

BELHAVEN UNIVERSITY

Adult Studies Student Handbook

Jackson, Mississippi

A CHRISTIAN UNIVERSITY OF
LIBERAL ARTS AND SCIENCES
FOUNDED IN 1883

May 2016

**Atlanta • Chattanooga • Dalton • Desoto • Houston
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WELCOME

The Board of Trustees, administration, faculty, and staff at Belhaven University welcome you. Our programs are designed to both challenge you and meet your educational needs and goals. The format with weekly class sessions and Project Team meetings enables students to learn not only from the instructor and the printed materials but also from the sharing of work and life experiences with each other. The Belhaven University staff is available to assist you in your spiritual, educational, and personal goals. May God bless you in the commitment you have made to continue your education!

OUR VISION

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

OUR STATEMENT OF FAITH

We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit. 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 in power and glory. 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.

We believe that repentant sinners through faith alone, without works, receive justification through Christ. We believe that God, by his Spirit, progressively transforms the lives of those who are justified by God. 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.

BELHAVEN UNIVERSITY MISSION STATEMENT

Belhaven University prepares students academically and spiritually to serve Christ Jesus in their careers, in human relationships, and in the world of ideas. Belhaven University affirms the Lordship of Christ over all aspects of life, acknowledges the Bible as the foundational authority for the development of a personal worldview, and recognizes each individual's career as a calling from God. Each academic department is committed to high academic goals for its students and clarifies the implications of biblical truth for its discipline. Belhaven upholds these commitments in offering undergraduate or graduate programs, by conventional or technological delivery modes, and in local, national, and international venues. The University requires a liberal arts foundation in each undergraduate degree program in order to best prepare students to contribute to a diverse, complex, and fast-changing world. By developing servant leaders who value integrity, compassion, and justice in all aspects of their lives, the University prepares people to serve, not to be served.

CONTACT INFORMATION

ATLANTA 404-425-5590
EMAIL.....ATLANTA@BELHAVEN.EDU

CHATTANOOGA..... 423-265-7784
EMAIL..... CHATTANOOGA@BELHAVEN.EDU

DALTON..... 706-406-3389
EMAIL..... DALTON@BELHAVEN.EDU

DESOTO..... 662-469-5387
EMAIL.....DESOTO@BELHAVEN.EDU

HOUSTON..... 281-579-9977
EMAIL..... HOUSTON@BELHAVEN.EDU

JACKSON

ADULT AND GRADUATE 601-968-5988
EMAIL JACKSON@BELHAVEN.EDU

STUDENT FINANCIAL SERVICES 601-968-5933

STUDENT FINANCIAL SERVICES - TOLL FREE 800-960-5940

UNIVERSITY BOOKSTORE..... 601-968-5910

REGISTRAR'S OFFICE 601-968-5922

MEMPHIS 901-767-8977
EMAIL.....MEMPHIS@BELHAVEN.EDU

ORLANDO 407-804-1424
EMAIL.....ORLANDO@BELHAVEN.EDU

PROGRAM

PROGRAM OBJECTIVES

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

TRANSFERABILITY OF CREDITS

- Belhaven University usually allows full credit to transferring students for work completed at other regionally accredited institutions; some courses, which are not regarded consistent with a liberal arts curriculum (including remedial work or other work to be determined by the Registrar) may not be credited toward a degree. For students applying for an undergraduate degree, a grade of a "D" will be accepted for credit if the student has a general average of a "C" on transferable credit from that school. For students applying for a graduate degree, a grade of "C" will be accepted for credit if the student has a general average of a "B" on transferrable credit from that school. In cases of transcripts submitted from more than one institution, each transcript is evaluated as a separate unit in chronological order.
- For the Associate of Arts degree, a maximum of 45 semester hours of transferable credit is permitted; thus, a minimum of 17 credit hours must be earned through Belhaven University.
- For Bachelor degrees, a student may transfer a maximum of 64 semester hours of credit from a junior or community college. Once a student has earned 64 hours of junior and/or senior college credit, he/she may not transfer in any more junior college credit. A minimum of 60 semester hours must be completed at Belhaven University or at another senior college, and once enrolled at Belhaven all remaining course work in the Bachelors' core curriculum must be completed at Belhaven University.
- For Master degrees, no more than 6 graduate hours of credit may be transferred.

The transferability of credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not another college of the student's choice will accept credits from Belhaven University.

Residence Requirement

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

ALTERNATIVE CREDIT (For undergraduate students only)

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

National Accreditation Transfer

Belhaven University will review and accept up to 45 credit hours for courses comparable to those offered by Belhaven (italics added) from schools accredited by agencies recognized by the Council for Higher Education and Accreditation (CHEA) or the Secretary of the Department of Education. Courses accepted must have a 'C' grade or better. No comparable courses are allowed to substitute for WVC301 or WVC401. The Registrar will make the final decision on credit awarded.

For alternate credits coming from Nationally Accredited Institutions: Any 100 or 200 level course can transfer in and replace a comparable course in any area except Bible, English, Math or Worldview. Transferrable credits may also be applied to electives. Credits from Nationally Accredited Institutions can only be applied at the 100/200 level.

Standardized Testing

Belhaven University recognizes the CLEP, AP and ACT PEP standardized tests for credit and accepts the recommended score scale. Alternative credit, including CLEP, AP, and ACT PEP may not exceed 30 hours. Students may not CLEP core courses in their major. CLEP courses, when allowed, become Gen Eds or electives and a part of the alternative credit limit. CLEP of the basic Gen Ed courses ENG104/105, MAT202 is not permitted.

Foreign Language Proficiency Exams

Foreign students may not register for credit in their native language. Students may earn college credit for Spanish, French, or German only by taking the CLEP examination at the elementary or intermediate levels. (Since the general education requirements in adult studies do not have a foreign language requirement, wouldn't this be considered elective credit? for their major in a single language through completion of the CLEP examination with the CLEP examination with a minimum score of 50 or above or through proficiency

credit. The CLEP standardized examination will preclude the use of departmental examinations except in those areas where CLEP examinations are not available.

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

Correspondence Courses

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

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

Military Credit

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

Documented and Experiential Learning Credit

Belhaven University is among more than 600 colleges and universities involved in assessing documented learning for academic credit toward an undergraduate degree. The Council for Adult and Experiential Learning (CAEL), an educational association founded in 1974 to promote the acceptance of the awarding of college credit for documented and experiential learning, has led the way in developing and implementing assessment techniques. Belhaven University uses the guidelines developed by CAEL. In order for the credit to be granted officially and recorded on the transcript, the applicant must have completed successfully a minimum of 12 semester hours of academic course work at Belhaven University. This type of credit is not necessarily transferable into or out of Belhaven University. A \$150.00 assessment fee is paid at the time the portfolio is turned in for assessment. Upon awarding of credit, the student is charged \$75.00 per semester hour of credit and must pay the full amount before the credits are recorded on the student's permanent record.

Students wishing to earn academic credit must submit the required portfolio information for assessment upon completion of EDU 290. A maximum of 15 hours may be earned

through portfolio assessment. Credit is awarded and applied only as elective credit. The process for experiential credit should be completed prior to the beginning of the last course required for degree completion. An additional fee must be paid prior to the beginning of the course for additional software usage required for the course.

Documented Learning - Portfolio I

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

Experiential Learning - Portfolio II

Experiential learning credit assessments, in the form of portfolios, are methods by which students may earn academic credit for college-level learning completed outside of the traditional classroom setting. It is designed to assist adult learners in attaining their academic and career goals by validating their professional competencies acquired through experiential learning.

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

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

BELHAVEN CAMPUS POLICIES

ALCOHOL AND DRUG POLICY

In concurrence with state law, students or guests may not sell, possess, or consume alcoholic beverages on the campus or on the premises of any organization granted recognition by Belhaven University. Procedures for adjudicating violations of Belhaven's alcohol policy are as follows:

- Persons/organizations in violation of Belhaven's alcohol policy will be subject to disciplinary action up to and including possible dismissal from University.
- Students in violation of Belhaven's alcohol policy will be asked to leave the campus or premises. Failure to comply will result in civil/legal action. (Hosts shall be responsible for the actions of their guests.)
- The University supports the federal and state laws with regard to drug use. No controlled substances shall be sold, possessed, or used on the Belhaven University campus, in any of its facilities, or in a facility used by an organization recognized by Belhaven University. Any person abusing controlled substances shall be subject to penalties including immediate dismissal from the University.
- Possession, sale, or consumption of alcoholic beverages or any controlled substances is prohibited at all study group meetings.

CODE OF CONDUCT

General Code

- Disruptive behavior in the classroom is not permitted. Students will receive a warning and may be asked to leave the classroom if necessary.
- Tardiness is unacceptable. Students are expected to be in the classroom when class begins and to remain there until the class is finished. Students who arrive late or leave early will be marked tardy. **Two tardies equal an absence.**
- It is the student's responsibility to initiate the completion of exams and course work missed because of an absence from class, late arrival, or early departure. This should be arranged with the faculty member.
- It is the student's responsibility to provide for supervision of his/her children while they are on campus for class and for all project team meetings. Children should not be brought into classrooms nor left unattended while on campus.
- It is the student's responsibility to aid in keeping classrooms neat and orderly. Food and drink are usually allowed in the classroom, as long as students clean up after themselves.
- The use of tobacco in any form is not allowed in the classroom, the computer lab, or in any other public building on campus.
- Cheating and plagiarism are unacceptable. 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 authority to grant a failing grade in cases of academic misconduct as well as referring the case to the Dean.

- Any furnishing of false information to the University by forgery, alteration, or misuse of — among other things — university documents or records or ID's or falsifying identification to a university official is prohibited.
- Project team assignments and meetings constitute an essential element of the program's educational format. Project team logs are considered official documentation of attendance. Any false information provided on a log is considered an honor code violation and is grounds for expulsion from the program.
- All accounts must be kept current. Belhaven University reserves the right to withhold grades, transcripts, diplomas, participation in graduation, and registration of students who fail to pay any university and/or university-related debts.
- Possessing any form of pornography on the Belhaven campus including the accessing of pornography through computer networks is not permitted.
- Students are not allowed to use abusive, profane, obscene language, or obscene gestures on campus.
- Students, faculty, and staff are expected to dress in a manner that is respectful of others and is reflective of Christian character. The following guidelines will allow students to make wise choices about their dress on campus and at all University sponsored events:
 - Clothing with advertising, pictures and/or sayings that are contrary to the University mission and University policy is not permitted, including, but not limited to, clothing that demeans and/or dramatizes sexuality or promotes alcohol or drugs.
 - Clothing that bares the midriff and/or exposes cleavage as well as inappropriately short and/or revealing skirts, shorts, pants, and shirts are not permitted.
 - Shirts and shoes must be worn in all public buildings.

DISABILITY POLICY

Belhaven University is in compliance with the obligations set forth under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The University does not unlawfully discriminate against persons with disabilities, and furthermore, it provides reasonable accommodations to qualified disabled students. Persons who believe that they require special accommodations should contact Student Services.

Grievance Procedure For Disabled Students

Belhaven University has adopted an internal grievance procedure providing for the prompt and equitable resolution of student complaints alleging any action prohibited by regulations implementing the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and other pertinent federal, state, and local disability antidiscrimination laws. Student Services personnel will serve as the Complaint Coordinators.

- Applicants or students shall file complaints, in writing, with the Office of Student Services. 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.
- Such complaints must be filed within 45 calendar days after the complainant becomes aware of the alleged violation.
- An investigation, as may be appropriate, shall follow the filing of a complaint. The Coordinator will conduct the investigation.
- The Coordinator shall issue a written determination regarding the complaint and a description of the resolution. The Coordinator shall forward a copy to the complainant within a reasonable time.
- The complainant may request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. Persons with complaints should make requests for reconsideration to the Provost within 30 calendar days of the date of the written determination issued by the Coordinator.
- The Provost shall issue a decision regarding the appeal within a reasonable time, and the decision of the Provost shall be final.

DISCIPLINARY PROCEDURES

Every Belhaven University student is responsible for conforming to all university rules, expectations, and policies. Proven failure to meet this obligation will result in the appropriate disciplinary action, which may include a fine, probation, community service, suspension from the University, and/or other sanctions.

University Student Discipline

The Director of Student Services with the Dean are designated as the university officials responsible for the enforcement of all Community Expectations of adult students including community general policies. The Dean, in conjunction with the Assistant Vice President for Adult Studies, are designated as the university officials responsible for supporting faculty members in the adjudication of Honor Code violations.

Belhaven reserves the right to discipline any student who violates university policies and regulations. Such discipline may include, but is not limited to, fines, suspension of certain privileges, community service, or mandatory withdrawal from the University.

Disciplinary Process For Violation Of General Community Policies

1. A complaint is filed with the Office of Student Services.
2. A University official (Director of Student Services or other designee) makes a decision concerning the severity of the complaint filed. If the offense is serious, then disciplinary action takes place.
3. The following general procedure is followed on complaints deemed serious by the Director to merit official disciplinary action (note: the Director may appoint a designee to administer cases):

- a. The accused receives written notice of charges and meets with the Director to discuss the disciplinary process and to enter a plea.
- b. If the student pleads guilty, a sanction is administered by the Director. The student receives notice of any sanction in writing.
- c. If the student pleads innocent, the student will have a hearing with the Director and Dean.
- d. Steps for the hearing
 1. A hearing is held in which the accused makes a plea and witnesses may be called to testify.
 2. The Director and Dean make a decision based upon the hearing
 3. The student receives written notice of the decision and, if applicable, sanction.
 4. The student is notified in writing of the right to appeal the decision to the Assistant Vice President of Adult Studies or a designee within 48 hours of receiving the written sanction. The appeal should be written and should state the reason for appeal as one of the following:
 - a. Procedural violations;
 - b. Sanction inconsistencies;
 - c. New evidence
 5. The Assistant Vice President for Adult Studies or a designee will consider the reason(s) for the appeal and case evidence and will render a decision based on all information. The student will be notified of the decision in writing within a reasonable time not to exceed 10 days. This decision is considered final.

Failure to comply with disciplinary sanctions usually results in immediate indefinite suspension from the University, without appeal. Belhaven University reserves the right to suspend a student from campus in certain situations pending final adjudication of a case. The nature of some situations may necessitate the immediate dismissal or removal of the person for the good of the community. Disciplinary sanctions may include, but are not limited to, the following:

Disciplinary Warning - an official reprimand informing the student of the violation of the Belhaven University standards. It includes a warning concerning future behavior.

Fines - requiring the student to pay a sum of money because of breaking a University standard.

Restitution - replacing of damaged or stolen property, the value of such property, and reconciliation for the wrong.

Counseling - requiring the student to enter counseling in order to explore the cause and reasons for violations of University standards.

Community Service - requiring the student to provide service as part of restitution and/or part of a learning growth process concerning the violation of University standards.

Disciplinary Probation - indicating to the student that further violation shall result in more severe disciplinary action, usually suspension. This action shall be imposed for a specific period of time.

Disciplinary Suspension - denying the student the privilege of attending Belhaven University for a definite period of time. The suspended student must follow a written policy of appeal to re-enter the University.

Expulsion - denying the student the privilege of attending Belhaven University.

Disciplinary Process For Violation of Academic Honor Code

Since Academic Misconduct/Honor Code violations are related to a student's class work, the appropriate response is vested in the professor. (See the section on Plagiarism for specific information on the discipline process for plagiarism.) If a student disagrees with a professor's handling of the incident, an appeal may be made to the Dean of Faculty. Honor Code violations may also be filed by students or faculty to the respective Dean of Faculty, depending on the location of the incident. The following general procedure is followed in Academic Misconduct/Honor Code cases:

1. The faculty member has the authority to impose a sanction in response to student academic misconduct. The student has 48 hours to appeal the faculty member's decision in writing to the Dean of Faculty who will consider the reason(s) for appeal and case evidence and will render a decision based on all information. The student will be notified of the decision in writing within a reasonable time not to exceed 10 days. This decision is considered final.
2. The case may be referred by the faculty member to the Dean of Faculty (or a designee) who will observe the following procedure:
 - a. The accused receives written notice of charges and meets with the Dean of Faculty to discuss the disciplinary process and to enter a plea.
 - b. If the student pleads guilty, a sanction is administered by the Dean of Faculty. The student receives notice of any sanction in writing.
 - c. If the student pleads innocent, the student will have a hearing with the State Dean of Faculty.

The following general procedure is followed:

1. A hearing is held in which the accused makes a plea and witnesses may be called to testify.
2. The Dean of Faculty makes a decision based upon the hearing.
3. The student receives written notice of the decision and, if applicable, sanction.
4. The student is notified in writing of the right to appeal the decision to the Assistant Vice President for Adult Studies or a designee within 48 hours of receiving the written sanction. The appeal should be written and should state the reason for appeal as one of the following:
 - a. Procedural violations;
 - b. Sanction inconsistencies;

- c. New evidence.
5. The Assistant Vice President for Adult Studies or a designee will consider the reason(s) for appeal and case evidence and will render a decision based on all information. The student will be notified of the decision in writing within a reasonable time not to exceed 10 days. This decision is considered final.

Disciplinary sanctions may include, but are not limited to, the following:

- A failing grade on the work in progress;
- A failing grade in the course;
- Suspension from the University for a specified minimum time;
- Dismissal from the University.

EMERGENCY PROCEDURES

Fire Evacuation

Students are required to exit the building immediately any time the fire alarm sounds! Students should become familiar with the fire exits in each building. Students are to evacuate the building immediately and stay at least 50 feet away from the building until the “all clear” signal is given from an appropriate staff member.

Severe Weather (Tornado)

When a TORNADO WATCH is issued, students should be prepared to move to a pre-selected area of safety on the ground floor or basement. In the event of a TORNADO WARNING, students should proceed at once in an orderly fashion to a pre-selected area of safety on the ground floor or basement. All students should remain in this designated area until authorization to leave is confirmed by a Belhaven official. Should a tornado hit the campus or immediate area, everyone should restrict his or her movement until the area is cleared of hazards such as power lines, gas lines, and unstable structures.

Severe Weather (Snow / Ice / Hurricane)

Students should monitor the Belhaven web site at www.belhaven.edu, their campus Facebook pages, and/or Twitter in the event that a snow, ice, or hurricane event is projected to impact one of the Belhaven campuses. Email notifications will be sent to student Belhaven email addresses should the decision be made to close the campus. The class time missed due to a campus closure will be made up. The professor and/or Dean of Faculty will work to reschedule missed classes with the minimum of disruption to the current class schedule.

HONOR CODE

The Belhaven University Honor Code states 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.

- One will not steal.
- One will not make any form of false statement in official matters.
- One will not plagiarize the work of others
- Any violation of the Honor Code should be reported to the Dean.

SEXUAL HARASSMENT

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

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

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

SMOKING TOBACCO, AND e-CIGARETTES POLICY

Belhaven University recognizes the effects and costs of smoking, tobacco, and nicotine use on our society. The University is committed to promoting a healthy environment for its students, staff and visitors without the hazards associated with these products. This policy establishes the University as a smoke free institution and includes but is not limited to cigarettes, any form of tobacco, and devices such as e-cigarettes, pipes, vaporizers. The use of these items is prohibited in all property owned by the University and including vehicles and property leased by the institution, campus grounds, parking lots, garages, plazas and courtyards. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit. This policy is the same for all Belhaven branch campuses.

STANDARDS ON PLAGIARISM

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 the 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. 12.20, 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

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 the following:

- 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.)
- Quoting from source materials without using quotation marks or block indentations to show that the material was quoted as required in acceptable documentation.
- 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 students accused of scholastic dishonesty. A student who is found guilty of plagiarism may receive a “0” on the paper, and more serious penalties may be imposed, including no credit for the course and dismissal from the university.

The Bible teaches that God knows and will judge unrighteous acts, even if they are not discovered by others (see 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 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 which 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

- 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.
- Do not merely copy from any book, article, or encyclopedia and submit this for your paper. This is not acceptable research.
- 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.

- 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.***

Grades for Academic Misconduct (Plagiarism)

Within a Class

1. For the first instance of plagiarism the student receives a '0' grade for the assignment with no option for extra credit. The Faculty Instructor should notify the Dean of Faculty that an incident of plagiarism has occurred and the grade given.
2. For the second instance of plagiarism within the same course, the student receives an 'F' for the course. Again, notify the Dean of Faculty of the incident.

For Student Through Entire Program (beyond in-class penalties)

1. For the first instance of plagiarism, the Dean of Faculty will document infraction on spreadsheet and take the following actions:
 - a. Send by mail and email a warning letter with *BU Standards on Plagiarism* to the student (samples on the Dean's Drive).
 - b. Notify Student Services
2. For the second instance of plagiarism, the Dean of Faculty will document infraction on spreadsheet and take the following actions:
 - a. Send by mail an official letter with attachments *BU Standards on Plagiarism* and Honor Code Assignment (on the Dean's Drive).
 - b. Student will be unable to enroll in upcoming term until the assignment is accepted.
 - c. Notify Student Services
3. For the third offense the Student will be immediately disenrolled from Belhaven University and may not re-enroll for at least one complete semester. Re-enrollment is contingent upon an interview with the Dean of Faculty regarding the student's attitude and promise to avoid plagiarism if allowed back into Belhaven.

STUDENT IDENTIFICATION CARDS

For security reasons, all students are required to have a validated Belhaven identification card. This card is used for all university-related business and activities. There is a \$5.00 charge for replacement cards. Branch campus students should contact the Director of Student Services on their campus to make an appointment for new cards. Jackson students should contact the Director of Security at 968-5900 to make an appointment to have a new card made.

CLASSROOM OPERATIONS

CANCELLATION OF CLASS MEETINGS

Students will be notified by e-mail from the professor or Student Services of any cancellation of a class meeting due to extenuating circumstances. It is the students' responsibility each week to check their Belhaven e-mail to assure that class has not been canceled.

CLASS ATTENDANCE

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

Class Records

Class attendance records are maintained by the instructor and posted to PowerCampus before 1 p.m. on the day following the class meeting. Project Teams monitor attendance internally, and their end-of-course reports become part of the weekly attendance totals. Course faculty member is responsible for verifying the site and time of the meeting place for each Project Team.

Excessive Absences

Students arriving 15 minutes or more late to class or leaving before the class is dismissed will be marked as Tardy. Two tardies equal one absence. Students not present for a minimum of 3 hours of the instructional time are to be counted as absent.

- Process Excessive Absence after 2 absences in courses with 5 – 7 class meetings
- Process Excessive Absence after 3 absences in courses with 8 or more class meetings
- Student may appeal to the Campus Dean excessive absence grades of F using the appeals process. Dean may advise student to submit an appeal to the Faculty Academic Appeals Committee.
- Registrar posts the grade of F, signs the EA form and mails form and grade report to student

Work Waivers

Attendance waivers are available for students who are required to miss one class meeting in a course because of work. The student must complete the form, obtain employer verification, get the instructor's signature, and return the form to Student Services prior to the beginning of the affected course. If an unexpected work-related absence occurs, the student must complete the request and submit it prior to the next class meeting for the absence to be recorded as a work waiver. A grade of F will be posted for students who fail to submit the attendance waiver within the time allowed and have two absences recorded for a course. A student may have only one waiver for any course and a maximum of three waivers while at Belhaven. The waiver must be approved by Student Services taking into consideration the attendance policy as stated in the Belhaven Catalogue. The student will be notified of approval or denial of this request prior to the date requested for non-attendance.

It is the student's responsibility to check with Student Financial Services to determine payment and student loan implications.

CLASS DESIGN

Each student is provided with an Academic Plan. Classes meet with a faculty member each week. In addition, some classes require Project Teams (3-5 individuals) to meet without the faculty member to complete assignments as outlined in the course module. The students themselves set meeting times for the Project Teams.

STUDENT RESPONSIBILITY IN THE CLASSROOM

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 University, 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 module for expectations specific to each class. The Belhaven faculty has 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. The only cellular phones and beepers allowed are the vibrating ones, and students **may not leave class until break or class end to take personal calls.**
3. Honesty is expected in all course work.
4. Students who show zeal for learning by being in the classroom and prepared as their classes begin usually achieve high marks.
5. Professors will be sensitive to extraordinary circumstances if the student is normally attentive and consistent.
6. 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!

TEXTS AND MATERIALS

Textbooks and materials will be provided to new students at the New Student Orientation if fee payments have been completed in accordance with the payment policies of Belhaven University. Textbooks and materials for subsequent courses are available to students two weeks before the prior course ends. Textbooks remain the property of Belhaven University upon completion of all courses and are to be returned to Student Services upon completion of a course. Students wishing to purchase their textbooks may contact the Belhaven Bookstore for purchase information.

If a textbook is lost or stolen, it is the responsibility of the student to report the information to the Office of Student Services.

COMMUNITY EXPECTATIONS

RESPONSIBILITIES & RIGHTS

Belhaven University, as a Christian liberal arts institution, has a special set of interests and purposes essential to effective functioning. These include: (a) the opportunity for students to attain their educational objectives, (b) the creation and maintenance of an intellectual, spiritual, and educational atmosphere throughout the University, and (c) the protection of the health, safety, welfare, property, and rights of all members of the University and the safety and property of Belhaven itself. The University has a clear responsibility, in the area of student conduct, to protect and promote the pursuit of its goals. The Community Expectations emphasize the University's obligation to promote the personal freedom, maturity, and responsibility of students. Student organizations which are recognized by the University 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 University. The Community Expectations set forth those acts which constitute unacceptable conduct for students of Belhaven University.

The student or student organization recognized by Belhaven University accepts the responsibility to conform to all Belhaven University policies and expectations. Proven failure to meet this obligation will justify appropriate disciplinary sanctions including, but not limited to, dismissal, suspension, disciplinary probation, or disciplinary warning. Although the University will make every reasonable effort to make the policies and expectations available, students are responsible for becoming familiar with them.

The classrooms, student center, and project team locations are places to learn, to socialize and to grow. Each person must be recognized to have certain rights which do not conflict with the Community Expectations nor infringe upon the rights of others in the spirit of the University motto "*not to be served, but to serve.*" These rights include the following:

- The right to study without distraction;
- The right to personal privacy;
- The right to study in a clean environment;
- 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.

GRADUATION PROCEDURES, DEADLINES, DATES, AND FEES

ACADEMIC HONORS

Academic honors are calculated after all final grades are posted for bachelor degree students and according to Belhaven quality points. Honors are not given at the associate degree or master degree level. Academic honors are announced only at the time of the graduation ceremony lineup and are not available to students prior to this time. The following academic honors are recognized at graduation:

Graduation “With Honors”:

- A minimum of 45 academic hours carrying quality points at Belhaven
- A minimum cumulative GPA of 3.4 at Belhaven

Graduation with Cum Laude, Magna Cum Laude, Summa Cum Laude:

- A minimum of 60 academic hours carrying quality points at Belhaven
- Cum Laude – a minimum cumulative GPA of 3.4 at Belhaven
- Magna Cum Laude – a minimum cumulative GPA of 3.7 at Belhaven
- Summa Cum Laude – a minimum cumulative GPA of 3.9 at Belhaven

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

ALUMNI ASSOCIATION

As stated in the constitution and by-laws, the purpose of the Belhaven University Alumni Association “shall be to advance the cause of Christian higher education, to unite all the alumni of Belhaven University into a compact organization so that they may more effectively communicate with each other and with the University on matters of mutual interest, to arrange for alumni reunions, and in other ways support the work of the University’s Alumni Office.” The Office of Alumni Relations is located in Fitzhugh Hall at 1500 Peachtree Street. The affairs of the association are managed by alumni councils, which are elected to serve two-year terms beginning at the annual business meeting each year.

Alumni return to campus each fall, at which time the presentation of the Alumnus of the Year Award, Distinguished Service to Mankind Award, Alumni Church Award, Alumni Community Service Award, and Adult Student Leader Award are made.

The Adult Alumni Council works on alumni relations for the adult studies program and assists current students in various ways with their studies. Adult graduates are encouraged to join the Alumni Association.

AWARDS

The following awards are optional and students may be eligible for these depending on which campus they attend:

- **Nehemiah Graduate Studies Award:** The Division of Business Administration presents this award to an outstanding graduate student each year who has an outstanding academic record and who has demonstrated exceptional leadership and moral integrity.
- **James W. Park Academic Administration Award:** The Division of Business Administration presents this award to each graduate who has achieved a quality point index of at least 3.75 at Belhaven University while completing his/her baccalaureate degree in business. To qualify, a student must complete at least 50 semester hours at Belhaven University and must demonstrate exceptional leadership and moral integrity.
- **Who's Who in American Colleges Award:** This award is presented to students who have distinguished themselves in leadership, academic excellence and participation in campus activities.
- **Social Services Award:** Chosen by the faculty, this award goes to the student who best models Jesus' ministry to those whom society often neglects: the poor, the unlovely, the unsuccessful, the widows and orphans, and those sick in body, mind and spirit - while completing the Bachelor of Social Services degree.

Student Citizenship Award: The Student Citizenship Award is given to the outstanding Belhaven Adult Studies student, who through academic excellence, and selfless involvement in mission, church, community, and campus activities, exemplifies the finest in student servant leadership. Through demonstrated commitments to love the Lord, to love thy neighbor, and to achieve academic excellence, this student presents a role model for all students to emulate.

CEREMONY PARTICIPATION

Students who have completed all requirements, have no debts with the university, and have been checked out as final prior to the graduation ceremony date, at the graduation ceremony:

- may have honors recognition;
- will have degree conferred;
- will pick up diploma.

Students completing requirements with no more than 6 hours remaining:

- will not be recognized for honors at the graduation ceremony;
- will receive honor cord after degree is completed;
- will receive diploma after degree is completed;
- will not have degree conferred at graduation (may participate in next available ceremony if want degree conferred); and

Such students may participate in the next ceremony when honors will be recognized; however, students may participate in only one ceremony.

Students owing a balance to the university or who have a hold of some type on their record:

- will not be allowed to participate in a graduation ceremony until all balances are paid in full and all holds are cleared;
- will not be allowed to pick up cap/gown or get tickets;
- will not have degree posted on transcript until balance is paid; and
- will receive diploma following payment of balance

Students may participate in only one graduation ceremony per degree (i.e. Associate, Bachelor, and Master) and may be listed in only one program. Students must apply for each degree earned and must pay the graduation audit fee for each degree.

CHANGING THE GRADUATION DATE

If all the graduation requirements cannot be met after an **Application for Degree** Form has been submitted, the Registrar's Office **must** be contacted in writing regarding a change in graduation date, and a new application for the correct graduation date must be submitted online.

COMPLETION OF COURSE WORK

All degree requirements must be completed and transcripts received in the Student Services Office. The graduation date is the next graduation date following the degree completion date. Correspondence, directed studies, proficiency exams, portfolios, and other nontraditional course work should be completed, submitted, and transcribed prior to the graduation date.

DIPLOMAS

Diplomas will not be mailed to graduates. Graduates walking in the commencement ceremony will pick up their diplomas following the ceremony. Diplomas are available for pickup in Registrar's office for all Jackson students and in the Office of the Director of Student Services for all branch campuses.

GRADUATION APPLICATION

It is the responsibility of the student to file an application for graduation. The following procedures should be followed:

- a. Complete the **Application for Graduation and pay the graduation fee** according to instructions available online at www.belhaven.edu/Academics/Registrar/graduation.htm. As of July 1, 2004, applications are to be done online. Deadlines for application are approximately eight months before the graduation date (see the above web page for exact dates). Only those students who plan to complete degree requirements prior to the upcoming graduation date should apply.
- b. If an **Application for Graduation Form** is not received or a deadline is missed, a diploma cannot be issued until application is made for the next graduation date.

GRADUATION DATES

Belhaven University conducts graduation ceremonies for each campus at least annually. Consult with Student Services at the campus location for schedule.

GRADUATION FEE

A graduation audit fee is required for all students. 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 when the student actually graduates. A graduation audit fee is required for each degree earned at Belhaven University.

GRADUATION REQUIREMENTS

After completion of all degree requirements 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 audit fee.

TRANSCRIPTS

Degrees will be posted to transcripts upon completion of all degree requirements according to the following schedule:

- December graduates – no later than the end of the first week of January
- May graduates – no later than the end of the first week of June
- August graduates – no later than the end of the first week of September

Students must request transcripts online through www.belhaven.edu/Academics/Registrar/transcripts.htm.

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 Student Services Office. An **Application for Degree Form** must be on file in the Student Services Office when the letter is requested.

FINANCIAL INFORMATION

FINANCIAL AID

Financial aid is available for those who qualify. The following procedures must be followed in applying for financial assistance:

New student:

1. Apply for admission to the University.
2. Apply for Federal Assistance by filing the Free Application for Federal Assistance (FAFSA) on the Internet at www.fafsa.gov

Renewal process for current students:

Submit the FAFSA each calendar year using prior year tax information by filing the Renewal FAFSA for the appropriate year at: www.fafsa.gov

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, 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 Student Financial Services to verify the impact of the change.*

IMPORTANT: Be sure to list Belhaven University as one of the colleges to receive the results of your evaluation. Our code number is 002397.

ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress

The Higher Education Act of 1965 (HEA), as amended, mandates institutions of higher education to establish minimum standards of Satisfactory Academic Progress (SAP) for students receiving financial aid. Program Integrity Regulations, modifying these requirements, were issued October 29, 2010, with an effective date of July 1, 2011. In order to comply with these requirements [Department of Education Federal Regulations 668.16(e), 668.32(f), and 668.34], Belhaven University has established the following definition or standard of Satisfactory Academic Progress for undergraduate students. A student not making SAP, as deemed by the following conditions, will lose his or her financial aid [668.329(a)(7)].

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

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

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

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

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

E. A course with a grade of incomplete will be counted as hours attempted [668.34(a)(6)]. A student may request his or her SAP be reevaluated once a final grade has been posted.

3. A student who exceeds 150% of the required hours for his or her program is not making SAP. *Once a student, pursuing a 124 hour degree, attempts 186 hours (150% X 124 hours) he or she will no longer be making SAP.* This is referred to as *Maximum Time Frame* in the Department of Education Federal Regulations [668.34(a)(5)(i)]. Hours used in determining whether a student has reached 150% are defined as hours attempted in #2.

*Students deemed not making SAP and taking classes during the summer can have their SAP reevaluated with their summer work included. It is the student's responsibility to request a reevaluation.

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

Good Standing – eligible to receive financial aid

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

Financial Aid Warning – eligible to receive financial aid

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

Financial Aid Probation – eligible to receive financial aid

A status assigned to a student who following a semester on Financial Aid Warning fails to make SAP. The student is placed on Financial Aid Suspension. The student successfully appeals and is granted financial aid for one more semester. A student is granted one probation semester. See “Instructions for Preparing a Satisfactory Academic Progress (SAP) Appeal” for more guidance concerning an appeal.

Financial Aid Suspension – not eligible to receive financial aid

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

Appeal Process

Appeal – A process by which a student who is not meeting the institution's satisfactory academic progress (SAP) standards petitions the institution for reconsideration of his or her eligibility for title IV, HEA program assistance.

A student placed on Financial Aid Suspension has the option to appeal. The student must submit a typed appeal letter to the Financial Aid Office at Belhaven University explaining, in detail, any extenuating circumstances (death of a relative, an injury or illness, or other special circumstances) that led to the student's Financial Aid Suspension [668.32(a)(9)(ii)]. Any documentation supporting the student's case is welcomed [668.32(a)(9)(iii)]. The appeal and any documentation will be presented to the Financial Aid SAP Appeal Committee. If the appeal is approved, the student will have his or her financial aid for one more semester. The student must meet any specific requirements as determined by the committee [668.32(a)(8)(ii)] [668.32(a)(9)].

Following an appeal, the student will be sent an email with the ruling of the Financial Aid SAP Appeal Committee. If the appeal is granted, the email will explain any specific requirements the committee would like the student to fulfill. Failure to comply will result in the immediate termination of the committee's granting of financial aid. Financial aid disbursed based on the committee's decision may have to be returned [668.32(a)(11)].

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

Reestablishing Financial Aid

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

SPECIAL NOTE: A veteran student who has been placed on probation for three consecutive three-hour courses and does not achieve the required GPA of 2.0 will be reported to Department of Veteran Affairs as not meeting the standards of progress.

COURSE WITHDRAWAL (ADULT STUDENTS ONLY)

In the event of a necessary interruption of scheduled attendance, the student requests a course withdrawal in writing to the Director of Student Services. Failure to return on schedule, a second unscheduled interruption, or an absence not reported, may result in financial aid being canceled. This may result in beginning the grace/repayment period of your Federal student loan effective the last date of attendance. In the event a student drops from a course before the course begins with intentions to reenter the next course in sequence, the regular financial aid disbursements will be adjusted accordingly. If a withdrawal occurs after the course begins, the student may find that financial aid will not cover all course work toward the end of his/her program. Each case is individual. Students must be personally responsible for the financial aid ramifications of any withdrawal from the program.

FEES AND EXPENSES

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

Graduation Fee.....	\$100
Portfolio Assessment Fee.....	\$150
Portfolio Credit Fee.....	\$ 75/hour
Proficiency Exam Fee	\$100
Proficiency Credit Fee	\$100
Program Change Fee.....	\$200
Return Check Fee.....	\$ 35
Transcript Fee (per copy, \$10 if faxed)	\$ 10

FINANCIAL REGULATIONS

Students receiving federally funded Title IV financial assistance

If a student withdraws from a course it could result in a portion or all of financial aid funds being returned to the lender. Additionally, if a student withdraws from the University on or before the 60% point in time of the period of enrollment, calculated using calendar days, a portion of the total of Title IV funds awarded a student (Pell Grant, Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Direct Loan, or Federal PLUS Loan) must be returned, according to the provisions of the Higher Education Amendments of 1998. The calculation for the return of funds may result in the student owing a balance to the University and/or the federal government.

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

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

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

LOAN ELIGIBILITY

Belhaven University can only certify eligibility to apply for a student loan. The lender and the government guarantee agency make final determination of loan eligibility.

OTHER FINANCIAL AID PROGRAMS

Veterans' Benefits: Certain armed service veterans and dependents who qualify under federal laws administered by the Veterans' Administration (VA) are eligible to receive educational benefits. Information about these programs may be obtained by writing the state veterans administration office or by visiting <http://www.gibill.va.gov/> on the Internet. Each recipient of VA benefits enrolled at Belhaven University is expected to become familiar with, and to adhere to, all academic policies stated in the current issue of the Belhaven University catalogue.

Veteran students intending to use their education benefits should notify their enrollment counselor and provide a copy of their DD214 form for their student file. VA students who have received benefits before at another institution should complete VA form 22-1995 (Change of Program or Place) upon being admitted to Belhaven. Those applying for benefits for the first time will complete VA form 22-1990. Forms can be completed online at <http://vabenefits.vba.va.gov/vonapp/main.asp>.

Vocational Rehabilitation Benefits: Individuals with physical disabilities caused by their military service may receive financial aid from state departments of vocational rehabilitation. Detailed information is available through the departments of vocational rehabilitation in the student's home state.

OTHER FINANCIAL POLICIES

Any account balance due for any preceding session/term must be paid before a student will be enrolled for the succeeding session/term unless satisfactory payment arrangements have been made. The Registrar is not permitted to release transcripts until all indebtedness to the University is paid. A student who has not made satisfactory arrangements with the student accounts office in Student Financial Services regarding his account may be administratively withdrawn from Belhaven University.

Students who withdraw voluntarily or administratively and have an unpaid balance, for which satisfactory payment arrangements have not been made, will have their account sent to an outside collection agency for collections. Should this action be taken by the University, the student will be responsible for the balance and any additional collection charges and fees related to the collection of the debt. The outstanding balance will also be reported to the credit bureau. All transcripts and diplomas will be held until the balance is paid in full.

Students who are admitted to the University accept as contractual all the terms and regulations set forth in this catalogue and are liable for the payment of all charges and fees incurred during their stay at the University.

Institutional Refund/Withdrawal Policy – Non-Traditional Programs

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

- The application and tech fees are nonrefundable.

- All refunds/credits for charges to the student's account will be granted on the basis of the date on which notification of the intent to withdraw is received by student services.
- Course Withdrawal – When student services receives notification of a student's intent to withdraw from a course prior to the first class meeting, a refund/tuition credit of 100 % will be given for the course.
- If student services receives notification of the withdrawal prior to the second class meeting, a 75% refund/tuition credit will be given.
- No refunds/credits will be given for withdrawals after the second class meeting.

Program Withdrawal – When Student Services receives notification of a student's intent to withdraw from the University or in cases of an administrative withdrawal, a student will receive a 100% refund/credit for all courses for which the student has not attended.

REFUND POLICY

Since Belhaven University provides a way for students to commit to degree completion, withdrawals from the program are few. However, the following policies exist for the extreme conditions that may necessitate reimbursement.

- **All** refunds for charges to the student's account will be granted on the basis of the date on which notification of the student's intentions was received.
- The Application Fee is nonrefundable.
- Upon notification of withdrawal received **prior** to the first class session, a 100% refund for tuition will be given.
- Upon written notification of withdrawal received prior to the second-class session, a 75% refund for tuition will be given.
- **No refunds will be made for withdrawal after the second class session.**
- Students admitted provisionally will be fully refunded only for courses not taken.
- Financial aid refunds are returned to the appropriate sources.
- Refunds are not allowed after the first class session of courses taken for one-hour credit.
- A student who is dismissed for disciplinary reasons forfeits the right to a refund of any charges.
- Students have one week to receive a full refund if they decide to cancel their admission to Belhaven University.

GENERAL INFORMATION

ACADEMIC PLANS

An academic plan will be established for students upon admission to Belhaven. They can be viewed by logging on to Blazenet at <http://bcblazenet.belhaven.edu>. Login information for Blazenet is sent to the student's Belhaven email address.

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

ADMINISTRATIVE WITHDRAWAL

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

CAMPUS RESOURCES

BlazeNet

<http://bcblazenet.belhaven.edu>

BlazeNet is Belhaven's Intranet system, providing online information to current students, faculty, and staff. From BlazeNet, students can view their academic plan and grades online, use their Belhaven e-mail account, download modules and forms, use online library resources and get developmental information such as Christian, career, and study skills development.

Bookstore – Jackson Campus

The Belhaven bookstore, located in the Irby Student Center, is open 9:00 a.m. - 6:30 p.m. Monday through Thursday and 9:00 a.m.- 1:00 p.m. on Friday.

Bookstore – Lefleur Campus

The Belhaven Lefleur Campus bookstore, located on the first floor of the Lefleur Bluff Tower Building, is open 9:00 a.m. - 6:30 p.m. Monday through Thursday. It is closed from 1:00 p.m. to 2:00 p.m. for lunch, and closed on Friday.

Career Development

Appropriate employment information that is provided to Belhaven University will be posted on each campus through the Student Services Department.

Student Financial Services

The Adult Accounting Office handles student accounts for the Jackson Campus. If at any time you have questions concerning your account, call 800-960-5940 or 601-968-5933.

Students attending classes in Atlanta, Chattanooga, Houston, Memphis or Orlando, should contact Student Accounts in Jackson at 800-960-5940.

Warren A. Hood Library – Jackson Campus

The Warren A. Hood Library houses more than 100,000 items. In addition to the book collections owned by the library, there are periodical subscriptions, record and CD collections, video cassettes, maps, vertical file materials, University Archives, periodical indexes, subscriptions to web-based indexes/full text databases, reference materials for all fields, and Internet access.

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

Individuals using the library are strongly urged to seek all assistance possible. Should essential library materials not be found in the library, cooperative agreements between Belhaven University and other local libraries make available some 3.5 million items to each student enrolled at the University. Appropriate credentials (available at the library's public service desk) must be presented at the source library. For items not available locally, participation in a variety of interlibrary loan networks makes possible computer-based loan service.

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

The library is open 104 hours each week for the fall and spring semesters. Hours are slightly reduced during the summer terms. Please call (601) 968-5948 for library hours or check the hours listed on the University web page.

CLASSIFICATION

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

COURSE CANCELLATION

Students and faculty will be notified at least 48 hours in advance of any course cancellation except in emergency situations.

COURSE LOAD

Normal course load in a four-month period should not exceed 9 semester hours. Requests to take more hours must be approved by Student Services and Dean. Approval will be on the basis of the student's previous record of achievement and the course in which he/she wishes to enroll. No student may receive credit for more than 18 hours in a four-month period.

Undergraduate students may choose to take two courses at once or to "double up." Students must have at least a 3.0 GPA, complete the appropriate approval form, be taking no more than 18 credit hours in a term, and have sufficient funds to pay for the additional coursework.

Graduate students may double up on classes with approval from the Dean.

COURSE WITHDRAWAL / DROP

A student who drops a course is not considered to have withdrawn from the school. A course drop is approved if:

- The student has made a request for the course drop **prior** to the course.
- The drop period does not exceed 60 days (Adult Students only).
- Course withdrawals cover only one course. If a student does not return at the end of the course drop and does not withdraw from the program with the Director of Student Services, there may be financial aid ramifications.
- A student may drop a course, but he/she must consider that financial aid may be affected.
- Any missed required courses must be completed at a later date in order to complete the program.

GRADING POLICIES

At the conclusion of an Adult Studies course, final grade reports will be available on BlazeNet. In the graduate teacher education program, final grade reports are available on BlazeNet at the end of each term or session. The Office of the Registrar will not show students their grades. **Grades will not be discussed or given out by phone or e-mail.** Course grade reports will indicate course completed, credit received, and grades assigned.

The meaning of the course grade is as follows: A, superior; B, good; C, average; D, passing; F, failing; I, incomplete; AU, audit; NA, no audit; W, withdrew before grades; WP, withdrew passing; WF, withdrew failing; WC, BBA withdrew from course; AW, administratively withdrawn; S, satisfactory; U, unsatisfactory; ES, examination satisfactory; CR, credit; NC, no credit; RF, repeated failure/no forgiveness.

The grades S (satisfactory) and U (unsatisfactory) are used for courses completed on the pass/fail option. The grade ES (examination satisfactory) is used for credit given by examination in foreign languages and mathematics. The grade CR (credit) is given for nonacademic courses to indicate that credit has been earned. The Course Grading Scale is as follows:

A = 4.00	B- = 2.66	D+ = 1.33
A- = 3.66	C+ = 2.33	D = 1.00
B+ = 3.33	C = 2.00	D- = 0.66
B = 3.00	C- = 1.66	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). Final GPAs used in calculating honors and a student's overall GPA do not include transfer coursework.

Academic Appeals

Grading is viewed by Belhaven University as a contractual relationship between faculty member and student, and although students have the right to protest, actual changes in grades are both rare and at the option of the faculty member. The Dean will intervene only in extreme circumstances or when the course materials or curricular items are concerned.

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

- The student should contact the faculty member for discussion within seven days of receiving the grade.
- If the student continues to feel justified in making a grade appeal, the student should email the Dean of Faculty describing the circumstances and including supporting documentation for the appeal.
- The Dean of Faculty sends the appeal information to the Instructor who has 2 business days to respond.
- The Dean will meet with the Academic Appeals Committee and reach a decision (committee shall consist of the Dean of Faculty and the discipline representative (i.e. Dean of Business, Dean of Education, etc))
- When the Dean and/or Committee takes action, the student will be notified in writing of the decision and a copy of all correspondence will be forwarded to Student Services and the Registrar's Office for placement in the student's file.

- Decisions made by the Academic Appeals Committee are final and may not be appealed.
- In the case where the Dean of Faculty is the Instructor, the Assistant Vice President of Adult Studies handles the appeal.

Academic Probation

A student who falls below the required cumulative 2.0 (3.0 in a graduate program) in any program will be placed on probation for the next three consecutive courses. Academic probation will be removed when the student achieves a satisfactory cumulative GPA of 2.0 (3.0 in a graduate program). If a student does not achieve a 2.0 (3.0 in a graduate program) within the probationary period of three consecutive courses, he/she will not be eligible for readmission until six months have passed. In such cases, a formal application must be submitted in accordance with admissions procedures. In addition, applicants will petition for readmission by the cause and correction for academic deficiencies. The second academic disqualification will be considered a suspension, and the student may not petition for reinstatement for one year.

Forgiveness Policy

An undergraduate student may request in writing to repeat up to four courses (or 12 hours) for forgiveness. A graduate student may request in writing to repeat up to two courses, or 6 hours for forgiveness. Both grades will appear on the permanent record. The forgiveness policy can be used one time per course. Repeating a course may influence a student's financial aid or sports eligibility.

The following stipulations apply to this policy:

1. The student cannot use this option to repeat a course in which a grade of C or higher was earned. This can only be used to replace a grade of C- or below. Graduate students can use this option to repeat a course in which a grade of B- or lower was earned. A grade of F will not forgive a grade of F; both F's will be calculated in the GPA.
2. The highest grade earned will be the one used to recalculate the GPA.
3. The student cannot use the forgiveness policy to replace a grade that was earned at another school, nor may grades earned at Belhaven be replaced by grades earned at another school. This policy will only affect the Belhaven grades and quality point index.
4. A course intended to be used for the forgiveness policy cannot be taken as independent study and must be taken at Belhaven University.

Incomplete Grades

The grade I is given at the discretion of the instructor with prior approval of the Director of Student Services and only in case of a prolonged illness or other emergency and indicates that all requirements in a course have not been met. In order for students to receive the grade of I, they must have made satisfactory progress in the course up to the

point of illness or emergency. The grade of I cannot be given prior to the last day to drop a course without an F. Students receiving the grade of I should make the following arrangements with their professors and the Director of Student Services. In filling out the Incomplete form, students and their professors agree upon the dates of completion for all work. Should a student fail to complete the required work within 30 days following the date of the last class meeting of the course for which the grade of I was given, the grade will automatically be changed to a grade of F by the Office of the Registrar.

ORIENTATION

Prior to class beginning, students are required to attend a New Student Orientation where the following will take place:

- Meet Belhaven staff
- Discuss Belhaven's program format and schedule information
- Review program policies and degree completion planning
- Review book distribution and information on downloading class modules
- Receive assignment for first class
- Receive parking decal and information (if applicable)
- Review any individual questions

Tuition must be paid or financial aid paperwork completed prior to the first class of the course.

It is imperative that all new students attend orientation. If for some reason you are unable to attend, contact Student Services as soon as possible to reschedule an individual orientation.

PERSONAL CHANGE OF STATUS

The Office of Student Services should be informed of the following:

- Change of address
- Change of phone number or email address
- Change of name (must have name documented on social security card) must be made with the Registrar's Office.
- Forms can be found on the Belhaven University website.

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, e-mail address, enrollment status, photograph, 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. University officials will release directory information to the public as deemed appropriate. Students not

wanting directory information released should contact the Director of Student Services. Other personally identifiable student records are not released without the student's prior written consent or pursuant to judicial or administrative subpoena with the following exceptions: teachers and university officials who have a legitimate educational interest and other persons or agencies as described by the Family Educational Rights and Privacy Act (FERPA) of 1974.

PROGRAM WITHDRAWAL

- A student who withdraws from the program is required to notify the Office of Student Services, except in cases of administrative withdrawal due to nonattendance or low GPA.
- The date the notification is received in the Student Services Office is the official date for withdrawal and will be used to calculate tuition charged and the student's grade in the course. The effective date for Financial Aid purposes will be the last date of attendance.
- The refund policy is stated in this handbook in the "Financial Information" section. An automatic failure results after the following withdrawal periods:
 - After 2 absences in courses with 5 – 7 class meetings
 - After 3 absences in courses with 8 or more class meetings

It is advised that a student withdrawing from the program speak with a Financial Aid counselor and Accounting so that the student understands any financial ramifications of the withdrawal, including the return of Title IV funds and any payments that might be due from the student.

- A Program Withdrawal will affect the grace period of any outstanding student loans and may cause the student to enter into immediate repayment.

REENTRY

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

- Contact Student Services at least one week prior to reentry to review the student's academic status and to set up a reentry schedule.
- Student Services will then contact the Accounting Office, Student Accounts, Office of Student Financial Services, and the Registrar for re-entry clearance.

A student who has been out of the program for six months or longer will reenter under all current program policies, including changes in degree requirements.

TRANSCRIPTS

A student who desires a transcript should go to <http://www.belhaven.edu/Academics/Registrar/transcripts.htm> for information on how to request a transcript. **Transcript requests take 48 hours to process.** The Registrar is not permitted to release transcripts for a student who is in debt to the university. The person whose record is to be released must sign the request for a transcript. The cost of each transcript is \$10.00 and must be paid in advance.

PROJECT TEAMS

CONCEPT - PROJECT TEAM

In order to meet the needs of our students, the program provides a combination of traditional instruction and the enhancement of nontraditional instruction and learning that takes place within a Project Team. The Project 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. Following are general guidelines for all project teams:

- Project teams may be made up of a minimum of three and maximum of five students, which will meet once each week as assigned in the course module to take charge of their own learning.
- Team members will select team meeting locations.
- Teams will meet in person periodically for an average of four hours.
- Failure to meet will affect the grade of each member. Continuous failure to meet will result in administrative withdrawal for attendance and/or in a grade of “F” in the course.
- All team projects are the responsibility of all members.
- Members will evaluate the significance of the contribution of each member.
- Attendance is verified by students and signed off by the professor.

PURPOSE OF PROJECT TEAMS

Project Teams serve several purposes:

- Achieving the required instructional hours for a course. Each course includes in-class instruction and Project Team interaction. The Project Team meetings take place to help meet the required number of in-class instructional hours. Therefore, Project Team attendance is required just as classroom attendance is, and the Project Teams are required to be diligent in completing all assignments for each week, assuming responsibility for self-management of learning.
- Students are expected to assume responsibility for learning on their own in cooperation with other students. These are students who are in responsible positions in the work-place and who should be able to manage their own learning.
- Through Project Teams, 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.
- Project Teams provide mutual support through which students can learn to be more efficient problem-solvers. The groups are major learning resources for all involved. Teamwork has become vitally important in today’s world of professional management. Students 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 will be required to do in future management positions.

A CONDUCTIVE LEARNING ENVIRONMENT

- The location must be approved by the faculty member on the first night of class.
- The site selected should be similar to a library (public or university), a company meeting room, a bookstore, or coffee shop.
- There should be comfortable seating accommodations for all study group members, preferably with a writing surface for each person.
- The environment should be safe and quiet (without loud music), have adequate lighting, provide adequate temperature control, and have restroom facilities for male and female students.
- The location should be accessible to all students.
- There should be adequate parking for all members.

APPEALS - PROJECT TEAM

If a severe Project Team problem results in the filing of an appeal, the same procedure will be followed as with the filing of any other appeal.

CONFLICT MANAGEMENT AND RESOLUTION

In most cases, Project Team members will work together cooperatively, will provide support for each other, and will even become close friends. It is expected that all members will 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.

Each team must have a covenant that spells out responsibilities and penalties for members who cause problems — even to the point of dismissing a member or members.

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

If a team 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, according to the charter. 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. This procedure should be addressed in the group covenant.

Some ways in which group members may prove to be ineffective members are being contentious, missing too many Project Team meetings, not accepting their share of the workload, or failing to complete work on time. It should be noted that all group members have strengths and weaknesses and that 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 Belhaven University administration is not to interfere with the operation of Project 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”) in a Project Team dispute. Conflict resolution is the responsibility of the team, but the administration will assist in arriving at solutions and will help facilitate any changes resulting from unresolved conflict.

COVENANT - PROJECT TEAM

Before the end of the first course, each Project Team must submit to the faculty member a Project Team Covenant that outlines the policies of the Project Team and is signed by each member of the team. Policies should include:

- Group goals and/or purpose.
- Planned meeting time, place, and agenda.
- Clearly understood attendance requirements and penalties for absences.
- Discussion of responsibilities of members within teams.
- Discussion plan for meetings.
- Conflict management and resolution, penalties for constitutional covenant breaches, and plan for constitutional covenant changes.

SAMPLE TEAM COVENANT

On this day, January 5, 2006, we, the members of the Knowledge Seekers Project Team of MBAO-001 at Belhaven University, do hereby establish and commit by these rules of conduct.

PURPOSE: We recognize the importance of teamwork and realize that the success of the individuals in the Project Team will be directly affected by the success of the group. Therefore, we pledge to nurture and support each other and to share knowledge, experience, and resources with each other as we work collectively to profit from our educational program.

MEETINGS: The Knowledge Seekers will meet for four hours every week in a public location, as required by the University, at a time and place decided upon by the group with consideration for the convenience of each member. The agenda for each meeting will be to work on course assignments — not to socialize — although the meetings will be informal. Each meeting will begin with prayer.

ATTENDANCE: Because Project Team attendance is part of the required attendance for a course and because the intense nature of the assignments requires input from everyone, all members are expected to attend all Project Team meetings except in emergency situations. When a member has to miss, he/she is expected to notify at least one person in the Project Team and to send his/her assignments to the meeting. Project Team meeting attendance will be documented weekly on the Project Team attendance log.

RESPONSIBILITIES: Each member will be expected to be on time and arrive with previously assigned work prepared. Each member will be expected to contribute to every meeting and to every group assignment. If a member is absent or has been unable to prepare an assignment and has a reasonable excuse, the other members will “cover” for that member once, with the understanding that the member will do extra work on future assignments. A continuing problem by a member will be grounds for group discipline.

RULES FOR DISCUSSIONS: The group will have a rotating moderator, with every member having a turn to moderate at a Project Team meeting. The moderator will be responsible for seeing that each member has an opportunity to participate in every discussion and that each Project Team meeting is conducted in an orderly fashion. Professional respect and courtesy will be extended to each member. At no time will a group member be allowed to be rude or threatening to another member. All meetings will be handled in a Christ-like manner with the understanding that constructive criticism is welcome, but negative criticism is unacceptable.

RESOLUTION OF CONFLICT: The Knowledge Seekers in a Christ-like and prayerful manner will address any conflict that arises. The matter will be discussed calmly and professionally, with all group members having input. If a vote is needed, the decision of the majority will rule.

PENALTIES FOR CONSTITUTIONAL BREACHES: Unless the first constitutional breach is one that the group considers major, it will be handled with simply a reprimand from the group. Any further breaches or a first breach that is considered major will result in a mandatory penalty on the Project Team evaluation at the end of the course. A member who continues to be a problem will be discussed with the instructor and may be dismissed from the Project Team by a majority vote.

CONSTITUTIONAL CHANGES: Any amendments to the Project Team constitution may be made by a majority vote.

EVALUATION AND GRADING

In addition to the individual grades that a student earns in each course, a group grade is assigned. Arriving at a composite group grade and averaging that with the individual’s grade on the presentation determine the group grade for an oral presentation. This method emphasizes teamwork and rewards superior individual performance. Also, a student who does not participate in an assignment and does not have an excuse may receive an “F” on the individual part of the grade.

The Project Team Evaluation Form completed by each group member will affect the final group grade for the course for each individual. The faculty member averages each student’s score from the forms of his/her group members. If the average is below 4.00, the instructor deducts one

letter grade from the student's group grade. This simply provides another safeguard for the success of the Project Team concept.

GRADING – TEAM PRESENTATIONS

Arriving at a composite team grade and averaging that with the individual's grade on the presentation determine the team grade for an oral presentation. A student who does not participate and does not have a reasonable excuse may receive an "F" for the individual part of the grade. In keeping with Belhaven's vision and mission statement.

Belhaven students are required to complete the Christian Worldview Assignment at the close of *every* course. A course will be considered incomplete until the Christian Worldview Assignment is completed and turned in.

FORMS - PROJECT TEAMS

All Project Team forms that students need are available in the office or on [the](http://www.belhaven.edu/student_services/index.htm) Belhaven website at http://www.belhaven.edu/student_services/index.htm. The forms that are used are as follows:

- The **Project Team Meeting Summary** is a log of each Project Team meeting, time, place, and assignments completed. These forms must be initialed by the instructor weekly and turned in to the instructor on the last night of class. The instructor turns these in with the final grades for the class.
- The **Project Team Evaluation** Form is an individual evaluation of each Project Team member that affects course grades. Each student must turn one in to the instructor on the last night of class, and the instructor turns all of these in with the final grades for the class.
- **Oral Presentation Evaluation Form** is used for the evaluation of the team oral presentation.

The **Christian World View Assignment** is to be completed by each student at the end of each course and turned in as part of the final grade.

ORAL PRESENTATIONS

Since shared knowledge, talent, and expertise are vital parts of the program, a logical outgrowth of the Project Team concept is oral presentations that each group makes during class sessions. These oral presentations allow students to share the combined efforts and results of the Project Team with the entire class, to document to the instructor the effectiveness of the team learning, and to acquire experience in making professional presentations. Oral presentations are a required part of most courses and provide a portion of each student's final grade in the course. Each Project Team member is expected to participate in both the preparation for the presentation and the presentation itself. The instructor should give each student an Oral Presentation Evaluation Form (or a similar form devised by the instructor) at the end of the presentation so that the

student will know how he/she did on that presentation and what improvements need to be made for the next presentation.

Guidelines for Oral Presentations

- Never read an oral report! You may use notes, preferably just an outline so that you won't be tempted to read.
- Have your thoughts well organized and your presentation completely planned ahead of time.
- Stay within your allotted time. Practice your report and time it several times.
- Practice with your Project Team for feedback and coordination of content.
- Be creative in your content and presentation.
- Use visuals. These are actually required, and you need to be creative in the types that you use.
- Be aware of the criteria that the instructor will use for grading and follow these in your preparation and presentation.

POLICIES

- All students in the program will be required to be a part of a Project Team that works together on oral and written projects and presentations and provides support to other Project Team members.
- Project Teams should consist of three to five members. Occasionally, a team of two or six will be allowed because of a student or students who live over forty-five miles from the campus or because of a student or students who are dropping into a class for a course. An instructor may require a team of six to make two presentations, depending on the assignments.
- Project Teams are formed in the first course of a new block of courses. The instructor assists students in this process.
- Project Teams meet four hours each assigned week, and no student may miss more than 20 percent of the Project Team meetings. This attendance is considered part of the attendance for the course. All Project Team members are expected to participate in all group assignments, projects, and presentations. Attendance is verified weekly.

RESPONSIBILITIES

- The Dean instructs the faculty in the Project Team concept and oversees the tabulation and assessment of the information on the Student and Faculty End-of-Course Surveys.
- The Director of Student Services collects Project Team Documentation and Project Team Evaluation Forms and maintains files on these. He/she also is available to counsel with students about the Project Team concept and to facilitate any changes that may become necessary.

- Students work together in Project Teams on group assignments and learning projects and submit all required work.
- Project Team Meeting Summary, Project Team Evaluation, and Student End-of-Course Survey Forms.
- Faculty members assist students with the Project Team concept, collect and submit forms, and utilize the Project Team Evaluation Forms in assigning grades.

SUCCESSFUL TEAM INTERACTION

Successful Project Teams result from positive team interaction. The development of strong Project 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.
- Implement the Team Charter at the first meeting and review with each new course.
- Begin each Project Team meeting with prayer.
- Establish a Christ-like atmosphere with cooperative attitudes toward each other.
- Exhibit respect toward each member and his 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 and on time, participate fully, and complete all assignments on time. Be patient and reasonable with a member who has an unexpected problem — but who is not habitually irresponsible.

The policies, procedures, rules and regulations contained in this handbook are not all inclusive and final. The University reserves the right to change, add, or amend the policies herein at any time. Students are responsible for all policies, rules and regulations in this document as well as other documents and are also responsible for all changes and policies stated elsewhere. The University will attempt to explain all issues at all times but on occasion may err.

Florida Licensure (Florida Residents)

Belhaven is licensed by the Commission for Independent Education. Additional information regarding Belhaven University may be obtained by contacting the Commission for Independent Education, 325 W. Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, or by calling (850)245-3200 or 1-888-224-6684 (Toll Free).

Consumer Protection (Tennessee)

Tennessee Licensure – Belhaven University is authorized by the Tennessee Higher Education Commission. Additional information regarding yearly authorization may be obtained by contacting the Tennessee Higher Education Commission, Parkway Towers, Suite 1900, Nashville, TN 37243-0830. Grievances may be initiated with the Director of Student Services for your campus. If the specific grievance must be handled by another campus official, the Director will direct you to the proper authority. Any grievances not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville, TN 37243-0830, and (615) 741-5293.

Student Complaint Procedure Rules for State of Texas

Students or prospective students with a complaint or grievance should follow the complaint or grievance procedures outlines in the Catalogue and student handbooks, available from the Office of Student Services. Complaints regarding Texas institutions of higher education not resolved through the institutional process can be filed with the Texas Higher Education Coordinating Board (THECB).

All complaints must be submitted to the Agency on the student complaint form. Complainants shall send student complaint forms by electronic mail to StudentComplaints@theqb.state.tx.us or by mail to the Texas Higher Education Coordinating Board, Office of the General Counsel, P.O.

Box 12788, Austin, Texas 78711-2788. Facsimile transmissions of the student complaint form are

not accepted. All submitted complaints must include a student complaint form and a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, which is at the bottom of the student complaint form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form, which is at the bottom of the student complaint form.

The Agency does not handle, investigate, or attempt to resolve complaints concerning actions that occurred more than two years prior to filing a student complaint form with the Agency, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures. Former students shall file a student complaint form with the Agency no later than one year after the student's last date of attendance at the institution, or within 6 months of discovering the grounds for complaint, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures.

Visit Frequently Asked Questions (<http://www.theccb.state.tx.us/index.cfm?objectid=E9397451-F3BE-CFBF-0DD4E422B3D9CD13>) for more information.