u>Credit</u>
EDU 617	Teaching Reading in the Secondary School	3
EDU 621	Assessing Student Learning	3
EDU 634	Designing Instruction	3

**NOTE: Students seeking teaching certification must assume responsibility for fulfilling all state requirements. Completion of the Master of Education does not guarantee licensure.**

**Tuition and Fees for Graduate Teacher Education**

Tuition per credit hour	\$375.00
Resource fee per credit hour	\$ 40.00

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

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

**Education (EDU)**

**501 Measurement and Evaluation Strategies (3).**

A study of assessment and evaluation theory based on developmental criteria from cognitive, social, language, motor, and affective domains. Students use strategies for analyzing both group performance and individual needs using authentic and ecological measures. Theoretical foundations for evaluation are applied to a practicum experience at one of four levels of licensure: primary, elementary, middle, and secondary.

**502 Dimensions of Learning I (3).**

Supervised internship which provides an emphasis on the application of principles and theories of education using field-based experiences.

**503 Dimensions of Learning II (3).**

A study of the foundations of school law, social and cultural aspects of the school setting. Includes applications in the field.

**506 Classroom Management and Organization (3).**

Emphasis on the development of strategies for establishing effective classroom organization and for managing and monitoring student behavior. Strategies encourage the intellectual, personal, and moral development of students.

- 602 Psychology of the Exceptional Child (3).**  
A study of the child who follows atypical patterns. Includes assessment practices and teaching techniques applicable to students with various disabilities.
- 610 Research Methods and Procedures (3).**  
An introduction to educational research methodologies that are used to improve instructional decision-making. Research techniques are applied to classroom situations with an introduction to descriptive and inferential statistics.
- 611 Children’s Literature in the Elementary School (3).**  
A study of literary materials and resources that are appropriate for elementary instruction.
- 612 Curriculum Planning and Organization (3).**  
The development, analysis, and evaluation of the school curriculum with emphasis upon input from the school and community and current research.
- 614 Effective Teaching Strategies in the Elementary School (3).**  
A study of the characteristics of effective teaching in the elementary school with emphasis on research methodology. Emphasis is placed on inquiry and problem-solving strategies and cooperative learning.
- 615 Effective Teaching Strategies in the Secondary School (3).**  
A study of the characteristics of effective teaching in the secondary school.
- 617 Teaching Reading in the Secondary School (3).**  
The methods and materials for teaching reading through the content areas in secondary schools; attention to techniques for teaching reading, assessment, and individualization.
- 620 Reading and Writing Across the Curriculum (3).**  
A study of theories, strategies, and current literature about reading and written communications throughout the content areas.
- 621 Assessing Student Learning (3).**  
An exploration of instructional assessment measures: traditional assessment, norm/criterion-referenced testing, and alternative assessment (performance, portfolio, and product).
- 622 Teaching Reading Skills and Comprehension (3).**  
A study in the selection and use of materials and methods of teaching reading in the elementary schools with emphasis upon current research.
- 623 Technology in Education (3).**  
Utilization of the computer and other technology to enhance practical applications that support classroom instruction.
- 624 Issues and Innovations in Education (3).**  
A study of current research into critical issues in the elementary school curriculum, organization, and innovations that affect achievement potential.
- 631 Individual Instruction for Children with Learning Problems (3).**  
A study of strategies for providing appropriate educational services for children with mild to moderate learning problems by the use of intervention techniques.
- 633 Special Problems in Education (3).** Prereq.: EDU 610  
Study of selected topics related to elementary education with emphasis upon current issues and trends or content specific emphasis.

- 634 Designing Instruction (3).**  
The study and development of multidisciplinary approaches to instruction including the integration of content areas, the use of appropriate technologies as tools for teaching and learning, and the application of new teaching strategies and resources.
- 636 Supervision of Instruction: Collaborating for Accountability (3).** (formerly EDU 632 - Supervision of Instruction).  
Emphasis is on developing leadership skills in the classroom and with peer teachers, teaching assistants, and other community and school personnel.



# **Honors and Awards**

## **HONORS AND AWARDS**

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### **Richard LeTourneau Award**

The school of business presents this award to an M.B.A. graduate who has an outstanding academic record and who has demonstrated exceptional leadership and moral integrity.

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

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

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

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

# Register

## **ADMINISTRATIVE OFFICES**

### **PRESIDENT**

Roger Parrott (1996), President

B.A., Eastern Nazarene College; M.Ed., The University of Maryland; Ph.D., The University of Maryland

Marcia Carroll (1993), Executive Assistant to the President

A.A.S., Phillips Junior College

### **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

Sherry Murphy (2004), Assistant Vice President for Academic Operations

B.Ed., The University of Alaska; M.Ed., The University of Southern Mississippi

Joseph G. Cole (1997), Dean and Associate Professor of Athletic Studies and Ministries

B.S., Missouri Southern State College; M.Ed., Wichita State University; Ph.D., Florida State University

Colin Harbinson (2000), Dean of the School of the Arts

B.Ed., The University of Sussex, England; A.D.B.Ed., Drama Board of Great Britain; D.D., Canada Christian College

Melissa Thorson Hause (2001), Dean of the Honors College; Associate Chair of the Visual Arts Department; Assistant Professor of Art History

B.A., Belhaven College; M.A., Ph.D., Emory University

Richard J. Harris (2004), Academic Dean (Florida)

B.A., The University of South Dakota; B.S., Ph.D., The University of Iowa

Neal Johnson (2005), Dean and Executive Director of the Center for Marketplace Missions

B.A., The University of Colorado; M.P.A., The University of Oklahoma; M.A., Fuller Theological Seminary; J.D., The University of New Mexico School of Law; Ph.D., Fuller School of Intercultural Studies

Ralph A. Mason, III (1995), Dean of the School of Business

B.A., Duke University; M.Ed., Ph.D., The University of North Carolina

Kay Owen (2004), Academic Dean (Mississippi)

A.A., Copiah Lincoln Community College; B.S., M.S., Ed.S., The University of Southern Mississippi; Ed.D., Mississippi State University

Sandra L. Rasberry (1988), Dean of the School of Education

B.S., West Georgia College; M.A., The University of South Alabama; Ed.D., Mississippi State University

Thomas Sullivan (2004), Academic Dean (Tennessee)

B.A., New Mexico State University; M.B.C., Birmingham Theological Seminary; M.S., Ph.D., Southern Illinois University

Lori A. Farmer (2003), Executive Secretary to the Senior Vice President and Provost

Marshalltown Community College

Carol Hancock (2005), Administrative Assistant for the School of Education

B.A., Southeastern College, M.A., Jackson State University

Amanda Long-Quarles (2004), Director of Institutional Assessment  
B.A., Belhaven College; M.A., The University of Alabama

Sarah B. Morgan (2004), Administrative Assistant to the Director of Academic Operations  
B.A., Belhaven College

David A. Potvin (2001), Administrative Assistant to the Dean of the Arts; Missions Director for the Arts  
C.N.A., Fanshawe College, London, Ontario Canada

Katherine Ray (2004), Assistant to the State Dean (Florida)  
B.S., Florida State University

Sarah Jo Steffens (2004), Administrative Assistant to the Dean of the School of Business  
B.S., LeTourneau University

Judy Swilley (2002), Director of Campus Research and Ceremonies  
B. S., Belhaven College

Linda J. Truesdale (2005), Administrative Assistant for the Arts  
A.A.S., Holmes Community College; B.A., Belhaven College

Bethany Wilber (2005), Administrative Assistant for the Arts  
B.A., Belhaven College

### **Adult Studies**

Sarah J. Beard (2005), Executive Director of Student Services (Mississippi)  
B.A., M.A.T., Ed.D., Jackson State University

Renee Columbus (2003), Director of Student Services (Memphis)  
B.B.A., M.B.A., Delta State University

Jacquelyn L. Harris (2004), Office Manager (Memphis)  
Draughon's Junior College

Ronald Wayne Pirtle (2005), Director of Student Services (Houston)  
B.S., Crichton College; M.S., The University of Memphis

Katherine Ray (2004), Assistant to the State Dean (Florida)  
B.S.S., Florida State University

Gina Ricard (2004), Coordinator of Student Services (Florida)  
B.A., Lemoyne-Owen College

Lisa Roby (2004), Coordinator of Student Services (Mississippi)  
A.S., Macon State College; B.S., Mercer University; M.Ed., Georgia College and State University

Tonyia S. Wilburn (2004), Administrative Assistant for the Office of Adult Studies (Jackson)  
A.O.S., Rochester Business Institute; A.S., Monroe Community College

Kristin Wilkie (2003), Director of Student Services (Florida)  
B.A., Elon University

## **Library**

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

David Browne (2004), Acquisition Cataloguer  
B.A., Belhaven College

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

Melissa Dennis (2003), Day Circulation Manager  
B.A., The University of Mississippi

Vicki Miner (2004), Materials Manager

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

Brinda Stocker (2003), Automation Cataloguer

## **Registrar**

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

Benjamin H. Apperson (2004), Records Analyst  
B.A., B.S., Belhaven College

Dawn P. Apperson (2004), Receptionist and Secretary to the Registrar  
B.A., Belhaven College

Jean Anne Fairly (1998), Assistant to the Registrar  
B.S., Belhaven College

Pam Savell (2003), Records Assistant  
Mississippi Delta Community College

Ann Sheppard (1997), Assistant Registrar  
B.S., M.Ed., Mississippi College

Jill K. Weaver (2004), Records Analyst  
B.F.A., Belhaven College

## **STUDENT LEARNING**

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

Tiffany M. Belcher (2003), Resident Director of Caldwell Hall  
B.S., Southern Wesleyan University

Vivian J. Brown (2004), Administrative Assistant to the Dean of Student Life  
A.A., Hinds Community College

Camille J. Carroll (2003), Administrative Assistant to the Director of Career and Academic Development and the Director of Student Leadership  
B.S., The University of Alabama

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

Jenni Hunter (2004), Resident Director of Helen White Hall  
B.S., Oklahoma Wesleyan University

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

Scott Little (2001), Director of Student Leadership  
B.A., The University of Mobile; M.Div., Southwestern Baptist Theological Seminary

Sheila Lyons (2005), Bookstore Manager  
B.S., The University of Southern Mississippi

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

Jo Beth Petty (2003), Coordinator of Student Activities and Intramurals  
B.S., The University of Tennessee at Martin

Erin Price (2001), Director of Career and Academic Development  
B.A., M.C.P., Mississippi College

Ryan Russ (2004), Resident Director of Wells Hall  
B.A., The University of Arkansas

Rebecca Stone (2004), Resident Director of Gillespie Hall  
B.A., Columbia University

## **CAMPUS OPERATIONS**

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

ToniLee Krafft (2004), Executive Assistant to the Vice President for Campus Operations  
B.A., Belhaven College

Susan Johnson (2005), Director of Conference Services  
B.S., Mississippi State University

Robin T. Savoy (1999), Assistant Director of Human Resources  
B.A., Jackson College of Ministries

## **Maintenance**

Bert Bogan (2001), Environmental Services

Wade Bullie (1999), Maintenance

Kenneth Coleman (2004), Maintenance  
James Davis (2004), Maintenance  
Eloise Fields (2000), Environmental Services  
Faye Hamilton (1996), Environmental Services  
Billy Kozielski (2003), Environmental Services Supervisor  
Jeff McCormack (2002), Projects Facilitator  
Anthony Parker (2001), Maintenance Technician  
Rick Reid (1998), Maintenance Supervisor  
Lenard Schaffer, Jr. (1996), Environmental Services  
Rob Strickland (2002), Maintenance Technician  
Earl Thomas (2003), Environmental Services  
Maxine Thomas (2001), Environmental Services Supervisor  
Fleecie Wilson (1996), Environmental Services  
L. E. Younger (2003), Environmental Services

### **Security**

Jim Glenn, (2001) Director of Security  
Mississippi Law Enforcement Academy  
Sylvester Bratton (2003), Security Officer, Part-time  
Clara Brown (1998), Security Officer  
Brent Christian (2003), Security Officer, Part-time  
Rachel Eubanks (2004), Security Office, Part-time  
Steve Felts (2002), Security Officer  
Chris Green (2004), Security Office, Part-time  
Maurice Greer (1995), Security Officer, Part-time  
B.S., Jackson State University  
Greg Hill (2002), Security Office, Part-time  
Robert Howard (2004), Security Officer, Part-time  
Ervin Killebrew, Jr., (2004), Security Office, Part-time  
Charles T. Matthews (2002), Security Officer



Joseph Nabors (2004), Security Office, Part-time

Delmond Outland (1996), Security Officer, Part-time  
Mississippi Law Enforcement Academy, University of Alabama Law Enforcement Academy

James Ransfer (2004), Security Officer, Part-time

Danny Sebren (2003), Security Officer, Part-time

Demarcus Smith (2004), Security Officer, Part-time

Michael Stamps (2004), Security Officer, Part-time

Steve Thompson (2002), Security Officer

Joel Thornton (2004), Security Officer, Part-time

Kenard West (2004), Security Officer, Part-time

Chris White (2004), Security Officer, Part-time

Robert Whittington (1993), Security Officer, Part-time

## **FINANCE**

Virginia Henderson (1997), Director of Finance  
Hinds Community College, Belhaven College

Jennie G. Eldridge (2001), Accounts Payable  
Hinds Community College

Beverly Epperson (2003), Payroll Administrator  
A.A., Hinds Community College

Dianne Luster (2005), Accountant  
B.S., Belhaven. College

Patricia Martin (2004), Cashier  
A.A., Jones County Junior College; B.A., The University of Mississippi

Shekaria Summers (2002), Accountant  
B.S., Belhaven College

## **INSTITUTIONAL ADVANCEMENT**

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

Heather R. Denison (2004), Director of Communications  
B.A., The University of Mississippi

Doreen Fagerheim (1997), Webmaster  
B.A., Houghton College

Deborah Hardy (2000), Receptionist for Admission and Institutional Advancement  
B.S., Jackson State University; M.S.M., Belhaven College

Rebecca C. Sims (1998), Administrative Assistant to the Vice President for Institutional Advancement and Administration  
A.A.S., Jones County Junior College

### **Admission**

Suzanne T. Sullivan (2000), Director of Admission  
B.A., Mississippi State University

Nathan Bennett (2004), Admission Counselor  
B.A., Belhaven College

Jennifer Businda (2004), Admission Counselor  
B.S., Belhaven College

Jeremy Elliott (2003), Admission Counselor  
B.S., Mississippi College

Dana Gilliam (2003), Office Manager/Enrollment Data Coordinator  
B.B.A., Belhaven College

Annie R. Gundy (2003), Admission Counselor  
B.A., Belhaven College

Robert Johnston (2003), Assistant to the Vice-President  
B.F.A., Stephens College

Stephanie Wilson (2003), Graduate Admission Coordinator  
A.A., Coahoma Community College; B.S., M.S., Alcorn State University

### **Athletics**

John Garvilla (2004), Athletic Director  
B.S., M.A.T., Winthrop University

Charles Allen (2004), Graduate Assistant for Football  
B.S., Belhaven College

Darien Allison (2005), Graduate Assistant for Football  
B.S., Belhaven College

Christie Barber (2000), Head Cross Country Coach  
B.S., Belhaven College

Elizabeth Beirne (2004), Graduate Assistant for Softball  
B.A., Olivet Nazarene

John R. Brower (2004), Administrative Assistant for the Athletic Director  
B.S., Belhaven College

Ray L. Caldwell (2003), Associate Head Football Coach and Offensive Coordinator  
B.A., Olivet Nazarene University; M.Ed., Southwest Baptist University

Kira Calhoun (2004), Graduate Assistant for the Athletic Trainer  
B.S., Southeast Louisiana University

Elliott Carter (2005), Assistant Athletic Trainer

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

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

Michael Dukes (2004), Sports Information Director and Assistant Athletic Director for External Relations and Athletic Fundraising  
B.S., Belhaven College

Matt Eisele (2004), Graduate Assistant for Men's Basketball  
B.A., The University of Pittsburg

Billy D. Evans (2001), Head Women's Basketball Coach  
B.A., Northeast Louisiana University

Kevin Friedman (2004), Assistant Men's Soccer Coach  
B.A., Belhaven College

Lisa Hubbard (1999), Cheerleading Coach  
B.S.Ed., Mississippi College

Paul Humphries (2005), Head Junior Varsity Football Coach and Assistant Football Coach  
B.A., Wofford College

Shamry Kenley (2004), Graduate Assistant for Women's Basketball  
B.S., The University of North Carolina at Asheville

Julie Langford (2001), Head Volleyball Coach  
B.A., Christ College; M.S., Mississippi College

Don Lee (2002), Head Football Coach  
B.S., Olivet Nazarene University

Jeff Martinez (2004), Head Athletic Trainer  
B.S., The University of Mississippi; M.A.T., The University of West Alabama

Bill Rhaly (2004), Graduate Assistant and Assistant Sports Information Director  
B.S., Belhaven College

Andrea Roberts (2002), Head Softball Coach  
B.S., Belhaven College

Corey M. Rose (2003), Head Women's Soccer Coach  
B.S., Grace College; M.A., Midwestern State University

Clayton Smith (2002), Assistant Baseball Coach  
B.S., M.S., The University of Southern Mississippi

Joe Thrasher (2005), Quarterback Coach  
B.A., Belhaven College

F. Elizabeth Tisdale (2004), Graduate Assistant in Volleyball  
B.S., Belhaven College

Gregg Tripp (2005), Assistant Tennis Coach  
Hinds Community College

Colleen Walsh (2004), Graduate Assistant in Sports Ministry  
B.A., Belhaven College

Danny White (2003), Assistant Football Coach and Recruiting Coordinator  
B.S., M.Ed., Southwest Baptist University

### **Development**

Mandy P. Ferrington (2005), Director of Annual Giving  
B.M., Berry College

Kaysha C. Garber (2004), Alumni and Development Services Assistant  
Advanced Training Institute

Christine Haynes (2001), Administrative Assistant to Development  
A.A., Hinds Community College

Michael McPherson (2004), Director of Alumni Relations and Development Services  
B.B.A., M.B.A., Belhaven College

Larry Mills (2003), Assistant to the President and Director of Church Relations  
B.A., Belhaven College; M.Div., Reformed Episcopal Seminary

Nathan T. Quarterman (2005), Assistant Director of Annual Giving  
B.A., Belhaven College

### **Information Technology**

J. Steven Miller (1996), Director of Information Technology  
A.A., A.A., Phillips Junior College

Jaime Lamar (2003), Computer Technician  
B.S., Belhaven College

Laura Lovell (2003), Administrative Assistant for the Office of Information Technology  
B.B.A., Belhaven College

David Morehead (2003), Network Technical Support Specialist  
A.S., East Central Community College; B.S., Belhaven College

## **Student Financial Planning**

Linda Phillips (1992), Assistant Vice President for Institutional Advancement  
B.S., M.B.A., Mississippi College

Anna Blaylock (2002), Student Financial Planning Counselor/Aspire Program (part-time)  
B.A., Louisiana State University

Diana Borg (1998), Assistant Director of Student Financial Planning/Student Loan Officer  
B.A., Belhaven College

Elizabeth Hall (2003), Student Financial Planning Counselor/Manager of Awards and State Grants  
B.S., Belhaven College

Anna Karina Leite (2003), Student Financial Planning Accounts Manager and Campus Work Study Coordinator  
B.S., Belhaven College

Jamie Meilstrup (2003), Student Financial Planning Counselor/Aspire Program  
Mississippi College

Elise Norman (2004), Student Financial Planning Counselor/Records Manager  
B.A., Belhaven College

Lola O'Rear (2001), Student Financial Planning Counselor/Student Accounts Manager  
Hinds Community College

## **FACULTY**

Warren R. Bennett, Jr.(1998), Associate Professor of Computer Science; Chair of the Computer Science Department and Math Department  
B.S., Mississippi College; M.S., Ph.D., Mississippi State University

Donald 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

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

Louis H. Campbell (1999), Professor of Theatre; Chair of the Theatre Department  
B.A., Westminster College; M.A., Brigham Young University; Ph.D., The University of Minnesota

Alfred Page Chestnut (1980), Professor of Biology; Chair of the Biology Department  
B.S., Wake Forest University; M.A., The University of Richmond; Ph.D., The University of Southern Mississippi

Joseph G. Cole (1997), Dean and Associate Professor of Athletic Studies and Ministries  
B.S., Missouri Southern State College; M.Ed., Wichita State University; Ph.D., Florida State University

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

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

Joanna B. Dieckman (2000), Assistant Professor of Spanish  
B.A., Millsaps College; M.A., The University of Mississippi

Frank Dolansky (2001), Assistant Professor of Theatre  
B.A., The University at Buffalo; M.F.A., Michigan State University

Rose Mary Foncree (1999), Assistant Professor of English  
B.A., M.A., Valdosta State College

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

Joseph D. Frost (2004), Assistant Professor of Theatre  
B.A., Malone College; M.A., M.F.A., Regent University

Kristena P. Gaylor (2004), Assistant Professor of Business  
B.B.A., Mississippi State University; M.B.A., Millsaps College; Ph.D., Jackson State University

Geoffrey P. Goldsmith (1993), Associate Professor of Accounting  
B.A., Hillsdale College; M.B.A., Michigan State University; M.A.T.S., Wheaton College; Ph.D., Kent State University

Will Hankins (2005), Assistant Professor of Theatre  
B.A., King College; B.A., Regent University; M.F.A., The University of Virginia

Colin Harbinson (2000), Dean of Fine Arts  
B.Ed., The University of Sussex, England; A.D.B.Ed., Drama Board of Great Britain; D.D., Canada Christian College

Richard J. Harris (2004), Academic Dean of Adult Studies (Orlando)  
B.A., The University of South Dakota; B.S., Ph.D., The University of Iowa

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

Elayne Hayes-Anthony (1998), Associate Professor of Communications; Chair of the Communications Department  
B.S., M.Ed., Jackson State University; Ph.D., Southern Illinois University

Claude Peter Hays, III, CPA (1998), Assistant Professor of Business Administration  
B.S., M.B.A., The University of Southern Mississippi

Bonnie H. Holder (2004), Professor of Teacher Education and Director of Teacher Graduate Education  
B.S., Mississippi College; M.S., Ph.D., The University of Southern Mississippi

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

Jenelle Jefferson (2005), Specialty Instructor of Mathematics  
B.S., Belhaven College; M.O.R., North Carolina State University

Yusufu Jinkiri (1998), Assistant Professor of Business Administration  
B.S., Ahmadu Bello University; M.A., Wheaton College; Ph.D., The University of Connecticut

Harry W. John (2005), Assistant Professor of Business  
B.A., Rhode Island College; M.A., Central Missouri State University; Ph.D., Kansas State University

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

Phillip L. Kelly (1979), Professor of Chemistry and Physics; Chair of the Chemistry and Physics Department and  
Division of Natural Sciences  
B.S., Mississippi College; Ph.D., The University of Southern Mississippi

Walter Wynn Kenyon (1981), Professor of Biblical Studies and Philosophy; Chair of the Philosophy Department  
and Division of Ministry and Human Services  
B.A., Marietta College; M.Div., Pittsburgh Theological Seminary; M.A., Ph.D., The University of Miami

Sara Beth Kimmel (2003), Assistant Professor of Business Administration  
B.S., Belhaven College; M.B.A., Millsaps College, Ph.D., The University of Southern Mississippi

Ron Lana (2004), Associate Professor of Art  
B.F.A., The University of Oklahoma; M.F.A., Marywood University

Ervin Martin (2000), Associate 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

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), Journalist in Residence  
B.A., The University of Mississippi; M.C., Wheaton College

Edwin McAllister (1998), Associate Professor of English  
B.A., Millsaps College; M.A., The University of Mississippi; Ph.D., The University of Oregon

George H. McDow (2004), Assistant Professor of Music  
B.M.Ed., Oklahoma Baptist University; M.M.Ed., The University of North Texas; Ph.D., The University of  
Oklahoma

Georgia Stratton Miller (2005), Associate Professor of Mathematics  
B.A., M.S., The University of Mississippi; Ph.D., The University of Southern Mississippi

Laura Morton (2004), Assistant Professor of Dance  
B.S., The University of Houston; Ad Deum Dance Company; Houston Ballet Ben Stevenson Academy

Paul E. Moyers (2005), Assistant Professor of Business Administration  
B.S., Murray State University; M.B.A., The University of Arkansas in Fayetteville; J.D., The University of  
Mississippi School of Law

Cynthia A. Newland (2003), Assistant Professor of Dance; Chair of the Dance Department  
B.F.A., George Mason University; M.F.A., Arizona State University

Kay Owen (2004), Academic Dean of Adult Studies (Jackson)  
B.S., M.S., The University of Southern Mississippi; Ed.D., Mississippi State University

Dona S. Packer (2004), Assistant Professor of Education  
B.A., M.Ed., Northeast Louisiana University; Ed.D., The University of Louisiana at Monroe

Roger Parrott (1996), President of the College  
B.S., Eastern Nazarene College; M.Ed., Ph.D., The 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), Assistant Professor of History and Political Science  
B.A., Dallas Baptist University; M.A., Texas A & M University - Commerce; Ph.D., Baylor University

Bettye H. Quinn (1966), Associate Professor of Education; Director of Elementary Education  
B.A., Belhaven College; M.Ed., Mississippi College

Sandra L. Rasberry (1988), Dean of the School of Education and Professor of Education  
B.S., West Georgia College; M.A., The University of South Alabama; Ed.D., Mississippi State University

Paul Frederick Reese, Jr., (2002), Associate Professor of Biology  
B.S., M.S., The University of Maryland; Ph.D., The University of Georgia

Amy L. Roark-McIntosh (2001), Assistant Professor of Dance; Associate Chair of Dance Department  
B.F.A., Stephens College; M.F.A., State University of New York College at Brockport

Garry Mitchell Rollins (2002), Assistant Professor of Business Administration  
B.B.A., North Texas State University; M.S., Ph.D., The University of Minnesota

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

Andrew M. Sauerwein (2005), Assistant 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), Associate Professor of Voice, Church Music, and Choral Activities  
B.M.E., Florida State University; M.A., Columbia Biblical Seminary; M. Div., Reformed Theological Seminary;  
M.M., Mississippi College

Janie Smith (1986), Associate Professor of Mathematics  
B.S., Mississippi College; M.S., Auburn University

Randall Smith (2001), Associate Professor of English  
B.B.A., The University of Georgia; M.A., Ph.D., The University of South Carolina

Dorothy Boyd Stokes (1995), Undergraduate Teacher Education Chairman and Associate Professor of Education  
B.S., Alcorn State University; M.Ed., Ed. S., Delta State University; Ed.D., The University of Southern Mississippi

Thomas Sullivan (2004), Academic Dean of Adult Studies (Memphis)  
B.A., New Mexico State University; M.B.C., Birmingham Theological Seminary; M.S., Ph.D., Southern Illinois University

Nate Aaron Theisen (2002), Assistant Professor of Art  
B.F.A., The University of South Dakota; M.F.A., Wichita State University



Paul R. Waibel (1993), Professor of History  
B.A., Lynchburg College; M.A., Virginia Polytechnic Institute and State University; Ph.D., West Virginia University

Robert P. Waltzer (1993), Associate Professor of Biology  
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

Guy Prentiss Waters (2002), Assistant Professor of Biblical Studies  
B.A., The University of Pennsylvania; M.Div., Westminster Theological Seminary; Ph.D., Duke University

Elizabeth Weidman (1999), Professor of Computer Science  
B.S., M.S., Ph.D., The University of Texas at Dallas

Scott A. White (2000), Associate Professor of Psychology  
B.A., Taylor University; M.A., Wheaton College; M.A., PsyD., Biola University

Elizabeth Bruce Williford (1988), Professor of Psychology; Chair of the Psychology and Social Sciences Department  
B.A., Belhaven College; M.A., Ph.D., Louisiana State University

Kathy A. Wooten (2005), Assistant Professor of Accounting  
B.S., Belhaven College; M.B.A., Millsaps College

Stephen Wynne (2003), Assistant Professor of Dance  
American Ballet Theater Professional Scholarship Program; Teacher's Program, Rotterdam Dance Academy, Holland; Tanz-Forum, Cologne, Germany; Artistic Director at Ma'Rah Dance Theatre, Philadelphia

Song Xie (2005), Specialty Instructor 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 Voice  
B.M., Belhaven College; 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 College; M.M., The Chicago Musical College of Roosevelt University

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 College

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

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 College; M.L.S., Emory University

I. Newton Wilson, Jr., President (1986-1995)  
B.A., Belhaven College; M.Div., Columbia Theological Seminary; M.R.E., New Orleans Baptist Theological Seminary; Ph.D., The University of Southern Mississippi

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