

BELHAVEN UNIVERSITY

Jackson, Mississippi

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

*MASTER OF PUBLIC ADMINISTRATION
HANDBOOK ANNOUNCEMENTS 2011-2012*

Revised 04/2011

Directory of Communications

Jackson Campus

Mailing Address:

Belhaven University

1500 Peachtree Street

P.O. Box 310

Jackson, MS 39202-1789

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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 Master of Public Administration Office in Stuart C. Irby Hall is 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.

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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. Six bachelor's degrees and four master's degrees are offered. In addition to traditional majors, programs of general studies are available. There are also pre-professional programs in the ministry, medicine, dentistry, law, nursing, and medical technology.

Belhaven University has a long and productive history of relationship with the Presbyterian Church. Until 1972, the University was owned and operated by the Synod of Mississippi, Presbyterian Church in the United States, through a Synod-elected Board of Trustees. In 1972, the Synod gave ownership of the University to a self-perpetuating Board of Trustees. The University has a covenant relationship with the Synod of Living Waters of the Presbyterian Church (USA) and seeks to deepen its relationship with various other Presbyterian bodies. Faculty and staff members are drawn from various denominations, with the primary Presbyterian denominations represented being the Presbyterian Church (USA), the Presbyterian Church in America, and the Evangelical Presbyterian Church. The 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 of Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097, Telephone Number 404-679-4500) to award associate, bachelor, and master degrees. The Department of Music is an accredited institutional member of the National Association of Schools of Music. The Department of Art is an accredited institutional member of the National Association of Schools of Art and Design. The Department of Dance is an accredited institutional member of the National Association of Schools of Dance (NASD). The Department of Theatre is 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 of Independent Education, 2650 Apalachee Parkway, Suite A, Tallahassee, Florida 32301.

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

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 foundational 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. These commitments apply whether offering undergraduate or graduate programs, by conventional or technological delivery modes, and in local, national, and international venues. The College requires a liberal arts foundation in each undergraduate degree program, believing that the student educated in the liberal arts and sciences is best prepared to contribute to a diverse, complex and fast-changing world.

By educating servant leaders who value integrity, compassion, and justice in all aspects of their lives, the College contributes to society people who seek to serve, not to be served.

- Revised by the Board of Trustees, November, 2005.

Master Public Administration Mission Statement

From the federal government level, down to the local government level, there is a broad-based public recognition for ethical renewal in our government system and public institutions. Policy-makers, public administrators and citizens recognize the critical need for integrity reform in the individuals and government agencies who serve the people.

Belhaven University has a long tradition of academic excellence in preparing individuals to serve rather than be served when entering the global labor market. Originally founded as a woman's college, Belhaven's first "professional degree" was in teacher education which produced thousands of teachers who have filled many classrooms throughout Mississippi and in many other states. Building on this tradition of conscientious service, Belhaven offers several non-traditional graduate programs: the Master of Education in Elementary Education, the Master of Arts in Teaching, the Master of Business Administration, and the Master of Science in Management. Each degree is designed for different professionals and meets specific needs. The Master of Public Administration is designed for professional public administrators who serve the public, administer programs, and desire a graduate specialty in promoting human welfare service. The Master of Public Administration is designed exclusively for students who recognize the biblical truths of individual responsibility, accountability, honor and integrity in serving others.

This program acknowledges the expertise, and needs of adult learners and fosters the transfer of theory into practice, promotes self-directed learning and personal reflection, collegial interaction with peers, commitment to innovation and change, and the development of leadership skills and professional efficacy based on biblical truths.

Belhaven offers a challenging educational experience for practicing and aspiring administrators and managers who desire to enhance their knowledge and professional skills. We are committed to preparing professional public administrators who will provide distinctive Christian leadership and service in the public sector at all levels of government, as well as the non-profit community.

Statement of Faith

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

History

Belhaven University is 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 The McComb Female Institute, and in 1939 merged with the Mississippi Synodical College. The founding date of the latter institution, 1883, was adopted by the Board of Trustees as the official founding date of Belhaven University.

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

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

In 1915, the Board of Trustees changed the school's name to Belhaven University. 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. 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 acting president until the Board selected Dr. Howard J. Cleland.

An ambitious expansion program resulted in six major new buildings, while enrollment and the College budget tripled during Cleland's 17-year tenure. Another significant change came in 1972, when the Synod of Mississippi transferred ownership of the College to the Board of Trustees.

In March 1978, Dr. Verne R. Kennedy became the first Belhaven alumnus to serve as chief executive of his alma mater. In eight years as president, he reaffirmed the commitment to Christian service and the covenant relationship with the Presbyterian Church and installed a more efficient administrative structure. Another alumnus of Belhaven, Dr. Newton Wilson, became president in June 1986. His nine-year term saw the greatest growth in College history, from just over 600 students to more than 1,100. By 1995, over 80 percent of Belhaven's faculty held doctoral or

equivalent degrees. The College also extended its outreach in 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 10th President of the College. He inherited an institution with an all-time record enrollment of approximately 1,300 students and the best-qualified faculty in the history of the College.

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

Belhaven University MPA Program Standards

Character Development

1. Based on biblical principles, the candidate integrates the Christian worldview in building relationships and a sense of responsibility and individual accountability in meeting the needs of the community.

Academic Excellence

2. MPA candidates are exposed to a variety of instructional methods to enhance academic rigor and provide challenging research instruction to improve their administrative and program management abilities.
3. Candidates develop critical thinking, problem solving, and job-performance skills.
4. Candidates demonstrate research competency through a terminal project (graduate thesis) and public policy analysis case study.

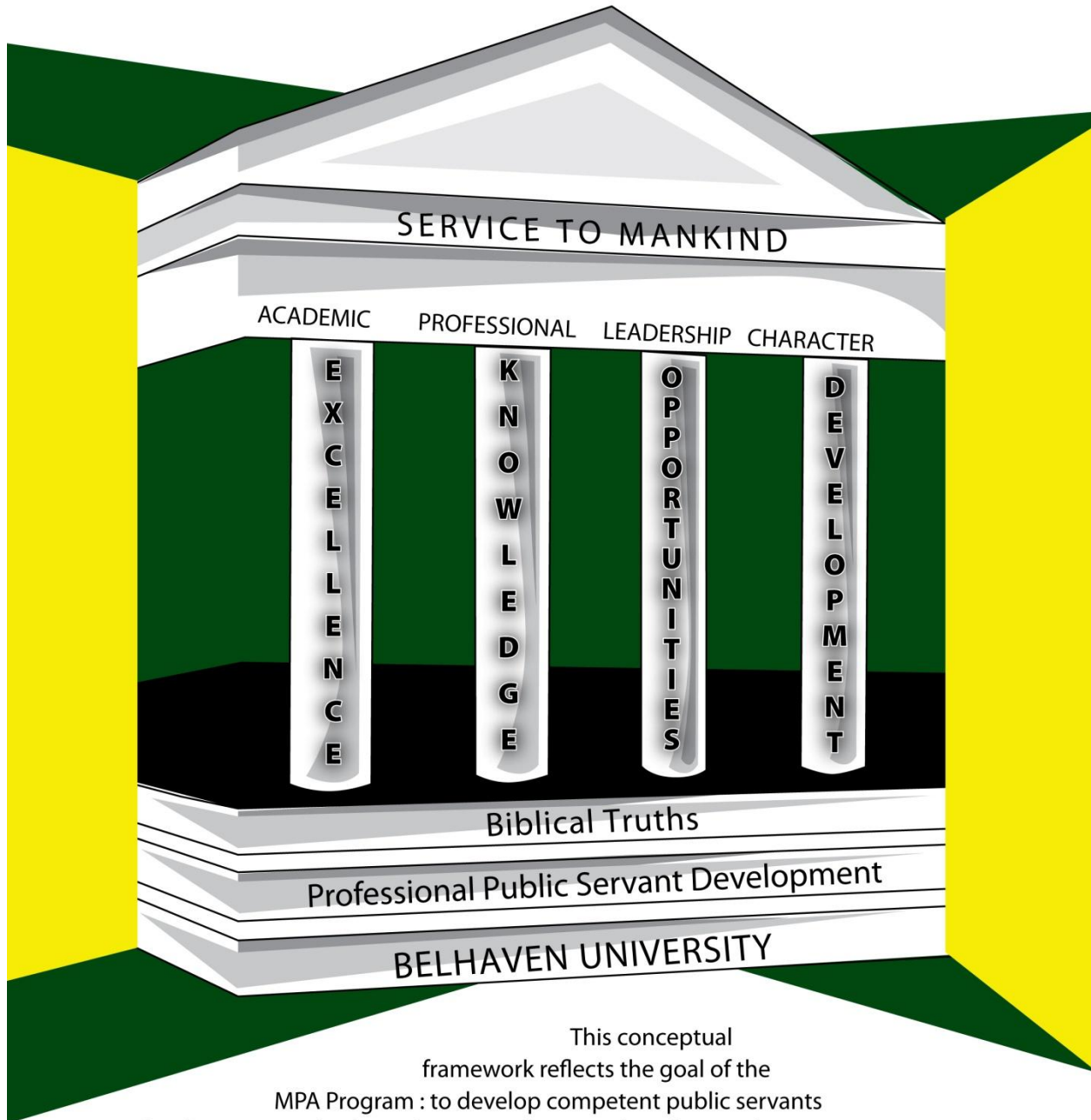
Professional Knowledge

5. Through self-evaluation and reflection, candidates develop introspective sense of responsibility and individual accountability in promoting human welfare.

Leadership Opportunities

6. Candidates integrate the Christian worldview in pursuing leadership opportunities as a change agent for improving program and employment performance in all areas of public service.

Public Servant Leader



This conceptual framework reflects the goal of the MPA Program : to develop competent public servants who demonstrate both academic excellence and professional knowledge while providing distinctive Christian service and leadership to those they serve.

BELHAVEN
UNIVERSITY

Information for Prospective Students

Admission Requirement and Procedures

All communications regarding entrance to the **Master of Public Administration Program** should be addressed to the Office of Graduate Admissions, 1500 Peachtree Street, Box 279, Jackson, MS 39202-1789, 601-965-7043. 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 from the State-sponsored Certified Supervisory Management (CSM-3 credit hours) and Certified Public Management (an additional 3 graduate credits = 6 total acceptable graduate credit hours). CPM program completion accepted toward a degree must be completed within the last six years. An official certificate or course completion transcript must be submitted before transfer credit is awarded; it is the student's responsibility to ensure that the advisor receives the official certificate or transcript. The advisor makes decisions regarding transfer credit. Students may appeal decisions related to transfer credit to the **Dean of the School of Business**.

Re-entry Students

Students who have not been enrolled in classes for **three consecutive terms** 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 **four consecutive terms** or more 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 Public Administration

- Submit official application with fee (nonrefundable) \$ 25.00
- Tuition per credit hour \$525.00
- Graduation audit fee \$100.00
- Submit official transcripts from **each** college or university attended. (Baccalaureate degree from regionally accredited institution of higher learning required.) (A cumulative GPA of 2.5 on all undergraduate work or a cumulative on the last 60 hours of undergraduate work)
- Demonstration of ability to perform graduate level work as exhibited by one of the following:
 - Submission of a score on the Miller Analogies Test (MAT). The minimum acceptable Mat score is 350. Applicants submitting the MAT are also required to have an undergraduate grade point average (UGPA) of at least 2.5 (on a 4.0 scale) in the last sixty hours of undergraduate study.
 - Submission of a score on the Graduate Management Admission Test (GMAT) taken within the last five years. The minimum acceptable GMAT score is 350.
 - Submission of a score on the Graduate Record Exam (GRE). The minimum score is 750.
 - Accumulative GPA of 2.8 on all undergraduate work.
 - Accumulative GPA of 3.0 on all graduate work.

Other requirements include:

- A professional resume which demonstrates professional work experience.
- Two letters of recommendation, with at least one recommendation from a current or former employer.

- Proficiency in the English language, as demonstrated by at least of successful academic work at the college or university level in the United States or by a score of 550 or higher on the Test of English as a Foreign Language (TOEFL) administered by ETS.

Conditional Admission

Applicants who do not meet the regular admission requirements but show potential for success in the MPA program may be admitted on probationary status based on the following criteria:

- Student has submitted all required documents for regular admission for the MPA program.
- The student has submitted an entrance essay which demonstrates why the student will be successful in the program to the Office of Admission.
- Copy of CPM certification verified prior to MAT, GMAT, or GRE official score received.
- The application file has been reviewed and approved by the designated Admission Committee for Conditional (Probationary) Acceptance.
- MAT, GMAT, GRE waiver must be completed, and acceptable score received, within first three courses of instruction.
- Students admitted under probationary status to the MPA program must maintain a 3.00 grade point average on the first 12 semester hours of graduate work in order to continue the program.

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 subjects 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 968-5901.

Refund Policy

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

1. All refunds for charges to the student's account will be granted on the basis of the date the **Graduate Student Services** received written notification of the student's withdrawal.
2. The Application Fee is a **nonrefundable fee**.
3. Upon written notification of withdrawal received in the **Graduate Student Services Office prior to the first class meeting**, a 100% refund for tuition will be given.
4. Upon written notification of withdrawal received in the **Graduate Student Services 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 College is paid.
- . A student will be allowed to graduate only after he/she has settled with the Business Office all his/her indebtedness to the College.
- . Students who are admitted to the College 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 College. A consent agreement is to be signed by each student that makes each student liable for the payment of all charges and fees incurred by the student while enrolled.
- . A student who has not made satisfactory arrangements with the Business Office regarding his account may be administratively withdrawn from Belhaven 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 College to charge fees that are considerably less than the actual cost of instruction and other services provided.

Tuition and General Fees 2008-2009 Year

Application Fee (nonrefundable) (assessed each student when he/she applies for admission).....	\$25
Tuition (per semester hour).....	\$545

Special Fees

Degree Audits.....	\$10
Incomplete Charge/Change Grade.....	\$25
Graduation Audit Fee.....	\$100
Late Application for Graduation Fee.....	\$50
Transcript Fee (per copy).....	\$10 (1 ST two)
Return Check Fee.....	\$35

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

Financial Aid

Belhaven 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.

Students **each year** should complete the following application procedures:

1. Apply formally for admission through the **Graduate Business Office**, if not currently enrolled.
2. Apply for Federal Student Financial Aid by either:
 - a) Filing the Free Application for Federal Student Aid (FAFSA) on the Internet www.fafsa.ed.gov
 - OR**
 - b) Completing the paper FAFSA and mailing the form to the address provided on the form.

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 **Master of Public Administration 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 sessions to receive student loans.

Student Loans

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

Student Re-entry

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

Satisfactory 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 **Master of Public Administration** program at Belhaven University is required to maintain a GPA not lower than a 3.0 on a 4.0 scale.(Any graduate student with a grade below C, will not be able to apply this toward their degree.) - See Degree Requirements
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 probationary period.

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.

Campus Life

Belhaven University believes that well-rounded personal and social development can best be accomplished within a Christian community. Therefore, in order to meet individual needs while working for the needs of the community, it is necessary to establish guidelines for conduct. The Policies and Procedures section of this handbook describes in detail guidelines governing general college regulations. The system of standards set forth 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 or dismiss any student who, in its judgment, displays conduct in violation of the standards of the College.

Appeal Policy for Written Student Complaints

The student appeal policy insures that students have adequate lines of communication wherein to file written

complaints. Students are encouraged to inform the proper college official any time they feel one of their student rights or privileges has been denied.

Academic Appeals

Students wishing to file appeals on academic issues should submit written appeals to the Graduate Council, which may be done through the **Dean of Business**.

Academic appeals concerning a faculty member or a **Master of Public Administration** course should be directed to the **Dean of Business**.

General Appeals

All general appeals, not of an academic nature, should be written and directed to the **MPA Program Director**. Students wishing to file grievances concerning Learning Teams should contact the class Instructor.

Procedure for Reporting Complaints

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

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 College does not unlawfully discriminate against persons with disabilities, and furthermore, it provides reasonable accommodations to qualified disabled students.

(Persons who believe that they require special accommodations should contact the Dean of Education.)

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.

1. Applicants or students shall file complaints, in writing, with the Coordinator. A complaint shall contain the name and address of the person filing it and a brief description of the alleged violation. If the complainant needs an accommodation in order to file the complaint, he/she should inform the person taking the complaint.
2. Such complaints must be filed within 45 calendar days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of a complaint. The Coordinator will conduct the investigation.
4. The Coordinator shall issue a written determination regarding the complaint and a description of the resolution. The Coordinator shall forward a copy to the complainant within a reasonable time.
5. The complainant may request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. Persons with complaints should make requests for reconsideration to the 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 on Peachtree Street is centrally located and easily accessible to both resident and commuter students. Librarians are available to assist all students with academic research needs. It is the librarians' intent that each student develops transferable skills to enhance life-long learning through instruction and the skilled use of materials available at Warren A. Hood Library and other libraries in the metropolitan area.

The Library owns more than 110,000 volumes, subscribes to more than 450 periodical titles, and owns an extensive audio and visual collection. Audio-visual equipment is also available for in-house student use. Print and electronic periodical indexes and reference materials are easily accessible on the first floor. Video recordings, maps, and the College Archives are also housed in the Library.

Among the services offered by the library staff are research assistance and instruction, reference consultations by appointment, and interlibrary loan. The Library catalog and several on-line periodical and full text databases are accessible from the Library and from off campus via the internet. EBSCOhost, Mergent Online and several specialized encyclopedias are available through the Library web page and require a user name and password that can be obtained by calling the Library at 601-968-5948. To receive a library card, students must present their current Belhaven ID card to a Library staff member and fill out a library card registration form. The school ID then becomes the library card. Use of a library card indicates a willingness to comply with the Library policies set forth in *The Graduate Teacher Education Handbook* and the *Warren A. Hood Library Guide*, which is available in the Library and on the Library's web page.

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. Special questions regarding the Library may be directed to the staff at 601-968-5948.

Library Hours:

Fall/Spring Semesters: Summer Semester:

Monday 8 am - 10:30 pm Monday 8 am - 10 pm

Tuesday 8 am - 10:30 pm Tuesday 8 am - 10 pm

Wednesday 8 am - 10:30 pm Wednesday 8 am - 10 pm

Thursday 8 am - 10:30 pm Thursday 8 am - 10 pm

Friday 8 am - 5 pm Friday 8 am - 5 pm

Saturday 10 am - 5 pm

Hours vary during school breaks and official holidays.

Bookstore

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. The Belhaven Bookstore, located in the McCravey-Triplett Student Center, is open from 8:30 a.m. until 7:30 p.m. Monday through Thursday; 8:30 a.m. until 4:00 p.m. on Friday. The bookstore is closed on Saturday and Sunday. Hours may vary during school breaks and official holidays. During the summer sessions, the bookstore opens at 10:00 a.m. each day.

Business Office

The Business Office, located on the first floor of Preston Hall, is open Monday through Friday from 8:00 a.m. until 5:00 p.m. The Business Office will cash checks for students up to a maximum of \$50 with a current Belhaven University ID. Students may also purchase stamps and pay for transcripts, letters of good standing or faxes at the Business Office window.

Writing Center

The Writing Center is available to help students with writing, reading comprehension, or note-taking. The Center is located on the third floor of Preston Hall. Call 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 college related business and activities including: chapel attendance, library usage, admission to athletic events, 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.

Administration of the Curriculum

The Semester System

Belhaven University operates on a semester basis. Students receive course credit toward graduation on the basis of semester hours. A semester hour represents one hour of recitation or two hours of laboratory work per week. Semester hours credit for each course is shown in the section "Courses of Instruction."

Grades and Quality Points

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

A plus/minus system of grading was implemented in the fall semester of 1985. The plus/minus changed the quality points associated with the letter grades, therefore, the letter grade A now carries 4.00 quality points; A- 3.66; B+ 3.33; B 3.00; B- 2.66; C+ 2.33; C 2.00; C- 1.66; D+ 1.33; D 1.00; D- 0.66; F 0.00. A quality point index is calculated at the end of each semester by dividing the number of quality points earned by the number of semester hours attempted, grades of F being counted as hours attempted. Only the grades listed immediately above carry quality points. Cumulative totals are also computed following each completed grade period.

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

Incomplete

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

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, the student and his/her professor agree upon the date(s) of completion for all work. Except for emergencies, the date(s) for completion should be before the end of the first full week of classes the next semester. Should the student fail to complete the required work by the end 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/she failed, the second grade is recorded on the permanent record for the semester in which the course was repeated, with an indication that it was a repeated course. Although both courses and the respective grades and quality points are shown on the permanent record, the semester hours credit is only earned once and the second course is shown as repeated.

Adding or Dropping a Course

A course may not be added for credit or audit, or changed from one enrollment status to another (credit, audit) after the first week of a session. A course may be officially dropped prior to the second session without having the course entered on the student's permanent record. *After the second session, no course may be dropped for any reason.* A

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

Students are required to contact their advisor in order to add a course, change enrollment status, or drop a course prior to the second class meeting. Students are required to first contact their advisor and then contact the Assistant to the Registrar for Graduate and Adult Studies in order to withdraw from a course after the second class meeting. Students may obtain the drop/add form from the Registrar's Office or via the website.

Withdrawals

The process for withdrawing (meaning you are dropping ALL courses for the term) requires a **Withdrawal Form**. Students may obtain the withdrawal form from the Registrar's Office or via the website. List the courses for which you were registered. Each instructor's signature must be secured. Take the withdrawal form directly to the Registrar's Office for processing.

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 the **Dean of Business**.

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 is not be eligible for readmission until six months have passed. In such cases, a formal application must be submitted and registration fee must be paid in accordance with admissions procedures. In addition, applicants 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 Session

The maximum course load is 6 semester hours per term for the fall and spring terms and 9 semester hours for the summer term. Requests to exceed the maximum course load must be made to the **Dean of Business**. The request is reviewed primarily on the basis of the student's previous record of achievement and the courses in which he/she wishes to enroll. Under no circumstances may a student receive credit for more than 9 hours in the fall or spring or twelve (12) hours in the summer.

Grade Reports

At the conclusion of each session, final grades are posted to each student's transcript. Students may access grades via the website. Grades are NOT given to students via the telephone, fax, or e-mail.

Transcripts

A student who desires a transcript must complete a request form available in the Business Office at least two weeks before he/she needs the transcript. The person whose record is to be released must sign the transcript request form. The Registrar is not permitted to transfer credits for a student who is in debt to the College. The cost of each transcript is \$5.00 and must be paid in advance.

Family Education Rights and Privacy Act of 1974

Belhaven University wishes to inform students of the Family Education Rights and Privacy Act of 1974, as amended. The act, with which the Institution intends to comply fully, was designated to protect the privacy of

educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with Family Education Rights and Privacy Act Office (FERPA) concerning alleged failures by the Institution to comply with the act.

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

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

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 Institution will permit access only to that part of the record which pertains to the inquiring student.

Class Attendance Policy

The class attendance policy assumes that students will be present for all classes. College policy requires that students attend at least 80 percent of class meetings during a semester in order to receive credit. This 80 percent is interpreted thusly:

- A maximum of one absence may be permitted by the professor for a class that meets seven times;
- A maximum of one absence may be permitted by the professor for a learning team session;
- Three tardies are counted as one absence.

All reasons for absences (for example, illness, representation for school activities, emergencies, and late registration) are included in the maximum number of absences. If a student exceeds one absence in class or learning team sessions, the professor is required to report to the **MPA Program Director**. Waivers to the Class Attendance Policy may be granted only by the **MPA Program Director** based on extenuating circumstances. Appeals of decisions related to class attendance may be made to the Dean of Business.

Degree Audits

The schedule for a student to receive a degree audit is:

- 1) When entering the **Master of Public Administration program**.
- 2) When reaching the midpoint of the program.
- 3) When applying for graduation.

Forms for degree audits in all majors are available in the office of **Business**, 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 Business**. 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.

Independent Study

An independent study course is available only under strict circumstances. Students must complete the appropriate form stating the need for the independent study. Consideration will be given to those who are in need of a course for imminent graduation that have not had the opportunity to take the class when it was offered, or if the class did not make as scheduled. A request does not automatically mean permission is granted. A student does not benefit from an

independent study in many classes, and each request is considered independently. Approval must be given by the academic advisor and the **Dean of Business**. Adjunct professors may not offer an independent study. The request should be made as soon as possible, but must be submitted no later than the last day to enter a course or change enrollment status.

Courses of Instruction

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 five 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.

Courses for which no prerequisites are specified have no prerequisites.

Credit hours are indicated in parenthesis following course titles.

Academic Advising

The Director of the MPA program will be the faculty Advisor for all MPA students. Questions about courses and degree audits should be directed to the faculty Advisor.

Registration

The College offers open registration for graduate students in the MPA program. Applicants should schedule an appointment with The Office of Graduate Admission & Enrollment Services to complete on-campus registration. The Business Office also requires payment of application fee and part of the tuition. After all fees are paid as required, students should then take forms to the Registrar's Office.

Master of Public Administration

*Required Core (36 credit hours):

Courses	Course Title	Credit
MPA 601	Introduction to Public Administration	3
MPA602	Effective Professional Communication (MBA608)	3
MPA603	Research Methods in Public Administration-Project I	2
MPA604	Organizational Theory and Behavior (MBA640)(CSM waiver)	3
MPA605	Principles of Executive Leadership (MBA682)	3
MPA606	Human Resources Development and Administration (CPM waiver)	3
MPA607	Ethics and Society	3
MPA608	Management Research-Project II	1
MPA609	Public and Administrative Law	3
MPA610	Administration of Financial Resources	3
MPA611	Economics and Public Policy	3
MPA612	Public Policy Analysis	4
MPA613	Management Research-Project III	2
	Total	36

Comprehensive Assessment Process

The comprehensive assessment process provides students the opportunity to organize and integrate knowledge and skills attained throughout the MPA program. Each student is required to successfully complete the process prior to graduation.

Students begin the comprehensive assessment process upon entrance to the MPA program. Each course is designed to expand the students' understanding of public policy creation and administration. Each course provides opportunities for students to produce products that demonstrate the integration and application of the knowledge and skills acquired for managerial proficiency in public program administration and management. The ultimate goal of the program and of the comprehensive assessment program is to prepare public leaders for enhanced service in the public community.

Components of the Comprehensive Assessment Process

Four major components comprise the comprehensive assessment process:

1. MPA603 Research Methods in Public Administration-Project I begins the research component by exposing the student to quantitative and qualitative research, and empirical studies for problem-solving and program assessment.
2. MPA608 Management Research-Project II is a progress product report on the terminal project (equivalent to a graduate thesis).
3. MPA612 Public Policy Analysis is the third component of the comprehensive assessment process and requires each student to research and analyze a public policy and report on the influential factors affecting policy development and implementation.
4. MPA613 Management Research-Project III is a comprehensive research case study (graduate thesis quality terminal project) of a problem, issue, public program, or public policy of the student's selection and approved by the administration requiring the integrative use of research tools and analytical evaluations for effectively assessing issues of public interest or program effectiveness. At the Research Phase III level, students are granted a maximum of two revisions for graduate-level competency and academic proficiency. If the graduate candidate is unable to achieve the standards of acceptable academic scholarship within two revisions of the terminal project the candidate will be required to re-take the MPA613 course.

Polices and Procedures

Campus Policies

One of the primary aims of Belhaven University is to promote excellence in the classroom; students are expected to follow their professor's lead. They are to show respect for the College, its employees, their fellow students, and campus visitors. Students' behavior should be guided by Christian principles in all of their daily activities. Students should refer to the class syllabus for expectations specific to each class. The Belhaven faculty have established the following general expectations:

1. Professors may issue a warning for those students who are disruptive in class. If the disruption continues, they may ask those students to leave the class. Those students will receive an absence for that day.
2. All cell phones and pagers should be turned off or set to vibrate and put away while in class; **students may not leave class until the break or until class ends to take or return a call.**
3. Honesty is expected in all course work. Please refer to the Belhaven University Honor Code and Standards on Plagiarism.
4. Students who show zeal for learning by being in the classroom prepared as their classes begin usually achieve high marks. Professors can establish their own policies regarding students who are tardy or leave class early. Professors will be sensitive to extraordinary circumstances if the student is normally attentive and consistent.
5. Belhaven students take responsibility to initiate the completion of exams and course work missed because of an absence. The professor has the right to determine policies regarding make-up exams and course work and is not required to re-teach material. Therefore, save "cuts" for emergencies **ONLY!**
6. Come to class and participate as if you were on the job and getting paid for your effort.
7. Come prepared with textbooks, notebooks, pens, or whatever is necessary to participate fully.

8. Have assigned material or homework completely finished and prepared.
9. Keep eye contact with the professors, actively listen, and participate in the class. Keep your focus on the class.
10. Do not call your professors at home after 9:00 in the evening regardless of the emergency.
11. Do not wait until a day or two before an assignment is due to ask questions regarding it or seek topic approval only days before the due date. This demonstrates lack of preparation and disinterest.
12. Dress in appropriate attire.
13. Help keep classrooms neat and orderly. Professors have the right to restrict the consumption of food and/or drink in their classrooms. Those professors who regularly choose to make such restrictions will usually state this in their course syllabi.
14. The use of tobacco in any form is not allowed in classrooms, the library, or in other buildings on campus.
15. Final exams must be taken at the hour the exams are scheduled. Cases of genuine emergency may be directed to the professor or the **Dean of Business**.
16. It is the student's responsibility to provide for the supervision of his or her children while they are on campus. Children should NOT be brought into classrooms nor left unattended while on campus.
17. Students may be asked to leave all electronic devices at home for tests and other regulated class activities.

Discipline

Problems are not expected; however, any student may contact the **Dean of Business** about dissatisfaction with student or faculty conduct. Issues should first be directed to the professor in charge of the class. All graduate education students are expected to abide by the Belhaven University Code of Conduct on and off campus. Learning teams are considered an integral part of the classroom procedure, and the conduct of the group members is expected to be exemplary, as though students are in the classroom. Belhaven reserves the right to discipline any student who violates college policies and regulations. Such discipline may include, but is not limited to, fines, suspension of certain privileges, academic suspension, or mandatory withdrawal from the College.

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 Americans 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 Student Life shall serve as the Complaint Coordinator ("Coordinator").

1. Applicants or students shall file complaints, in writing, with the Coordinator. A complaint shall contain the name and address of the person filing it and a brief description of the alleged violation. If the complainant needs an accommodation in order to file the complaint, he/she should inform the person taking the complaint.
2. Such complaints must be filed within 45 calendar days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of a complaint. The Coordinator will conduct the investigation.
4. The Coordinator shall issue a written determination regarding the complaint and a description of the resolution. The Coordinator shall forward a copy to the complainant within a reasonable time.
5. The complainant may request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. Persons with complaints should make requests for reconsideration to the Vice President for Student Learning within 30 calendar days of the date of the written determination issued by the Coordinator. The Vice President shall issue a decision regarding the appeal within a reasonable time, and this decision shall be final.

Grievance Procedure for Sexual Harassment

The College 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. Contact with class members should be limited to class requirements unless mutually agreed upon by all parties. Graduate education 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.

Belhaven University has adopted an internal grievance procedure providing for the prompt and equitable resolution

of complaints alleging sexual harassment. The Dean of Student Life shall serve as the Complaint Coordinator (“Coordinator”).

1. Applicants or students shall file complaints, in writing, with the Coordinator. A complaint shall contain the name and address of the person filing it and a brief description of the alleged violation. If the complainant needs an accommodation in order to file the complaint, he/she should inform the person taking the complaint.
2. Such complaints must be filed within 45 calendar days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of a complaint. The Coordinator will conduct the investigation.
4. The Coordinator shall issue a written determination regarding the complaint and a description of the resolution. The Coordinator shall forward a copy to the complainant within a reasonable time.
5. The complainant may request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. Persons with complaints should make requests for reconsideration to the Vice President for Student Learning within 30 calendar days of the date of the written determination issued by the Coordinator. The Vice President shall issue a decision regarding the appeal within a reasonable time, and this decision shall be final.

Privacy of Student Records

Certain information is considered to be public or “directory” information while other information is private in nature. Directory information is identified as the following: student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of participants in intercollegiate athletics, dates of attendance, degrees and awards received, and the previous educational agency or institution attended by the student. Directory information will be released to the public as deemed appropriate by college officials. *Students not wanting directory information released should contact the Dean of Business.* Other personally identifiable student records are not released without the student’s following exceptions: teachers and college officials who have a legitimate educational interest and other persons or agencies as described by the Family Educational Rights and Privacy Act of 1974.

Honor Code

The Belhaven Honor Code is based on the assumption that every student will tell the truth and will be governed by basic principles of honesty. Specifically, these principles are:

1. That one will neither give nor receive aid on any form or test nor on any form of assigned work where such aid is prohibited.
2. That one will not steal.
3. That one will not make any form of false statement in official matters.

This Honor Code is the best statement of the highest ideals of the Belhaven student body because it assumes that every student has reached a level of maturity that enables him or her to accept responsibility for his or her own actions. This level of mature responsibility is not created by law but is sustained by the endeavor of each student to be individually honest and truthful. Because this fundamental concept of honesty is the concern of each student in the Belhaven corporate community, no student will allow the welfare of his or her corporate life to be threatened by the dishonesty of another. Therefore, each student will report any violation of the Honor Code to the **Dean of Business**. This action is not taken lightly, nor is it to be avoided because of peer pressure, for this action involves truth and basic honesty, and without these principles there could be no Honor Code. Because the Honor Code is self-regulatory, Belhaven University students depend on the cooperation of each member of the student body to enable the system to work. Consequently, when any student demonstrates his or her unwillingness or inability to fit into this mature, responsible pattern, he or she will be asked to leave. With this establishment of basic honesty and truth in the Belhaven University community, the faculty and the administration will trust the students, and the students will trust one another. Anyone who violates this trust does not deserve to be a member of so select a student body.

Standard on 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 college 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 a “O” on the paper, and more serious penalties may be imposed, including no credit for the course and dismissal from the college. The Bible teaches that God knows and will judge unrighteous acts, even if they are not discovered by others (see I 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.

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 instructor.

Belhaven University 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 College, and (c) the protection of the health, safety, welfare, property, and rights of all members of the College and the safety and property of Belhaven itself. The College has a clear responsibility, in the area of student conduct, to protect and promote the pursuit of its goals. The Community Expectations emphasize the College's obligation to promote the personal freedom, maturity, and responsibility of students. Student organizations which are recognized by the College share these common bonds. Students and student organizations are expected to obey federal, state, and local laws, and in addition, must abide by the policies and Community Expectations of the College. 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 College 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 College 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

Community General Policies

The following acts are defined by Belhaven University as unacceptable and apply to all students, student organizations, and College-related events. The student or student organization which commits several offenses at one time will have one hearing. A student or an organization found to have violated any of the following policies will be subject to the maximum sanction of dismissal from the College and any other sanction deemed appropriate. Unacceptable acts include the following policy violations:

1. Academic Misconduct

Violations of the Honor Code including, but not limited to, cheating and plagiarism. Cheating implies dishonesty or deception in fulfilling academic requirements. Plagiarism involves the presentation of some other person's work or idea as if it were the work of the presenter. A faculty member has the authority to grant a failing grade in cases of academic misconduct and/or refer the case to the **Dean of Business**.

2. Aiding and Abetting

Helping, procuring, or encouraging another person to engage in the violation of any rule or regulation.

3. Civil Disturbance

Any conduct which involves disturbing the peace of the College and/or the City of Jackson. Disturbing the peace can be defined as, but is not limited to, disorderly conduct or failure to comply with the directives of law enforcement, of college officials, or of the officials of the City of Jackson.

4. Destruction of Property

Intentionally or recklessly damaging, destroying, defacing, or tampering with college property or the property of any person or organization.

5. Discrimination

Intentional public discrimination against a person on the basis of disability, age, sex, creed, political persuasion, race, nationality, or color.

6. Dishonesty

A. Furnishing false information to the College by forgery, alteration, or misuse of - among other things - college documents or records or IDs.

B. Falsifying identification to a college official.

7. Disruption/Obstruction

A. Obstructing or interfering with college functions or activities, including failure to properly respond to requests from faculty or other college officials.

B. Disrupting any classroom activity once the class has begun or failing to respond to the instructor's directions.

8. Dress Expectations

Students, faculty and staff are expected to dress in a manner that is respectful of others and is reflective of Christian character.

9. Failure to Comply with College Policy or Officials

Failing to comply with the directions of duly authorized college officials acting in the performance of their duties.

10. Failure to Pay College or College Affiliated Debts

The College reserves the right to withhold grades, transcripts, diplomas, participation in graduation, registration, and other measures for students who fail to pay any college and/or college-related debts.

11. False Report or Threat of Emergency

Causing, making, or circulating a false report or warning of fire, explosion, crime, or other catastrophe.

12. Fireworks

Any use or possession of fireworks on campus. (Possession is defined as being in the immediate area, room, vehicle, house, on one's person, etc.)

13. Gambling

Participating in any form of gambling on campus.

14. Loss of Property

The College assumes no responsibility for damage and/or loss of personal property from the student's residence hall room, vehicle, or any part of the campus due to theft, fire, destruction, acts of God, etc.

15. Manufacture, Use, Distribution, Sale, Offer for Sale, or Possession of Drugs or Narcotics

A. Controlled substances

The College supports the federal and state laws with regard to drug use, possession and distribution. No controlled substance shall be sold, possessed, or used on or off the Belhaven University campus, in any of its facilities, or in a facility used by an organization recognized by Belhaven University. Any person selling, possessing, or using

controlled substances shall be subject to penalties including immediate dismissal from the College. The manufacture, use, distribution, sale, offer for sale, or possession of any illegal drug or narcotic including barbiturates, hallucinogens, amphetamines, ecstasy, cocaine, heroin, opium, marijuana or other controlled substance except as prescribed by a physician is prohibited. Unauthorized distribution of legal drugs or placebos sold as drugs as well as possession of drug paraphernalia is also prohibited. (Possession is defined as being in the immediate area, room, vehicle, house, on one's person, etc.)

B. Alcohol

Students or guests may not sell, possess, or consume alcoholic beverages on the campus, on the premises of any organization granted recognition by Belhaven University, or at any College-related event. (Possession is defined as being in the immediate area, room, vehicle, house, on one's person, etc.) This includes athletic, music, or recreation events, on or off campus. When law allows for the consumption of alcohol, students are expected to exhibit the highest standards of Christian principles and behavior at all times. Regardless of law, Belhaven University or its employees (staff or faculty) will not purchase or otherwise provide alcohol for students at any time, nor host any formal or informal event with students where alcohol is present.

16. Mental or Bodily Harm

- A. Intentionally inflicting mental or bodily harm on another person or one's self.
- B. Taking any action for the purpose of inflicting mental or bodily harm on another person or one's self.
- C. Taking any reckless action from which mental or bodily harm could affect another person or one's self.
- D. Causing a person to believe that the offender may cause mental or bodily harm.
- E. Any act that demeans, degrades, or disgraces another person or one's self (e.g. hazing).

17. Misuse or Abuse of Technology

Misuse or abuse of any Belhaven University computer, computer system service, telephone system, program data, network, cable television network, VCR, or communication network.

18. Misuse of Recreational Facilities

- A. Swimming in the Belhaven Lake.
- B. Violating additional posted regulations regarding recreational areas.

19. Misuse of Safety Equipment

Unauthorized use or alteration of Belhaven University fire fighting equipment, safety devices, or other emergency safety equipment, some of which could result in federal prosecution.

20. Pornography

Possessing any form of pornography on the Belhaven University campus including the accessing of pornography through computer networks. (Possession is defined as being in the immediate area, room, vehicle, on one's person, etc.)

21. Possession of Dangerous Weapons

Unauthorized possession of a firearm, weapon, dangerous chemicals, or any explosive device of any description, including compressed air-guns, pellet guns, BB guns, bows and arrows, or illegal knives. (Possession is defined as being in the immediate area, room, vehicle, on one's person, etc.)

22. Possession of Stolen Property

Possession of property known to be stolen that may be identified as property of the College, of any person, or of any organization. (Possession is defined as being in the immediate area, room, vehicle, on one's person, etc.)

23. Profanity

Using abusive, profane, or obscene language or using obscene gestures.

24. Sexual Harassment

Inappropriate personal attention by a member of the College community to another individual. Individuals who are

sexually harassed should see the Grievance Procedure for Sexual Harassment and promptly contact the Dean of Education. All complaints will be confidentially investigated, and violators will be subject to immediate disciplinary action. Sexual harassment may include, but is not necessarily limited to:

- * Verbal abuse and/or subtle pressure for sexual activity.
- * Sexist remarks about a student's clothing or body.
- * Unnecessary touching, patting, pinching, leering, or ogling of a student's body or constantly brushing against a student's body.
- * Demanding sexual favors accompanied by implied or overt threats.
- * Psychological coercion.

25. Sexual Imposition

Indecent exposure, participation in the act of rape, or any sexual imposition on another individual.

26. Solicitation and Posting

A. Solicitation of any kind or posting of any materials on campus (unless approved by the Office of Student Leadership).

B. Using the name of Belhaven University on any off-campus posting or materials without authorization from the Office of Student Leadership or the Office of Communications is forbidden. The name of the College may not be used to suggest endorsement of any product, event, activity, service, publication, or political viewpoint.

27. Theft

Attempted or actual theft of property or services of Belhaven University, of any person, or of any organization.

28. Unauthorized Entry or Use

Forcible or unauthorized entry into any Belhaven University room, building, roof structure or facility or unauthorized use of college grounds or equipment.

29. Unauthorized Use of College Keys

Unauthorized use, distribution, duplication, or possession of any key(s) issued for any college building, laboratory, facility, or room. (Violation includes the propping open of any locked door or entry area.)

30. Unauthorized Use or Misuse of Property or Service

Unauthorized use or misuse of property or services, unauthorized possession of college property or services, or the unauthorized possession of property of any other person or business (e.g. campus vending machines).

31. Use of Tobacco

Neither smoking nor chewing tobacco is permitted anywhere on campus.

32. Violation of Criminal Law

Alleged violation of any federal, state, or local law where the student's conduct interferes with the College's exercise of its educational objectives or responsibilities to its members or to that student.

33. Violation of Probation

Violation of any Belhaven University policy while under disciplinary probation. Disciplinary probation is given as a last resort to dismissal. Violation of probation will ordinarily result in dismissal from the College.

34. Violation of Security Procedures:

- A. Failing to comply immediately with any directive issued by a Campus Security officer.
- B. Assaulting or verbally abusing a Campus Security officer.
- C. Refusing upon request to give a Campus Security officer information or identification.
- D. Tampering with or activating any security/fire devices. *The Director of Security may, at any time he deems necessary for the security of the campus, detain or take into custody any person who may be considered a safety or security risk.

Motor Vehicle Operation

Operation of motor vehicles is a privilege granted to students. Students are expected to observe all traffic regulations both on and off campus. The privilege of operating a motor vehicle may be removed if policies regarding motor vehicles are violated. Fines for the following violations are:

Moving Violations \$40

1. Speeding over 15 miles per hour
2. Driving under the influence of alcohol or drugs
3. Reckless driving
4. Running a stop sign

No Decal/Improper Display/Expired \$30

All vehicles are to be registered with Campus Security and display the proper decal on the left rear windshield or bumper.

Improper Parking \$30 Restricted Parking \$30

- | | |
|---------------------|---------------------------|
| 1. Double Parking | 2. Reserved Parking |
| 3. No parking area | 4. Blocking traffic |
| 5. Wrong direction | 6. Visitor parking |
| 7. Parking on grass | 8. Yellow curbs sidewalks |

Fire Zone \$55 Handicap Zone \$75

1. Red curb area or blue curb area
2. Blocking fire hydrant
3. Blocking fire exits

Disabled Vehicles

Disabled vehicles must be removed from the campus within seven (7) days, or will be removed/towed at owner's expense.

Restricted Vehicles

1. Boats, trailers, and all-terrain vehicles may not be parked on college property.
2. Storage of all gasoline-powered vehicles such as motor bikes, motor cycles, mini-bikes, and go-carts is prohibited in the residence halls because of the fire hazard and are allowed only on paved streets.

Classroom Procedures

The classroom is a place of learning for all students. This environment must be conducive to learning. The Belhaven University student handbook, The Kilt, asks us to "*help keep classrooms neat and orderly...*" The School of Business asks instructors to inform students and support this policy. The consumption of food and beverages during class is at the distraction of the instructor; some allow it and some do not because they find it a distraction. Check with each instructor on the first night's class session for every course of instruction.

Class Design

Each student is provided a written schedule outlining meeting dates. Classes generally meet with faculty member for one four-hour session (5:30 - 9:30) each week during the three semesters (Spring, Summer, and Fall), but can be adjusted to weekend-seminar schedules (Fri-Sat). In addition, Learning Teams (three to four individuals) meet outside each class session for a minimum of two hours to collaborate on assignments. Each Learning Team member must log at least one additional hour in preparation, or follow-up for group assignment. Meeting times for the Learning Teams are set by the students. The instructor, who may visit and participate as part of the course requirements, should be informed of date, time, and location for all meetings.

Class Attendance

Class attendance is mandatory. The nature of the program requires that students be present for the concentrated class sessions and the student group meetings. It is imperative that students attend every class; 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 electronically to the Registrar's office after each class session and at the end of the course. Learning Teams monitor attendance internally and their reports become part of attendance totals.

Absences

Any student who misses more than **one** class and **one** Learning Team **will not receive credit for the course.** Instructors are required to report any student with more than one absence to the MPA Program Director. Waivers may be granted by the **Dean of Business.** Appeals may be directed to the **Dean of School of Business.**

Cancellation of Classes

- Faculty members are responsible for conveying to class representatives (class coordinator) any class cancellation, who will transmit such information class wide.
- A class email distribution system or telephone chain should be established in each class.

Texts

Course materials should be issued to 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.

Learning Teams

Learning Team Concept

In order to meet the needs of its adult learners, the MPA program provides a combination of traditional instruction and the enhancement of nontraditional instruction and learning that take place within a study team. The adult students in the program have on-the-job experience with the accompanying knowledge, maturity, and talents that can be shared with other adult students. The learning team concept involves the sharing of all of these and other available resources as well as the sharing of the varying interpretations of new knowledge resulting from past experiences.

Purpose of the Learning Teams

Learning teams in the MPA program serve several purposes for adult students:

- **Achieving the required instructional hours for a course.**
Each course includes four hours of in-class instruction per week and three hours of learning team interaction per week. The Learning team meetings take the place of the required number of in-class instructional hours. Therefore, learning team attendance is required just as classroom attendance is, and the learning teams are required to be diligent in completing all assignments.
- **Assuming responsibility for self-management of learning.**
Adult students are expected to be mature and to assume responsibility for learning on their own in cooperation with other adult students. These are people who are in responsible positions in the work place and who should be able to manage their own learning.
- **Sharing knowledge, experience, and talents.**
Through learning teams, adult students have an opportunity to transmit to other team members their expertise, learning, and ideas and in return learn new professional concepts from their fellow students. Learning teams provide mutual support through which students can learn to be more efficient problem-solvers. The groups are major learning resources for all involved.
- **Learning teamwork.**
Teamwork has become vitally important in today's professional world. Students in the graduate program cooperate in preparing assignments and group oral and written presentations and learn to work in teams. They must blend their strengths into strong, cohesive units, just as they are required to do in the education setting.

Policies

- All students in the MPA program will be required to be a part of a learning team that works together on oral and

written projects and presentations and provides support to other learning team members.

- Learning teams should consist of three to four members. Occasionally, a group of two or five will be allowed when a student or students live over 60 miles from the campus or when a student(s) drop a course. An instructor may require a group of five to make two presentations, depending on the assignments.
- Learning teams are formed and/or adjusted for each course. The instructor assists students in this process.
- Learning teams meet three hours each week (2 hour minimum meeting with team; 1 hour prep-time or follow-up for team activity documented on Learning Team Log). No student may miss more than one of the learning team meetings. Attendance is considered part of the course requirements and must be verified. Adamant and continuous failure to attend learning team meetings may result in administrative withdrawal from the program.
- Each weekly learning team must meet prior to the next scheduled class meeting.
- All Learning team members are expected to participate in group assignments, projects, and presentations. Members evaluate the contribution of this experience to the course objectives on individual and group growth.

Successful Group Interaction

Successful learning teams result from positive group interaction. The development of strong learning teams will be possible by establishing these techniques:

- Choose a time that is convenient for all and a place that is conducive to studying and learning.
- Begin each learning team meeting with prayer.
- Establish a Christ-like atmosphere with cooperative attitudes towards each other.
- Exhibit respect toward each member and his /her knowledge and experience and extend professional courtesy toward each other.
- Recognize and accept the strengths and weaknesses of the members and blend all of these together into a strong whole.
- Encourage and support all members.
- Expect each member to be present, be on time, participate fully, and complete all assignments in a timely manner.
- Be patient and reasonable with a member who has an unexpected problem but who is not habitually irresponsible.

Conflict Management and Resolution

In most cases, learning team members work together cooperatively, provide support for each other, and even become close friends. It is expected that all members extend professional courtesy to each other even when differences of opinion become apparent. However, occasionally, personality conflicts may arise or one or two members may continually fail to be responsible in doing their assignments.

If one learning team member is unhappy in his/her group, he/she may resign from the learning team after making arrangements to join another group. Any changes must be discussed with the instructor, and proper group size must be maintained.

If a group member does not function with the group effectively, the group should make every effort to confront the member and resolve the situation in a Christ-like manner. If, after giving the ineffective member every opportunity to correct the problem, the member continues to be ineffective, the group has the right to dismiss that member from the group. The dismissed member must then find another learning team to join or complete assignments independently.

Some ways in which group members may prove to be ineffective members are being contentious, missing too many learning teams meetings, not accepting their share of the workload, failing to complete work on time, or work that is not acceptable with group standards. It should be noted here that all group members have strengths and weaknesses, the strengths and weaknesses in a group should blend together for combined strength and effectiveness. Members should strive to be reasonable and patient and should encourage each other in any way possible.

The policy of the MPA program administration is not to interfere with the operation of learning teams. The administration will assist in extreme cases, but no member of the staff or faculty should be expected to mediate (and therefore possibly appear to “take sides”) a learning team dispute. Conflict resolution is the responsibility of the team, but the administration may assist in arriving at solutions and help facilitate any changes resulting from unresolved conflict.

Forms

All learning team forms that students need may be accessed on Blazenet or requested from the instructor. The forms that are used are as follows:

- The Learning Team Log is a summary of each learning team meeting, time, place, and assignments completed. **These forms must be turned in to the instructor weekly for verification & signature, and at the end of the course.** The instructor turns these in with the final grades for the class.
- The Student End-of-Course Survey is completed by each student and given to the office of the **Director of Master of Public Administration** or the **Dean of the School of Business** on the last night of a course. It measures satisfaction with course objectives, faculty effectiveness, and learning team involvement for each course.
- The Faculty End-of-Course Survey is completed by each faculty member at the end of each course and turned in with final grades for the course. This provides the instructor's view of the course, its objectives, the module, and the learning team's effectiveness.
- Learning Team Evaluations are completed by each student and given to the instructor at the last session. These forms provide feedback regarding the contributions of group members.
- Individual **Christian Worldview** reflection form will be turned-in to the instructor at the end of each course.

Responsibilities

The **Dean of the School of Business** or the **Director of Master of Public Administration** instructs the faculty in the learning team concept and oversees the tabulation and assessment of the information on the Student and Faculty End-of-Course Surveys.

- The instructor incorporates the Learning Team Evaluations in the grading procedures. Any student receiving less than a 3.5 score (on a 5-point scale) is subject to half-a-grade penalty at the discretion of the course instructor.
- Students work together in learning teams on group assignments and learning projects and submit all required Learning Team Logs, Student End-of-Course Surveys, Christian Worldview Reflection statements, and Learning Team Evaluations.
- Faculty members assist students with the learning team concept, collect, review and submit survey and evaluation data.
- The **Director of the MPA Program** or the **Dean of the School of Business** collects and maintains all documentation of student surveys and evaluation forms. The Program Director or the Dean is available to counsel with students about the learning team concept and to facilitate any changes that may become necessary.

Graduation Procedures

Graduation Requirements

After completion of all degree requirements including the comprehensive project 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.

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. Application for Graduation forms is 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 college calendar for specific dates.
2. Attach the graduation fee listed in the current college 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 in writing** the Registrar's office and the office of the **Dean of the School of Business**.

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 Registrar'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 and the office of the **Dean of the School of Business** when the letter is requested.

Students may obtain an official copy of the transcript by completing a transcript request form and paying the required \$10.00 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.