## Contents
WELCOME ................................................................................................................................. 4
  Vision and Mission of Belhaven University ........................................................................... 4
  OUR STATEMENT OF FAITH ................................................................................................. 4
PROGRAM ................................................................................................................................... 5
  PROGRAM OBJECTIVES ......................................................................................................... 5
  ACCREDITATION ..................................................................................................................... 5
  TRANSFERABILITY OF CREDITS ............................................................................................ 5
    Residence Requirement ........................................................................................................ 6
    Military Credit ....................................................................................................................... 6
    Documented And Experiential Learning Credit (Max 15 Hrs) ................................................ 6
    Documented Learning - Portfolio I ........................................................................................ 7
    Experiential Learning – Portfolio II ..................................................................................... 7
FINANCIAL INFORMATION ........................................................................................................ 8
  FEES AND EXPENSES ........................................................................................................... 8
GENERAL INFORMATION .......................................................................................................... 9
  CLASS STRUCTURE ................................................................................................................. 9
  REGISTRATION ....................................................................................................................... 9
  ORIENTATION ......................................................................................................................... 9
  PROGRAM WITHDRAWAL ....................................................................................................... 9
  COURSE WITHDRAWAL .......................................................................................................... 10
  ADMINISTRATIVE WITHDRAWAL ....................................................................................... 10
  RE-ENTRY ............................................................................................................................... 10
  COURSE LOAD ....................................................................................................................... 10
  PERSONAL CHANGE OF STATUS ......................................................................................... 11
CLASSIFICATION ..................................................................................................................... 11
GRADING POLICIES ................................................................................................................ 11
  Academic Probation .............................................................................................................. 12
  Incomplete Grades .................................................................................................................. 12
  Academic Appeals ................................................................................................................... 12
  Forgiveness Policy .................................................................................................................... 13
ACADEMIC PLANS .................................................................................................................. 13
PRIVACY OF STUDENT RECORDS ......................................................................................... 13
RESOURCES ............................................................................................................................. 14
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>BlazeNet</td>
<td>14</td>
</tr>
<tr>
<td>Student Financial Planning</td>
<td>14</td>
</tr>
<tr>
<td>Warren A. Hood Library – Jackson Campus</td>
<td>14</td>
</tr>
<tr>
<td>Bookstore</td>
<td>15</td>
</tr>
<tr>
<td>CLASSROOM OPERATIONS</td>
<td>16</td>
</tr>
<tr>
<td>CLASS DESIGN</td>
<td>16</td>
</tr>
<tr>
<td>STUDENT RESPONSIBILITY IN THE ONLINE CLASSROOM</td>
<td>16</td>
</tr>
<tr>
<td>CLASS ATTENDANCE</td>
<td>16</td>
</tr>
<tr>
<td>Class Records</td>
<td>17</td>
</tr>
<tr>
<td>Excessive Absences</td>
<td>17</td>
</tr>
<tr>
<td>Access to Online Courses</td>
<td>17</td>
</tr>
<tr>
<td>Texts and Materials</td>
<td>17</td>
</tr>
<tr>
<td>BELHAVEN POLICIES</td>
<td>18</td>
</tr>
<tr>
<td>CODE OF CONDUCT</td>
<td>18</td>
</tr>
<tr>
<td>General Code</td>
<td>18</td>
</tr>
<tr>
<td>Mental or Bodily Harm</td>
<td>18</td>
</tr>
<tr>
<td>STANDARDS ON PLAGIARISM</td>
<td>18</td>
</tr>
<tr>
<td>Responsible Research</td>
<td>19</td>
</tr>
<tr>
<td>Plagiarism Defined</td>
<td>19</td>
</tr>
<tr>
<td>Consequences of Plagiarism</td>
<td>19</td>
</tr>
<tr>
<td>Plagiarism Is Wrong</td>
<td>20</td>
</tr>
<tr>
<td>Specific Practices to Avoid</td>
<td>20</td>
</tr>
<tr>
<td>DISCIPLINARY PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>University Student Discipline</td>
<td>21</td>
</tr>
<tr>
<td>Disciplinary Process for Violation of General Community Policies</td>
<td>21</td>
</tr>
<tr>
<td>Disciplinary Process for Violation of the Honor Code</td>
<td>22</td>
</tr>
<tr>
<td>DISABILITY POLICY</td>
<td>23</td>
</tr>
<tr>
<td>APPEAL PROCEDURE FOR DISABLED STUDENTS</td>
<td>23</td>
</tr>
<tr>
<td>SEXUAL HARASSMENT</td>
<td>24</td>
</tr>
<tr>
<td>COMMUNITY EXPECTATIONS</td>
<td>25</td>
</tr>
<tr>
<td>Responsibilities &amp; Rights</td>
<td>25</td>
</tr>
<tr>
<td>Electronic Classroom and Email Correspondence Guidelines</td>
<td>25</td>
</tr>
<tr>
<td>GRADUATION</td>
<td>27</td>
</tr>
<tr>
<td>PROCEDURES, DEADLINES, DATES, AND FEES</td>
<td>27</td>
</tr>
<tr>
<td>GRADUATION REQUIREMENTS</td>
<td>27</td>
</tr>
<tr>
<td>GRADUATION DATES</td>
<td>27</td>
</tr>
</tbody>
</table>
WELCOME

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

VISION AND MISSION OF BELHAVEN UNIVERSITY

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

Belhaven University affirms the Lordship of Christ over all aspects of life, acknowledges the Bible as the foundational authority for the development of a personal 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 and graduate programs, by conventional or technological delivery modes, and in local, national, and international venues. The University requires a liberal arts foundation in each undergraduate degree program, in order to best prepare students to contribute to a diverse, complex and fast-changing world.

By developing servant leaders who value integrity, compassion, and justice in all aspects of their lives, the University prepares people to serve, not to be served.

Revised August 2010.

OUR STATEMENT OF FAITH

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

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

ACCREDITATION
Belhaven University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and master degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Belhaven University. Belhaven University holds specialized accreditation in dance (National Association of Schools of Dance), music (National Association of Schools of Music), theatre (National Association of Schools of Theatre), and the visual arts (National Association of Schools of Art and Design). Additionally, Belhaven University has received specialized accreditation for its business programs in the following degrees, which are accredited by the International Assembly for Collegiate Business Education (IACBE): Master of Business Administration, Master of Public Administration, Master of Science in Leadership, Bachelor of Science in Accounting, Bachelor of Science in Business Administration, Bachelor of Business Administration, Bachelor of Science in Management and Bachelor of Sports Administration.

Students who have questions or concerns regarding Belhaven's state licensure should browse to the link below for contact information for their respective state.

http://online.belhaven.edu/state_contacts.htm

TRANSFERABILITY OF CREDITS
• Belhaven University usually allows full credit to transferring students for work completed at other regionally accredited institutions; some courses, which are not regarded consistent with a liberal arts curriculum (including remedial work or other work to be determined by the Registrar) may not be credited toward a degree. For students applying for an
For an undergraduate degree, a grade of a “D” will be accepted for credit if the student has a general average of a “C” on transferable credit from that school. For students applying for a graduate degree, a grade of “C” will be accepted for credit if the student has a general average of a “B” on 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 University.
- For Bachelor degrees, a student may transfer a maximum of 64 semester hours of credit from a junior or community college. Once a student has earned 64 hours of junior and/or senior college credit, he/she may not transfer any more junior college credit. A minimum of 60 semester hours must be completed at Belhaven University or at another senior college.
  Once enrolled at Belhaven University all remaining course work in the Bachelors’ core curriculum must be completed at Belhaven University. The last 31 hours must be completed at Belhaven University.
- 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 University.

Residence Requirement

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

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. Alternative credit, including military credit, may not exceed 30 hours.

Documented And Experiential Learning Credit (Max 15 Hrs)

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

Students wishing to earn academic credit must submit the required portfolio information for assessment upon completion of EDU290. A maximum of 15 hours may be earned through portfolio assessment. Credit is awarded and applied only as elective credit. The process for experiential credit should be completed prior to the beginning of the last course required for degree completion. An additional fee must be paid prior to the beginning of the course for additional software usage required for the course.

**Documented Learning - Portfolio I**

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

**Experiential Learning – Portfolio II**

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

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

*Credit from alternative programs may be given in a specific area in which a student wishes to major or minor, dependent upon departmental policy. Credit in Bible, history, culture, or literature courses from these sources to meet general education curriculum requirements will not be accepted. The maximum total of such credit listed above, in any combination, is 30 semester hours, not to include more than 15 hours of experiential credit. Hours earned through alternative credit programs do not carry quality points and therefore are not considered as residential hours for honors calculations.*
FINANCIAL INFORMATION

To view information on Financial Aid visit http://www.belhaven.edu/financial_aid/Default.htm

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

Special Fees (in addition to tuition)

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee</td>
<td>$25</td>
</tr>
<tr>
<td>Academic Plan</td>
<td>$10</td>
</tr>
<tr>
<td>Degree Completion audit fee</td>
<td>$100</td>
</tr>
<tr>
<td>Incomplete charge/change grade fee</td>
<td>$25</td>
</tr>
<tr>
<td>Late graduation audit fee (additional fee)</td>
<td>$50</td>
</tr>
<tr>
<td>Letter of good standing</td>
<td>$7</td>
</tr>
<tr>
<td>Portfolio assessment fee</td>
<td>$150</td>
</tr>
<tr>
<td>Portfolio credit fee</td>
<td>$75/hour</td>
</tr>
<tr>
<td>Program change fee</td>
<td>$200</td>
</tr>
<tr>
<td>Resource fee</td>
<td>$45 per credit hour</td>
</tr>
<tr>
<td>Return check fee</td>
<td>$35</td>
</tr>
<tr>
<td>Transcript fee</td>
<td>$10 (for the first two copies, additional copies are $2 each, per request)</td>
</tr>
</tbody>
</table>

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

CLASS STRUCTURE

Each class is eight weeks in length and is defined as a sub-term. There are three sub-terms in each fall, spring, and summer semester.

REGISTRATION

Student service representatives will register each student for required classes each sub-term. The student will be notified of the classes in which they are registered and they may also view their schedule in Blazenet. The student will be registered for two sub-terms at a time.

ORIENTATION

Prior to class beginning, students are required to complete the New Student Orientation in Canvas (https://belhaven.instructure.com/login/ldap) where the following will be covered:

- Belhaven University General Information
- Overview of online resources
- Policies and procedures
- Registration process
- Online classroom
- Student Financial Planning

To log into Canvas the username is student’s firstnamelastname and the password is the student’s six digit student ID number.

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

Students must attend orientation in order to be fully enrolled and participate in online courses.

PROGRAM WITHDRAWAL

- A student who withdraws from the program is required to notify the Office of Student Services in writing, except in cases of administrative withdrawal due to nonattendance or low GPA.
- The official date for withdrawal to be used to calculate tuition charged and the student’s grade in the course will be the last date of attendance. The effective date for Financial Aid purposes will be the last date of attendance.
- The refund policy is stated in the Online Catalogue under “Student Financial Planning Regulations” or in the Student Handbook under “Financial Information.”

It is advised that a student withdrawing from the program speak with a Student Financial Planning counselor 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

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 written request for the course drop prior to the course or before participating in the class.
- 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 Student Services, there may be financial aid ramifications.
- The student understands that he/she must consider that financial aid may be affected.
- The student understands that any missed required courses must be completed at a later date in order to complete the program.
- An automatic failure results after 3 absences.
- The student understands that he/she will receive a grade of WP or WF if the drop is requested after the student has attended a class and before the 4th week. After this point a student will receive a grade for the course.

ADMINISTRATIVE WITHDRAWAL

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

RE-ENTRY

A student who has previously withdrawn and desires re-entry into the program will:

- Contact Student Services at least three weeks prior to re-entry to review the student’s academic status and to set up a re-entry schedule. Student Services will then contact the 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 need to re-apply under all current admission and program policies, including changes in degree requirements.

COURSE LOAD

Normal course load in a four-month period for undergraduate students is 12 semester hours. Any exceptions to this policy will be approved by Student Services and the Dean. Approval will be on the basis of the student’s previous record of achievement and the course in which he/she wishes to enroll. No student may receive credit for more than 18 hours in a four-month period.

Normal course load in a four-month period for graduate students is 6 semester hours. Graduate students may not double up on classes without approval from the Dean.
PERSONAL CHANGE OF STATUS

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

- Change of address
- Change of phone number or email address
- Change of name (must have documentation) must be made with the Registrar’s Office.

All forms can be found on the Belhaven website at: http://www.belhaven.edu/registrar/online_forms.htm. Students may also log in to Blazenet to make changes to personal profile, address, etc.

CLASSIFICATION

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

GRADING POLICIES

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

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

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.66</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.66</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.66</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D-</td>
<td>0.66</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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 two sub-terms (2 courses in the graduate program). Academic probation will be removed when the student achieves a satisfactory cumulative GPA of 2.0 (3.0 in a graduate program). If a student does not achieve a 2.0 (3.0 in a graduate program) within the probationary period of two sub-terms (2 courses in the graduate program), 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 semester.

Incomplete Grades

The grade I is given at the discretion of the instructor with prior approval of Student Services and only in case of a prolonged illness or other emergency and indicates that all requirements in a course have not been met. In order for students to receive the grade of I, they must have made satisfactory progress in the course up to the point of illness or emergency. A student must complete half of the course to be considered for an I. Students receiving the grade of I should make the following arrangements with their professors and Student Services. In filling out this form, students and their professors agree upon the dates of completion for all work. Should a student fail to complete the required work within 30 days following the date of the last class meeting of the course for which the grade of I was given, the grade will automatically be changed to a grade of F by the Office of the Registrar.

Academic Appeals

Grading is viewed by Belhaven University as a contractual relationship between faculty member and student; and although students have the right to protest, actual changes in grades are both rare and at the discretion 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 Student Services within 30 days of course completion.
- The form and necessary supporting documentation (i.e. documented correspondence and copies of graded works in question) should be submitted to Student Services.
- The Dean will meet with the Academic Appeals Committee and reach a decision (committee shall consist of the Dean of Faculty and the discipline representative [i.e. Dean of Business, Dean of Education, etc.])
- When the Committee or university official takes action, the student will be notified in writing of the decision and a copy of all correspondence will be forwarded to Student Services and the Registrar’s Office for placement in the student’s file.
- Decisions made by the Academic Appeals Committee are final and may not be appealed.
Forgiveness Policy

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

The following stipulations apply to this policy:

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

ACADEMIC PLANS

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

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

PRIVACY OF STUDENT RECORDS

Certain information is considered to be “public” or “directory” information while other information is private in nature. Directory information is identified as the following: student’s name, address, telephone listing, e-mail address, enrollment status, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of participants in intercollegiate athletics, dates of attendance, degrees and awards received, and the previous educational agency or institution attended by the student. University officials will release directory information to the public as deemed appropriate. Students not wanting directory information released should contact Student Services. Other personally identifiable student records are not released without the student’s prior written consent or pursuant to judicial or administrative subpoena with the following exceptions: teachers and university officials who have a legitimate educational interest and other persons or agencies as described by the Family Educational Rights and Privacy Act (FERPA) of 1974.
RESOURCES

BlazeNet

http://bcblazenet.belhaven.edu

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

Student Financial Planning

The Student Financial Planning Office handles student accounts. If at any time you have questions concerning your account, call 800-960-5940, ext. 5933, or 601-968-5933.

Warren A. Hood Library – Jackson Campus

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

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

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

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

The library is open 75 hours each week for the fall and spring semesters. Hours are slightly reduced during the summer terms. Please call (601) 968-5948 for library hours or check the hours listed on the University web page.
Bookstore

The Belhaven bookstore, located in the McCravey-Tripplett Student Center. They can be reached by phone at 601-968-5910 or by email at bookstore@belhaven.edu. You can view the Belhaven Online Bookstore by visiting http://www.belhaven.edu/bookstore.
CLASSROOM OPERATIONS

CLASS DESIGN

Each course is divided up into instructional weeks (Monday through Saturday). The instructional week officially begins on Monday, although students are allowed to access and begin submitting assignments on Sunday (prior to the beginning of the instructional week). Assignments are never due on Sunday. The instructional week ends at 11:59 p.m. (Central Time) on Saturday.

Due to the subject matter, each course will vary in terms of the nature and range of assignments. All courses will begin the instructional week with video lectures. These are recorded and can be viewed at the convenience of the student (within the date range of the current instructional week). The lectures must be viewed prior to completing any of the assignments due during the instructional week.

STUDENT RESPONSIBILITY IN THE ONLINE CLASSROOM

One of the primary aims of Belhaven University is to promote excellence in the learning experience. Students are expected to follow their instructor’s lead. They are to show respect for the University, its employees, their fellow students, and guests. Students’ behavior should be guided by Christian principles in all of their daily activities. Students should refer to the course module (contained in a PDF near the top of the course) for the specific course expectations. Here are some of the student responsibilities.

- By Monday night, students are to review the assignments due in the current instructional week.
- Prior 11:59 p.m. (Central Time) on Wednesday, students are submit their initial post for each discussion question in the forum(s).
- Prior to 11:59 p.m. (Central Time) on Saturday, students are to submit their reply posts for each discussion question in the forum(s).
- All non-forum assignments are to be completed and submitted prior to 11:59 p.m. (Central Time) on Saturday.
- Honesty is expected in all course work.
- Students are to have more than one Internet access option and more than one computer option. Problems with a computer or Internet access are not acceptable excuses for not completing assignments by the deadlines. This is an absolute requirement for online courses.
- Students are to be professional, courteous, and Christ-like when communicating with the instructor and classmates. Instructors may issue a warning for those students who are disruptive in the course. If the disruption continues, they will be removed from the course.

CLASS ATTENDANCE

Class attendance is mandatory. The nature of the fast pace of the program requires that students turn in all assignments by the weekly deadline:
A maximum of two (2) absences are allowed for an eight-week course. All reasons for absences (illness, power outage, internet or technical problems, emergencies, late registration, etc.) are included in the maximum number of absences.

Students are to be marked as present if they interact with the course through submitting a paper or posting to the discussion forum. If the student performs either of these elements then they are marked present for that week. If not, then they are marked absent. Viewing the video lecture or taking a quiz does not constitute attendance for a student.

If a student is absent (as described above) for more than the maximum number of allowed absences, the student will automatically be withdrawn from the course. In this case, a student must consider that financial aid may be affected.

**Class Records**

Class attendance records are maintained by the instructor and posted to BlazeNet.

**Excessive Absences**
The following procedure is followed when a student has reach the Excessive Absences status (three or more absences).

- Excessive Absence form is submitted
- Registrar posts the grade of F, signs Excessive Absence form and mails form and grade report to student
- Student may appeal to the Dean for excessive absence grades of F using the appeals process. Dean may advise student to submit an appeal to the Faculty Academic Appeals Committee.

**Access to Online Courses**
Students will have access to the online course for up to one week after the end date of the course. If a student desires to access course materials beyond this date, those must be downloaded by the student prior to this date.

**TEXTS AND MATERIALS**
Textbooks and materials required for courses will be listed on the Belhaven website in the sub-term prior to the course being offered. You can view course schedules and book information by visiting [http://online.belhaven.edu/college_course_schedule.htm](http://online.belhaven.edu/college_course_schedule.htm). Students are responsible for obtaining any required textbooks prior to the start of the course. Failure to obtain your books in a timely manner prior to the start of the course will jeopardize your performance in the course. Professors are not expected to extend due dates to accommodate delayed textbooks.
BELHAVEN POLICIES

CODE OF CONDUCT

General Code

- It is the student’s responsibility to initiate the completion of exams and course work.
- 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, as well as, refer the case to the Dean in cases of academic misconduct.
- Any furnishing of false information to the University by forgery, alteration, or misuse of — among other things — university documents, records, or ID’s and any falsifying of identification to a university official is prohibited.
- All accounts must be kept current. Belhaven University reserves the right to withhold grades, transcripts, diplomas, participation in graduation, and registration of students who fail to pay any university and/or university-related debts.

Mental or Bodily Harm

- Students shall not inflict mental or bodily harm upon another individual or themselves. Mental or bodily harm includes, but is not limited to:
  1. Intentionally inflicting mental or bodily harm on another person, group, or one’s self.
  2. Taking any action for the purpose of inflicting mental or bodily harm on another person, group, or one’s self.
  3. Taking any reckless action from which mental or bodily harm could affect another person, group, or one’s self.
  4. Causing a person or group to believe that the offender may cause mental or bodily harm.
  5. Any act which demeans, degrades, or disgraces another person, group, or one’s self (e.g. hazing)

STANDARDS ON PLAGIARISM

In a day in which moral relativism has become epidemic, it seems necessary to address the issue of plagiarism. Plagiarism is a practice that has become increasingly easy due to modern technology. Plagiarism is not only widespread on college campuses but has also been engaged in by leading historians. Belhaven University, with its emphasis on applying a biblical worldview to all of life and biblical ethics in the marketplace, must raise a high standard of honesty and responsibility concerning student 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 immense satisfaction from their personal experience with the research process, a 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 to please God who always sees, and not to do only what pleases people when they are watching (ESV, Col. 3:22-24).

Plagiarism Defined

Plagiarism involves the presentation of some other person’s work or idea as if it were the work of the presenter. It is a violation of the Belhaven Honor Code and is clearly unacceptable.

Plagiarism includes the following:

- Submitting a paper written by someone other than the student. (Such plagiarism would also include parts of the paper written by someone other than the student.)
- Quoting from source materials without using quotation marks or block indentations to show that the material was quoted as required in acceptable documentation.
- Failing to give proper credit (i.e., a reference citation or other notation) in a paper for all ideas, phrases, quotes, or concepts used in the paper. Typically, references must be made for all sources within each paragraph. Style forms may vary in the reference content. Students should consult an English handbook for more detail on plagiarism.

Consequences of Plagiarism

Disciplinary proceedings may be initiated against students accused of scholastic dishonesty. A student who is found guilty of plagiarism may receive a “0” on the paper, and more serious penalties may be imposed, including no credit for the course and dismissal from the university.

The Bible teaches that God knows and will judge unrighteous acts, even if they are not discovered by others (see I Tim. 5:24): “Do not be deceived; God is not mocked, for whatever one sows, that he will also reap” (ESV, Gal. 6:7).
Plagiarism Is Wrong

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

- “You shall not steal” (ESV, Exod. 20:15).
- “You shall not bear false witness against your neighbor” (ESV, Exod. 20:16).
- Also, the Scripture declares: “You shall not steal, nor lie to one another, . . . but you shall love your neighbor as yourself” (ESV, Lev. 19:11,18).

Each of these provisions applies to the issue of plagiarism. Plagiarism, among other things, is theft. When students present another person’s work as their own, they have stolen the proper credit from the other person. They have also stolen the time of the professor, who must read a document which purports to be what it is not. Plagiarism involves lying. Students who engage in plagiarism lie to their professor, as well as to other classmates. Plagiarism, even if not discovered, cheats the student out of the benefit of the proper learning experience. The student who commits plagiarism will always bear the sense of guilt of gaining something by deceit. The grade is a lie; the diploma is a lie; there is a “reward” for work not done!

Specific Practices to Avoid

- Do not attempt to get a research paper off the Internet (or anywhere else) and submit this for your paper. This is dishonest and unethical.
- Do not merely copy from any book, article, or encyclopedia and submit this for your paper. This is not acceptable research.
- Do not fail to include references (including source and page numbers) which document every source which you have in any way relied upon for each paragraph of your paper. If sources are not properly referenced, the student has cheated the sources out of deserved credit and cheated readers out of valuable information.
- Do not use material from any other student’s paper or work unless you give that student full credit in reference notes.

Note: The above list is not meant to be inclusive of all plagiaristic practices. Students should consult an English handbook for more details on plagiarism.

**Remember: If in doubt, ask your instructor.

DISCIPLINARY PROCEDURES

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

Student Services along with the Online Dean are designated as the university officials responsible for the enforcement of all Community Expectations of adult students; this includes community general policies. The Online Dean is designated as the university official responsible for supporting faculty members in the adjudication of Honor Code violations.

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

Disciplinary Process for Violation of General Community Policies

1. A complaint is filed with the Office of Student Services.
2. Student Services makes a decision concerning the severity of the complaint filed. If the offense is serious, then disciplinary action is taken.
3. The following general procedure is followed on complaints deemed serious by Student Services to merit official disciplinary action (note: Student Services may appoint a designee to administer cases):
   a. The accused receives written notice of charges and meets with the Student Services to discuss the disciplinary process and to enter a plea.
   b. If the student pleads guilty, a sanction is administered by 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 Student Services and Online 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 Student Services and the Online Dean make a decision based upon the hearing.
3. The student receives written notice of the decision and, if applicable, sanction.
4. The student is notified in writing of the right to appeal the decision 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 Appeals Committee 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 University, without appeal. Belhaven University reserves the right to suspend a student from campus in certain situations pending final adjudication of a case. The nature of some situations may necessitate the immediate dismissal or removal of the person for the good of the community. Disciplinary sanctions may include, but are not limited to, the following:
**Disciplinary Warning** - an official reprimand informing the student of the violation of the Belhaven University standards. It includes a warning concerning future behavior.

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

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

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

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

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

**Disciplinary Process for Violation of 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 Associate Provost. Honor Code violations may also be filed by students or faculty to the respective 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 Associate Provost 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 Associate Provost (or a designee) who will observe the following procedure:
   a. The accused receives written notice of charges and meets with the Associate Provost to discuss the disciplinary process and to enter a plea.
   b. If the student pleads guilty, a sanction is administered by the Associate Provost. The student receives notice of any sanction in writing.
   c. If the student pleads innocent, the student will have a hearing with the Associate Provost.

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 Associate Provost 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 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 Appeals Committee will consider the reason(s) for appeal and case evidence and will render a decision based on all information. The student will be notified of the decision in writing within a reasonable time not to exceed 10 days. This decision is considered final.

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

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

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

**DISABILITY POLICY**

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

**APPEAL PROCEDURE FOR DISABLED STUDENTS**

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

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

**SEXUAL HARASSMENT**

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

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

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

RESPONSIBILITIES & RIGHTS

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

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

The online classrooms are places to learn, to socialize and to grow. Each person must recognize that he or she has certain rights which should not conflict with the Community Expectations nor infringe upon the rights of others in the spirit of the University motto “not to be served, but to serve.” These rights include the following:

- The right to study without distraction
- The right to personal privacy
- The right to study in a clean environment
- The right to be treated with respect and dignity
- The right to hold different values
- The right to redress appeals
- The right to serve the community

ELECTRONIC CLASSROOM AND EMAIL CORRESPONDENCE GUIDELINES

As a student, you may take an online course at some point during your time at Belhaven. Even if you do not take an online course, you may find yourself using Canvas or other forms of electronic communication such as email to communicate with your instructors, other students, and administrative personnel. For this reason, it is important to practice professional communication now, as this will prepare you for your career (or assist you in maintaining a higher level of communication if you are already in a career). Below are some of the parameters for successful electronic communication:
• When communicating electronically, please remember that the reader does not have the ability to receive any inflection or body language that you may intend.
• The inclusion of humor and sarcasm will rarely translate to the reader and can lead to misinterpretation.
• To avoid miscommunication, be clear and concise in what you type.
• Recognize that your communication can be misinterpreted just as you may misinterpret someone else’s response.
• It is prudent to ask for clarification before sending an escalated response.
• Make sure to keep your correspondence professional and do not use texting abbreviations in your responses.
• Type out your response and read over it to make sure that you have clearly communicated what you want to say before sending or posting it.
• At all times, remember that you are communicating with another human being.
• It is essential not to put anything into an email that you would not say to someone face to face.
• While the internet provides the appearance of anonymity, it is not an excuse for intentionally trying to hurt another individual.
• Keep all communication free of hurtful language and remember that electronic communication leaves a paper trail, and abusing this form of communication will have repercussions either socially, academically, or legally.

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 audit fee.

GRADUATION DATES

Belhaven University grants degrees to students three (3) times each academic year: December, May, and August. Graduation ceremonies are held on the Jackson campus in May.

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 [https://www.belhaven.edu/forms/graduation_application.asp](https://www.belhaven.edu/forms/graduation_application.asp). 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 Degree Form has been submitted, the Registrar’s Office must be contacted in writing regarding a change in graduation date, and a new application for the correct graduation date must be submitted online.

COMPLETION OF COURSE WORK

All degree requirements must be completed and transcripts received through the Registrar's 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 transcripted prior to the graduation date.

CEREMONY PARTICIPATION

Students who have (a) completed all degree requirements, (b) have no debts with the university, and (c) have been checked out as final prior to the graduation ceremony date, may, at the graduation ceremony:
• have honors recognition;
• have degree conferred;
• 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 an honor cord after degree is completed;
• will receive their diploma after their degree is completed; and
• will not have their degree conferred at graduation (they may participate in the next available ceremony if they want their degree conferred)

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

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

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

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

ACADEMIC HONORS

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

• Graduation “With Honors”
  • A minimum of 45 academic hours carrying quality points at Belhaven
  • A minimum cumulative GPA of 3.4 at Belhaven

• Graduation with Cum Laude, Magna Cum Laude, Summa Cum Laude
  • A minimum of 60 academic hours carrying quality point at Belhaven
  • Cum Laude – a minimum cumulative GPA of 3.4 at Belhaven
  • Magna Cum Laude – a minimum cumulative GPA of 3.7 at Belhaven
  • Summa Cum Laude – a minimum cumulative GPA of 3.9 at Belhaven
Belhaven University baccalaureate degree-seeking students who graduate with academic honors will wear Belhaven University honor cords for the graduation ceremonies. Students are not allowed to wear any other regalia from societies, fraternities/sororities, or organizations not affiliated directly with Belhaven University.

**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

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

**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 Registrar's Office. An Application for Degree Form must be on file in the Registrar's Office when the letter is requested.

**GRADUATION FEE**

A graduation audit fee is required for all students. The fees associated with graduation are not included in any other program charge. If a diploma has been ordered for a student who has applied for graduation but who does not complete requirements, an additional amount may be charged if the fee has increased when the student actually graduates. A graduation audit fee is required for each degree earned at Belhaven University.

**ALUMNI ASSOCIATION**

As stated in the constitution and by-laws, the purpose of the Belhaven University Alumni Association “shall be to advance the cause of Christian higher education, to unite all the alumni of Belhaven University into a compact organization so that they may more effectively communicate with each other and with the University on matters of mutual interest, to arrange for alumni reunions, and in other ways support the work of the University’s Alumni Office.” The 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.

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