

# BELHAVEN COLLEGE



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

*MEMPHIS, TENNESSEE*

*GRADUATE AND ADULT STUDIES CATALOGUE 2002 - 2003*

*ANNOUNCEMENTS 2002-2003*

*MARCH 2002*

*EFFECTIVE MARCH 1, 2002*

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

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## DIRECTORY OF COMMUNICATIONS

### Mailing Address:

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**Clark Tower, Suite 200**  
**5100 Poplar Avenue**  
**Memphis, TN 38137**  
**(901) 888-3343**  
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Accounting Office.....	(601) 968-8884
Admissions -Adult Studies - Memphis.....	(901) 888-3343
Adult Studies Registrar.....	(601) 968-8811
Alumni Relations.....	(601) 968-5925
Belhaven Fax.....	(601) 968-9998
Belhaven Adult Studies Fax.....	(901) 888-0771
Business Office .....	(601) 968-5901
College Relations.....	(601) 968-8886
Financial Aid.....	(601) 968-5933
Public Information.....	(601) 968-5930
Registrar’s Office.....	(601) 968-5922
Security.....	(901) 684-7092
Student Services -.....	(901) 888-0770
Website - Memphis.....	<a href="http://www.belhaven.edu/memphis">www.belhaven.edu/memphis</a>

Visitors are welcome at Belhaven College. Please call the campus for a time to visit.

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 Collage 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.

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 fiscal responsibility.

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**SUMMER SESSION 2002****Miniterm**

May 13-28

**Summer Classes**

1st Term, May 29 - July 2

2nd Term, July 3 - Aug. 7

**Freshmen Advanced Registration**

June 21, Fri.

July 19, Fri.

**FALL SEMESTER 2002**

June 15, Sat.

June 28, Fri.

August 14, Wed.

August 15 - 16, Thurs.-Fri.

Aug. 17, Sat.

Aug 17 - 21, Sat.-Wed.

August 19, Mon.

August 19 - 21, Mon.- Wed.

August 20, Tues.

August 22, Thurs.

September 2, Mon.

September 5, Thurs.

September 12, Thurs.

September 27, Fri.

October 9, Wed.

October 12, Sat.

October 15, Tues.

October 16, Wed.

October 22, Fri.

November 9, Sat.

November 18 - 26, Mon.-Tues.

November 27, Wed.

December 2, Mon.

December 3, Tues.

December 4, Wed.

December 4 - 11, Wed.-Wed.

December 6 - 7, Fri.-Sat.

December 12, Thurs.

**SPRING SEMESTER 2003**

January 12, Sun.

January 13, Mon.

January 13 - 15, Mon.-Wed.

January 14, Tues.

January 16, Thurs.

January 20, Mon.

January 30, Thurs.

February 6, Thurs.

February 21, Fri.

March 5, Wed.

March 8, Sat.

March 15, Sat.

March 17, Mon.

March 18, Tues.

March 31 - Apr. 8, Mon.-Tues.

April 17, Thurs.

April 21, Mon.

May 5, Mon.

May 6, Tues.

May 6 - May 13, Tues.-Tues.

May 15, Thurs.

May 17, Sat.

**SUMMER SESSION 2003****Miniterm**

May 19 - June 3

**Summer Classes**

1st Term, June 4 - July 7

2nd Term, July 8 - Aug. 8

(Note: Memorial Day will be observed May 27, 2002 by the College.)

Registration April 29 - May 9; classes begin May 13; residence halls not open.

Registration May 24 &amp; 28; classes begin May 29

Registration May 24 - July 2; classes begin July 3 (Closed for July 4)

Advanced registration for Fall 2002 freshmen

Advanced registration for Fall 2002 freshmen

Application deadline for ASPIRE and Orlando August graduation

Application deadline for December graduation (traditional program)

Campus Conference

Faculty Workshop

Residence halls open 9a.m.

Blaze 2002 (freshman orientation)

Transfer orientation 1p.m.

Advising &amp; registration

Registration for evening students 4-6 p.m in Preston 203

Day and night classes begin

Labor Day holiday

Last day to enter a course or change enrollment status to pass/fail, audit, etc.

Last day to drop a course without a WP, WF, or F

Application deadline for May graduation (traditional program)

Midsemester grades due in the office of the registrar

Midsemester holiday begins at 1:00 p.m.

Application deadline for ASPIRE and Orlando December graduation

Midsemester holiday ends at 8:00 a.m.

Last day to drop a course without an F

Homecoming

Advising and advanced registration

Thanksgiving holiday begins at 12:00 noon

Thanksgiving holiday ends at 8:00 a.m.

Last regular class meeting

Study Day

Final examinations begin at 6:00 p.m.

Singing Christmas Tree - 7:30 p.m.

Grades for graduating seniors due no later than 11 a.m.

Residence halls open at 1:00 p.m.

New student orientation at 1:00 p.m.

Advising and registration for all students

Registration for evening students 4-6 p.m. in Preston 203

Classes meet on a regular schedule

Martin Luther King Jr. Collegewide Service Day; NIGHT CLASSES WILL MEET AS SCHEDULED

Last day to enter a course or change enrollment status to pass/fail, audit, etc.

Last day to drop a course without a WP, WF, or F

Application deadline for August graduation (traditional program)

Midsemester grades due in the office of the registrar

Spring recess begins 1:00 p.m.

Application deadline for ASPIRE and Orlando May graduation

Spring recess ends at 8:00 a.m.

Last day to drop a course without an F

Advising and advanced registration

Easter holiday begins at 8:45 p.m.

Easter holiday ends at 5:00 p.m.

Last regular class meeting

Study Day

Final examinations begin at 6:00 p.m.

Grades for graduating seniors due no later than 8:30a.m.

Commencement, Thalia Mara Hall, 3:00 p.m.

(Note: Memorial Day will be observed on May 26, 2003 by the College.)

Registration May 5 - 15; classes begin May 19; residence halls not open..

Registration June 2 - 3; classes begin June 4 (Closed for July 4)

Registration June 2 - July 8; classes begin July 8.

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# GENERAL INFORMATION

## PROFILE

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

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

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

Belhaven College has a rich heritage of prominence in education dating back to 1883. Associate's, bachelor's and master's degrees are offered.

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

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

## ACCREDITATION

Belhaven College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097, telephone number 404-679-4501) to award associate's, bachelor's and master's degrees. The department of music is an accredited institutional member of the National Association of Schools of Music. The department of art is an accredited institutional member of the National Association of Schools of Art and Design. Belhaven College through its division of business administration has the following degree programs accredited by the International Assembly for Collegiate Business Education: Master of Business Administration, Master of Science in Management, Bachelor of Science in Accounting, Bachelor of Science in Business Administration, Bachelor of Science in Management, and Bachelor of Business Administration.

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

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

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

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

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

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

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

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

Revised by Board of Trustees November 1998

## **OUR STATEMENT OF FAITH**

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

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## **ADULT STUDIES MISSION STATEMENT**

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

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

## **HISTORY**

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

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

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

Fitzhugh served as president until his death in 1904, upon which his heirs sold the College to Dr. J. R. Preston. He operated Belhaven until it was again destroyed by a fire in 1910; then he donated the title to the College to the Presbyterian Church. In September 1911, the school was reopened by the Central Mississippi Presbytery as Belhaven Collegiate and Industrial Institute at a new site on Peachtree Street. Dr. R. V. Lancaster of McComb Female Institute became the third president as the two institutions merged. In 1915, the Board of Trustees changed the school's name to Belhaven College. During these years, improved curricula guidelines and student services were established. Dr. W. H. Frazer succeeded Lancaster as president from 1918-21, and during his tenure, enrollment grew to 230 students.

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

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

In March 1978, Dr. Verne R. Kennedy 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,

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Dr. Newton Wilson, became president in June 1986. His nine-year term saw the greatest growth in College history, from just over 600 students to more than 1,100. By 1995, over 80 percent of Belhaven's faculty held doctoral or equivalent degrees. The College also extended its outreach in nontraditional venues, with expanded course offerings for adult and evening students. Dr. Daniel C. Fredericks served as acting president in 1995. A new era of leadership at Belhaven began in January, 1996, as Dr. Roger Parrott became the tenth President of the College. He inherited an institution with an all-time record enrollment of approximately 1,300 students and the best-qualified faculty in the history of the College.

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

## **LOCATION**

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

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

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

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

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# INFORMATION FOR PROSPECTIVE STUDENTS

## ADULT STUDIES PROGRAM OBJECTIVES

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

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

## UNDERGRADUATE ADMISSION REQUIREMENTS AND PROCEDURES

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

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

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

## APPLYING FOR UNDERGRADUATE ADMISSION

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

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### **First Admission**

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

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

A student who has not graduated from high school may be admitted but first must take all five tests of the high school level General Education Development (GED). The student must have subscores of 45 or higher or have an average standard score of 50 or higher. The applicant must submit an application for admission, the 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**

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- 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 must have made arrangements 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.

### **Probational Admission**

Students who have transferable hours but whose cumulative entering grade point average is lower than a 2.0 may be referred to the adult 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.B.A. - 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.

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

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

### **Deferred Admission**

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

- GPA lower than 2.0.
- Insufficient work experience.

### **Readmission**

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

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

### **Transfer Credits**

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

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

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

## **GRADUATE ADMISSION REQUIREMENTS AND PROCEDURES**

All communications regarding entrance to the M.B.A. graduate program at Belhaven College should be addressed to the office of adult studies as listed inside the front cover of the catalogue. Eligibility for admission will be determined when the application, application fee, and transcripts have been received by the College.

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

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## **FINANCIAL REGULATIONS**

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

### **Institutional Refund Policy**

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

- C 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.
- C The application fee and the registration fee are nonrefundable fees.
- C 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.
- C Upon written notification of withdrawal received in the adult studies office **prior to the first class meeting**, a 100% refund for tuition will be given.
- C Upon written notification of withdrawal received in the adult studies office **prior to the second class meeting**, a 75% refund for tuition will be given.
- C **No refunds will be made for withdrawal after the second class meeting.**
- C Students admitted provisionally will be fully refunded only for courses not taken.
- C A student who is dismissed for disciplinary reasons forfeits the right to a refund of any charges.

### **Federal Assistance Refund Policy**

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

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

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

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

### **Other Financial Policies**

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

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

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

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student that makes each student liable for the payment of all charges and fees incurred by the student while enrolled.

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

## **EXPENSES**

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

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

Application fee (assessed each student when he/she applies for admission).....	\$ 25.00
Registration fee .....	\$ 100.00
Portfolio assessment fee.....	\$ 175.00
Portfolio credit fee.....	\$ 75.00/hr
Portfolio II seminar.....	\$ 50.00
Proficiency exam fee.....	\$ 100.00
Proficiency credit fee.....	\$ 200.00
Group change fee.....	\$ 100.00
Program change fee.....	\$ 200.00
Incomplete charge/change grade.....	\$ 25.00
Graduation fee.....	\$ 100.00
Late application for graduation fee.....	\$ 35.00
Transcript fee (per copy).....	\$ 5.00
Return check fee .....	\$ 35.00

*See educational program 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**

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

Students should complete the following application procedures:

- Apply formally for admission through the adult studies office, if not currently enrolled.
- Apply for Federal Student Financial Aid **EACH YEAR** by either:
  - a. Filing the Free Application for Federal Student Aid (FAFSA) on the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
**OR**
  - b. Completing the paper FAFSA and mailing the form to the address provided on the form

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**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 financial aid office to verify the impact of the change.**
- In the event of a necessary interruption of scheduled attendance, the student should request a course withdrawal in writing. Failure to return on schedule, a second unscheduled interruption, or an absence not requested in writing may result in the financial aid being canceled. This may result in beginning the grace/repayment period effective the last date of attendance.
- In the event a student drops from a course before the course begins with intentions to re-enter the next course in sequence, the regular financial aid disbursements will be adjusted accordingly, which may extend the academic year.
- If a withdrawal occurs after the course begins, the student may find that financial aid will not cover all course work toward the end of his/her program. Each case is considered individually. Students must be personally responsible for the financial aid ramifications of any withdrawal from the adult studies program.
- 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.

### **Other Financial Aid Programs**

**Mississippi Tuition Assistance Grant (MTAG):** Mississippi legal residents, seeking a first undergraduate degree, enrolled full-time who have completed the Mississippi Tuition Assistance Grant application and meet all other requirements. Access information and application at [www.ihl.state.ms.us](http://www.ihl.state.ms.us) or call Mississippi Institutions of Higher Learning at 601-432-6663 or 1-800-327-2980.

**MBA Dean's Scholarship:** \$1000 scholarship available to applicants who score greater than 600 on the GMAT.

**MBA President's Scholarship:** \$2000 scholarship available to applicants who score greater than 700 on the GMAT.

**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.

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## **SATISFACTORY ACADEMIC PROGRESS**

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

1. A student must pass a total of 18 minimum semester hours as an adult student in a designated 45-week period. This standard applies to and includes sessions for which the student received NO AID.
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.
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 financial aid office specifying the effect on financial assistance if satisfactory academic progress requirements (as measured against quality points and credit hours required in an academic year) are not met within the probational period.

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

## **STUDENT LIFE**

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

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

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

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

### **Academic Grievances**

Students wishing to file grievances on academic issues should submit written appeals to the academic appeals committee, which may be done through the dean of adult studies office.

Academic grievances concerning a faculty member or an adult studies course should be directed to the program director in Memphis.

### **General Grievances**

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

### **Procedure for Reporting Grievances**



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1. All student grievances must be submitted in writing to the proper college official.
  2. The college official will then review the complaint and decide whether or not the complaint merits official action.
  3. If action is taken, the appropriate official will then provide the student with a response to the complaint.
  4. If the student feels that the official's decision is unfair, he/she may appeal the decision in writing; appeals must be done within forty-eight hours to the appropriate dean.
  5. Memphis students should file complaints with the program director at Clark Tower, Suite 200, Memphis, TN 38177, telephone (901) 888-3343. If the complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0830, Telephone (615) 741-5293.

### **Disability Policy**

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

Persons who believe that they require special accommodations should contact the director of student services.

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

Belhaven College has adopted an internal grievance procedure providing for the prompt and equitable resolution of student complaints alleging any action prohibited by regulations implementing the American with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and other pertinent federal, state, and local disability anti-discrimination laws. The dean of adult studies shall serve as the complaint coordinator.

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

### **Job Placement**

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

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

### **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,

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services, and circulation materials. With this privilege Belhaven students must observe all policies established by McWherter Library and claim sole responsibility for use of items. Library hours are: Sunday - 1:00 p.m. - 10:00 p.m., Monday through Friday - 7:45 a.m. - 11:00 p.m., and Saturday - 10:00 a.m. - 6:00 p.m.

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

### **Books**

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 administrative assistant to the program director, at (901) 888-7010.

### **Accounting Office**

The Aspire accounting office handles all student accounts. If at any time you have questions concerning your account, please call 968-8948/8726 or visit the Memphis Aspire office manager office during office hours. The accounting office is located in Preston Hall 108 and is open from 8:00 a.m. until 6:00 p.m. Monday through Friday.

## **ALUMNI ASSOCIATION**

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

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

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

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

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

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Max Robert Taylor, Jr. (2001).

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), and Mary Elizabeth “Bibby” Richardson (2001). 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 Brewbake (2000), and Mary Evelyn “Ebbie” Smith Spivey (2001).

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.

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# EDUCATIONAL PROGRAMS

## REQUIREMENTS FOR DEGREES

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

Application for degrees must be made in the adult studies office by the deadlines listed in the calendar. Failure to do so on schedule will result in a late fee assessment as listed in the special fee section.

### Degrees\*

**Associate of Arts**

**Bachelor of Business Administration**

**Master of Business Administration**

\*See educational programs section of 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.

After a student enrolls in the adult studies program, courses taken at other institutions of higher learning must be approved by the dean of adult studies. Concurrent enrollment in two institutions is not usually allowed.

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. AA, BBA, and MBA 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

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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**

### **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
Business	BUS
Computer Science	CSC
Economics	ECO
Education	EDU
English	ENG
Health & Physical Education	HPE
History	HIS
Humanities	HUM
Mathematics	MAT
Master of Business Administration	MBA
Speech	SPE

### **Grades and Quality Points**

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

The grades S (Satisfactory) and U (Unsatisfactory) are used for courses completed on the pass/fail option. The grade ES (Examination Satisfactory) is used for credit given by examination in foreign languages and mathematics. The grade CR (Credit) is given for nonacademic courses to indicate that credit has been earned. The grade NC (No Credit) is given for nonacademic courses to indicate that no credit has been earned. A plus/minus system of grading was implemented in the fall semester of 1985. The plus/minus changed the quality points associated with the letter grades; therefore, the letter grade A now carries 4.00 quality points; A- 3.665; 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).

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## **Incomplete**

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

The student (or one representing the student) must obtain the incomplete request form from the adult studies office. In filling out this form, the student and his/her professor agree upon the date(s) of completion for all work. Should the student fail to complete the required work within three months, the grade *I* will automatically be changed to a grade of F by the office of the registrar.

## **Failure: Repeated Courses**

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

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

## **Forgiveness Policy on Repeated Courses**

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

The following stipulations apply to this policy:

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

## **Academic Probation and Suspension**

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

A student who falls below the required cumulative 2.0 (3.0 in a graduate program) in any program will be placed on **probation** for the next 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.

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## **Classification**

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

## **Course Load**

For AA, BBA, and MBA, a normal course load in a four-month period should not exceed 12 semester hours. Any exceptions to this policy will be approved by the dean of adult studies. Approval will be on the basis of the student's previous record of achievement and the course in which he/she wishes to enroll. No student may receive credit for more than 18 hours in a semester.

## **Grade Reports**

At the conclusion of an adult Aspire course, final grade reports are mailed to each student at his/her permanent address or to the address where the billing is sent. The office of the registrar will not show students their grades. **Grades will not be discussed or given out by phone.** Course grade reports will indicate course completed, credit received, and grades assigned.

## **Transcripts**

An adult Aspire student who desires a transcript must fill out a request form available in the adult studies office at least forty-eight hours before the time he/she needs to have the transcript sent. The registrar is not permitted to transfer credits for a student who is in debt to the College. The request for a transcript must be signed by the person whose record is to be released. The cost of each transcript is \$5.00 and must be paid in advance by cash, credit card, or money order. Personal checks are not accepted.

## **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**

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

- Class attendance records are maintained by the instructor and submitted to the administrative office after the first class period and at the end of the course. Study groups monitor attendance internally, and their end-of-course reports become part of the weekly attendance totals. Each faculty member verifies the site of the meeting place for each group and the weekly study group attendance as documented on study group logs.
- 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 may receive an F for the course. Students also are not allowed to miss more than 20 percent of the study group meetings for a course and may receive an F in the course if they do so.
- Special circumstances may be referred to the program director through the director of student services.

### **Degree Audits**

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

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

Students must keep their own records of their academic progress; *ultimately, it is the responsibility of the student to see that he/she is completing the correct courses for the degree he/she is pursuing.*

### **Graduation with Honors**

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

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

### **Independent Study**

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

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

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

### **Veterans' Regulations**



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

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

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

C     **Standardized Testing**

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

C     **Proficiency Exams**

Some departments at Belhaven College will utilize a proficiency exam (the equivalent of an end-of-course semester comprehensive examination) as an option for courses that do not have a standardized test available. These exams must be approved by the dean of adult studies before being administered. A \$100 fee is charged for administering the exam and \$200 if credit is given. Credit may not exceed 12 hours.

C     **Correspondence Courses**

Courses taken by correspondence from other colleges are acceptable when approved by the dean of adult studies and not exceeding the number of hours accepted by the College. Generally, these courses should be those not offered or not available through Belhaven College. Credit may not exceed 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. This option must be approved by the dean of adult studies 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 - 30 hours)

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

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

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II Seminar to learn the process and may be referred to the English writing lab if they need aid in developing writing skills.

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

## **EDUCATIONAL PROGRAMS**

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

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

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

### **Associate of Arts**

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

### **Admission Requirements**

- Official transcripts from all colleges or universities previously attended. Students applying with fewer than 12 semester hours of transferrable college credit must also submit an official high school transcript showing the date of graduation. A 2.0 grade point average (GPA) is required.
- A student who has earned the General Education Development (GED) certificate may be admitted. An official GED transcript must be provided from the State Department of Education of the state that issued the certificate; subscores must be 45 or higher or an average standard score of 50 or higher.
- A minimum age of 21.
- Two years of relevant work experience.
- A student who is assessed to have 0 - 19 semester hours of transferrable credit will be admitted to **Step I** of the A.A. degree program. Applicants who are assessed to have earned 20 - 54 semester hours will begin the A.A. degree at **Step II**. (*Completion of Steps I and II fulfill A.A. degree requirements.*)
- All transfer credit must be college academic level with a minimum cumulative GPA of 2.0 on a 4.0 scale.
- Applicants whose native language is not English must provide evidence of proficiency in English by scoring 500 paper-based or 173 computer-based or above on the Test of English as a Foreign Language (TOEFL). The TOEFL requirement may be waived under certain circumstances if English proficiency can be demonstrated through other reliable documentation.

### **Graduation Requirements**

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

- Payment of all tuition and fees.

**A.A. Course Sequence**

*Step I\**

<b>Course #</b>	<b>Title</b>	<b>Credit</b>	<b># Weeks</b>
EDU 105	Learning Strategies for Adults	2	4
BUS 110	Contemporary Business Enterprise	3	5
ENG 104	Introduction to Writing	3	5
SPE 104	Business Presentations	3	5
ENG 105	Research Writing for Adults	3	6
BUS 180	Case Studies in Leadership	3	5
HIS 125	World Civilizations	3	5
HIS 130	World History for Today	3	5
BUS 125	Personal Financial Planning	3	5
ART 245	The Messages of Art	3	5
	<b>TOTALS</b>	<b>29</b>	<b>50</b>

*Step II*

<b>Course #</b>	<b>Title</b>	<b>Credit</b>	<b># Weeks</b>
BUS 205	Time Management	1	2
BIB 110	Old Testament Principles	3	5
BIB 115	New Testament Principles	3	5
ECO 210	Comparative Economic Systems	2	4
ENG 235	Survey of Literature I	3	5
ENG 240	Survey of Literature II	3	5
HUM 250	European Culture	3	5
BIO 255	General Biology I	3	7
BIO 257	General Biology I Lab (to be taken concurrently with BIO 255)	1	
BIO 260	General Biology II	3	5
MAT 133	Mathematical Concepts for Business Applications	3	6
BUS 210	Principles of Budgeting and Accounting	3	5
BUS 220	Internet Commerce and Marketing	3	5
	<b>TOTALS</b>	<b>34</b>	<b>59</b>

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

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

### **Art (ART)**

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

This course will focus on equipping students in righteous judgment as it relates to art through application of a model set of critical tools. Emphasis will be placed on identification, analysis, and evaluation of work from key movements and individuals in the history of art as well as artistic components of contemporary culture.

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

#### **110 Old Testament Principles (3).**

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

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

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

### **Biology (BIO)**

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

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

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

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

#### **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.

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- 125 Personal Financial Planning (3).**  
A study of the basic principles of planning and managing personal financial matters. Emphasis is on setting individual financial goals and objectives and the skills necessary to meet them.
- 180 Case Studies in Leadership (3).** (Formerly Leadership in Business.)  
Explores the principles of sound business leadership and the applications of those principles to the challenges faced by today's leader in business and organizations. The ethical and moral dimensions of 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.
- 220 Internet Commerce and Marketing (3).**  
An examination of the role of the Internet in contemporary business. Reviews the basic principles of marketing and their application to Internet retailing and business.

#### **Economics (ECO)**

- 210 Comparative Economic Systems (2).**  
A survey of various types of economic systems emphasizing the contrasts among command and market economies, their political configurations, and their impact upon business enterprise and entrepreneurship.

#### **Education (EDU)**

- 105 Learning Strategies for Adults (2).**  
A study of learning strategies specifically targeted to the adult learner returning to college. Includes time management, effective learning strategies, and basic computer use. Designed to assist adult students as they pursue their personal, academic, and professional goals.

#### **English (ENG)**

- 104 Introduction to Writing (3).**  
An introduction to the process of writing, emphasizing skills in expository and persuasive writing and including the research essay. 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.

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

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

**History (HIS)**

**125 World Civilizations (3).**

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

**130 World History for Today (3).**

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

**Humanities (HUM)**

**250 European Culture (3).**

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

**Mathematics (MAT)**

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

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

**Speech (SPE)**

**104 Business Presentations (3).**

A general overview of how to make formal and informal business presentations including basic instruction in public speaking, the types of presentations, and the use of visual aids.

**A.A. Tuition and Fees**

Application fee (nonrefundable )	\$ 25.00
Registration fee (nonrefundable)	\$100.00
Tuition per credit hour	\$230.00
Resource fee per course	\$105.00
Graduation 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 fo the A.A. degree program only. When entering the Bachelor of Business Administration core program, a student's cost for tuition and educational resources will be based on the fees that*

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*are current at that point in time.*

## **Bachelor of Business Administration**

The bachelor in business administration (B.B.A.) with emphasis in leadership program prepares students for entry to midlevel leadership positions and provides a course of study for adult students who wish to enhance their leadership and 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 with emphasis in leadership 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 with emphasis in leadership encourages students to achieve the following educational objectives:

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

### **Admission Requirements**

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

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

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

<b>Course #</b>	<b>Title</b>	<b>Credit</b>	<b># Weeks</b>
BBA 300	Principles of Self-Leadership	1	2
BBA 301	Fundamentals of Leadership	3	5
BBA 312	Management Communications	3	5
BBA 310	Management Information Systems	3	5
BBA 325	Leadership in Organizations	3	5
MAT 202	Quantitative Reasoning	3	7
BBA 370	Accounting for Managers	3	7
BBA 380	Leadership Skills Seminar	3	5
BBA 335	Marketplace Economics	3	6
BBA 340	Marketing Strategies	3	5
BBA 410	The Legal Environment of Business	3	5
BBA 425	Ethics in the Workplace	3	5
BBA 345	Human Resource Leadership	3	5
BBA 400	Entrepreneurship	3	5
BBA 390	Business Research Methods	3	6



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BBA 405	Fundamentals of Business Finance	3	6
BBA 415	Business Strategies and Policies	3	5
	TOTALS	49	89

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

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

- 300 Principles of Self-Leadership (1).** (Formerly Principles of Self-Management.)  
An orientation course for adult students returning to higher education, designed to provide the tools needed to successfully complete an undergraduate degree. Topics covered include organizing guidelines, learning styles, time management, group interaction, professional and personal growth, and library resource utilization.
- 301 Fundamentals of Leadership (3).** (Formerly Fundamentals of Management.)  
An introduction to the foundational principles and the basic leadership techniques which every manager must master to succeed in today's fast-changing, competitive environment. Topics covered include planning, organizing, leading, and controlling, with an emphasis on ethics, global competition, innovation, diversity, and quality.
- 310 Management Information Systems (3).** Prereq.: Elementary computer literacy.  
An overview of information processing and management information systems. This course presents a survey of how business managers typically use computers, and it provides a study of computer hardware, software, and the methods used to apply them to business information needs.
- 312 Management Communications (3).**  
A study of the modern techniques of business communication with a special focus on writing a variety of effective business memos, letters, and reports as well as giving effective speeches and reports.
- 325 Leadership in Organizations (3).** (Formerly BSM 315 - Organizational Behavior).  
A study of human motivation, leadership styles, group behavior, and cross-cultural issues within organizations and their respective impacts upon leadership and decision-making. Special emphasis is placed on the use of teams to improve organizational and individual performance.
- 335 Marketplace Economics (3).** (Formerly BSM 425).  
A general introduction to the foundational principles and theories in micro- and macroeconomics for the manager. Includes the relationship of economic analysis to management decision-making and business strategy and policy.
- 340 Marketing Strategies (3).** (Formerly BSM 350).  
An overview of the marketing discipline with emphasis on planning and the development of competitive strategies.
- 345 Human Resource Leadership (3).** (Formerly BSM 340 - Human Resource Management).  
An examination of the manager's role in human resource planning, recruitment, selection, employee and management development, performance evaluation, and compensation.
- 370 Accounting for Managers (3).** (Formerly BSM 370).  
An emphasis upon the role of accounting information and methods in managerial decision-making. A managerial focus is given to such key accounting tools as financial statements, ratios, inventory control, charting accounts receivable, depreciation, cash flow, and related topics.

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- 380 Leadership Skills Seminar (3).** (Formerly BSM 380).  
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.
- 390 Business Research Methods (3).** (Formerly BSM 392).  
An examination of the process and techniques of business research and its use to today's business leader. Among the areas covered are the process of defining a problem, selecting the method of research, ascertaining costs and benefits, statistical tools, and the presentation and implementation of findings.
- 400 Entrepreneurship (3).** (Formerly BSM 415).  
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.
- 405 Fundamentals of Business Finance (3).** Prereq.: BBA 335, 370, and MAT 202.  
This course presents the basic principles of business finance. It emphasizes the operation of financial markets, the sources and uses of funds, the time value of money, financial analysis, security evaluation, and capital budgeting.
- 410 The Legal Environment of Business (3).**  
A study of the legal environment in which firms must operate. The course emphasizes business contracts and agency relationships.
- 415 Business Strategies and Policies (3).** Prereq.: BBA 301, 335, 340, 405, and MAT 202.  
A study of the methods used by business firms in developing and evaluating strategies and policies to achieve goals/objectives. The evaluation and presentation of a business case by each student is an important part of the course.
- 425 Ethics in the Workplace (3).**  
A study of a Christian worldview as distinct from naturalism and new age philosophies and the application of biblically-based principles to decision-making in a number of different occupational areas. In addition, leadership in the home, workplace, and community will be examined. Each student will be required to write a term paper addressing the integration of ethical principles into the decision-making process in an occupational area of his/her choice.

### **Math (MAT)**

- 202 Quantitative Reasoning (3).**  
A survey of practical and quantitative topics in mathematics with an emphasis on problem-solving, critical thinking, logical reasoning, and applications. Topics include statistical reasoning, elementary probability, logic, number systems, problem-solving techniques, estimation, mathematical models, functions, and other analytical skills useful in real world situations. An emphasis will be placed on mathematical applications in business and economics as well as on gaining competent literacy on quantitative information. A mathematical project is required.

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

Application fee (nonrefundable)	\$ 25.00
Registration fee (nonrefundable)	\$100.00
Tuition per credit hour	\$275.00

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Resource fee per course	\$125.00
Graduation 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 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 with an emphasis in leadership program seeks to develop persons who can function successfully in middle management and upper management positions. The emphasis is on strategic leadership concepts and principles. The M.B.A. program makes use of recent research findings, uses complex computer models, stresses the importance of human relations skills, and integrates strategic leadership processes through a Christian worldview.

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

- To provide a program which equips graduates with the skills and knowledge necessary for obtaining employment in leadership 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 leaders in improving speaking, negotiating, and human relations skills.
- To emphasize the use of technology for executive leadership 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 executives develop a global perspective by providing a study of foreign political, technical, and economic structures in relation to business practices.

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## Master of Business Administration Admission Requirements

### Regular Admission

- A bachelor's degree from a regionally-accredited college or university. (Students must submit official transcripts from **all** colleges or universities attended.)
- A minimum score of 350 on the Graduate Management Admission Test (GMAT).
- An applicant will be accepted as an M.B.A. student if his/her combined credentials (undergraduate grade point average [UGPA] and performance on the GMAT) measure at least 1200 points according to the following formula:  $(300 \times \text{UGPA}) + \text{GMAT score}$
- Successful completion (with a grade of C or better) of College Algebra or a higher mathematics course.
- A professional resume which demonstrates a minimum of three years of significant full-time work experience.
- Two letters of recommendation with at least one from a current or former supervisor.
- An entrance essay in which the applicant demonstrates analytical and verbal ability.
- Proficiency in the English language as demonstrated by at least two years of successful academic work at the college or university level in the United States or by a minimum score of 500 paper-based or 173 computer-based on the Test of English as a Foreign Language (TOEFL).

### Probational Admission

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

- All admissions criteria for regular admission, with the exception of having less than 1200 points on the combined credentials measure, are met. Probational admission will be granted to those students whose combined credentials (undergraduate grade point average [UGPA] and GMAT score) fall in the range of 1000-1199 using the following formula:  $(300 \times \text{UGPA}) + \text{GMAT score}$
- Students whose combined credentials (undergraduate grade point average and GMAT score) fall within the 1000-1199 range who have scored *under* the minimum 350 GMAT score must appeal to the graduate council in order to be considered for probational admission to the M.B.A. program. Other entrance tests such as the MAT or GRE may be taken in lieu of the GMAT at the discretion of the graduate council.

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

### Provisional Admission

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

<b>Course #</b>	<b>Title</b>	<b>Credit</b>	<b># Weeks</b>
MBA 608	Effective Professional Communication	3	6
MBA 612	Foundations of Business Studies	3	6
MBA 682	Principles of Executive Leadership	3	6
MBA 642	Advanced Leadership in Organizations	3	6
MBA 624	Ethical Problems in Business	3	6
MBA 688	Business in a Global Environment	3	6
MBA 646	The Legal Environment of Business	3	6
MBA 658	Managerial Economics	3	6
MBA 662	Leadership Seminar	3	6
MBA 664	Marketing Management	3	6
MBA 672	Managerial Finance	3	8
MBA 668	Leadership and Organizational Change	3	6
MBA 696	Business Policy and Strategy	3	8
	<b>TOTALS</b>	<b>39</b>	<b>82</b>

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

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

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

**612 Foundations of Business Studies (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.

**642 Advanced Leadership in Organizations (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, small groups and teams, and individual differences.

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- 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. A review of the impact of law on typical executive decisions.
- 658 Managerial Economics (3).**  
The application of methods of economic analysis to the decision-making process of business firms and other organizations. An examination of supply, demand, costs, labor, and related factors.
- 662 Leadership Seminar (3).** (Formerly MSM 658).  
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. Leadership decision-making will be particularly emphasized.
- 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.
- 668 Leadership and Organizational Change (3).** (Formerly MSM 668 - Organizational Change and Development).  
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.
- 672 Managerial Finance (3).**  
A study of the acquisition, allocation, and efficient management of funds. The course emphasizes the use of modern financial techniques as aids in the making of business decisions.
- 682 Principles of Executive 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, motivation, planning, organizing, control, discipline, and change.
- 688 Business in a Global Environment (3).**  
A study of the institutions and operations of international businesses. Emphasis will be on managerial policies and practices of firms operating in the global environment.
- 696 Business Policy and Strategy (3).**  
A capstone course which integrates all of the functional areas of business into the decision-making process. Emphasis will be placed on the setting of goals and the formulation and implementation of strategies to successfully manage a firm. Case studies and computer simulations will be required.

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

Application fee (nonrefundable)	\$ 25.00
Registration fee (nonrefundable)	\$100.00
Tuition per credit hour	\$335.00
Resource fee per course	\$175.00
Graduation fee	\$100.00

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*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.*

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# HONORS, AWARDS, AND SCHOLARSHIPS

## HONORS AND AWARDS

### **Richard LeTourneau Award**

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

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

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

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

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

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

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

### **SENIOR VICE PRESIDENT AND PROVOST**

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

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

Bryanne H. Jones (2001), Administrative Assistant to the Provost  
B.A., Belhaven College

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

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

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

### **Adult Studies**

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

Erica Allen (2001), Director of Admissions (Orlando)  
B.A., Tennessee State University

---

Richard Holt (2001), Program Director (Memphis)  
B.A., M.A., The University of Arkansas; M.Div., Harding University

Melanie Dickson Manning (1998), Coordinator of Adult Assessment  
B.A., Belhaven College

Tracey A. Padilla (2000), Admissions Assistant (Orlando)  
B.A., The University of Florida

Beverly Pike (2001), Administrative Assistant, Student Services (Orlando)

Colleen Ramos (1999), Assistant Dean of Adult Studies (Orlando)  
B.A., The State University of New York at Albany; M.Ed., The College of Saint Rose

Cindy Snowden (2001), Curriculum Coordinator  
B.A., M.B.A., The University of Southern Mississippi; M.A., Reformed Theological Seminary

Patrick Whitaker (2001), Director of Student Services (Memphis)  
B.S., Liberty University; M.Ed., Virginia Commonwealth University

### **Library**

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

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

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

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

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

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

S. Brady Shuman (2001), Cataloguer  
B.A., Belhaven College

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

### **Registrar**

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

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

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

---

Sherry Campbell Mahloch (2000), Assistant Registrar and Director of Records  
A.A., Hinds Community College; B.A., Belhaven College

Melanie Dickson Manning (1998), Coordinator of Adult Assessment  
B.A., Belhaven College

Christie Ward (2001), Records Analyst  
B.S.W., Jackson State University

## **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

Rebecca W. Bailey (2001), Resident Director of Caldwell Hall and Academic Support Counselor  
B.A., Belhaven College; M.A., Reformed Theological Seminary

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

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

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

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

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

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

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

Ginny Waits (2001), Resident Director of Helen White Hall  
B.A., College of Charleston; M.A., Reformed Theological Seminary

Donna Weeks (1999), Administrative Assistant to the Dean of Student Life and Director of Student Leadership  
B.S., Belhaven College

## **CAMPUS OPERATIONS**

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

Robin T. Savoy (1999), Executive Secretary to the Vice President for Campus Operations  
B.A., Jackson College of Ministries

---

## **Maintenance**

Bert Bogan (2001), Housekeeping Supervisor

Wade Bullie (1999), Maintenance

Mary Dukes (2001), Housekeeping

Eloise Fields (2000), Housekeeping

Faye Hamilton (1996), Housekeeping

Annie Horton (2001), Housekeeping

Napolia Myles (2001), Maintenance

Anthony Parker (2001), Maintenance Technician

Rick Reid (1998), Maintenance Supervisor

Dale Robinson (2001), Maintenance

Lenard Schaffer, Jr. (1996), Housekeeping

Cindy Scott (1997), Administrative Assistant to the Manager of the Physical Plant and Director of Conference Services

Maxine Thomas (2001), Housekeeping

Fleecie Wilson (1996), Housekeeping

## **Security**

Clara Brown (1998), Security Officer

Cynthia Ford (2001), Security Officer  
B.S., Jackson State University

Solon Funches (2001), Security Officer

Jim Glynn, Director of Security  
Mississippi Law Enforcement Academy

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

Ron Marsalis (1998), Security Officer, Part-time  
Mississippi Law Enforcement Academy; FAA CIV Aviation Security

Ronald Middleton (2001), Security Officer, Part-time

Stevie Murphy (2000), Security Officer

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

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Mississippi Law Enforcement Academy, University of Alabama Law Enforcement Academy

Andy Parish (2001), Security Officer, Part-time  
Mississippi Law Enforcement Academy

Julian Parker, Security Officer, Part-time

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

## **FINANCE**

Jean Bush (2000), Vice President for Finance  
B.S., Mississippi State University; M.B.A., Mississippi College

Cassie Broadwater (2001), Student Accounts Representative  
Hinds Community College

Angela Crabtree (2000), Payroll Administrator  
B.S.B.A., Mississippi College

Deloris Driver (1999), Student Accounts Representative  
Mississippi Delta Community College

Jennie Griffith (2001), Accounts Payable  
Hinds Community College

Virginia Henderson (1997), Controller  
Hinds Community College, Belhaven College

Lola O'Rear (2001), Student Accounts Manager  
Hinds Community College

## **INSTITUTIONAL ADVANCEMENT**

Stephen D. Livesay (1994), Vice President for Institutional Advancement  
B.S., Bob Jones University; M.A., Oakland University; Ph.D., The University of Michigan

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

Deborah Hardy (2000), Receptionist for Admissions and Institutional Advancement  
B.S., Jackson State University

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

### **Admissions**

Suzanne C. Teel (2000), Director of Admissions  
B.A., Mississippi State University

---

Kaysha C. Garber (2000), Enrollment Data coordinator/Admissions Office Manager  
Advanced Training Institute

Amanda W. Lytton (2001), Admissions Counselor  
B.A., Belhaven College; B.S., The University of Mississippi Medical Center

Erin Price (2001), Admissions Counselor  
B.A., M.C.P., Mississippi College

Neil Roosma (2001), Admissions Counselor  
B.A., Belhaven College

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

### **Athletics**

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

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

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

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

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

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

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

Robert Ford, Sr. (1999), Head Golf Coach  
Jackson State University

Patrick Garvin (2000), Assistant Football Coach  
B.A., Belhaven College; M.Ed., William Carey College

Kevin Griffin (2001), Assistant Men's Basketball Coach, Sports Information Director

Dale Hatcher (2001), Assistant Athletic Director, Head Men's Basketball Coach  
B.B.A., John Brown University; M.Ed., Lynchburg College

Scott C. Highsmith (2001), Assistant Football Coach  
B.S., Howard Payne University; M.S., East Texas State University

Lisa Hubbard (1999), Cheerleading Coach

---

B.S.Ed., Mississippi College

Faith Lange (2001), Administrative Assistant to the Athletic Director  
Diploma of Religious Education, RHEMA Bible Training Center

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

Phillip Moyer (2002), Head Men's Soccer Coach  
B.S., Belhaven College

Dennis F. Roland (2001), Director of Athletics, Head Football Coach  
B.S., Boston University; M.Ed., Lynchburg College

Eric S. Stokes (2000), Assistant Baseball Coach  
A.A., Copiah-Lincoln Community College; B.S., Belhaven College

Donald A. Williams (2001), Assistant Football Coach  
B.S., Missouri Western State College; M.Ed., Utah State University

### **Financial Aid**

Linda Phillips (1992), Director of Financial Aid  
B.S., M.B.A., Mississippi College

Diana Borg (1998), Financial Aid Administrator  
B.A., Belhaven College

Elizabeth Sugg (1998), Financial Aid Administrator  
B.A., Belhaven College

Kellie Sanders (1998), Financial Aid Administrator  
A.A., Hinds Community College; B.S., Belhaven College

### **Institutional Technology**

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

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

## **DEVELOPMENT**

Don Ray (1999), Vice President of Development  
B.A., Lincoln Christian College and Seminary; CFP, College of Financial Planning

Valerie B. Collins (2001), Director of Alumni Relations  
B.A., Belhaven College

Christine Haynes (2001), Administrative Assistant to the Vice President of Development

Stephanie Mangafakis (2001), Administrative Assistant/Donor Records

---

Brian Perry (2001), Director of Development for the Annual Fund  
B.A., Belhaven College

Lance Ragsdale (1996), Director of Development for Church Relations and Major Gifts  
B.A., Belhaven College; M.A., Reformed Theological Seminary

Sheila A. Skipper, APR (1999), Director of Public Information  
A.A., Hinds Community College; B.S., M.S., The University of Southern Mississippi

## **FACULTY**

Darrell Allgaier (2001), Professor of Mathematics; Chair of the Mathematics Department  
B.S., M.S., The University of Central Florida; Ph.D., Southern Methodist University

Marc M. Arentsen (1997), Assistant Professor of Dance; Chair of the Dance Department  
B.F.A., Friends University; M.F.A., The University of Arizona

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

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

Westley F. Busbee, Jr. (1968), Professor of History and Political Science; Chair of the History and Political Science  
Department and 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

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

James R. Ferguson (1999), Professor of Business Administration (Memphis)  
B.S., The University of Central Oklahoma; M.S., Abilene Christian University; Ed.D., Texas A & M University

W. Calvin Fields (1997), Associate Professor of Business Management  
B.A., Texas Tech University; M.S., Ph.D., The University of Texas



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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

William H. Glover, Jr., CPA (1996), Assistant Professor of Business Administration  
B.B.A., The University of Mississippi; J.D., The University of Mississippi School of Law

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

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

Melissa Thorson Hause (2001), 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 (1998), Assistant Professor of Business Administration, CPA  
B.S., M.B.A., 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

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

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

Stephen D. Livesay (1994), Vice President for Institutional Advancement; Associate Professor of Education  
B.S., Bob Jones University; M.A., Oakland University; Ph.D., The University of Michigan

Ervin Martin (2000), Assistant 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 Adult Studies  
B.A., Duke University; M.Ed., Ph.D., The University of North Carolina

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

William A. Morse (2000), Assistant Professor of Art  
B.F.A., M.S., Texas A & M University

Claudia Nisbett (1999), Assistant Professor of Education  
B.S.E., M.Ed., Ed.D., Delta State University

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

Stephen Phillips (1999), Assistant Professor of History and Political Science  
B.A., Dallas Baptist University; M.A., Texas A & M University; Ph.D., Baylor University

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

Anne Katherine Ragsdale (1999), Assistant Professor of Piano  
B.A., Mississippi State University; M.M., Florida State University

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

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

Geraldine Roberts (1998), Instructor of Mathematics  
B.S., M.Ed., Mississippi College; Ed.S., Jackson State University; Ph.D., The University of Mississippi

Jeffrey A. Russell (2001), Associate Professor of Sports Medicine, Program Director  
B.A., Rice University; M.S., The University of Arizona

Christopher Shelt (1999), Associate Professor of Voice and Choir; Chair of the Music Department  
B.M.E., Florida State University; M.A., Columbia Biblical Seminary; M. Div., Reformed Theological Seminary;  
M.M., Mississippi College

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

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

Cindy Snowden (2001), Curriculum Coordinator  
B.A., M.B.A., The University of Southern Mississippi; M.A., Reformed Theological Seminary

Roy E. Stillwell (1987), Professor of Music  
B.M., MacMurray College; M.A., D.M.A., The Eastman School of Music

---

Dorothy Boyd Stokes (1995), Associate Professor of Education; Director of Student Teaching  
B.S., Alcorn State University; M.Ed., Ed. Spec., Delta State University; Ed.D., The University of Southern Mississippi

Margaret Stone Tohill (1990), Instructor of Speech  
B.A., Millsaps College; M.A., The University of Mississippi

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

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

Robert P. Waltzer (1993), Associate Professor of Biology  
B.A., The University of Delaware; Ph.D., Ohio State University

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

Elizabeth Weidman (1999), Associate 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

Lauri Worrill-Biggs (1997), Instructor of Dance  
Joffrey School; North Carolina School of the Arts; North Carolina Dance Theatre; Atlanta Ballet

Rice Pressgrove York, Jr. (1987), Associate Professor of Economics and Business, CPA  
B.A., M.B.A., Millsaps College; D.B.A., Mississippi 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

S. Dewey Buckley, Jr., Professor of Languages  
B.A., Millsaps College; M.A., Ph.D., Tulane University

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

---

Charles R. Rugg, Associate Professor of History and Physical Education  
B.S., M.A., Louisiana Tech University

Jack B. Scott, Professor of Biblical Studies  
B.A., Davidson College; M.Div., Columbia Theological Seminary;  
Ph.D., Dropsie University

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., University of Southern Mississippi

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