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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. You have chosen to meet your academic needs by entering the virtual campus program at Belhaven College. Virtual education will meet your needs for flexibility and convenience. Keep in mind that virtual education is not synonymous to “easy” or “fast.” Belhaven Virtual courses provide the same, high-quality, Christian Worldview curriculum that local students receive on any of our physical campuses. In order to maintain that level of quality, we must strictly adhere to the same requirements and expectations of all Belhaven students.

Because we must maintain the same standard for all of our students regardless of venue, taking classes from a distance will require you to be extremely self-disciplined and organized. It will require you to manage your time well and communicate effectively. We will provide you the tools to succeed, but you must fully and efficiently use those tools to ensure your complete success in every course. 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
Our vision is to prepare men and women academically and spiritually to serve Christ Jesus in their careers, in human relationships, and in the world of ideas.

OUR STATEMENT OF FAITH
We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. We believe the Bible to be the inspired, inerrant, and only infallible, authoritative Word of God, which exercises ultimate authority over the individual, the Church, and human reason.

We believe that repentant sinners through faith alone, without works, receive justification through Christ. We believe that God, by his Spirit, progressively transforms the lives of those who are justified by God. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

BELHAVEN COLLEGE MISSION STATEMENT
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 November 2005

VIRTUAL CAMPUS MISSION STATEMENT

Belhaven College, through a distributed education model, prepares students academically and spiritually to serve Christ Jesus in their careers, in human relationships, and in the world of ideas.
ADMINISTRATION

VIRTUAL CAMPUS    (601) 965-7078
Dr. Daniel Fredericks       provost@belhaven.edu
Senior Vice President and Provost

Kaysha Garber       kgarber@belhaven.edu
Director of Virtual Operations and
Director of Student Services

*Joe Cameron       jcameron@belhaven.edu
Executive Director of Virtual Distance Learning

* For questions about or problems with DVDs, please contact Joe Cameron.

MAIN CAMPUS CONTACTS

General Campus Number………..(800) 960-5940

Student Financial Planning (Financial Aid and Student Accounts)………………… (800) 960-5940
or (601) 968-5933

Registrar………………………….(800) 960-5940
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.
• 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
• 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
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.

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
All charges for the entire semester are to be paid prior to the first class meeting unless satisfactory payment arrangements have been made.

Institutional Refund Policy
Students who officially withdraw from the College are entitled to refunds on the semester tuition and fee charges according to the following policies.

- All refunds for charges to the student’s account will be granted on the basis of the date on which written notification of the student’s intentions was received in the Virtual Campus Office and the last date of attendance.
- The application fee is nonrefundable.
- The resource fee is fully refundable upon proper withdrawal procedures and return of undamaged books prior to the first class meeting. Students will not receive a refund for texts returned after fourteen days from the withdrawal date.
- Upon written notification of withdrawal received in the Virtual Student Services Office prior to the first class meeting, a 100% refund for tuition will be given.
- Upon written notification of withdrawal received in the Virtual Student Office prior to the second class meeting, a 75% refund for tuition will be given.
- No refunds will be made for withdrawal after the second class meeting.
- Students admitted provisionally will be fully refunded only for courses not taken.
- A student who is dismissed for disciplinary reasons forfeits the right to a refund of any charges.

NOTE: Recipients of federally-funded Title IV aid must see FINANCIAL REGULATIONS on page 10. The e-FAO web site provides important information you need to know about financial aid and your student account for institutional charges. For more information, please contact our office at 1-800-960-5940 (toll free) or 601-968-5933 (locally).

Please note: Students enrolled in the Virtual programs are not eligible to apply for Belhaven College scholarships.

FINANCIAL AID
Financial aid is available for those who qualify. The following procedures must be followed in applying for financial assistance:
New student:
1. Apply for admission to the College.
2. Apply for Federal Assistance by filing the Free Application for Federal Assistance (FAFSA) on the Internet at 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

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.

ACADEMIC PROGRESS POLICY
Students at Belhaven College receiving Title IV federal funds are required by federal regulation to be making satisfactory academic progress at Belhaven.

1. A student must pass a total of 18 minimum semester hours as a virtual student in an academic year period as a full-time student, a half-time student must pass nine hours in an academic year, and a three-quarter-time student must pass 14 hours in an academic year. This standard applies to and includes semesters for which the student received NO AID. A student must complete requirements for a degree within a maximum of six years or 12 semesters as a full-time student.

2. If a student fails to meet the above stated requirements, he/she will be considered to be making unsatisfactory progress and financial aid will be denied. However, students have the following option:
   Submit a written appeal to the director of student financial planning to explain any extenuating circumstances. 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.

3. A student receiving financial aid who is placed on probation by the registrar at the end of a course will receive a letter from the student financial planning office specifying the effect on financial assistance if satisfactory academic progress requirements (as measured against quality points and credit hours required in an academic year) are not met within the probation period.

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 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 annually if such a change is necessary in the judgment of the Board of Trustees. The support of Presbyterian churches, the earnings from endowment investments, and the gifts of alumni and other friends provide funds which enable the College to charge fees that are considerably less than the actual cost of instruction and other services provided.

Tuition per credit hour.............................$281

Graduation Fee.................................$100
Incomplete Charge...............................$25
Late Application for Graduation..............$50
Portfolio Assessment Fee.......................$175
Portfolio Credit Fee............................$75/hr
Proficiency Exam Fee...........................$100
Proficiency Credit Fee........................$200
Program Change Fee............................$200
Resource Fees ..................................Variable
Return Check Fee...............................$35
Transcript Fee (per copy, $10 if faxed)........$7
GENERAL INFORMATION

ORIENTATION
Students are required to complete a New Student Orientation where the following will take place:

- Introduction of Belhaven staff
- Discuss Belhaven’s program format and schedule information, learn how to initiate and conduct virtual meetings with your instructor or classmates
- Review program policies and degree completion planning
- Given instruction for how to enter and conduct yourself within the virtual environment
- Review book and resource distribution and information on downloading class syllabi and resources
- Review any individual questions

Tuition must be paid prior to the first class of the course.

It is imperative that all new students complete an orientation.

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

PROGRAM WITHDRAWAL

- A student who withdraws from the program is required to notify the Director of Student Services.
- The date the notification is received in the Virtual 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 Virtual Studies Catalogue under “Financial Regulations” or in the Student Handbook under “Financial Information.”
- An automatic failure results after the following withdrawal periods:

<table>
<thead>
<tr>
<th>Weeks in Course</th>
<th>WP/WC Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>No absences allowed</td>
</tr>
<tr>
<td>4</td>
<td>No absences allowed</td>
</tr>
<tr>
<td>5</td>
<td>Notify prior to third class</td>
</tr>
<tr>
<td>6, 7, 8</td>
<td>Notify prior to fourth class</td>
</tr>
</tbody>
</table>

- It is advised that a student withdrawing from the program speak with a Financial Aid 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 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.

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

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 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 polices, including changes in degree requirements.

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.

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
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
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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>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>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.66</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). However, final GPAs used in calculating honors and a student’s overall GPA include both transfer and Belhaven coursework.

Academic Probation
A student who falls below the required cumulative 2.0 in any program will be placed on probation for the next four consecutive courses. Academic probation will be removed when the student achieves a satisfactory cumulative GPA of 2.0. If a student does not achieve a 2.0 within the probationary period of four 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. 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 of the appropriate department 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 $7.00 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 of 1974.

**PROCTORING OF EXAMNATIONS POLICY**

All examinations must be proctored unless it is a quiz that is administered to the students by the professor during a Quad session. Prior to the first Quad session of each semester, all Belhaven Virtual students MUST submit the name of an individual to serve as a proctor to the Director of Student Services for the Virtual Campus, using the BC Virtual *Proctor Participant Identification Form*. No examinations will be made available to students who have not submitted a *Proctor Participant Identification Form* and the student will receive a failing grade for the examination.

The individual to serve as proctor must meet the guidelines listed below and be approved by the Director of Student Services for the Virtual Campus.

The criteria for selecting an individual to serve in this role are as follows:

- **A proctor cannot be:**
  - Someone under the age of twenty-one.
  - Another student enrolled any Belhaven College or any other college or university.
  - A family member other than a parent or grandparent.
  - A spouse, fiancé, or significant other.
  - Someone who reports directly to you in your work position.

- **A proctor can be:**
  - A friend
  - A co-worker, manager, supervisor, human relations employee.
  - A librarian or faculty member at any private or public institution of higher education.
  - A counselor, teacher, or administrator of any private or public education institution.
  - A commissioned military officer.
  - An employee of an educational testing center.
  - A parent or grandparent.

* All proctors must have e-mail access.

The proctor will be responsible for adhering to the exam policies concerning the length of the exam and the materials that can be brought into the exam location, such as textbooks, notes, papers, calculators, laptop computers, etc. It will be the proctor’s responsibility for making sure that they are physically present for the entirety of all examinations and have the log in information needed for the assessment software. Belhaven Virtual requires that the student and the proctor follow the specific exam guidelines to avoid academic integrity violations.
There will be no fees or exchanges of money between Belhaven College and the proctor participant. Any testing fees that may apply should be charged directly to the Belhaven College Virtual student by the proctor participant.

The Proctor Participant Identification Form and should be completed and faxed to the Director of Virtual Student Services at 601-974-6419. If the student was a Belhaven Virtual student during the previous semester and wants to use the same proctor, the student should notify the Director of Student Services for the Virtual Campus in writing by sending an e-mailed request to use the same proctor to bcvirtual@belhaven.edu. Once the request has been received, the student will be notified of the approval or disapproval status of the proctor they have requested to continue to use in the upcoming semester.

**CAMPUS RESOURCES**

**BlazeNet, www.belhaven.edu/blazenet**
BlazeNet is a Belhaven student intranet system, providing online information to current students, faculty and staff. From BlazeNet, virtual students can access their e-mail and the virtual online library resources.

**Personal Counseling**
Upon request to the Director of Student Services, students will be assisted with locating counseling services in their community. All referrals are kept confidential unless released by the student in case of a related emergency.

**Belhaven Virtual Library**
As a registered student at Belhaven College, you may access the Belhaven Virtual Library. The virtual library provides electronic scholarly resources and access to research databases. The internet provides access to an abundance of information. Unfortunately, many of the websites searchable through google.com and other search engines link to invalid information that is based solely upon opinion and conjecture of the authors. The virtual library provides access to valid research data and professional journals that you will want to use in your studies and research.

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

Individuals using the virtual library are strongly urged to seek all assistance possible. While library staff cannot conduct research for classroom purposes, assistance in developing a research strategy can be invaluable. Contact information, including email contacts, are available through the virtual library link.

**www.belhaven.edu**

Belhaven.edu is the primary website for Belhaven College. If you ever become “lost” and not sure how to access the virtual website or other Belhaven resources, all websites are available from http://www.belhaven.edu.
CLASSROOM OPERATIONS

CLASS DESIGN
Classes meet with a faculty member each week through virtual online class time and DVD lectures. The time spent watching the lectures on DVD is called “At the Hall.” The class time is called the “On the Quad.” In addition, some courses require “On the Field” time. Field Teams that meet online without the faculty member to complete assignments. The students themselves set meeting times for the Field Teams. Time spent studying, doing assignments, or using any online resources is called, “In the Library.”

“QUAD” (CLASS) ATTENDANCE
Class attendance is mandatory. The nature and pace of the program requires that students be present for the concentrated class once a week.

The virtual class attendance policy assumes that students will be present for all classes. Belhaven College Virtual Campus policy requires that students attend at least 75 percent of class meetings during a hemester in order to receive credit. This percentage is interpreted thusly:

- A maximum of two absences are allowed per course for a class that meets eight times per hemester. All reasons for absences (for example, illness, power outage, internet or technical problems, emergencies, and late registration) are included in the maximum number of absences.
- If the student is more than one minute tardy twice, or leaves the virtual classroom more than one minute early twice, or is more than one minute tardy once and leaves class more than one minute early once, it will be counted as one full absence.
- If the student logs into the virtual classroom and does not actively participate in the class (i.e. does not respond to attempted contact by the professor or does not use the webcam), it cannot be confirmed that the student is actually attending the class, so the student will be counted absent.
- If there is a power outage, internet, or technical problem which prevents the student from attending class, the student should do the following. However these options are not available for other reasons for absence.

1) Explore other options, such as attending class from another location.
2) Inform the professor as soon as possible and contact the appropriate party to repair the problem as quickly as possible.
3) Make up the absence by playing back the missed class session, in its entirety, and submitting the Absence Declaration Form to the Director of Student Services within seven days after last class meeting of the hemester.
4) Contact the professor to set up another time to take any exams missed during the class session; otherwise, the student will receive a failing grade for the exam(s).
Class Records
Class attendance records are maintained by the instructor and submitted online after every class through the IQ Web program.

Excessive Absences
A student is not allowed to miss more than 25 percent of the class meetings of a course. If a student exceeds the 25 percent limit of either, he/she may receive an “F” in the course.

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

SCHEDULING FOR EXAMS WITH YOUR PROCTOR
- All Monday and Tuesday classes will have their midterm and final exams on the Wednesday following the 4th and 8th Quad.
- All Thursday classes will have midterm and final exams on the Friday following the 4th and 8th Quad.

Please consider this schedule when choosing a proctor. Special exam scheduling to accommodate a proctor's schedule can only be arranged by special request and only in emergency situations.

If you experience technical difficulty or power outage on exam day at your proctoring location which prevents you from taking the exam, written notification must be made by your proctor to the Director of Student Services (DOSS) within 24 hours of the exam date. The DOSS will then notify the professor and reschedule your exam for a later date.

CANCELLATION OF QUAD SESSIONS (CLASS)
An announcement will be posted on the IQ Web course home page and the Director of Student Services will send email notification to the students Belhaven e-mail account.

STUDENT RESPONSIBILITY IN THE VIRTUAL 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 guests. Students’ behavior should be guided by Christian principles in all of their daily activities. Students should refer to the class syllabus for expectations specific to each class. The Belhaven faculty has established the following general expectations:

1. Professors may issue a warning for those students who are disruptive in the virtual class. If the disruption continues, they will be removed from the virtual classroom. Those students will receive an absence for that day.
2. Honesty is expected in all course work.
3. Students who show zeal for learning by being in the classroom and prepared as their classes begin usually achieve high marks. Students who are tardy or leave class early will be marked as such.
4. Professors will be sensitive to extraordinary circumstances if the student is normally attentive and consistent.
5. Belhaven students take responsibility to initiate the completion of exams and course work missed due to technical difficulties or proctor scheduling issues.
6. The use of virtual classroom software for any purpose except as related to class instruction and assignments is prohibited. All sessions are recorded to verify actual meetings and proper use of system.

TEXTS AND MATERIALS
Textbooks, DVDs, and other course materials will be provided to new students prior to the first virtual class meeting if fee payments have been completed in accordance with the payment policies of Belhaven College. The resources for subsequent courses are mailed to students before each course begins.

“ON THE FIELD” TEAM CONCEPT
In order to meet the needs of our students, some courses within the program provides a combination of virtual instruction, DVD lecture and the enhancement of nontraditional instruction and learning that takes place within a Field Team. The Field Team concept involves the sharing of all of these and other available resources as well as the sharing of the varying interpretations of new knowledge resulting from past experiences.

PURPOSE OF “ON THE FIELD”
Field Teams serve several purposes:
- Achieving the required instructional hours for a course. Some courses include online instruction, DVD lecture and On the Field interaction. The Field Team meetings take place to help meet the required number of in-class instructional hours. Therefore, Field Team attendance is required just as virtual classroom attendance is, and the Field Teams are required to be diligent in completing all assignments for each week, assuming responsibility for self-management of learning. All sessions are recorded and attendance is verified through these records and reports.
- Students are expected to assume responsibility for learning on their own in cooperation with other students.
- Through Field 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.
- Field 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.
SUCCESSFUL FIELD TEAM INTERACTION

Successful Field Teams result from positive team interaction. The development of strong Field Teams will be possible by establishing these techniques:

- Choose a time that is convenient for all
- Begin each Field 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.

CONFLICT MANAGEMENT AND RESOLUTION

In most cases, Field Team members will work together cooperatively, and will provide support for each other. 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.

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.

The dismissed member must then find another Field Team to join and the faculty member may assist with this. If no other Field Team will accept the dismissed member or there is not room in another group the Director of Student Services must be involved at this point. **No student may continue in a class that requires teamwork without being a member of a Field 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 class.

Some ways in which group members may prove to be ineffective members are being contentious, missing too many Field 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 Field 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 Field 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.

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

BELHAVEN CAMPUS POLICIES

CODE OF CONDUCT

General Code
- Disruptive behavior in the classroom is not permitted. Students will receive a warning and will be dismissed from the virtual 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 one of the student’s two allowed absences in the course.
- Belhaven students take responsibility to initiate the completion of exams and course work missed due to technical difficulties or proctor scheduling issues.
- It is the student’s responsibility to provide for supervision of his/her children while they are attending virtual class and for all field team meetings.
- The use of tobacco in any form is not allowed in the virtual classroom.
- 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 appropriate 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.
- 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.
- Posting or sharing any form of pornography is prohibited within the virtual campus systems.
- Students are not allowed to use abusive, profane, obscene language, or obscene gestures in the virtual 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 at virtual campus. These guidelines are inclusive to any surroundings viewed by webcam.
  - 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.
o 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.

DISCIPLINARY PROCEDURES
Problems are not expected; however, any student may contact the Director of Student Services about dissatisfaction with student or faculty conduct. All students are expected to abide by the Belhaven College Code of Conduct. Belhaven reserves the right to discipline any student who violates college policies and regulations. Such discipline may include, but is not limited to, fines, suspension of certain privileges, academic suspension, or mandatory withdrawal from the College.

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 Director of Student Services.

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 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 (DOSS) is designated as the college official responsible for the enforcement of all Community Expectations of virtual students including community general policies. The appropriate program Dean, in conjunction with the Provost, 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 PROCEDURES FOR VIOLATION OF GENERAL
COMMUNITY POLICIES

1. A complaint is filed with the Director of Virtual Operations.

2. Director of Virtual Operations 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 Virtual Operations 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 Virtual Operations to discuss the disciplinary process and to enter a plea.
   b. If the student pleads guilty, a sanction is administered by the Director of Virtual Operations. 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 Virtual Operations.

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 Virtual Operations 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 Academic Operations 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 Academic Operations 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 PROCEDURES 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 Director of Virtual Operations. Honor Code violations may also be filed by students or faculty to the Director of Virtual Operations, 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 Director of Virtual Operations 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 Director of Virtual Operations (or a designee) who will observe the following procedure:
   a. The accused receives written notice of charges and makes contact 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 Director of Virtual Operations. 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 Virtual Operations.

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 (by phone or web cam).
2. The Director of Virtual Operations 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 Academic Operations 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 Academic Operations 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 during virtual 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 Director of Student Services 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.
COMMUNITY EXPECTATIONS

Responsibilities & Rights
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 virtual classrooms and virtual meeting rooms 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 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. If you do not choose to participate in a ceremony, your diploma will be mailed to you once all graduation requirements have been meet and your degree has been conferred.

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

a. Complete the Application for Graduation and pay the graduation fee according to instructions available online at www.belhaven.edu/Academics/Registrar/graduation.htm. As of July 1, 2004, applications are to be done online. Deadlines for application are approximately eight months before the graduation date (see the above web page for exact dates). Only those students who plan to complete degree requirements prior to the upcoming graduation date should apply.

b. If an Application for Graduation Form is not received or a deadline is missed, a diploma cannot be issued until application is made for the next graduation date.

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 transcripted 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;

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**

Graduates walking in the commencement ceremony will pick up their diplomas following the ceremony. All other diplomas will be mailed to the address on the students official file.
TRANSCRIPTS
Degrees will be posted to transcripts upon completion of all degree requirements according to the following schedule:

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

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

VERIFICATION OF DEGREE COMPLETION
Students who have completed all degree requirements and are waiting to receive their diplomas may request a letter of completion from the Student Services Office. An Application for 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
Students are eligible for the following awards:

- 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.

ALUMNI ASSOCIATION
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 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.