SCHOOL OF EDUCATION

TEACHER AS SERVANT LEADER
LEARNING TO TEACH – TEACHING TO SERVE

GRADUATE CANDIDATE HANDBOOK
2014-2015

MAT-ALT/CERT
MASTER OF ARTS IN TEACHING

MED/RL
MASTER OF EDUCATION READING LITERACY

MED
MASTER OF EDUCATION
3 AREAS OF EMPHASIS
• TEACHER AS LEADER
• PREPARATION / NATIONAL BOARD CERTIFICATION
• EDUCATIONAL TECHNOLOGY

BELHAVEN UNIVERSITY
Jackson & Southaven, MS / Orlando, FL / Online
Teacher As Servant Leader

This conceptual framework reflects the goal of the School of Education: to prepare competent teachers who demonstrate both academic excellence and professional knowledge while providing distinctive Christian leadership and service to those they teach.

BELHAVEN UNIVERSITY

Learning to Teach – Teaching to Serve

Dr. David B. Hand, Dean
Dr. Cynthia Wilkins, Director of Graduate Teacher Education

Main Campus – 1500 Peachtree Street
Jackson, Mississippi 39202
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DIRECTORY OF COMMUNICATIONS

Jackson Main Campus

Belhaven University
School of Graduate Education
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Jackson, MS 39202-1789
Irby Hall - Room 104
(601) 968-8703
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Graduate Admissions............................................................ (601) 968-8947
Alumni Relations ................................................................. (601) 968-3589
Belhaven Fax........................................................................ (601) 968-9998
Business Office.................................................................... (601) 968-5901
Financial Aid........................................................................ (601) 968-5933
Public Information............................................................... (601) 968-5930
Registrar................................................................................ (601) 968-5922
Security................................................................................ (601) 968-5900
Website................................................................................ www.belhaven.edu

Visitors are welcome at Belhaven University.
The School of Education Office - Irby Hall - Suite 104 and the Director of Graduate Education Office - Suite 103 are open Monday through Friday from 8:00 a.m. to 5:00 p.m.

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

Branch Campuses:

Memphis/Southaven, MS - DeSoto County
Phone: 662-469-5387
662-235-8529(fax)
Memphis Campus:
1790 Kirby Parkway,
Forum II, Suite 100
Memphis, TN 38138
Memphis@belhaven.edu
Student Services Information:
memstudentservices@belhaven.edu

Orlando, FL Campus
5200 Vineland Road,
Suite 100
Orlando, FL 32811

Phone:
407-804-1424 (local)
877-804-1424 (Toll Free)
Fax: 407-367-3333
Orlando@belhaven.edu

Online Campus
Belhaven University
1500 Peachtree Street, Box 153
Jackson, MS 39202

Phone:
601-968-5940
601-968-8946 (fax)

Onlineadmission@belhaven.edu
GENERAL INFORMATION

Profile

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

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

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

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

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

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

Accreditation

Belhaven University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and master’s degrees. Contact the Commission on Colleges at 1866 Southern lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Belhaven University. The Department of Music is an accredited institutional member of the National Association of Schools of Music. The Department of Art is an accredited institutional member of the National Association of Schools of Art and Design. The Department of Dance is an accredited institutional member of the National Association of Schools of Dance (NASD). The Department of Theatre is an accredited institutional member of the National Association of Schools of Theatre. Belhaven University through its School 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 Business Administration, and Bachelor of Science in Management.

Florida Licensure – Licensed by the Commission for Independent Education. Additional information regarding Belhaven University may be obtained by contacting the Commission for Independent Education, 325 W. Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, or by calling (850) 245-3200.

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

Tennessee Licensure – Belhaven University is authorized by the Tennessee Higher Education Commission. Additional information regarding yearly authorization may be obtained by contacting the Tennessee Higher Education Commission, Parkway Towers, Suite 1900, Nashville, TN 37243-0830.
Belhaven University 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 University**

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

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

By developing servant leaders who value integrity, compassion, and justice in all aspects of their lives, the University prepares people to serve, not to be served. - Revised by the Board of Trustees, November, 2005.

**Our Statement of Faith**

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

**History**

Belhaven University, formerly Belhaven College, is a contemporary institution built on the timeless principles of service and excellence in higher education. Since its founding, Belhaven University 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 University 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 University. The founding date of the latter institution, 1883, was adopted by the board of trustees as the official founding date of Belhaven University.

In 1894, Dr. Lewis Fitzhugh established Belhaven University for Young Ladies on Boyd Street at the former residence of Colonel Jones S. Hamilton. The University 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 University 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 University to Dr. J. R. Preston. Preston operated Belhaven until it was again destroyed by a fire in 1910, then he donated the title to the University to the Presbyterian Church. In September 1911, the school was reopened by the Central Mississippi Presbytery as Belhaven Collegiate and Industrial Institute at a new site on Peachtree Street.

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

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

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

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

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

Another alumnus of Belhaven, Dr. Newton Wilson, became president in June 1986. His nine-year term saw the greatest growth in University 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 University also extended its outreach in non-traditional venues, with expanded course offerings for adult and evening students. Dr. Daniel C. Fredericks served as acting president in 1995.

A new era of leadership at Belhaven began in January, 1996, as Dr. Roger Parrot became the tenth president of the University. 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 University.

Over its years, Belhaven has established a reputation for faithful service to city and state, to country and God. As the University looks ahead to a new century, the opportunities and demands will grow, but the founding mission remains unchanged..."to serve, not to be served."
Calls for reform in the American educational system ring out almost daily. Parents, teachers, policy-makers and communities recognize the critical need for renewal in our schools. All agree that our communities need professionals committed to transforming teaching and learning — professionals dedicated to creating positive learning environments wherein students learn the virtues and skills necessary to becoming responsible citizens.

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

Belhaven University has a long tradition of academic excellence in preparing teachers. Originally founded as a woman’s University, Belhaven’s first “professional degree” was in teacher education. Since that time, the University has produced thousands of teachers who have filled classrooms in Mississippi and many other states. The University continues to build on this tradition, Belhaven offers two teacher graduate programs: the Master of Education and the Master of Arts in Teaching.

Each degree is designed for a different student and meets a different need. The Master of Education is designed for professional teachers who are already certified and desire a graduate specialty in one of four areas: Teacher as Leader, Reading Literacy, Preparation for National Board Certification, or Educational Technology. The Master of Arts in Teaching is designed exclusively for students who hold the bachelor’s degree and wish to teach at either the upper elementary (Grades 4-8) or secondary (Grades 7-12) level but have not completed an undergraduate teacher education program.

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

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

Belhaven University School of Education Standards

**Academic Excellence**
1. The candidate utilizes knowledge of content in creating learning opportunities that makes subject matter meaningful and useful and promotes the growth and development of all students.

**Professional Knowledge**
2. The candidate designs and manages learning environments that accommodate a diverse population, provide for individual differences, and enhance student achievement.
3. The candidate selects and implements a variety of instructional methods and teaching strategies that develop students’ critical thinking, problem solving, and performance skills.
4. The candidate determines appropriate assessment instruments and analyzes assessment data to monitor and document student learning and to improve instruction.

**Leadership Opportunities**
5. The candidate employs the tools of self-evaluation and reflection and utilizes available resources to support professional growth and to promote school improvement.

**Character Development**
6. The candidate integrates and exhibits the Christian worldview in building inclusive learning environments that address the needs, perspectives, and diversity among students, families, colleagues, and communities.

**Dispositions of the Profession**

The following Belhaven University School of Education Five Unit Dispositions of the Teaching Profession are evaluated by faculty throughout coursework, personal interactions, and field experiences:
1. **Candidate believes that all students can learn, sees the potential in every student, and has high expectations for each student by:**
   - Actively engaging all students in cognitive and participatory learning.
   - Displaying fairness and supportiveness in order to achieve a positive learning environment.
   - Communicating high expectations for all learners.

2. **Candidate celebrates, respects, and values diversity by:**
   - Developing an awareness of multiculturalism in the classroom.
   - Celebrating diversity in the school and community.
   - Utilizing teaching techniques designed for diverse learning styles.

3. **Candidate demonstrates ethical and professional principles by:**
   - Modeling the role of a professional educator.
   - Conforming to professional and ethical standards of conduct.
   - Accepting and responding positively to constructive criticism.
   - Showing a love and enthusiasm for learning.
   - Modeling moral behavior

4. **Candidate is continually engaged in self-reflection, professional growth, and is committed to being a life-long learner by:**
   - Viewing teaching and learning as an interactive ever-evolving process
   - Participating in professional learning opportunities
   - Utilizing resources from professional organizations

5. **Candidate appreciates the importance of collaboration with other professionals, community, and family to support learning by:**
   - Committing to ongoing professional development and independent learning.
   - Demonstrating a servant attitude in the role of an instructional leader.
   - Interacting with colleagues in the schools, students, families, and the community to promote professional growth.
INFORMATION FOR PROSPECTIVE STUDENTS

ADMISSION REQUIREMENTS AND PROCEDURES

All communication regarding entrance to the Graduate School of Education and the Graduate Teacher Education Program should be addressed to the Office of Graduate Admissions, 1500 Peachtree Street, Box 279, Jackson, MS 39202-1789, 601-968-8947 or to the Director of Admissions on each branch campus. Eligibility for admission will be determined when all application materials have been received by the Office of Graduate Admissions.

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

Transfer Credits
Students may transfer up to six (6) hours of graduate credit. Course work accepted toward a degree must be compatible with required courses in the program and completed within the last five years. An official transcript must be submitted before transfer credit is awarded; it is the student’s responsibility to ensure that the advisor receives the official transcript. The advisor makes decisions regarding transfer credit. Students may appeal decisions related to transfer credit to the Dean of Education.

Re-entry Students
Students who have not been enrolled in classes for one or two semesters are considered re-entry students and must contact the Office of Graduate Admissions to update information prior to attempting to register for classes.

Re-apply Students
Students who have not been enrolled in classes for more than two semesters are considered re-apply students and must contact the Office of Graduate Admissions to complete an application, update information, provide any new transcripts, and pay an application fee prior to attempting to register for classes.

DEGREE-SEEKING APPLICATION PROCESS

Master of Arts in Teaching – MAT/ALT CERT

• Submit completed application of admission with fee of $25.
• Submit official transcripts from each college or university attended. (Baccalaureate degree from regionally accredited institution of higher learning required.)
• Cumulative grade point average (GPA) of 2.8 OR on the last 60 credits earned toward a bachelor degree.
• Submit Praxis I CORE Test scores. Scores on all subtests must meet Mississippi licensure requirements.
• Submit Praxis II Specialty Area Test score. The score in content area must meet Mississippi licensure requirements.
• Orlando Campus: Candidates must meet Florida testing requirements for licensure, including passing the Florida Teacher Certification Examination (FTCE).
• Students pending receipt of testing scores may be allowed to take a maximum of 12 hours toward a degree but will not be allowed to continue in the program if until these scores are received by the School of Education. Student will be entered under “Test Pending” admit status.
• Submit two recommendation forms, if requested.
• Letter of Interest (if requested): Why do you desire a Master of Arts in Teaching degree from Belhaven University?
**Master of Education - MED**

- Submit completed application of admission with fee of $25.
- Submit official transcripts from each college or university attended. (Baccalaureate degree from regionally-accredited institution of higher learning required.)
- Provide evidence of holding or being eligible to hold a class A license or state teacher license.
- Cumulative grade point average (GPA) of 2.8 OR on the last 60 credits earned toward a bachelor degree.
- A minimum GPA of 3.00 on any graduate coursework previously attended.
- Submit two recommendation forms, if requested.
- Letter of Interest (if requested): Why do you desire a Master of Arts in Teaching degree from Belhaven University?

**Non-Degree Special Student Application Process**

- Students wishing to take graduate-level courses for purposes other than an advanced degree may be admitted as Non-degree seeking students.
- Submit a completed application for admission with fee of $25.
- Non-degree seeking students must submit an official transcript from their undergraduate/graduate degree-granting colleges/universities.
- Non-degree seeking students, after attempting six semester hours, must either apply for admission as a degree-seeking student or make a request to be continued as a non-degree seeking student (maximum of 12 hours).

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

A student whose study at Belhaven University has been interrupted for more than two consecutive semesters must apply for readmission. The requirements for degrees in effect at the time of readmission must be completed. Any student suspended for academic reasons may be readmitted.

**TIME LIMIT ON DEGREE COMPLETION**

The time you begin your first course in the MAT, MED-Teacher as Leader, MED – Preparation for National Board, MED – Educational Technology or MED – Reading Literacy program to the time you complete your studies and graduate cannot exceed five (5) years.

**FINANCIAL REGULATIONS**

**Payment Policy and Options**

A graduate student’s registration for a given session at Belhaven University is not complete until all expenses are paid or acceptable payment arrangements are made with the business office. The balance due can be paid in full at the beginning of the session upon receipt of the first invoice. Belhaven University accepts personal checks or major credit cards for payments on accounts.

In lieu of full payment, Belhaven University offers a payment option to the graduate student worth one-half the balance due upon receipt of the first invoice and the remaining half no later than the end of the session. Students whose accounts are past due are subject to “holds” on grades, transcripts, and graduation and may be denied participation in the payment option for the future sessions. For further information contact the Business Office at 601-968-5901.

**Refund Policy**

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

1. All refunds for charges to the student’s account will be granted on the basis of the date of written notification of the student’s withdrawal.
2. The Application Fee is a **nonrefundable fee**.
3. Upon written notification of withdrawal received in the Dean of Education Office prior to the first class meeting, a 100% refund for tuition will be given.
4. Upon written notification of withdrawal received in the Dean of Education Office prior to the second class meeting, a 75% refund for tuition will be given.
5. No refunds will be made for withdrawal after the second class meeting.
6. Financial Aid refunds are returned to the appropriate resources.*
7. A student who is dismissed for disciplinary reasons forfeits the right to a refund of any charges.

* If the student has received federally-funded Title IV financial assistance, the amount refunded from these awards back to the federal programs (other than work study wages) is based on the percentage of Title IV assistance the student earned. Up through the 60 percent point in time, the percentage of assistance earned is equal to the percentage of the payment period or period of enrollment for which it was awarded that was completed as of the day the student withdrew. If the student withdrawal occurs after the 60 percent point, then the percentage of federal funds earned is 100 percent. Therefore, the percentage of federal funds to be returned will be the amount that is unearned by the date of withdrawal.

The refund to the Title IV programs must be returned in the following order:
1. Federal unsubsidized Stafford Loan
2. Federal subsidized Stafford Loan
3. Federal Perkins Loan

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 University 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 University.
- Students who are admitted to the University accept as contractual all the terms and regulations set forth in this handbook and are liable for the payment of all charges and fees incurred during their stay at the University. A consent agreement is to be signed by each student that makes each student liable for the payment of all charges and fees incurred by the student while enrolled.
- A student who has not made satisfactory arrangements with the Business Office regarding his account may be administratively withdrawn from Belhaven University.

EXPENSES

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

Tuition and General Fees
Please check the School of Education website for current tuition, general and special fees. Special fees include your graduation fee, late application for graduation fee, transcript fee (per copy) and return check fee.

FINANCIAL AID

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

Each year student should complete the following procedure:
Apply for Federal Student Financial Aid by filing the Free Application for Federal Student Aid (FAFSA) on the Internet www.fafsa.ed.gov. Students, not currently enrolled, should verify their status through the Graduate Teacher Education Office.

IMPORTANT: Be sure to list Belhaven University 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 University in the Graduate Teacher Education 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. Students must be enrolled in a minimum of 6 hours per term to receive student loans.

**Student Loans**
Belhaven University can only certify eligibility to apply for a student loan. Final determination of loan eligibility is made by the lender.

**ACADEMIC PROGRESS**

1. Students at Belhaven University receiving Title IV federal funds, state grants, and/or institutional grants are required by federal regulation to be making SATISFACTORY ACADEMIC PROGRESS at Belhaven.
2. A student in the Graduate Education program at Belhaven University is required to maintain a GPA not lower than a 3.0 on a 4.0 scale. Any course with a grade below a C will not be applied toward a degree. (A grade of C or C+ WILL be applied toward a degree.)
3. A student receiving financial aid who is placed on probation by the Dean 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 probation period.
4. **LATE WORK POLICY** – Candidates will be granted a 48 hour (2 days) extension for submitting late assignments. A 30% late penalty will be assessed and deducted from the earned grade on the assignment. No late assignments will be accepted after the 48 hours (2 days) has passed.
   - **Example:** An assignment is due by midnight Tuesday. If additional time is needed for completion the candidate has until midnight Thursday to submit the assignment with a 30% grade penalty deducted from the earned grade on the assignment. After midnight Thursday, the grade for the assignment is zero.
   - **Exception:** The 30% late penalty does not apply to assignments due prior to the first time a class meets. Candidates may submit these assignments up to 48 hours after the start of class without incurring a grade penalty.

5. **Grades of C - Applicable only to the Graduate School of Education** - The Graduate School of Education does not distinguish between a C and a C- in its grading. If a Graduate School of Education candidate receives a grade percentage that falls within the C range of grading the candidate will receive either a C+ or a C depending on the grade percentage. Example: 79% - 77% = C+ while 76%-70% = C. A grade of C- (minus) will no long be recorded, only a grade of C will be recorded for 76% - 70%.

**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 reported to the Department of Veteran Affairs as not meeting the standards of progress even though he/she may be eligible to remain in school.

**Need-based Financial Assistance:**
**Federal Stafford Loan:** varying interest rates; repayment begins six months after leaving school; student must be enrolled six hours per term.

**Scholarships and Other Financial Aid Programs:**
**Belhaven University Classroom Leadership Scholarship (CLS)** - Available for degree-seeking Master of Education students currently teaching in either public or private schools and also for qualified Master of Arts in Teaching students. The amount of the award is $350.00 per course. Verification of teacher employment must be provided to the Office of Graduate Admissions.

**Mississippi Graduate Teacher Summer Loan/Scholarship (GTS)** – These are available from the Institutions of Higher Learning (IHL). Student must be under contract as a full-time classroom teacher in an accredited Mississippi public school. This is intended for a first master’s degree and a class AA license. Application deadline is March 31st. Contact the IHL at 1-800-327-2980 or 601-432-6663 for an application, or download an application at www.ihl.state.ms.us.

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

**STUDENT LIFE**

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

Belhaven reserves the right to withdraw and/or dismiss any student who, in its judgment, displays conduct in violation of the standards of the University. The student should refer to *The Kilt* as the official source for expectations and policies.

**Academic Appeals**

Grading is viewed by Belhaven University as a contractual relationship between faculty member and student, and although students have the right to protest, actual changes in grades are both rare and at the option of the faculty member. The Director of Graduate Education will intervene only in extreme circumstances or when the course materials or curricular items are concerned. **PLEASE NOTE:** The Dean and the Director of Graduate Education CANNOT change a professor’s grade. You need to follow the chain of authority when filing a grade appeal.

Should a student believe there is concrete reason to protest a grade for a course, the procedures are as follows:

- The student should contact the faculty member for discussion within seven days of receiving the grade.
- If the student is not satisfied with the outcome of that discussion, an appointment can be made with the Director of Graduate Education for continued discussion.
- If the student continues to feel justified in making a grade appeal, a petition to change a grade form can be accessed from the Director of Student Services.
- The form and necessary supporting documentation (i.e. documented correspondence and copies of graded works in question) should be submitted to the Academic Appeals Coordinator (main campus students – the Appeals Coordinator is the Registrar, for all other campuses the Appeals Coordinator is the Director of student services).
- The Dean will meet with the Academic Appeals Committee and reach a decision. The committee shall consist of the Dean of Faculty and the discipline representative (i.e. Dean of Business, Dean of Education, etc.)

**General Grievances**

All general, non-academic grievances should be written and directed to the Director of Graduate Education.

**Disability Policy**

Belhaven University is in compliance with the obligations set forth under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The University 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 Dean of Education or Student Services.)

**Grievance Procedure for Disabled Students**

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

- Applicants or students shall file complaints, in writing, with the Coordinator. A complaint shall contain the name and address of the person filing 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.
- Such complaints must be filed within 45 calendar days after the complainant becomes aware of the alleged
violation.

• An investigation, as may be appropriate, shall follow the filing of a complaint. The Coordinator will conduct the investigation.
• 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.
• The complainant may request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. Persons with complaints should make requests for reconsideration to the Provost within 30 calendar days of the date of the written determination issued by the Coordinator. The Provost shall issue a decision regarding the appeal within a reasonable time, and the decision of the Provost shall be final.

Hood Library
The Warren A. Hood Library houses more than 115,000 items. In addition to book and periodical collections, the library provides access to a vast array of electronic indexes and databases, media collections, archival materials, maps, periodical indexes and reference materials for all fields of study at Belhaven.

The Virtual Library is accessed through the Library web page (www.belhaven.edu/Library) and also taps into a large collection of online full text and citation databases including EBSCOhost, EBSCO A to Z, Grove’s Dictionary of Art, Grove’s Dictionary of Music and Musicians, Christian periodical Index, Mergent Online, CQ Researcher, and classical Music Library. Additionally, library patrons have access to more than 14,000 e-books. These e-books are accessible 24/7 through The Virtual Library from any computer with an internet connection. The Virtual Library is an invaluable resource for Belhaven users at all campuses to access important resources via the World Wide Web.

The physical library is open 75 hours per week during the Fall and Spring terms. Hours are slightly reduced during holidays, breaks, and during the summer term. The library hours are intended to sufficiently provide Belhaven faculty, staff, students, and administration access to collections, services, and professional assistance.

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

The library staff strongly encourages reference consultations. Professional librarians are available for subject specific reference consultations. Advance appointments may be scheduled by contacting the library at 601-968-5948, 1-800-808-5002 or at askalibrarian@belhaven.edu. Patrons are encouraged to carefully describe their research needs at the time the appointment is made, thus allowing library staff the lea time necessary to plan the best use of the library’s collections. Interlibrary Loan services are also available to ensure access to resources that are not owned by the library. Please be aware that prompt return of library materials is a courtesy you extend to your fellow students. Outstanding books and library fines will result in withholding of grades, transcripts and/or diplomas. Consult the Warren A. Hood Library Guide for further information.

Library Hours:
Fall/Spring Semesters:
Mondays – Thursdays: 7:30 am – 10:30 pm (closed during chapel)
Fridays: 7:30 am – 7:00 pm
Saturdays: 9:00 am – 5:00 pm
Sundays: Closed

Hours vary during summer, holidays, and academic breaks.
Please call the Library for details at 601-968-5948.

Bookstore
The Belhaven Bookstore, located in the McCravey-Triplett Student Center, is open from 9:00 a.m. until 6:30 p.m. Monday through Thursday; 9:00 a.m. until 1:00 p.m. on Friday. The bookstore is closed on Saturday and Sunday. Hours may vary during school breaks and official holidays. During the summer terms, the bookstore opens at 8:30 a.m. each day. In addition to textbooks and supplies, the bookstore offers a variety of Belhaven memorabilia such as shirts, mugs, trade books, and Christian books and music. 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 office of student services.

Business Office
The Business Office, located on the first floor of Preston Hall, is open from 9:00 a.m. until 6:00 p.m. Monday through Thursday; 9:00 a.m. until 5:00 p.m. on Friday.
Writing Center
The Writing Center is available to help students with composition, reading comprehension, note-taking, and research/study skills. The Jackson campus writing center is located on the third floor of Preston Hall (Room 305A) and is in operation during the fall and spring semesters. Hours of operation vary with each semester. The center is not open during the summer months. Students may come by during regular business hours, or may call 601-968-5916 to schedule an appointment.

Security
The purpose of the Belhaven Campus Security Department is to provide students, visitors, faculty and staff with on-campus protection 24 hours a day. Officers of the Security Department are charged with the duty of enforcing the handbook regulations, keeping the peace, and assisting the students anytime needed to ensure individual safety. Since the Security Department is primarily responsible for the prevention of crime, students are encouraged to report to the Director of Security any recommendations that may improve the safety of Belhaven University. Students involved in incidents that take place off-campus should consult with the Director of Security for assistance or advice and reporting. Any student wishing to meet with the Director of Security may do so by calling 601-968-5900 or 601-968-5929. Under the Campus Sex Crimes Prevention Act (CSCPA), Belhaven University is required to make available information regarding the existence of registered sex offenders who live, work, study, or volunteer on campus. A current report can be obtained from the Office of Campus Security.

Student Identification Cards
For security reasons, all students are required to have a validated Belhaven identification card. The cards are made during Fall and Spring Registration and are valid for the entire academic year. The identification card cost is included in the Services Fee paid by all full-time and part-time students at registration. (There is a $20.00 charge for replacement cards. The Director of Security should be contacted to make an appointment to have a new card made.) The card is used for all University related business and activities including: chapel attendance, library usage, admission to athletic events and participation in intramurals, entrance to some BAT events and for entrance to the campus in the evening hours. Students may also be required to present their ID card upon request from any faculty or staff member.
UNIVERSITY AND GRADUATE SCHOOL OF EDUCATION ACADEMIC POLICIES AND PROCEDURES

GRADES AND QUALITY POINTS

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

A plus/minus system of grading was implemented in the fall semester of 1985. The plus/minus changed the quality points associated with the letter grades; therefore, the letter grade A now carries 4.00 quality points; A- 3.66; B+ 3.34; B 3.00; B- 2.66; C+ 2.34; C 2.00; C- 1.66; D+ 1.34; D 1.00; D- 0.66; F 0.00. A 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.

GRADE PERCENTAGE DISTRIBUTION TO EQUIVALENT LETTER GRADE
APPLIES ONLY TO GRADUATE EDUCATION MAT AND MED CANDIDATES

100% to 93% = A………………………………92% to 90% = A-
89% to 87% = B+……86% to 83% = B……82% to 80% = B-
79% to 77% = C+……76% to 70% = C……No C- (minus) given.
69% to 67% = D+……66% to 63% = D………62% to 60% = D-
59% & below = F

NOTE: Grades of C - Applicable only to the Graduate School of Education - The Graduate School of Education does not distinguish between a C and a C- in its grading. If a Graduate School of Education candidate receives a grade percentage that falls within the C range of grading the candidate will receive either a C+ or a C depending on the grade percentage. Example: 79% - 77% = C+ while 76%-70% = C. A grade of C-(minus) will no long be recorded, only a grade of C will be recorded for 76% - 70%.

A student in the Graduate Education program at Belhaven University is required to maintain a GPA not lower than a 3.0 on a 4.0 scale. Any course with a grade below a C will NOT be applied toward a degree. (A grade of C or C+ is applied toward a degree.)

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

LATE WORK POLICY — Candidates will be granted a 48 hour (2 days) extension for submitting late assignments. A total of 30% late penalty will be assessed and deducted from the earned grade on an assignment up to 48 hours late. No late assignments will be accepted after the 48 hours (2 days) has passed.

• Example: An assignment is due by midnight Tuesday. If additional time is needed for completion the candidate has until midnight Thursday to submit the assignment with a 30% grade penalty deducted from the earned grade on the assignment. After midnight Thursday, the grade for the assignment is zero.

Exception: The 30% late penalty does not apply to assignments due prior to the first time a class meets. Candidates may submit these assignments up to 48 hours after the start of class without incurring a grade penalty.

Incomplete
The grade I is given at the discretion of the instructor and only in case of prolonged illness and emergency and indicate that all requirements in a course have not been met. In order for students to receive the grade I, they must
have made satisfactory progress in the course up to the point of illness or emergency. Students receiving the grade I should make arrangements with their professors and the registrar’s office before the end of the semester.

The student (or one representing the student) must obtain the Incomplete Request Form from the Registrar's Office or via the website. In filling out this form, students and their professors agree upon the dates of completion for all work. Except for emergencies, the dates for completion should be before the end of the first week of the next semester. Should a student fail to complete the required work by the first week of the following semester, the grade I will automatically be changed to a grade of F by the Office of the Registrar.

**Failure: Repeated Courses**
An F cannot be removed from a student's record. However, if a student enrolls again in a course which he or she failed, the second grade is recorded on the permanent record for the semester in which the course was repeated. Although both courses and the respective grades and quality points are shown on the permanent record, the semester hour’s credit is only earned once and the second course is shown as repeated. Repeat courses under the forgiveness policy are limited.

**Independent Study**
Independent study courses will be available only for degree-seeking students facing imminent graduation who are unable to get a needed course at the regularly scheduled time. Students must complete a Special Request Form and obtain permission from the Dean of Education 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 no later than the last day to enter a course or change enrollment status. No course intended to be used for the forgiveness policy can be taken as independent study; furthermore, all forgiveness policy courses must be taken at Belhaven University.

**Changing Status or Dropping a Course**
A course may not be added for credit or audit, or changed from one enrollment status to another (credit, audit) after the first week of a class meeting. A course may be officially dropped prior to the second class meeting session without having the course entered on the student's permanent record. The student must first contact student services in order to change any status. Note: A student who stops attending class or acquires excessive absences and does not secure withdrawal through student services, will be entered a grade of F (not a WF) for the course.

**Adding additional Course**
Students are required to contact student services or their advisor in order to add a course. Adding must be done before a class begins or prior to the second class meeting. Students adding a course through Blazenet must await the advisors approval. If a deadline is imminent, the student should contact the advisor or student services to make them aware of the need to add a course.

**Withdrawals from all courses or program**
The process for withdrawing (meaning you are dropping ALL courses for the term) requires contact with student services that will process all requests.

**Course Substitution**
A student may request a course substitution for no more than 6 semester hours for courses required for a degree. Appropriate forms must be completed with approval from the academic advisor and/or the Dean. Student services can direct the student to the appropriate personnel.

**Academic Warning, Probation, Suspension, and Dismissal**
A quality point index is calculated at the end of each semester or summer session 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 3.00.**

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

If a student does not achieve a 3.0 within the probationary period of two consecutive courses, he/she will be
administratively withdrawn for a period of six months, after which he/she will be eligible to apply for readmission. In such cases, a formal application must be submitted and registration fee must be paid in accordance with admissions procedures. In addition, applicants must 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.

**Course Load Per Term**

In the graduate teacher education program, the maximum course load is six (6) semester hours per semester term or one course per 8 week session. Requests to exceed the maximum of six hours must be made to student services or the Director of Graduate Teacher Education to be reviewed. Consideration is given on the basis of the student’s previous record of achievement and the courses in which he/she wishes to enroll and the imminent graduation date. No students may receive credit for more than nine hours in a term under any circumstances.

**Grade Reports**

At the conclusion of each term or course, final grades are available on Blazenet. The Office of the Registrar will not show students their grades. Grades will not be discussed or given out by phone or e-mail. Course grade reports will indicate course completed, credit received, and grades assigned.

**Transcripts**

A student who desires a transcript must complete a request form available in the Business Office or at https://www.belhaven.edu/forms/transcript_request.htm at least two weeks before he or she needs the transcript. The request for a transcript must be signed by the person whose record is to be released. The Registrar is not permitted to issue a transcript for a student who is in debt to the University. The cost of each transcript is $10.00 and must be paid in advance by cash, credit card, or money order. Personal checks are accepted; however, the transcript request will be held for two weeks to allow time for the check to clear.

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

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

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

Within the Belhaven community only those members individually or collectively acting in the student's educational interest are allowed access to student education records. These members include personnel in the Office of the Registrar, Provost’s Office, Admissions Office, Student Learning Office, Financial Aid Office, Business Office, Office of Institutional Improvement, faculty, and academic support counselor.

Students may not inspect and review the following as outlined by the act: financial information submitted by their parents, confidential letters and recommendations associated with 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 University will permit access only to that part of the record which pertains to the inquiring student.

**Academic Appeals**

Grading is viewed by Belhaven University as a contractual relationship between faculty member and student, and although students have the right to protest, actual changes in grades are both rare and at the option of the faculty member. The Director of Graduate Education will intervene only in extreme circumstances or when the course materials or curricular items are concerned. **PLEASE NOTE:** The Dean and the Director of Graduate Education CANNOT change a professor’s grade. You need to follow the chain of authority when filing a grade appeal.

Should a student believe there is concrete reason to protest a grade for a course, the procedures are as follows:
• The student should first contact the faculty member for discussion within seven days of receiving the grade.
• If the student is not satisfied with the outcome of that discussion, an appointment can be made with the Director of Graduate Education for continued discussion.
• **The Dean should only be contacted after the student has followed the chain of authority.** First the student contacts the faculty member to see if the concern can be resolved at that level; if not then the student should meet with the Director of Graduate Education, if the concern has still not been satisfactorily addressed, the student at that time my request an appointment with the Dean of the School of Education.
• If the student continues to feel justified in making a grade appeal, a petition to change a grade form can be accessed from the main campus Registrar’s Office or the local Director of Student Services.
• The form and necessary supporting documentation (i.e. documented correspondence and copies of graded works in question) should be submitted to the Academic Appeals Coordinator (main campus students – the Appeals Coordinator is the Registrar, for all other campuses the Appeals Coordinator is the Director of student services).
• The Dean will meet with the Academic Appeals Committee and reach a decision. The committee shall consist of the Dean of Faculty and discipline representative (Dean of Business, Dean of Education, etc.).

**CLASS ATTENDANCE POLICY**

**Class attendance is mandatory.** Even though this is an adult education program and adults should be responsible for their own attendance, the Graduate School of Education is required to take attendance under Federal regulations since a majority of our graduate students receive Federal finance assistance. The nature of the graduate education program requires that students be present for the concentrated class once a week during the course. It is imperative that students attend every class meeting; however, since extreme circumstances may occur, the following attendance policies will ensure that the full course material is received by each student.

• **Students should not miss the first class of the beginning of a new course.** If students do miss the first class the faculty member is under no obligation to back-track and assist the student with missed handouts or other information. Students should net-work with other colleagues in the course to help them with missed handouts, assignments, and class content.
• A maximum of **two (2)** absences are allowed per course;
• Two tardies are counted as one absence.
• Class attendance records are required by Federal law if university students are eligible to receive Federal loans. Class attendance records are maintained by the instructor and submitted through Blazenet following the class meeting.
• If a student earns a third absence, student services must be contacted. A student who stops attending class or acquires excessive absences and does not secure withdrawal through student services will receive a grade of F (not a WF) for the course.
• All reasons for absences (for example: illness, representation for school activities, emergencies, and late registration) are included in the maximum number of absences allowed. Waivers to the class attendance policy may be made through student services to be presented to the Dean or Director of graduate studies for consideration.
• Any grade appeals related to the class attendance policy must go to the Academic Appeals Committee. Requests should be submitted through the Dean.

**Degree Audits**
The schedule for a student to receive a degree audit is:
1) When entering the Graduate Teacher Education program.
2) When applying for graduation.
Forms for degree audits in all majors are available in the office of Education, or from an advisor. Students must keep their own records of their academic progress; **ultimately, it is the responsibility of the student to see that he/she is registered for the correct courses for the degree he/she is pursuing.**

**Registration at Other Institutions**
A student who is enrolled at Belhaven University may not register for courses at any other institution without approval of the Registrar and the Dean of Education. This policy refers to summer classes taken elsewhere as well as at any time when a student is pursuing a degree at Belhaven. A student may not be concurrently enrolled at Belhaven and another institution except in the situation of a senior needing a course for imminent graduation and said course is not currently offered at Belhaven University.

**ACADEMIC PROGRAM**
**Requirements for Degrees**

Belhaven University offers two teacher graduate programs: the *Master of Education* and the *Master of Arts in Teaching*. Each degree is designed for a different student and meets a different need. The *Master of Education* is designed for professional teachers who already are certified and desire a graduate specialty in elementary or secondary level education. The *Master of Arts in Teaching* is designed exclusively for students who hold the bachelor’s degree and wish to teach at either the upper elementary or secondary level but have not completed an undergraduate teacher education program.

Application for degrees must be made in the Office of the Registrar by the deadlines listed in the calendars. Failure to do so on schedule will result in a late fee listed in the Special Fee section.

**Residence Requirement**

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

**Progress Towards Degree Completion**

The time you begin your first course in the MAT or MED program to the time you complete your studies and graduate cannot exceed five (5) years.

**Academic Degree Plans and Degree Plan Sheets – See Appendix**

An academic plan will be established for students upon full admission to the Program of Graduate Education. See the Appendix to this Handbook for specific Degree Plan Sheets for: MAT-ALT/CERT, MED/Teacher as Leader, MED/Preparation for National Board Teacher Certification, or MED/Educational Technology, and MED/RL Reading Literacy.

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 or she is pursuing. Students are encouraged to periodically meet with their assigned Academic Advisor.

**Academic Withdrawal**

Students may be administratively withdrawn for nonpayment of tuition, non-attendance, unacceptable conduct, and/or noncompliance with academic policy.

**The Master’s Degree**

**Master of Arts in Teaching**

1. Successful completion of the M.A.T. curriculum (33 credit hours) with a minimum cumulative GPA of 3.00.
2. No more than two C grades are permitted in the course of the program.
3. Once two C’s are earned, a student must repeat any subsequent course in which he/she earns a grade of C or below.
4. Students are required to successfully complete the comprehensive exit process.
5. All credit applied toward the M.A.T. degree must have been completed within seven years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must be from a regionally accredited college or university and must have been completed within six years of matriculation in Belhaven’s M.A.T. program.)
6. Payment of all tuition and fees.
7. Applications for degrees must be made in the Office of the Registrar by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule will result in a late fee as listed in the Special Fee section; a delay in the graduation date is also possible.

**Master of Education Degree**

1. Successful completion of the M.Ed. curriculum (33 credit hours) with a minimum cumulative GPA of 3.00.
2. No more than two C grades are permitted in the course of the program.
3. Once two C’s are earned, a student must repeat any subsequent course in which he/she earns a grade of C or below.
4. Students are required to successfully complete the comprehensive exit process.
5. All credit applied toward the M.Ed. degree must have been completed within seven years of matriculation at Belhaven. (No more than six semester hours of transfer graduate course work will be accepted. Transfer work must be from a regionally accredited college or university and must have been completed within six years of
matriculation in Belhaven’s M.Ed. program.)
6. Payment of all tuition and fees.
7. Applications for degrees must be made in the Office of the Registrar by the deadlines listed in the calendars at least eight months prior to the anticipated degree completion. Failure to do so on schedule will result in a late fee as listed in the Special Fee section; a delay in the graduation date is also possible.
8. **Alternate Route Teachers** – Alternate route teachers are eligible for enrollment in the Master of Education degree once they have successfully completed two (2) years of teaching.

**CURRICULUM ADMINISTRATION**

**COURSES**

**Numbering of Courses**
Graduate courses are designated by 500 and 600 numbers.

**Offering of Courses**
Belhaven University reserves the right to cancel any course for which there is an enrollment of fewer than seven (7) students.

The term *by request* is used for courses that are taught irregularly on the basis of availability of instructional staff, students’ needs, and projected enrollments.

Some courses have required prerequisites that must be fulfilled prior to enrollment. These courses are labeled with their prerequisites.

Credit hours are indicated in parenthesis following course titles.

**On-ground course sessions** are numbered 1 – 6. Session 1 begins with the start of the academic year in August. Session 2 starts in October.

<table>
<thead>
<tr>
<th>Session 1 – August</th>
<th>Session 2 – October</th>
<th>Session 3 – January</th>
<th>Session 4 – March</th>
<th>Session 5 – May</th>
<th>Session 6 – July</th>
</tr>
</thead>
</table>

All on-ground courses are not offered during all six sessions of the academic year. Individual student degree plans indicate the sessions when each course is offered.

**Online course sessions** are numbered 1 – 9. Session 1 begins with the start of the academic year in August. Session 3 starts in October.

<table>
<thead>
<tr>
<th>Session 1 – August</th>
<th>Session 2 – October</th>
<th>Session 3 – September</th>
<th>Session 4 – January</th>
<th>Session 5 – March</th>
<th>Session 6 – February</th>
<th>Session 7 – May</th>
<th>Session 8 – June</th>
<th>Session 9 – July</th>
</tr>
</thead>
</table>
All online courses are offered during all six primary sessions of the academic year. Sessions 3, 6, 9 are offered as indicated by student enrollment factors.

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

**Registration**
The University offers open registration for graduate students in teacher education. Students should schedule an appointment with an Advisor to complete on-campus registration. The Business Office also requires payment of part of the tuition. After all fees are paid as required, students should then take forms to the Registrar’s Office.

**COMMUNITY EXPECTATIONS**

**RESPONSIBILITIES AND RIGHTS**

Belhaven University, as a Christian liberal arts institution, has a special set of interests and purposes essential to effective functioning. These include: (a) the opportunity for students to attain their educational objectives, (b) the creation and maintenance of an intellectual, spiritual, and educational atmosphere throughout the University, and (c) the protection of the health, safety, welfare, property, and rights of all members of the University and the safety and property of Belhaven itself. The University has a clear responsibility, in the area of student conduct, to protect and promote the pursuit of its goals. The Community Expectations emphasize the University’s obligation to promote the personal freedom, maturity, and responsibility of students. The Community Expectations set forth those acts that constitute unacceptable conduct for students of Belhaven University. The student or student organization recognized by Belhaven University accepts the responsibility to conform to all Belhaven University policies and expectations. Proven failure to meet this obligation will justify appropriate disciplinary sanctions including, but not limited to, dismissal, suspension, disciplinary probation, or disciplinary warning. Although the University will make every reasonable effort to make the policies and expectations available, students are responsible for becoming familiar with them. The classrooms, student center, residence halls, and athletic areas are places to learn, to socialize and to grow. Each person must be recognized to have certain rights which do not conflict with the Community Expectations nor infringe upon the rights of others in the spirit of the University motto “Not to be Served, but to Serve.”

These rights include the following:
* The right to study without distraction
* The right to be treated with respect and dignity
* The right to hold different values
* The right to redress grievances
* The right to serve the community

The following policies relate more to the classroom and to the graduate program. If you have any questions that are not addressed here, please contact your student services, Dean, or instructor for clarification or information.

**SEXUAL HARASSMENT**
The University will not tolerate any untoward behavior of its students, on campus or off campus in an academic-related activity. References of a sexual or predatory nature made to students or faculty will be cause for the suspension of and possibly the reporting of the person involved in the remark or action.

Students are reminded of the efforts of Belhaven University to teach Christian morality and professional demeanor in all of its programs. The burden is upon the student to guard his/her conduct in this very serious matter. Be aware that “joking” or “kidding” could be misunderstood.

Complaints alleging sexual harassment should be reported to the Dean within 45 calendar days after the complainant
becomes aware of the alleged violation. Complainants may request a reconsideration of the case in instances where
he/she is dissatisfied with the resolution by making requests for reconsideration to the Provost.

**SMOKING POLICY**

Belhaven University is smoke-free. Belhaven University prohibits the use of tobacco in any form in classrooms, the
computer lab, or in other locations on campus. This policy applies to branch campuses as well.

**PLAGIARISM**

**Introduction**

In a day in which moral relativism has become epidemic, it seems necessary to address the issue of plagiarism.
Plagiarism is a practice that has become increasingly easy due to modern technology. Plagiarism is not only
widespread on university campuses but has also been engaged in by leading historians. Belhaven University, with its
emphasis on applying a biblical worldview to all of life and biblical ethics in the marketplace, must raise a high
standard of honesty and responsibility with regard to research and writing.

The Bible teaches that God honors honesty and fair dealing. God will bless the person who “walks blamelessly and
does what is right and speaks truth” from the heart (English Standard Version, Ps. 15.2; see also Prov. 20.7). Only
responsible, honest research fulfills this high ethical standard.

**Responsible Research**

Responsible research is a critical component of a liberal arts education. Students must learn how to investigate, read,
understand, systematize, interpret, and finally explain complex ideas and issues in writing. There is no shortcut to
good research and writing. Students gain immensely from personal experience with the research process, the broader
and deeper knowledge of areas of academic study, and the discipline of summarizing their findings in a clear and
orderly form. Responsible research includes giving credit to all materials on which students rely in the research
process. Students must realize that they are not experts; they rely on experts and must therefore fully credit these
expert sources. Students must acknowledge all sources of ideas, words, phrases, or sentences included in the
research paper. One of the best ways to avoid plagiarism is to read thoroughly to gain an understanding of source
materials, and then, without looking at the source, give one’s own summary or evaluation.

Good research and writing is hard work. The Bible teaches that God blesses diligent, righteous labor (Prov. 12.24,
27). The Bible stresses that work should be performed in such a manner as will please God who always sees not
only what pleases people when they are watching (ESV, Col.3.22-24).

**Plagiarism Defined**

According to the “Community General Policies” section of *The Kilt*, “Plagiarism involves the presentation of some
other person’s work or idea as if it were the work of the presenter.” It is a violation of the Belhaven Honor Code and
is clearly unacceptable. Plagiarism includes submitting a paper written by someone other than the student. (Such
plagiarism would also include parts of the paper written by someone other than the student.) Plagiarism includes
quoting from source materials without using quotation marks or block indentations to show that the material was
quoted as required in acceptable documentation. Plagiarism includes failing to give proper credit (i.e., a reference
citation or other notation) in a paper for all ideas, phrases, quotes, or concepts used in the paper. Typically,
references must be made for all sources within each paragraph. Style forms may vary in the reference content.
Students should consult an English handbook for more detail on plagiarism.

**Consequences of Plagiarism**

Disciplinary proceedings may be initiated against a student accused of scholastic dishonesty. A student who is found
guilty of plagiarism may receive an “O” on the paper, and more serious penalties may be imposed, including no
credit for the course and dismissal from the University. The Bible teaches that God knows and will judge
unrighteous acts, even if they are not discovered by others (see 1 Tim.5.24): “Do not be deceived; God is not
mocked, for whatever one sows, that he will also reap” (ESV, Gal. 6.7).

**Plagiarism is Wrong**

The Ten Commandments declare ethical standards that are universally true. They apply to all people at all times. The
Second Table of the Ten Commandments declares standards of human behavior that are essential to a good society.
The commandments include the following standards: “You shall not steal” (ESV, Exod. 20.15), “You shall not bear
false witness against your neighbor” (ESV, Exod. 20.16). Also, the Scripture declares: “You shall not steal, nor deal
falsely, nor lie to one another...but you shall love your neighbor as yourself” (ESV, Lev. 19.11, 18). Each of these
provisions applies to the issue of plagiarism. Plagiarism, among other things, is theft. When students present another
person’s work as their own, they have stolen the proper credit from the other person. They have also stolen the time
of the professor, who must read a document that purports to be what it is not. Plagiarism involves lying. Students who engage in plagiarism lie to their professor, as well as to other classmates. Plagiarism, even if not discovered, cheats the student out of the benefit of the proper learning experience. The student who commits plagiarism will always bear the sense of guilt of gaining something by deceit. The grade is a lie; the diploma is a lie; there is a “reward” for work not done!

Specific Practices to Avoid
1. Do not attempt to get a research paper off the Internet (or anywhere else) and submit this for your paper. This is dishonest and unethical.
2. Do not merely copy from any book, article, or encyclopedia and submit this for your paper. This is not acceptable research.
3. Do not fail to include references (including source and page numbers) which document every source which you have in any way relied upon for each paragraph of your paper. If sources are not properly referenced, the student has cheated the sources out of deserved credit and cheated readers out of valuable information.
4. Do not use material from any other student’s paper or work unless you give that student full credit in reference notes.
5. Note: The above list is not meant to be inclusive of all plagiaristic practices. Students should consult an English handbook for more details on plagiarism. Remember: If in doubt, ask your instructors.

C L A S S R O O M  P R O C E D U R E S

School of Education Policy Regarding Food in the Classroom
The Belhaven University student handbook, The Kilt, asks us to "help keep classrooms neat and orderly..." The School of Education recognizes the fact that students often arrive directly from work with no opportunity to eat dinner prior to class. If you do bring food to the classroom, please be considerate of your fellow classmates. Food that is extremely aromatic (i.e. smells great!) is very distracting, as is food that is noisy to consume. Please select food items that allow you to consume them in as discrete a manner as possible. The School of Education asks instructors to inform students and support this policy. If you have a dietary need that inhibits your ability to comply with this policy please see your instructor, student services representative, or contact the Director of Graduate Education. Please help to keep the classrooms neat and clean – especially if you have had a snack and drink. Please discard all used food packaging, drink containers, and other trash.

Class Design
Each student is provided a schedule through Blazenet outlining meeting dates and times. Classes meet with a faculty member for one four-hour session (5:30 - 9:30) each week in the fall and spring semester terms and may meet bi-weekly in the summer sessions.

Class Attendance – (see also Class Attendance policy under University policies)
Class attendance is mandatory. The nature of the program requires that students be present for the class meeting. It is imperative that students attend every class to reach a significant level of achievement; however, since extreme circumstances may occur, attendance policies will ensure that the full course material is received by each student. Class records are maintained by the instructor and submitted to Blazenet after the first class period and at the end of the course.

Absences
Any student who misses more than two classes will need to contact student services. A student, who stops attending class or acquires excessive absences and does not secure withdrawal through student services, will receive a grade of F (not a WF) for the course. See also Class Attendance policy under University policies.

Cancellation of Classes
Faculty members are responsible for conveying to class members of any class cancellation. An email or telephone chain should be established.

Texts/Modules
Course materials should be obtained by students prior to the first class meeting. Textbooks are available at the campus bookstore. If a textbook is lost or stolen, it is the responsibility of the student to purchase a replacement. Modules can be found on Blazenet and should be printed before class so assignments prior to class meetings can be reviewed and prepared.
COMPREHENSIVE CAPSTONE PAPER AND EXIT PROCESS

The comprehensive exit process provides students the opportunity to organize and integrate knowledge and skills attained throughout the graduate program. Each student is required to complete successfully the process prior to graduation. Candidates for a Master’s degree from the School of Education are required to successfully complete a Comprehensive Capstone Paper in order to meet graduation requirements. The completion of the paper is applicable to all modes of program delivery on all campuses including Online.

Students begin the comprehensive exit process upon entrance into the graduate program. Each course is designed to expand the students’ understanding of the field of teaching and learning. Each course provides opportunities for students to produce products that demonstrate the integration and application of the knowledge and skills acquired. The ultimate goal of the program and of the comprehensive exit process is to prepare teachers for leadership and service in the classroom, school, and community.

REQUIREMENTS OF THE COMPREHENSIVE EXIT PROCESS

Three components comprise the comprehensive exit process:
1. Course Artifacts – submitted during the program in specific courses. The artifacts document application of the teacher standards, professional growth, and reflective thinking.
2. Comprehensive Capstone Paper- submitted in capstone courses or into Cybergate. The paper documents integration of knowledge related to teaching, learning, leadership, and service.
3. Exit Questionnaire/Interview – The questions documents personal and professional growth and evaluates the relevance of graduate study.

Students may apply to begin the comprehensive exit process when he or she has completed or is currently enrolled in a minimum of 24 hours. No student with a grade point average below 3.0 will be allowed to begin the comprehensive exit process. Designated core and required courses must be completed prior to sitting for the comprehensive exit process. A student submits an application for graduation with the Registrar’s Office and an application for the comprehensive exit process to the Dean or to appropriate campus personnel.

COMPREHENSIVE SUBMISSIONS

Course Artifacts:
All graduates submit specified artifacts through Cybergate in the most of the Graduate Education courses. These artifacts have to meet proficiency level and are a part of the Graduate School of Education’s Assessment System. If they do not meet proficiency, the candidate must submit a revised artifact until an effective level is reached. Artifacts are submitted in the University’s online program, Cybergate and are reviewed by the course instructor.

COMPREHENSIVE PAPER CANDIDATE APPLICATION:
See APPENDIX for Application for the Comprehensive Paper and Exit Form
All graduate students who are close to becoming candidates to graduate from the Graduate School of Education with a MAT, MED, or MED/RL degree must complete the Application for the Comprehensive Paper and Exit Process Form in order to be eligible to complete their Capstone Comprehensive Paper and be prepared for graduation. This form needs to be completed and submitted to the School of Education Office at the same time when the student registers for the-EDU:620 Reading and Writing Across the Curriculum if a MAT student or MED or MED/RL students - EDU: Instructional Leadership Skills in the Classroom. These two courses are the capstone courses for their respective programs and incorporate the writing of the Comprehensive Paper.

This form should not to be confused with filling the Intent to Graduate Form which must be submitted to the Registrar’s Office six months prior to the graduation date. Please check with the Registrar’s Office for deadline dates.

Comprehensive Paper Content:
The Comprehensive Capstone Paper - Educator as Servant Leader: Living and Modeling a Christian Worldview provides students the opportunity to demonstrate the integration of knowledge gained throughout the program. Four Domains are addressed in the research paper: 1) Learning Environments; 2) Methods and Strategies, 3) Assessment and Use of Data, 4) Reflective Practice. This paper requires students to make application of learning or in relationship to the integration of the Christian Worldview. The comprehensive paper is part of and completed
in conjunction with the following courses: MAT/ALT CERT – EDU 620; MED and MED/RL – EDU 625.

Regular scheduled submission dates are: Fall (October), Spring (March), and Summer (May). The due dates are sent to candidates who have applied to enter the comprehensive exit process. All deadlines and dates are posted by individual campuses. It is the student’s responsibility to apply and meet eligibility requirements to enter the process. A student’s failure to meet the comprehensive exit requirements or registration deadlines will result in a delay in graduation.

**Scoring of Comprehensive Capstone Paper**

Performance criteria are developed for each of the four domains. Levels of performance are determined for each of the criteria in the domains: *Unsatisfactory, Emerging, Effective and Distinguished*. While criteria and performance levels specifically address the tasks, Distinguished usually denotes exemplary work, Effective indicates that the work met expectations, and Emerging and Unsatisfactory reflects work that is below minimum standards.

Components of the Comprehensive Capstone Paper are scored by faculty members. Successful completion of the comprehensive exit process requires the student to attain a total rating of 3 (*Effective*) or higher to be deemed successful. A total score lower than a 3 (*Effective*) will require the student to resubmit at the next scheduled date the paper is required.

**DUE PROCESS**

Students are provided opportunities for reassessment or retake on performance deemed to be below the effective level. Candidates who do not successfully complete the comprehensive exit process are given specific feedback regarding performance rated below the *Effective* level.

**Reassessment/Retake Policy**

*Reassessment*: If the candidate does not attain an effective level of performance an opportunity for reassessment prior to the scheduled graduation date is provided. The candidate will be able to participate in a reassessment within two (2) weeks of notification of failure to earn an effective level of performance. For reassessment, students are required to address only the tasks within each domain that did not meet the performance criteria. Should the candidate not successfully complete the process after the first reassessment or choose not to participate in the first reassessment, a second opportunity for reassessment is provided during the comprehensive exit process at the next scheduled date. It becomes the student’s responsibility to apply for reassessment.

*Unsuccessful attempts*: If the student does not successfully complete the comprehensive exit process after the resubmission(s), the graduate faculty recommends six (6) additional hours of course work. Upon completion of the six (6) hours, the student may begin the comprehensive exit process again. If any changes have been made in the comprehensive exit process in the interim, students must complete the revised process.

**GRADUATION PROCEDURES**

**Graduation Requirements**

After completion of all degree requirements including the comprehensive exit process and payment of all outstanding balances, students are eligible to graduate. The student accepts the responsibility of applying for graduation at the proper time and paying the graduation fee. All policies as stated from the Registrar’s office will be effect. Students can find these policies posted on the website, or can get information from the registrar’s office or student services.

**Graduation Dates**

Belhaven University grants degrees three times each academic year: December, May, and August. Commencement exercises are conducted in May for May graduates and in December for August and December graduates.

**Graduation Application**

Students have the responsibility of filing an application for graduation with the Registrar. Applications for Graduation forms are always available in the Registrar’s Office or online. The following procedures should be followed:

1. Complete the Application for Graduation form. (Only those students who complete degree requirements prior to the upcoming graduation date should apply.) See University calendar for specific dates.
2. Attach the graduation fee listed in the current University handbook.
3. Submit the Application for Graduation form and the graduation fee to the Registrar’s Office prior to completing your program and by the dates given in the handbook. NOTE: Completion of an Application for Graduation form does not guarantee graduation.
4. If an Application for Graduation form is not received or any deadline is missed, a diploma cannot be issued until application is made for the next graduation date. A graduation fee is due with each Application for Graduation form.

**Completion of Course Work**
All degree requirements must be completed and transcripts received in the Registrar’s Office and all financial accounts reconciled in order for a diploma to be ordered.

**Changing the Graduation Date**
If all the graduation requirements cannot be met after an Application for Graduation form has been submitted, the student must contact the Registrar’s office to register for the next graduation date. The office of the Dean or student services should also be notified of any change in graduation date.

**Diplomas**
Diplomas will be ordered by each graduation date (December, May, and August). Diplomas take four to six weeks to arrive. Students may pick them up in the Register’s Office or have them mailed.

**Verification of Degree Completion**
Students who have completed all degree requirements and are waiting to receive their diplomas may request a letter of completion from the Business Office. An Application for Graduation form must be on file in the Registrar’s office.

Students may obtain an official copy of the transcript by completing a transcript request form and paying the required $5.00 fee. Forms are available in the Business Office. Degree information is not recorded on transcripts until after the graduation date.

**Graduation Fee**
There is a graduation fee that is required for all students whether they participate in commencement or not. The fees associated with graduation are not included in any other program charge. If a diploma has been ordered for a student who has applied for graduation and who does not complete requirements, an additional amount may be charged if the fee has increased.

**Commencement Deadlines**
All qualified students in the Graduate Program may march in the appropriate commencement. May and August graduates may march in the May commencement while December graduates may march in the December commencement if all requirements outlined by the Registrar’s Office are met.

**Teacher Licensure:**
- Appendix – Step by Step Process for Obtaining a Mississippi Alternate Route Teacher License
- Appendix – Request for an Online Institutional Verification Form

A Candidate may request institutional approval of an application for a teaching license following completion of all requirements for the license. All requests should be addressed to the Dean of the School of Education. Applications and materials can be mailed, emailed or faxed to the office. Processing of a teaching license is the responsibility of the student and the state.
APPENDIX – DEGREE PLANS
Alt/Cert Program Leading to a Master of Arts in Teaching Degree  MAT – ALT/CERT

Completion of Phase 1 and Phase 2
Leads to Mississippi Alternate Teacher Certification - 12 Credit Hrs

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<th>PREFIX &amp; NUMBER</th>
<th>COURSE TITLE</th>
<th>HRS</th>
<th>COURSES OFFERED DURING SESSIONS</th>
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<td>Phase 1 - INTRODUCTORY</td>
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<tr>
<td>EDU-501</td>
<td>MEASUREMENTS &amp; EVALUATION STRATEGIES</td>
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<td>EDU-506</td>
<td>CLASSROOM MANAGEMENT &amp; ORGANIZATION</td>
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After successfully passing PRAXIS Core, PRAXIS II exams, EDU 501 and EDU 506, you are eligible to apply for the Mississippi Initial 3-year Teaching License

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<th>PREFIX &amp; NUMBER</th>
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<td>Phase 2 – INTERNSHIP</td>
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<td>PREREQUISITES EDU-501 &amp; 506 PLUS PASSING PRAXIS CORE &amp; PRAXIS II</td>
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<td>EDU-502</td>
<td>DIMENSIONS OF LEARNING I</td>
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<td>EDU-503</td>
<td>DIMENSIONS OF LEARNING II</td>
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After successfully passing EDU 502 and EDU 503, you qualify for the Mississippi Standard 5-Year License

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<th>COURSE TITLE</th>
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<th>COURSES OFFERED DURING SESSIONS</th>
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<td>Phase 3 – CANDIDACY</td>
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<td>CANDIDATE FOR THE MASTER OF ARTS IN TEACHING DEGREE</td>
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<td>*Phase 3 can begin before Phase 2</td>
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<td>IMPORTANT READ NOTE IN BOX BELOW</td>
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<td>EDU-602</td>
<td>PSYCHOLOGY OF THE EXCEPTIONAL CHILD</td>
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<td>EDU-622</td>
<td>TEACHING READING &amp; MATH SKILLS</td>
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These two courses may be taken prior to Dim I & II if a candidate does not qualify for Dim I & II because the individual does not have a teaching position and/or has not passed the Praxis Core and/or the Praxis II.
**Candidates Admitted to the Alternate Teaching Certificate Program**

Candidates admitted to the Alternate Teaching Certificate Program are eligible for **Full Admission as a Candidate to the Master of Arts in Teaching Degree Program** upon successful completion of: EDU-501, EDU-506, and having passed the PRAXIS Core and PRAXIS II.

**Please Note:** If PRAXIS Core & PRAXIS II exams have not been passed a candidate **cannot progress** any further in the program - only 12 hours – EDU 501, 502, 602, & 622 are allowed to be taken without passing PRAXIS Core & PRAXIS II.

**Status:** Fully Admitted to the Master’s Degree Program

GPA: ____________________
Date: ____________________

**Core Praxis Passed**

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**Please Note:** The Subject Area Test determines candidate’s area of certification.

**Check One**

- ELM – grades 4-6
- SEC – grades 7-12

**Praxis II Passed**

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**Please Note:** The Subject Area Test determines candidate’s area of certification.

**Check One**

- ELM – grades 4-6
- SEC – grades 7-12
### Phase 4 - Fully Admitted Master's Degree Candidates - MAT

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<td>EDU-6 12</td>
<td>Curriculum Planning and Organization</td>
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<td>EDU-6 25</td>
<td>Advanced Instructional Strategies</td>
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Candidates are required to successfully complete the comprehensive paper to be eligible to graduate.

21 Credit hours which include internship courses must be completed (or 18 hours completed with Dimensions II in progress) before enrolling in EDU-620 and writing the comprehensive capstone paper.

Total credit hours earned:
- Add sides 1 & 2
- 33 hours minimum

Total GPA

Total Credits
Candidate Degree Plan - MASTER of EDUCATION – MED
Area of Emphasis: TEACHER AS LEADER

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<th>HOURS</th>
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<th>APPROVED TRANSFERS AND/OR SUBSTITUTIONS</th>
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**ALL MED CANDIDATES ARE REQUIRED TO ENROLL AND ATTEND THE ONE DAY 3HR SATURDAY SEMINAR WITHIN THEIR FIRST 6 HRS OF THE MED PROGRAM**

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<td>CURRICULUM PLANNING &amp; ORGANIZATION</td>
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<tr>
<td>EDU-628</td>
<td>ADVANCED INSTRUCTIONAL STRATEGIES</td>
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<td>REA-617</td>
<td>CONTENT AREA LITERACY</td>
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<tr>
<td>EDU-621</td>
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<tr>
<td>EDU-623</td>
<td>TECHNOLOGY IN EDUCATION</td>
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<td>EDU-630</td>
<td>DIAGNOSTIC &amp; REMEDIAL STRATEGIES ACROSS THE CONTENT AREAS</td>
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<td>EDU-624 Pre-Req 600</td>
<td>ISSUES &amp; INNOVATIONS IN EDUCATION</td>
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<td>EDU-636 Pre-Req 600</td>
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<td>INSTRUCTIONAL LEADERSHIP SKILLS IN THE CLASSROOM</td>
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21 CREDIT HOURS OF COURSES WHICH INCLUDE 610, 612, 621, 628 AND 636 MUST BE COMPLETED BEFORE ENROLLING IN EDU-625 AND WRITING THE COMPREHENSIVE CAPSTONE PAPER

TOTAL CREDIT HOURS EARNED 33 HOURS MINIMUM

<table>
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<tr>
<th>CANDIDATE’S SIGNATURE</th>
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<th>ACADEMIC ADVISOR’S SIGNATURE</th>
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37
**BELHAVEN UNIVERSITY SCHOOL OF EDUCATION**  
**GRADUATE TEACHER EDUCATION**  
**Candidate Degree Plan - MASTER of EDUCATION – MED/NBPTS**  
**AREA OF EMPHASIS: PREPARATION FOR NATIONAL BOARD CERTIFICATION**

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**MASTER’S DEGREE: PROFESSIONAL EDUCATION COURSES – MED/nbct - 33 CREDIT HOURS**

*Completion of this degree does not provide or guarantee NBPTS Certification.*

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<tr>
<th>PREFIX &amp; NUMBER</th>
<th>COURSE TITLE</th>
<th>HOURS</th>
<th>COURSES OFFERED DURING SESSIONS</th>
<th>APPROVED TRANSFERS AND/OR SUBSTITUTIONS</th>
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**Candidates must apply for and fulfill all NBPTS standards and meet all requirements.**

**ALL MED CANDIDATES ARE REQUIRED TO ENROLL AND ATTEND THE ONE DAY 3HR SATURDAY SEMINAR WITHIN THEIR FIRST 6 HRS OF THE MED PROGRAM.**

<table>
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**AREA OF EMPHASIS ONLINE COURSE**

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<td>EDU-652 Pre-req 600, 651</td>
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<td>EDU-653 Pre-req 600, 651, 652</td>
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**COMPREHENSIVE PAPER WRITTEN**

**REQUIRED FOR GRADUATION**

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<tr>
<th>COURSE</th>
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<tr>
<td>CAPSTONE COURSE EDU-625</td>
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*Completion of this degree does not provide or guarantee NBPTS Certification.*
| 21 CREDIT HOURS OF COURSES WHICH INCLUDE 610, 612, 621, 628 AND 651 MUST BE COMPLETED BEFORE ENROLLING IN EDU-625 AND WRITING THE COMPREHENSIVE CAPSTONE PAPER |
| TOTAL CREDIT HOURS EARNED |
| 33 HOURS MINIMUM |

| CANDIDATE’S SIGNATURE | DATE | ACADEMIC ADVISOR’S SIGNATURE | DATE |
## Candidate Degree Plan - MASTER of EDUCATION – MED/TECH

**Area of Emphasis:** EDUCATIONAL TECHNOLOGY

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### Master's Degree: Professional Education Courses – MED/TECH - 33 Credit Hours

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**Area of Emphasis: Online Course**

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<td>EDU-642 PREREQ 600, 641</td>
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<td>EDU-643 PREREQ 600, 641</td>
<td>NEW &amp; EMERGING TECHNOLOGIES</td>
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**Comprehensive Paper Written**

**Required for Graduation**

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21 CREDIT HOURS OF COURSES WHICH INCLUDE 610, 612, 621, 628 AND 641 MUST BE COMPLETED BEFORE ENROLLING IN EDU-625 AND WRITING THE COMPREHENSIVE CAPSTONE PAPER

TOTAL CREDIT HOURS EARNED
33 HOURS MINIMUM
# Candidate Degree Plan - MASTER of EDUCATION – MED-R/L

Masters Degree in READING LITERACY

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Master's Degree: Reading Literacy - 33 Credit Hours

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**All MED Candidates are required to enroll and attend the one day 3hr Saturday Seminar within their first 9 hrs of the MED Program**

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### Area of Emphasis

**Online Course**

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<td>REA-632 PERQUISITES 600, 608, 622, 629, 630</td>
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<td>REA-627 Pre-req 600</td>
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### Comprehensive Paper Written

**Required for graduation**

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APPENDIX – MISSISSIPPI ALTERNATIVE ROUTE TEACHER LICENSE PROCESS
The Belhaven University School of Education Master of Arts in Teaching (MAT) is designed for individuals who already have a bachelor’s degree in a non-education field.

The Master of Arts in Teaching Program provides a convenient way for individuals holding a baccalaureate degree and having a desire to teach to obtain a Mississippi Teaching License via a Mississippi Alternate Route Teacher Certification Program.

The Mississippi Department of Education (MDE) has set forth the requirements for unlicensed degree holders who wish to become licensed teachers to enroll in a state approved Mississippi Alternate Route Program.

A qualified candidate enrolled in the Belhaven MAT program takes the first two alternate route state required courses: EDU 501 Measurements & Evaluation Strategies and EDU 506 Classroom Management & Organization.

Before or while taking EDU 501 & EDU 506, the candidate must take and pass the state required CORE Praxis (a national general knowledge and skills exam) as well as take and pass the Praxis II Exam (a subject area content exam).

Upon completing EDU 501 & EDU 506 and earning passing scores on both Praxis CORE and Praxis II a candidate may apply for a Mississippi Three-Year Provisional Alternate Route License. *See the Steps in making Application for the Three-Year Alternate Route with the MDE (page two).

Once a candidate has obtained the MS Three-Year Alternate License and a contractual teaching position in an area of endorsement is attained, the candidate takes two first year teacher mentoring/seminar courses required by MDE: Dimensions of Learning I and II (EDU 502 & EDU 503).

When the candidate successfully completes the mentoring/seminar courses (EDU 502 & EDU 503) and has completed one year of successful teaching, the candidate may apply for the Mississippi Five-Year Alternate Route License.

The candidate who continues and completes the MAT degree requirements is eligible to apply to upgrade to the Mississippi Class AA License (Master’s degree level).
(NON-RENEWABLE) WITH THE MISSISSIPPI DEPARTMENT OF EDUCATION

- All official college/university transcripts indicating Belhaven grades for EDU 501 & EDU 506 and test scores, CORE and Praxis II must be on file with MDE before a candidate may apply for the three-year license.
- Candidates create an account online to apply for a license on the MDE Website.
  http://www.mde.k12.ms.us/educator-licensure/alternate-route-programs
  - Click on Educators tab (upper right-hand side)
  - Click on Licensure System - ELMS
  - Click on Create a New User Account
- This enables you to enter your personal data.
- At the stopping point you will be told you need a recommendation. This recommendation will come from the Belhaven School of Education main campus office in Jackson.
- All applicants must obtain and complete the Belhaven University –Request Verification Form attached to this information sheet or online at: http://www.belhaven.edu/pdfs/education/Alternate-Teacher-Certification.pdf
  Candidates can also contact the Belhaven School of Education at: 601-968-8703 or Graduate admissions counselors for a copy of the form.
- Candidates will submit their completed Request for Verification Form to the Jackson Campus School of Education office. Using the Belhaven University –Request Verification Form, your credentials are checked with the formal recommendation from the Dean’s office in the School of Education completed online at MDE.
- Candidates will be notified when this recommendation has been completed.
- Candidates should then go into the ELMS system and complete the application process, noting any endorsements for which you are eligible to apply based upon your undergraduate subject area content hours.
- All official college/university transcripts including - both undergrad and BU graduate courses - are to be sent by the candidates to MDE.
- Test scores (if not already on file) must also be sent. You can verify what is needed by checking your online account to see what has been reviewed. This account is used to add other endorsements and print a copy of your license, etc.

STEPS IN MAKING APPLICATION FOR THE FIVE-YEAR ALTERNATE ROUTE LICENSE
(RENEWABLE CLASS A) WITH THE MISSISSIPPI DEPARTMENT OF EDUCATION

- A current complete transcript including grades for EDU 502 & EDU 503 Dimensions of Learning I & II must be on file with MDE before a candidate may apply for the five-year license.
- Candidates then go to their MDE ELMS account and request a Five-Year Class A License at which point they will be prompted to complete and submit a Request for Verification Form.
- Candidates then proceed to follow the same process as previously done for the Three-Year License. Please note that a new Belhaven University –Request Verification Form must be completed and submitted once again to the Jackson Belhaven School of Education office for verification.

CLASS AA MISSISSIPPI LICENSE
FOR CANDIDATES COMPLETING THE MASTERS OF ARTS IN TEACHING DEGREE

- Once a candidate has completed all course work, fulfilled all requirements, and earned the Master of Arts in Teaching Degree he or she is then eligible to apply for the Mississippi Class AA License. Submit official Belhaven transcript including degree awarded and date to MDE.
APPENDIX – CONCURRENT REGISTRATION REQUEST FOR ONLINE COURSE
REQUEST TO TAKE A COURSE THROUGH BELHAVEN ONLINE CAMPUS

Student’s Name: ___________________________ Belhaven ID #: ___ Phone Number: _______Cell Phone Number: ______ Email Address: ______ State of Residence*: ___ Expected Graduation Date: _____ Student’s Major: ___

Student Signature: ___________________________________________ Date ___

Put and X on the line of all that apply:

_____ I have access to a working computer (desktop or laptop) that has at least 2GB of RAM and a minimum of 1GB of available hard drive space.

_____ This computer has an active internet connection. (We strongly recommend a high-speed connection, either DSL or Cable.)

_____ This computer is running one of the following operating systems: PC- Windows XP, Vista, 7 or 8; Mac- OS 10.5 or better.

_____ This computer has Microsoft Office Suite installed: PC- MS Office 2007 or better; Mac- MS Office 2011 or better.

_____ This computer has one of the following browsers installed: PC- Internet Explorer 8 (or better) or the current version of Firefox; Mac- Safari 5 (or better) or the current version of Firefox.

_____ This computer has the following plug-ins installed: Adobe Reader, QuickTime and Java.

_____ I have hardware to listen to audio content and, depending on course requirements, access to headset with microphone.

_____ Our online program does not currently support the following: the Google Chrome browser, the Google Chromebook and mobile devices (such as phones and tablets).

Course to be taken through Online Campus: Number _______ Title ___

On Ground requirement being fulfilled by Online Course: Number _______ Title ___

Date course is to be taken: ____________________________________________

Requirements for Online Course Approval

☐ Maximum of ten courses are allowed for undergraduate students and four courses are allowed for graduate students.

☐ Must have cumulative Belhaven 2.5 GPA or higher

☐ Must satisfy requirement (above) for computer software/hardware, internet connection, take scheduled online orientation

☐ Space must be available in desired Online course

☐ Course being requested cannot be a pre-requisite course unless the student has a 3.0 GPA or higher (BBA320, 321, ENG103, 108, MAT202, 345, SOC202)

☐ Application must be made at least three weeks prior to Online course start date to ensure adequate time for processing

☐ Graduate Education: Cannot be the last two courses in their program

*Students residing in TN must complete the necessary THEC enrollment forms

REQUIRED SIGNATURES:

1. Student Advisor/SS: __________________________________________ Date _____

2. State Dean/Registrar: ___________________________ GPA ______ Date ______

3. Assistant. Vice President for Academics: __________________________________________ Date ______
(Instructions for processing are located in the Adult Studies Manual)

Revised June 6, 2013
APPENDIX – ONLINE INSTITUTIONAL VERIFICATION
Belhaven University -- Request for an Online Institutional Verification
You must be Fully Accepted to the BU Graduate MAT program, must apply online with MDE for your license, and supply all documents to MDE (transcripts and test scores). See MDE website for requirements. Once this form is received and status is verified, an online recommendation will be completed.

Applicant Information
Social Security Number: __________________________
Name __________________________
Last _______ _______ _______ _______ ____________
First _______ _______ _______ ____________
Middle/Maiden _______ _______ _______ ____________
Address: ________________________________________________________________________________
Street/P.O. Box __________________________
Apt. # __________
City _______ State _______ Zip __________________________
Phone Number __________________________
(cell) __________________________
Email __________________________
Birthdate __________________________
Gender __________________________
Ethnicity: (Ethnicity information is used for statistical purposes and to provide information required by the U.S. Department of Education in accordance with applicable federal regulations. Your cooperation in providing this information is appreciated.)
American Indian Alaskan Native Asian Black—non-Hispanic
White: non-Hispanic Hispanic Pacific Islander Other

Licensure Request – Recommendation for your area will be made online with MDE
Class of license for which you are applying:
___A (Bachelor) or ___AA (Master) 3 year ______ 5 year_______
Type of License (See Licensure Checklist for descriptive information.)
___Approved Program/Teacher Education Route
Subject Area(s): __________________________
___Alternate Route
Subject Area(s): __________________________
Supplemental Endorsement Subject Area(s) __________________________

Character Determination
Check “Yes” or “No” to the left of each question. *If yes, submit official copies of court record including disposition of case.
___Yes ___No Are you currently addicted or currently dependent on alcohol?
___Yes ___No Are you currently addicted or currently dependent on other habit-forming drugs?
___Yes ___No Are you a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having similar effects?
___Yes ___No Have you been convicted, pled guilty, or entered a plea of nolo contendere to a felony as defined by federal or state law?*
___Yes ___No Have you been convicted, pled guilty, or entered a plea of nolo contendere to a sex offense as defined by federal or state law?*
___Yes ___No Have you had an educator certificate/license denied, suspended, and/or revoked by another state?
___Yes ___No Have you voluntarily surrendered an educator certificate/license?
*If you answered “yes” to any of the above, you must provide on a separate sheet of paper the specifics or an explanation for the response. If you elect not to provide specifics or if such an explanation is insufficient, a confidential investigation will be initiated.

I acknowledge that securing or attempting to secure a license by fraud or deceit will result in denial of this application or suspension of the license.

Signature: __________________________ Date: __________________________

Mail – email - or fax this form to: Belhaven University School of Education, 1500 Peachtree Street, Box 315, Jackson, MS 39202 or cjsimmons@belhaven.edu or FAX 601-974-6461 - For Information call: 601-968-8703
BELHAVEN UNIVERSITY

GRADUATE SCHOOL OF EDUCATION

APPLICATION FOR THE COMPREHENSIVE PAPER AND EXIT PROCESS

THIS FORM IS TO BE FILED WITH THE SCHOOL OF EDUCATION OFFICE

DATE ______________________

NAME __________________________________________  ID#__________________________

ADDRESS________________________________________________  SS#____________________________

PHONE (H)_______________________(W)________________________(C)_____________________

E-MAIL____________________________________

I AM APPLYING TO PARTICIPATE IN THE COMPREHENSIVE EXIT PROCESS IN:
Fall 20____  Spring 20____  Summer 20____

_____ I HAVE APPLIED FOR GRADUATION THROUGH THE REGISTRAR’S OFFICE.
_____ I HAVE NOT APPLIED FOR GRADUATION.

I HAVE MET ALL THE REQUIREMENTS FOR GRADUATION AS SPECIFIED IN THE CATALOG AND
GRADUATE HANDBOOK TO INCLUDE:

_____ 24 SEMESTER HOURS OF COURSEWORK

_____ 3.0 OVERALL GPA

_____ NO MORE THAN 2 “C” GRADES

SIGNATURE__________________________________________ DATE ______________________

DEGREE/MAJOR________________________________________

EXPECTED GRADUATION DATE    MAY_____________    *AUGUST__________   DECEMBER__________

*August Graduates May Participate in May Commencement Exercises

TO BE COMPLETED BY BELHAVEN UNIVERSITY

GPA VERIFIED ______    COMMENTS:

TOTAL TRANSFER HOURS ______

TOTAL BELHAVEN HOURS ______

HOURS CURRENTLY ENROLLED ______
APPENDIX – GRADUATION APPLICATION PROCESS
IMPORTANT: GRADUATION APPLICATION PROCESS
Graduates involved in the School of Education Master Degree Programs must make application with the Registrar's Office in order to graduate. This is a separate application form in addition to submitting an Application for the Comprehensive Paper and Exit Process.

- All students, all campuses apply online and pay online
  - Student applies online
  - Pay graduation fee at time of application
  - Give cap/gown sizes at time of online application (application must be complete)
- Payment goes to the Belhaven Business Office
- Application goes to the Registrar's Office
- All application deadlines as stated in academic calendar enforced
  - Eliminate all last minute applicants
  - After deadlines, students may apply but not participate in graduation until next available ceremony
    - Degree audits must be updated
    - Caps/gowns must be ordered
    - Checkout must be completed
    - Honors must be calculated

**Graduation Dates – 2014 - 2015**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 1, 2014 Thurs.</td>
<td>Commencement for Orlando graduates (7:00 p.m.)</td>
</tr>
<tr>
<td>Dec. 12, 2014 Fri.</td>
<td>Commencement for Chattanooga graduates (7:00 pm)</td>
</tr>
<tr>
<td>Dec. 13, 2014 Sat.</td>
<td>Commencement for Aug. &amp; Dec. graduates, Jackson, MS (Adult Studies, Graduate, and Online Only)</td>
</tr>
<tr>
<td>May 1, 2015 Fri.</td>
<td>Commencement for Houston campus</td>
</tr>
<tr>
<td>May 9, 2015 Sat. (a.m.)</td>
<td>Commencement for May and Aug. graduates, Jackson, MS (Traditional only)</td>
</tr>
<tr>
<td>May 9, 2015 Sat. (p.m.)</td>
<td>Commencement for May and Aug. graduates, Jackson, MS (Adult Studies/ Graduate/Online Only)</td>
</tr>
<tr>
<td>TBD, 2015 Fri.</td>
<td>Commencement for Atlanta Campus</td>
</tr>
<tr>
<td>TBD, 2015 Fri.</td>
<td>Commencement for Memphis Campus</td>
</tr>
</tbody>
</table>

**Graduation Application Deadlines**

**Please note that you should apply for the term that you complete your requirements not the ceremony you wish to participate in. Exception: If you complete your final course in July, but qualify to walk in one of the Spring ceremonies, apply by the August deadline, but indicate that you want to participate in the Spring ceremony.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Application deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 19, 2014 Fri.</td>
<td>Application deadline for May 2015 Graduation (Traditional, Graduate Studies, Online, Adult Studies)</td>
</tr>
<tr>
<td>Feb. 6, 2015 Fri.</td>
<td>Application deadline for August 2015 Graduation (Traditional, MAT/MED, Virtual, Aspire)</td>
</tr>
<tr>
<td>Apr. 10, 2015 Fri.</td>
<td>Application deadline for December 2015 Graduation (Traditional, MAT/MED, Virtual, Aspire)</td>
</tr>
</tbody>
</table>
APPENDIX – STATEMENT OF UNDERSTANDING
Your signature on this Statement of Understanding confirms that you as a candidate in the Belhaven University Graduate School of Education Master Degree Program have read and understand the procedures and requirements listed in the Graduate School of Education Handbook as well as the following listed statements. You understand that in order to fulfill the requirements of the Belhaven University Graduate School of Education you must meet all the requirements set forth herein to qualify for the awarding of your Master’s Degree.

1. I acknowledge that I have received a hard copy of the Belhaven University Graduate School of Education Handbook and I have been informed that it may also be found online on the University web pages.

2. I understand that the time I begin my first course in the MAT or MED program to the time I complete my studies and graduate cannot exceed five (5) years. I have received a Degree Planning Sheet from the School of Education outlining the course of study for my degree and/or area of emphasis.

3. Once I begin taking courses in the MAT or MED program, I understand that I will be required to attend a Graduate School of Education Orientation Meeting. For MAT candidates this Orientation takes place the first or second class session in both the EDU 501 and EDU 506 classes. For MED candidates it is part of the degree plan and is listed as EDU 600 (noncredit/non-tuition). I understand that MED candidates are required to attend the Orientation session within the first six (6) hours of their program. Sessions are announced and scheduled periodically.

4. I understand that course work proceeds as indicated by the degree plan. Any deviations from the agreed plan will require advance approval from the academic advisor. I also understand that there is a schedule for course offerings and I am responsible to register for and take the courses within the scheduled time frame.

5. I understand that class attendance is mandatory (including the first class). I understand the Graduate School of Education attendance policy and realize I can miss two classes without penalty. However, I understand that the third absence results in an automatic F for the course. I also understand that tardies and leaving class early will accumulate and count towards an absences.

6. I understand that I must maintain a 3.0 GPA grade average or higher to remain in the Graduate School of Education. I understand that a grade of C- is not an acceptable grade for course credit. I understand that if I receive a C-I will need to retake the course and pass with a C or higher in order to receive credit.

7. I understand that the Belhaven Graduate School of Education will only communicate with me through my Belhaven email address and not my private personal email account. I understand that it is my responsibility to check my BU email account every day, even when not taking a course. Important information is periodically communicated that may affect my program.

8. I have read and understand the University’s policy regarding plagiarism; I understand the consequences of plagiarism.

9. I understand that not only do I need to successfully complete the 33 required credit hours for the Master Degree but I also will need to complete and pass writing a Comprehensive Paper. I understand that I must file an Application for the Comprehensive Paper Form with the School of Education before I can write the paper. I understand that filing application for graduation and commencement is a separate process through the Registrar’s Office.

Candidate’s Printed Name

Candidate’s Signature Date

Remove a copy of this Form: Statement of Understanding from the Handbook. Please sign and date one copy; return it to your Advisor or the School of Education Office. Keep a copy for your reference.
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