

# **BELHAVEN COLLEGE**

## **Adult Studies Student Handbook**

Jackson, Mississippi

A CHRISTIAN COLLEGE OF  
LIBERAL ARTS AND SCIENCES  
FOUNDED IN 1883

November 2008



## TABLE OF CONTENTS

<b>WELCOME</b> .....	3	<b>PROJECT TEAMS</b> .....	21
Our Vision .....	3	Project Team Concept .....	21
Our Statement of Faith .....	3	Purpose of Project Teams .....	21
Belhaven Mission Statement .....	3	Policies .....	22
<b>ADMINISTRATION</b> .....	4	Successful Team Interaction.....	22
<b>PROGRAM</b> .....	5	A Conducive Learning Environment.....	22
Program Objectives .....	5	Conflict Management and Resolution .....	23
Transferability of Credits.....	5	Project Team Grievances .....	23
<b>FINANCIAL INFORMATION</b> .....	7	Project Team Covenant .....	24
Refund Policy .....	7	Evaluation and Grading .....	24
Financial Aid .....	7	Project Team Forms.....	24
Course Withdrawal .....	8	Responsibilities.....	25
Loan Eligibility.....	8	Oral Presentations.....	25
Loan Periods.....	8	Grading .....	26
Other Financial Aid Programs .....	8	Sample Team Covenant.....	26
Academic Progress Policy .....	9	<b>BELHAVEN CAMPUS POLICIES</b> .....	27
Financial Regulations .....	10	Code of Conduct.....	27
Other Financial Policies.....	10	Disciplinary Procedures.....	28
Fees and Expenses .....	10	Honor Code .....	29
<b>GENERAL INFORMATION</b> .....	11	Standards on Plagiarism .....	29
Orientation.....	11	Disciplinary Procedures.....	31
Course Cancellation.....	11	Disciplinary Process for Violation of Honor Code	31
Program Withdrawal.....	12	Disability Policy .....	34
Course Withdrawal .....	12	Grievance Procedure for Disabled Students .....	34
Leave of Absence .....	12	Sexual Harassment .....	35
Administrative Withdrawal .....	13	Alcohol and Drug Policy .....	35
Reentry .....	13	Smoking Policy .....	36
Course Load.....	13	Student Identification Cards .....	36
Personal Change of Status .....	13	Emergency Procedures .....	36
Classification .....	14	<b>COMMUNITY EXPECTATIONS</b> .....	37
Grading Policies .....	14	<b>GRADUATION PROCEDURES</b> .....	37
Academic Probation .....	14	Graduation Requirements .....	37
Incomplete Grades.....	15	Graduation Dates .....	37
Grade Appeals.....	15	Graduation Application .....	38
Forgiveness Policy .....	16	Changing the Graduation Date .....	38
Transcripts .....	16	Completion of Course Work.....	38
Degree Audits .....	16	Ceremony Participation .....	39
Privacy of Student Records .....	16	Academic Honors .....	39
Campus Resources.....	17	Diplomas.....	40
<b>CLASSROOM OPERATIONS</b> .....	18	Transcripts .....	40
Class Design .....	18	Verification of Degree Completion .....	40
Class Attendance .....	18	Graduation Fee .....	40
Cancellation of Classes.....	19	Awards.....	40
Student Responsibility in the Classroom .....	20	Alumni Association .....	41
Texts and Materials .....	20	Florida Consumer Protection.....	41

## WELCOME

The Board of Trustees, administration, faculty, and staff at Belhaven College welcome you. Our programs are designed to both challenge you and meet your educational needs and goals. The format with weekly class sessions and Learning 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 College 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**

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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**

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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 COLLEGE MISSION STATEMENT**

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

Belhaven College 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 College 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 College prepares people to serve, not to be served

Revised January 2008

## ADMINISTRATION

<p><b><u>ORLANDO CAMPUS</u></b> (407) 379-0114</p> <p>Dr. Richard Harris rharris@belhaven.edu Assistant VP for Adult Studies</p> <p>Alexis Fields afields@belhaven.edu Director of Student Services</p>	<p><b><u>MEMPHIS CAMPUS</u></b> (901) 767-8977</p> <p>April Nichols anichols@belhaven.edu Director of Student Services</p> <p>Cari Minnamon <a href="mailto:cminnamon@belhaven.edu">cminnamon@belhaven.edu</a> Assistant Director of Student Services</p>
<p><b><u>JACKSON CAMPUS</u></b> (601) 968-8880</p> <p>Dr. Kay Owen kowen@belhaven.edu Academic State Dean</p> <p>Karen Anderson kanderson@belhaven.edu Director of Student Services</p> <p>Sandra Kelly skelly@belhaven.edu Assistant Director of Student Services</p> <p>Andrew Slaughter <a href="mailto:aslaughter@belhaven.edu">aslaughter@belhaven.edu</a> Assistant Director of Student Services</p> <p>Lynsie Armstrong <a href="mailto:larmstrong@belhaven.edu">larmstrong@belhaven.edu</a> Assistant Director of Online Student Services</p>	<p><b><u>MAIN CAMPUS CONTACTS</u></b></p> <p>Diana Borg dborg@belhaven.edu Financial Aid Administrator for Student Loans (800) 960-5940</p> <p>Elizabeth Hall ehall@belhaven.edu Financial Aid Administrator for Awarding of Federal Aid, Scholarships and State Grants (800) 960-5940</p> <p>Anna Blaylock ablaylock@belhaven.edu Financial Aid Counselor (800) 960-5940</p> <p>Linda Phillips lphillips@belhaven.edu Asst. VP for Institutional Advancement (800) 960-5940</p> <p>Donna Weeks dweeks@belhaven.edu Registrar (800) 960-5940</p> <p>Accounting Department (Billing Questions) (888) 318-8404</p> <p>Dr. Audrey Kelleher <a href="mailto:akelleher@belhaven.edu">akelleher@belhaven.edu</a> Vice President of Adult and Graduate Marketing and Development</p>
<p><b><u>HOUSTON CAMPUS</u></b> (281) 579-9977</p> <p>Dr. Steven Rodriguez srodriguez@belhaven.edu Dean of Faculty</p> <p>Christine Williams <a href="mailto:cwilliams@belhaven.edu">cwilliams@belhaven.edu</a> Director of Enrollment Services</p> <p>Veronica Garcia <a href="mailto:vgarcia@belhaven.edu">vgarcia@belhaven.edu</a> Assistant Director of Student Services</p>	

# PROGRAM

## **PROGRAM OBJECTIVES**

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- 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 student's personal and professional life.
- 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**

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- Belhaven College 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. 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. 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 53 semester hours of transferable credit is permitted; thus, a minimum of 17 credit hours must be earned through Belhaven College.
- 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 College or at another senior college, with all course work in the Bachelors' curriculum being completed at Belhaven College.
- For Masters 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 College.*

## **Residence Requirement**

Belhaven College 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 College 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 College may complete nine hours off campus; those with at least 31 hours at Belhaven College may complete six hours.

## **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 nonacademic hours. Other military training courses are individually assessed by the American Council on Education (ACE) recommendations.

## **Documented and Experiential Learning Credit (Maximum 15 Hours)**

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

## **Documented Learning and Experiential Learning**

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 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 twelve to twenty clock hours of instruction that is determined by faculty to be college level. Experiential Learning credit is based upon college-level academic principles evident in the student's writing.

**Appeals:** Any appeals by students in regard to the number of semester hours of credit awarded through the portfolio process may be made to the Director of Student Services.

# FINANCIAL INFORMATION

## REFUND POLICY

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Since Belhaven College 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 College.

**NOTE:** Recipients of federally-funded Title IV aid must see FINANCIAL REGULATIONS on the following page.

## FINANCIAL AID

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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 College.
2. Apply for Federal Assistance by filing the Free Application for Federal Assistance (FAFSA) on the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.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.ed.gov](http://www.fafsa.ed.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 College, 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 Planning to verify the impact of the change.*

## **COURSE WITHDRAWAL**

In the event of a necessary interruption of scheduled attendance, the student requests a course withdrawal 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.

## **LOAN ELIGIBILITY**

Belhaven College 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 are eligible to receive educational benefits. Information about these programs may be obtained by writing the state veterans administration office. Each recipient of VA benefits enrolled at Belhaven College is expected to become familiar with, and to adhere to, all academic policies stated in the current issue of the Belhaven College catalogue.

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

## **ACADEMIC PROGRESS POLICY**

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

1. A student must complete requirements for a degree within a maximum of six years or 12 semesters as a full-time student. A student must pass a total of 18 semester hours as a full-

time student in an academic year. This standard applies to and includes sessions for which the student received NO AID.

2. Credit is given for remedial courses, and students may have two of these during their academic career without this having an effect on satisfactory progress. These courses will count toward the total needed in number one above. A student will have 30 days from the assignment of an incomplete grade to finalize an incomplete grade. Satisfactory progress determination will be made following this period. Any incomplete grades still on a student's record at that point will be converted to F's as far as satisfactory progress is concerned. An F cannot be removed from a student's record. However, if a student enrolls again in a course that he/she failed, the second grade is recorded on the permanent record for the semester in which the course was repeated, with an indication that it was a repeated course. Although both courses and the respective grades and quality points are shown on the permanent record, the semester hours credit is only earned once and the second course is shown as repeated.
3. A student receiving financial aid who is placed on academic probation by the Registrar at the end of fall or spring semester will receive a letter from the Financial Aid Office specifying the effect on financial assistance if satisfactory academic progress requirements (as measured against quality points and credit hours required in an academic year) are not met within the probational period.
4. If a student fails to meet any of the requirements stated above at the end of a probational period, he/she will be considered to be making unsatisfactory progress and financial aid will be denied. However, the student has the following option:
  - Submit a written appeal to the Director of Financial Aid to explain any extenuating circumstances (including change of major). The appeal and documentation will be presented to the financial assistance committee. If the appeal is honored, the student must meet any specific requirements as determined by the committee.
5. If appeal for financial aid probation status is not honored, but the student is otherwise eligible academically to return to Belhaven, the student may NOT receive federal, state, or institutional grants or loans. After one semester, the student will be evaluated for satisfactory progress unless the maximum time frame has expired. If the QPI and number of attempted hours are satisfactory, aid will be restored.

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

## **FINANCIAL REGULATIONS**

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

percent. Therefore, the percentage of Federal funds to be returned will be the amount that is unearned by the date of withdrawal.

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

1. Federal unsubsidized Stafford loan
2. Federal subsidized Stafford loan
3. Federal Perkins Loan
4. PLUS Loan
5. Federal Pell Grant
6. Federal SEOG

The Federal Title IV written policy and method of calculation is available in the Office of Student Financial Planning.

### **OTHER FINANCIAL POLICIES**

No student will be allowed to graduate unless he/she has settled with the Accounting Department and Student Accounts in Student Financial Planning all his/her indebtedness to the College. Students who are admitted to the College accept as contractual all the terms set forth in the College Catalog and the Student Handbook and are liable for the payment of all charges and fees incurred during their enrollment.

### **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 College to charge fees that are considerably less than the actual cost of instruction and other services provided.

Graduation Fee.....	\$100
Incomplete Charge .....	\$ 25
Late Application for Graduation.....	\$ 50
Portfolio Assessment Fee.....	\$150
Portfolio Credit Fee.....	\$ 75/hr
Proficiency Exam Fee .....	\$100
Proficiency Credit Fee .....	\$100
Program Change Fee.....	\$200
Registration Fee .....	\$100
Return Check Fee.....	\$ 35
Transcript Fee (per copy, \$10 if faxed) .....	\$ 10

# **GENERAL INFORMATION**

## **ORIENTATION**

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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
- Assignment given for first class
- Receive parking decal and information (if applicable)
- Review any individual questions

**Tuition must be paid 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 the Director of Student Services as soon as possible to reschedule an individual orientation.

## **COURSE CANCELLATION**

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

## PROGRAM WITHDRAWAL

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- A student who withdraws from the program is required to notify the Director of Student Services.
- 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 the Graduate and Adult Studies Catalogue under "Financial Regulations: or in the Student Handbook under "Financial Information."
- An automatic failure results after the following withdrawal periods:

<u>Weeks in Course</u>	<u>WP/WC Period</u>
2	No absences allowed
4	No absences allowed
5	Notify prior to third class
6, 7, 8	Notify prior to fourth class

- 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.

## COURSE WITHDRAWAL

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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.
- The school has granted only one course drop to the student in any 12-month period.
- 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.

## LEAVE OF ABSENCE

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An approved Leave of Absence (LOA) may be requested in advance and approved through the Office of Student Services. An approved LOA is for unusual medical, family, or job-related emergencies that are expected to extend over a longer period of time than the 75 days allowed for a Course Withdrawal. The same guidelines apply for a LOA that apply to a Course Withdrawal with the exception of the time frame.

## **ADMINISTRATIVE WITHDRAWAL**

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

## **REENTRY**

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

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

## **ADDITIONAL COURSE WORK**

Students may request to “drop in” to a course in the AA program to take a general education or elective course needed for graduation. Students should contact the Student Service Office prior to the class to schedule drop in courses. Project Team attendance is required.

## **COURSE LOAD**

A normal course load in a four-month period should not exceed 12 semester hours. Any exceptions to this policy will be approved by the Director of Student Services. 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, be taking no more than 18 credit hours in a term and have sufficient funds to pay for the additional coursework.

Graduate students may not double up on classes without approval from the Dean.

## **PERSONAL CHANGE OF STATUS**

The Student Service Department should be informed of the following:

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

## **CLASSIFICATION**

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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.

## **GRADING POLICIES**

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Grades are available online within 24 hours of their receipt in the office, approximately one week following the end of a course. Grades can be accessed online through Blazenet. **Grades will not be discussed or given out by phone or e-mail.**

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 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) 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.

### **Incomplete Grades**

Incomplete grades are rare in the program. The nature of the program dictates that students do not get behind. If work is going to interfere with the attendance policy, the student should inquire about an Attendance Waiver that is completed before a class starts and includes the employer's approval signature. Obviously, there will be times when extenuating circumstances arise and must be addressed. An "Incomplete" can be given with the following conditions:

1. The faculty member will determine the acceptability of the exception to policy.
2. The student will file the proper paperwork (Incomplete Form) with all signatures in the Student Services office, unless a faculty member desires to do so.
3. Required work must be completed within 30 days of the date of the last class meeting for the course in which the incomplete is requested or an "F" will be recorded.
4. A fee will be required of those students who record more than one Incomplete per year.
5. In the case of a missed final exam, the faculty may require that this be completed before the last class or will administer a different exam to the student.
6. The student is responsible for notifying the Student Services Office when attendance is made up with another group, usually with the same instructor.
7. When a student shows a pattern of "I" grades (more than two), administrative withdrawal may be necessary.

### **Grade Appeals**

Students should understand that evaluation in the form of grading is viewed by Belhaven College 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, a petition to change a grade form can be accessed from the Director of Student Services.
- All student grievances must be then submitted in writing to the Registrar who will serve as the Appeals Coordinator.
- The Registrar will review the grievance and submit the written complaint with all documentation to the Academic Appeals Committee or the proper college official.
- When the Committee or college official takes action, the student will be notified in writing of the decision.
- Decisions made by the Academic Appeals Committee are final and may not be appealed.

## **Forgiveness Policy**

A student, upon written request, may ask to repeat up to four courses (or 12 hours) under the forgiveness policy. Both grades will appear on the permanent record, but the second grade will be used in calculating the quality point index. The following stipulations apply to this policy:

1. The student cannot use this option to repeat a course in which a grade of “A”, “B”, or “C” was earned. This can only be used to replace a grade of “C-” or below.
2. The student cannot use the forgiveness policy to replace a grade that was earned at another school, nor may grades earned at Belhaven be replaced by grades earned at another school.
3. The student cannot take an independent study when applying the forgiveness policy towards a course.
4. The last grade earned will be the one used to recalculate the GPA, even if a lower grade is earned the second time that the course is taken.
5. If the student will be using the Forgiveness Policy for a class that has been previously taken and billed, the student will be billed again for the course under the Forgiveness Policy.

## **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 college. 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.

## **DEGREE AUDITS**

A degree audit (also called a student evaluation form) will be updated for students:

1. When entering the educational program.
2. When applying for graduation.

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

## **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. College

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 college 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.

## **CAMPUS RESOURCES**

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### **BlazeNet**

**[www.belhaven.edu/blazenet](http://www.belhaven.edu/blazenet)**

BlazeNet is Belhaven's Intranet system, providing online information to current students, faculty and staff. From BlazeNet, students can view their 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.

### **Personal Counseling**

Referral to personal counseling is available to students upon request to the Director of Student Services. All referrals are kept confidential unless released by the student in case of a related emergency.

### **Career Development**

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

### **Student Financial Planning**

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

Students attending classes in Orlando, Houston, or Memphis 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, College 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 develop 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 College and other local libraries make available some 3.5 million items to each student enrolled at the College. 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 75 hours each week for the fall and spring semesters. Hours are slightly reduced during the summer terms. Please call 968-5948 for library hours or check the hours listed on the College web page.

### **Bookstore – Jackson Campus**

The Belhaven bookstore, located in the Irby Student Center, is open 8:30am-7:30 pm Monday through Thursday and 8:30 am-4:00 pm on Friday. Summer hours are 10am-7:30pm Monday-Thursday and 10am-4pm on Friday.

## **CLASSROOM OPERATIONS**

### **CLASS DESIGN**

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Each student is provided with a Degree Audit. Classes meet with a faculty member each week. In addition, Project Teams (3-5 individuals) meet without the faculty member each week to complete assignments. The students themselves set meeting times for the Project Teams.

### **CLASS ATTENDANCE**

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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 student group meeting once a week. It is imperative that students attend every class; however, since extreme circumstances may occur, the following attendance policies will ensure that each student receives the full course material.

## Class Records

Class attendance records are maintained by the instructor and submitted to the Student Services Department after each class. Project Teams monitor attendance internally, and their end-of-course reports become part of the weekly attendance totals. Each faculty member verifies the site and time of the meeting place for each Project Team.

## Excessive Absences

A student is not allowed to miss more than 20 percent of the class meetings of a course or 20 percent of the Project Team meetings for a course respectively. If a student exceeds the 20 percent limit of either, he/she may receive an “F” in the course.

	Class Hours	No more then these hours missed	Or Days
5 week class	20	4:00	1
6 week class	24	4:45	1.2
7 week class	28	5:35	1.4
8 week class	32	6:25	1.6
9 week class	36	7:10	1.8
10 week class	40	8:00	2
11 week class	44	8:45	2.2
12 week class	48	9:35	2.4

## Attendance 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 the Director of 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 the Coordinator of Student Services or Director of 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 Planning to determine payment and student loan implications.

## **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 student's responsibility each week to check their Belhaven e-mail to assure that class has not been canceled.

## **STUDENT RESPONSIBILITY IN THE CLASSROOM**

One of the primary aims of Belhaven College is to promote excellence in the classroom; students are expected to follow their professor's lead. They are to show respect for the College, its employees, their fellow students, and campus visitors. Students' behavior should be guided by Christian principles in all of their daily activities. Students should refer to the class 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.**
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. Professors can establish their own policies regarding students who are tardy or leave class early.
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 College. Textbooks and materials for subsequent courses are available to students two weeks before the prior course ends. Textbooks remain the property of Belhaven College 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.

# **PROJECT TEAMS**

## **PROJECT TEAM CONCEPT**

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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 once each assigned week 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**

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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.

## **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 meeting. 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.

## **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.
- 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.

## **A CONDUCTIVE LEARNING ENVIRONMENT**

- The location should be approved by the faculty member on the first night of class.
- The site selected should be similar to a library (public or college), 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.

## **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 Director of Student Services, 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. 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.

The dismissed member must then find another Project Team to join. The class representative and/or faculty member may assist here. If no other Project Team will accept the dismissed member or there is not room in another group, he/she may be forced to move to another cohort group and pay the group-change fee. The Director of Student Services must be involved at this point. **No student may continue in the program without being a member of a Project Team.** It may be possible that the individual does not have the ability to be a part of a team and thus cannot meet the requirements for the program.

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 College 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”) 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.

## **PROJECT TEAM GRIEVANCES**

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

## **PROJECT TEAM COVENANT**

**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.

## **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.

## **PROJECT TEAM FORMS**

All Project Team forms that students need are available in the office or on BlazeNet ([www.belhaven.edu/blazenet](http://www.belhaven.edu/blazenet)). 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.

- The Student End-of-Course Survey is completed by each student and given to the class representative on the last night of a course. It measures satisfaction with course objectives, faculty effectiveness, and Project Team involvement for each course. The class rep turns these in to the Director of Student Services.
- 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.

## **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.

## **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.

## **GRADING**

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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.

## **SAMPLE TEAM COVENANT**

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On this day, January 5, 2006, we, the members of the Knowledge Seekers Project Team of MBAO-001 at Belhaven College, 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 College, 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.

## **BELHAVEN CAMPUS POLICIES**

### **CODE OF CONDUCT**

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#### **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**, which will count as the student's only allowed absence in the course.
- 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 except in specified areas.
- 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 College by forgery, alteration, or misuse of — among other things — college documents or records or ID's or falsifying identification to a college 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 College reserves the right to withhold grades, transcripts, diplomas, participation in graduation, and registration of students who fail to pay any college and/or college-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 College sponsored events:
  - Clothing with advertising, pictures and/or sayings that are contrary to the College mission and College 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.

## **HONOR CODE**

The Belhaven College 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.
- Any violation of the Honor Code should be reported to the Dean.

## **STANDARDS ON PLAGIARISM**

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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 College, 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 college.

The Bible teaches that God knows and will judge unrighteous acts, even if they are not discovered by others (see I Tim. 5.24): "Do not be deceived; God is not mocked, for whatever one sows, that he will also reap" (ESV, Gal. 6.7).

## Plagiarism Is Wrong

The Ten Commandments declare ethical standards that are universally true. They apply to all people at all times. The Second Table of the Ten Commandments declares standards of human behavior that are essential to a good society. The commandments include the following standards:

- "You shall not steal" (ESV, Exod. 20.15).
- "You shall not bear false witness against your neighbor" (ESV, Exod. 20.16).
- Also, the Scripture declares: "You shall not steal, nor 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*

## **DISCIPLINARY PROCEDURES**

Every Belhaven College student is responsible for conforming to all college 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 College, and/or other sanctions. .

### **College Student Discipline**

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

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

### **Disciplinary Process For Violation Of General Community Policies**

1. A complaint is filed with the Office of Student Services.
2. A College official (Director of Student Services or a designee) makes a decision concerning the importance of the complaint filed. If the offense is serious enough, then disciplinary action takes place.

3. The following general procedure is followed on complaints deemed serious enough by the Director of Student Services 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 of Student Services to discuss the disciplinary process and to enter a plea.
  - b. If the student pleads guilty, a sanction is administered by the Director of Student Services. The student receives notice of any sanction in writing.
  - c. If the student pleads innocent, the student will have a hearing with the Director of Student Services.

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 Director of Student Services 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 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 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 College, without appeal. Belhaven College 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 College standards. It includes a warning concerning future behavior.

**Fines** - requiring the student to pay a sum of money because of breaking a College 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 College 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 College 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 College for a definite period of time. The suspended student must follow a written policy of appeal to re-enter the College.

**Expulsion** - denying the student the privilege of attending Belhaven College.

### **Disciplinary Process For Violation Of The Honor Code**

Since Academic Misconduct/Honor Code violations are related to a student's class work, the appropriate response is vested in the professor. If a student disagrees with a professor's handling of the incident, an appeal may be made to the State Dean. Honor Code violations may also be filed by students or faculty to the respective State Dean, 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 State Dean 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 State Dean (or a designee) who will observe the following procedure:
  - a. The accused receives written notice of charges and meets with the State Dean to discuss the disciplinary process and to enter a plea.
  - b. If the student pleads guilty, a sanction is administered by the State Dean. 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.

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 State Dean 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 College for a specified minimum time;
- Dismissal from the College.

**The policies, procedures, rules and regulations contained in this handbook are not all inclusive and final. The College 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 College will attempt to explain all issues at all times but on occasion may err.**

## **DISABILITY POLICY**

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

## **GRIEVANCE PROCEDURE FOR DISABLED STUDENTS**

Belhaven College has adopted an internal grievance procedure providing for the prompt and equitable resolution of student complaints alleging any action prohibited by regulations implementing the 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. The Director of Student Services will serve as the Complaint Coordinator.

- Applicants or students shall file complaints, in writing, with the Director 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.

## **SEXUAL HARASSMENT**

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

Students are reminded of the efforts of Belhaven College 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 of Adult Studies 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.

## **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 College. 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 College.
- 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 College supports the federal and state laws with regard to drug use. No controlled substances shall be sold, possessed, or used on the Belhaven College campus, in any of its facilities, or in a facility used by an organization recognized by Belhaven College. Any person abusing controlled substances shall be subject to penalties including immediate dismissal from the College.

- Possession, sale, or consumption of alcoholic beverages or any controlled substances is prohibited at all study group meetings.

## **SMOKING POLICY**

Belhaven College prohibits the use of tobacco in any form in classrooms, the computer lab, or in other public buildings on campus except in specified areas. This policy applies to branch campuses.

## **STUDENT IDENTIFICATION CARDS**

For security reasons, all students are required to have a validated Belhaven identification card. This card is used for all college-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.

## **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 (Hurricane)**

Students should monitor the Belhaven web site at [www.belhaven.edu](http://www.belhaven.edu) in the event that a hurricane 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 state dean will work to reschedule missed classes with the minimum of disruption to the current class schedule.

# COMMUNITY EXPECTATIONS

## RESPONSIBILITIES & RIGHTS

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

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

The classrooms, student center, 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 College 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**

## **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 fee.

## **GRADUATION DATES**

Belhaven College grants degrees to students three (3) times each academic year: December, May, and August. Graduation ceremonies are held on the Jackson campus in May and December. Orlando and Houston campuses have a ceremony once each year, in December. The Memphis campus ceremony is held in May. Contact the Director of Student Services on your campus for specific information.

## **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](http://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.

## **CHANGING THE GRADUATION DATE**

If all the graduation requirements cannot be met after an **Application for Graduation** 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 by the graduation date.

## **CEREMONY PARTICIPATION**

Students who have completed all requirements, have no debts with the college 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 within the month of graduation but not before the graduation ceremony:

- 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 college 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. Associates, Bachelors, Masters) 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.

## **ACADEMIC HONORS**

Academic honors are calculated after all final grades are posted for bachelor's degree students and according to college career cumulative quality points. 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 of 3.4 GPA at Belhaven
- A combined minimum of 3.4 GPA of all college work, including Belhaven

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

- A minimum of 60 academic hours carrying quality point at Belhaven
- A college career cumulative GPA of all college work, including Belhaven, that matches the minimum GPA required for the honor.
- Cum Laude – a minimum of 3.4 GPA at Belhaven
- Magna Cum Laude – a minimum of 3.7 GPA at Belhaven
- Summa Cum Laude – a minimum of 3.9 GPA at Belhaven

If the combined GPA of all college work is higher than the Belhaven GPA, the student received the honor that matches the Belhaven GPA.

## **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.

## **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](http://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 Graduation** Form must be on file in the Student Services Office when the letter is requested.

## **GRADUATION FEE**

A graduation 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 fee is required for each degree earned at Belhaven College.

## AWARDS

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Students are eligible for the following awards:

- **Richard LaTourneau Award:** The Division of Business Administration presents this award to an M.B.A. graduate in each cohort who has an outstanding academic record and who has demonstrated exceptional leadership and moral integrity.
- **James W. Park Academic 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 College while completing his/her baccalaureate degree in business. To qualify, a student must complete at least 50 semester hours at Belhaven College and must demonstrate exceptional leadership and moral integrity.
- **Who's Who in American Colleges Award:** This award is presented 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.

## ALUMNI ASSOCIATION

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As stated in the constitution and by-laws, the purpose of the Belhaven College Alumni Association "shall be to advance the cause of Christian higher education, to unite all the alumni of Belhaven College into a compact organization so that they may more effectively communicate with each other and with the College on matters of mutual interest, to arrange for alumni reunions, and in other ways support the work of the College's Alumni Office." The Office of Alumni Relations is located in the alumni house at 1849 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 ASPIRE Student Leader Award are made.

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

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**Toll-Free Consumer Protection Hotline (Florida residents only)**

The Commission for the Independent Colleges and Universities would like to announce the establishment of a toll free consumer hotline. The purpose of this hotline is to give individuals an opportunity to inquire about colleges they may wish to attend, to file complaints, and to inform the SBICU of any questionable acts by Florida's private degree-granting colleges and universities. The telephone number is as follows: **1-888-224-6684**.