



BEULAH HEIGHTS

UNIVERSITY

Student
Handbook

Beulah Heights University

Student Handbook

Welcome to Beulah Heights University. This handbook is designed to help you make the most of the opportunities available at Beulah Heights University. As a student it is not only your responsibility to become familiar with the contents of this handbook; it will both beneficial and advantageous during your matriculation.

Philosophy of Education

Beulah Heights University believes the Bible is the revealed Word of God, inerrant in its original autographs, it is the ground and foundation from which all other subjects are viewed, evaluated, and taught, and from which all truth shall be substantiated. Beulah Heights has a holistic philosophy of education. The biblical pattern of intellectual, spiritual, physical and social development is practiced and is the basis for this philosophy. The university is committed to intellectual growth through consistent application of every available means by which the whole person is developed.

Beulah Heights University is an interdenominational orientated University thoroughly committed to the proclamation of the great historic Pentecostal doctrines of the church.

Mission

The Mission of Beulah Heights University is to develop relevant Christian leaders for ministry and marketplace—leaders who are molded by the Word of God are change agents impassioned to do God’s will, and are characterized by godly lives, servant hearts, transformed minds, and skilled communication.

Vision

The vision of Beulah Heights University is expressed in the ARC of Ministry. The ARC represents Academic Excellence—the pursuit of excellence in educational standards, Resource Center—offering varied resources to those leaders BHU develops, and Change Agent—provoking change in all the lives BHU encounters.

The comprehensive purpose of BHU is to provide a high-quality Christian education, which will develop students in living the Christian life and prepare them for service and leadership in Christian ministries and the marketplace.

Core Values

The core values of Beulah Heights University are foundational beliefs inherent in its operation as a Christian Institution. The core values compel BHU to measure every action against its values for a standard of ethics in its daily operation.

Biblical Inerrancy

BHU seeks to bring every aspect of personal and corporate life under the functional authority of the inerrant Word of God by obeying its commands, applying its principles, and refraining from dogmatism where the Bible is silent. BHU is prepared to stand on biblical inerrancy against the opposing tide of compromising norms and peer pressure. (2 Timothy 3:16).

Integrity

BHU seeks to live, teach, and promote lives filled with godly choices in the face of temptation and ethical compromise. Consistent growth toward Christ like attitudes and demonstrated behavior within the context of responsible church membership and involvement are all a part of integrity. BHU affirms the necessity of yielding to the Lordship of Jesus Christ as the unconditional Lord of Life. (Romans 12:2)

Global Missions

BHU is committed to implementing Christ's mandate to fulfill the Great Commission by stimulating and training Christians for evangelistic church planting and supporting ministries through global evangelization. (Matthew 28:19)

Dedicated Servant hood

BHU is dedicated to training Christian leaders whose lives reflect the conviction that both individual and corporate prayer is essential in the pursuit of God's purposes for holy living and fruitful ministry. BHU further seeks to cultivate an understanding of and commitment to worship and giving as a vital response of the believer to God. BHU desires to be a community marked by joyful reliance upon God for material provision, victory over sin, growth in Christ-likeness, and fruitful service to God and others. (Matthew 25:21)

Diversity

BHU is committed to embracing and empowering multicultural Christian communities without regard to ethnicity, socioeconomic status, gender, nationality, or handicap. BHU develops Christian leaders to impact the world. (1 Corinthians 9:22)

Academic Information

As a university, Beulah Heights University is committed to the intellectual development of its students as well as to their spiritual growth. Mature Christians realize that mental keenness, intellectual awareness, and diligence are not incompatible with spiritual sensitivity and simplicity. It is obvious that Christ intended that human mental powers be consecrated for He said, "Thou shalt love the Lord thy God...with all thy mind" (Matthew 22:37).

Academic Advising

Students are strongly urged to meet with an advisor for academic guidance, for course selection and class scheduling prior to each semester. Academic advising is offered as a courtesy to students and is not required. The student is solely responsible for meeting all program and major requirements as outlined in the catalog of his or her entry year. (Refer to the catalog for additional information).

General University Catalog

The General University Catalog is an official and comprehensive document that outlines the curriculum of all programs, and major requirements. The catalog contains detailed curriculums, course descriptions, financial support information, policies, and procedures of the institution that relate directly to academic functions. The catalog may be viewed from the BHU web site (www.beulah.edu) or a copy may be obtained from the Administration Office. The student is required to adhere to the contents of the catalog.

Academic Exclusion

A student will be excluded if, upon attempting 30 credit hours, his or her cumulative grade point average is less than 1.75 and the semester grade point average is less than 2.0. A student will be excluded for one semester and may be reinstated upon the recommendation of the Dean of Academic Affairs.

Academic Probation

A Student will be placed on academic probation if, in a succeeding semester, his or her cumulative grade point average is less than 1.75 and the semester grade point average is less than 2.0. A student will remain on academic probation until a cumulative grade point average of 1.75 or better is earned, or until the grade point average for the semester is 2.0 or better with a load of at least three credit hours.

Academic Warning

A Student earning less than a 2.0 grade point average will be placed on academic warning. The Student will be removed from academic warning when his or her cumulative grade point average reaches 2.0 or higher.

Academic Recognition

President's List

The President's List recognizes those students who carry a full load of 12 or more credit hours and earn a grade point average of 4.0. Honorees will receive a certificate of achievement and recognition.

Dean's List

The Dean's List recognizes students who carry a full load of 12 or more semester hours and earn a grade point average of 3.50 to 3.99. Honorees will receive a certificate of achievement and recognition.

Recipients of the President and Dean's List will receive recognition by the National Dean's List.

Course Grading Information

| | | | |
|-----|----------------|----------|------------------|
| A+ | Excellent | 98-100 | 4.0 grade points |
| A | Excellent | 94-97 | 3.7 grade points |
| A- | Excellent | 90-93 | 3.5 grade points |
| B+ | Good | 88-89 | 3.3 grade points |
| B | Good | 84-87 | 3.1 grade points |
| B- | Good | 80-83 | 2.9 grade points |
| C+ | Average | 78-79 | 2.7 grade points |
| C | Average | 74-77 | 2.5 grade points |
| C- | Average | 70-73 | 2.3 grade points |
| D+ | Passing | 68-69 | 2.1 grade points |
| D | Passing | 64-67 | 1.9 grade points |
| D- | Passing | 60-63 | 1.7 grade points |
| F | Failure | Below 60 | 0.0 grade points |
| P | Passing | 0 | 0 Not counted |
| W | Withdrawal | 0 | 0 Not counted |
| | Passing | | |
| WF | Withdrawal | 0 | 0 Not counted |
| | Failing | | |
| INC | Incomplete | 0 | 0 Not counted |
| U | Unsatisfactory | 0 | 0 Not counted |
| AU | Audit | 0 | 0 Not counted |

Note: Any grade notation related to or implying a Failure is given a value of zero on the 4.0 GPA scale and is included in the cumulative average.

Incomplete: An instructor, upon the approval of the Dean of Academic Affairs may give a grade of “I” (Incomplete) if the student has not completed all of the requirements for the course. Incomplete grades must be completed within thirty (30) days of the final exam and will involve a letter grade reduction from the final grade. This incomplete will automatically be changed to a grade of “F” if the remaining work has not been completed within 30 days of the final exam.

Grade Changes

Grade changes can only be made by the instructor who taught the course. The instructor is required to submit any grade changes in writing by using the appropriate Grade Change form, listing the reason for the change. A grade may not be changed to “A” after the close of the semester in which the course was taught.

Grade Appeal

Students enrolled in classes at Beulah Heights University have the right to appeal grades assigned them. The following procedure must be followed by the student who desires to appeal a grade:

1. Schedule an appointment with the instructor who has assigned the grade. Discuss the matter with the instructor, asking him/her to review the basis for assigning the grade. If the disagreement about the grade is resolved in this discussion, the instructor will submit the proper documentation to the Registrar.
2. If not resolved in Step 1 above, the student may schedule an appointment with the Department Chairperson to review the basis for assigning the grade. The Department Chairperson may wish to consult individually with the student and instructor. If the disagreement about the grade is resolved in this discussion, grade change action (when needed) should originate at this time. **EXCEPTION: In a situation where the grade in question involves a dispute between a student and a Department Chairperson, the appeal may move directly to step 3.**
3. If the matter is still not resolved, the student may request to have his or her appeal reviewed by the Academic Affairs Committee. The Vice President for Academic Affairs will convene a meeting of the Academic Affairs Committee.
4. A final review will be made by the Academic Affairs Committee who may uphold the assigned grade or declare the grade invalid. If the grade is declared invalid, the Vice President for Academic Affairs will inform the instructor of the final decision and require the instructor to submit the proper grade change documentation to the Registrar.

The right to appeal a grade expires one year from the beginning of the semester in which the grade was assigned.

Course Syllabi

A course syllabus is prepared for each course taught each semester and is available on the website (www.beulah.edu) and may be accessed from the faculty directory. Students are required to bring the course syllabus to class on the first day.

Examinations

Tests and written or oral quizzes are given at the discretion of the instructor. Each student must take the initiative for doing class work and taking exams at the time determined by the instructor. It is the prerogative of the instructor to determine whether exceptions may be made.

Cheating

The objective of BHU is to make cheating a very infrequent problem on our campus. There is no room in the Christian's life for such deceit. Nonetheless the student should be aware that the pressure of time and study might introduce him or her to the temptation, possibly for the first time. Any student found cheating at any time or in any subject will be dismissed from that course and may be subject to dismissal from the college. Any student offering or giving informational aid during an exam or quiz is equally guilty and is subject to the same penalty.

While students will naturally study together, it is required that written assignments be submitted as a result of the student's own work. Serious grade loss or penalty will be assessed if copy work is submitted.

Due Process / Grievance

Misunderstandings or conflicts can arise in any organization and should be resolved before a serious problem develops. Most incidents resolve themselves naturally; however, should a situation persist that a student believes is detrimental to himself or the college, he should follow the procedure described here by bringing his complaint to the attention of the Vice President of Student Life and Enrollment Management.

1. Discussion of the problem with the Vice President of Student Life and Enrollment Management is encouraged as the first step.
2. Discussion of the problem with the Academic Dean is the second step. If he does not believe a discussion with the Academic Dean is appropriate, he should proceed directly with the step described below.
3. If the matter is not adjusted to the student's satisfaction through discussion, the student may proceed to the formal grievance stage by presenting the grievance in writing addressed to the President.

Adding/Dropping a Course

During registration, the student has the privilege of making an approved change of schedule without payment of a fee. This includes adding, dropping, or changing a course. After normal registration, beginning the first day of “late” registration, a fee of \$50.00 is charged for dropping or changing a class, except when initiated by the college.

A course dropped between the fifth semester week and the twelfth semester week will carry the grade of W or WP. No course withdrawals are permitted after the twelfth semester week during spring or fall of the fifth semester week during the summer semester. Students must fill out proper withdrawal forms in the academic office.

Student Life

Key Administrative Personnel

Contact BHU at (404) 627-2681 to request the following extensions:

*Ex 100 for the main receptionist.

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|--------------------|---------------------------------------|
| Admissions | ex 117 |
| Business Office | ex 106 |
| Faculty Office | ex 103 |
| Financial Aid | ex 105 |
| Library | ex 119 |
| President’s Office | ex 115 |
| Receptionist | ex 100 |
| Registrar | ex 104 |
| Security | ex 162 / Security Cell (404) 275-2681 |
| Student Life | ex 159 |

Library Services

The Barth Memorial Library is located in Woods Hall. It houses over 45,000 books, periodicals, reference materials, a computer lab, and computerized on-line catalog that are available for our students and alumni. The library is staffed during all class hours. The hours are posted at the library entrance. The library is accessible by an elevator and stairs. *Library fines will prohibit participation in registration and graduation activities.

Computer Lab

The computer lab is available free of charge for students to practice computer skills taught in computer courses or to prepare term papers for classes. Internet access is available.

Acceptable Use Policy for Student Computers

1. No programs are to be installed on any computers issued by BHU aside for those approved by the Department of Information Systems. Licensing issues require that only programs that fall under the software manufactures Acceptable End User License Agreement be installed on any systems here at BHU.
2. There are to be no “Chat” programs downloaded from the Internet or installed on the computers here on the BHU Campus. This would include but is not limited to: AOL Chat, MSN Chat, and Excite Chat.
3. The use of Real Player (or programs similar) is not to be used on the campus of BHU. The use of such programs takes up the network band width and is not to be used unless it is for educational and / or evaluation uses of software or programs a particular department is considering. This policy includes any program deemed by the Department of Information Systems to use an un-acceptable amount of bandwidth on the BHU network.
4. Do not disable or modify the settings for the anti-virus software on any system. This software has been installed to protect the investment of our network. If you suspect that your computer or any diskettes you use have a virus, contact the Department of Information Systems immediately. We will be happy to scan the disk and / or computer for you, give you instructions so that you can do it as well, and repair the computer’s hard drive (Operating System) if necessary.
5. Beulah Heights University will not tolerate any inappropriate site being viewed through the internet provided by BHU. **This is a “zero-tolerance” policy.**
6. Email addresses are automatically generated and communicated to the student at registration or mailed after the registration process has been completed.
7. Beulah Heights University has adopted a zero tolerance policy for any acts of violence against a member of the staff, faculty or student body. Acts of violence include and are not limited to; any infraction of a rule, regardless of accidental mistakes, ignorance, or extenuating circumstances regarding the following; alcohol use, possession or use of drugs or weapons.

Bookstore

The bookstore for Beulah Heights University can be accessed online. The use of an online bookstore allows BHU to expand our services to a broader base. If you are receiving financial aid, and require the assistance of a book voucher, communication regarding the book voucher will be sent via your student email account provided by Beulah Heights University. Access to Beulah Heights University bookstore is available at www.beulah.edu.

Chapel

Chapel services are conducted every Tuesday and Thursday from 10:00 A.M. to 11:30 A.M. All students with classes on chapel days are required to attend. Exceptions are those who have a gap of more than one hour between their class and chapel.

Chapel services are designed to contribute to the spiritual growth of the entire BHU community. Many of the chapel speakers are pastors and community leaders from metro Atlanta. The Chapel experience is the most popular activity on campus. Students, faculty, and staff are expected to attend.

Parking

Beulah Heights University has limited parking facilities. Students are asked to park in student parking only. Please refrain from parking in the designated parking areas. When the campus parking lot is full additional, parking is available on the Southside of Berne Street, and on the east side of Vernon Ave.

Commuting

Free Parking is provided for commuter students at the BHU main campus. Parking stickers are required and are available through campus security for a \$2.00 fee. [MARTA](#) discount cards are available for students at a discounted rate and are available for purchase the receptionist's desk in the Administration building. Plan to arrive to campus early. In the event of traffic, bad weather, or a detour it is helpful to have extra time built in. You also need to account for the extra time it may take to walk to class once you arrive on campus. Plan for alternative ways of travel. Be familiar with the bus route from your home. Determine alternate routes in case of blocked streets or traffic. Update or obtain a motor club service and put together an emergency car kit.

Counseling

Pastoral care: Beulah Heights offers personal and spiritual assistance to its students in the Office of Student Life and Enrollment Management. Matters on which students may receive assistance are based on individual needs.

Professional Counseling: Beulah Heights University maintains professional Christian counseling on campus for students needing professional counseling services. (Refer to the department of Student Life and Enrollment Management for additional information).

Postal Service

Each campus dorm is equipped with a mailbox receptacle for incoming and outgoing mail. Beulah Heights University is serviced by the United States Post Office located at 1273 Metropolitan Avenue SE, Atlanta Georgia 30316 (800.275.8777)

Student Life Center

The Student Life Center exists to facilitate and maintain students' purpose, interests, career and/or ministry goals, resulting in student success as they matriculate and proceed beyond graduation.

The mission of the Student Life Center is to provide career and ministry resources that help students plan, prepare, and pursue their careers and/or ministry endeavors.

Students can receive assistance in personal development, supplemental academic support, as well as career and ministry placement assistance. This service is provided out of the office of Student Life and Enrollment Management

Student Government Association

All students are eligible for membership in the Student Government Association (SGA) of Beulah Heights University. SGA is responsible for matters of general student concern. The president and treasurer of SGA are elected in a general campus election. SGA coordinates the interaction among campus organizations, student body, faculty, and administration under the supervision of the Student Life and Enrollment Management Center.

Special Activities

Throughout the school year, the students participate in special activities, which are planned and administered by the Student Government Association. Among them are:

Annual Spring Banquet: The Student Government Association hosts a banquet for students, faculty and alumni in the spring. The cost for students is covered in their semester student activity fee.

Discovery Days: Discovery Days occurs once each semester. Discovery Days last an entire week. During the discovery day's week, students invite friends, pastors, relatives or perspective students visit the campus and participate in the actual classroom and chapel experience.

International Day: The BHU student body is comprised of students from more than thirty different countries who make up significant percent of the student population. To celebrate the cultural diversity, BHU host an International day each spring. The festivities include and are not limited to International dress cuisine from many different countries is served.

Ministry and Leadership Seminars: As a supplement to the normal classroom setting, ministry and leadership events are held regularly for students and staff. Renowned leaders such as Dr. Gerald Brooks and the John Maxwell leadership development team have conducted seminars and conferences on the BHU campus.

Thanksgiving Dinner: In recognition of those students who are away from family on Thanksgiving Day and especially for international students, the student government serves a Thanksgiving dinner to all students.

Community Involvement

Atlanta, GA is a thriving metropolitan city bustling with cultural, educational and religious opportunities. Information and schedules are continuously posted on campus in the student activity center. For details of current events and recommended churches and religious opportunities, contact the Office of Student Life at ex 159 or ex 122.

*Beulah Heights University (BHU) reaffirms its commitment to provide a safe and healthy educational environment, safeguard the rights of individuals, and comply with state and federal antidiscrimination laws and regulations. Sound and compassionate legal, ethical, moral and educational principles require that students and employees with AIDS, HIV infection, and other communicable diseases be accorded the same rights and assume the same responsibilities as all other members of the BHU community.

General Information

Administration and Staff Members

Administration and staff personnel are available to serve. They can be reached through the BHU Administration Office at 404.627.2681. After hour's numbers and designated staff personnel are posted on bulletin boards.

Emergency / Security Procedures

BHU employs campus safety personnel that patrol the grounds during select hours. Any questionable and criminal incidents cited are reported to the Security Supervisor and / or Vice President of Student Life and Enrollment Management. Campus Safety can be reached at 404.275.2681.

Weekend or nighttime emergencies should be reported to campus security personnel or resident assistants.

Emergency phone numbers are posted near the telephone in each of the dormitories. In obvious emergencies, individuals should call 911.

Campus safety personnel are not law enforcement. The primary function of campus safety personnel is to serve as deterrents. Local law enforcement agencies are to be contacted when needed.

Any areas needing additional lighting should be reported to the Office of Student Development.

Any questionable activity on campus should be reported immediately to security personnel or any college administrator.

BHU strictly prohibits the possession, use or sale of alcohol, illegal drugs, firearms or fireworks on the property of Beulah Heights University.

Sexual offenses, i.e. Rape, date rape, sexual harassment, inappropriate language or conduct will not be tolerated on the campus of BHU.

1. Should sex offense occur:
 - a. Contact the resident assistant or any college administrator
 - b. Preserve any evidence that might serve as proof an offense has occurred.

2. In the event that an accusation of sexual assault is made, it is the policy of BHU that:
 - a. A full disciplinary hearing will be held before the administrative committee.
 - b. Both accuser and the accused are entitled to have others present during the disciplinary hearing.
 - c. Both the accuser and the accused will be informed about the outcome of the disciplinary committee hearing.

3. Students who suffer sexual assault have the right to notify the police if they so desire, and if they need assistance in doing so, such assistance will be provided by the resident assistant or any college administrator.

4. Anyone who would like counseling concerning sexual assault may contact a college administrator. Professional services for crisis counseling are available on campus by appointment through the department of Student Enrollment and Retention.

5. Should a student experience sexual assault, which, in their opinion, necessitates a change in living arrangements, such information should be communicated to the Office of Student Development. Every effort will be made to remedy the situation, providing that a suitable alternative is available.

All on-campus criminal incidents are reported to the college administration and the local authorities. BHU gives any incident careful consideration to determine if future prevention is possible.

BHU does not staff an RN, LPN or medical doctor. In the event of a medical emergency, the student should contact their respective resident assistant or college administrator as soon as possible. If the emergency is life threatening call 911 immediately.

BHU suggests the Atlanta Medical Center to students in need of medical attention because of location closest to BHU. The student is personally responsible for expenses incurred for personal medical services.

Financial Information

Financial Aid Procedures and Requirements

Students may receive financial aid and/or scholarships each year upon completion of the following steps: (1) complete and submit the Beulah Heights Financial Aid Application; (2) complete and submit the Free Application for Federal Student Aid (FAFSA). Qualifying students are eligible for grants: FPELL and FSEOG, loans: Stafford (subsidized or unsubsidized), PLUS and Federal Work Study (FWS).

The application process involves the completion of the Free Application for Federal Student Aid and the submission of this form to the Central Processing System by May 15th in order to receive priority consideration.

The Central Processing System determines the student's financial need based on the information provided on this form. Additionally, new students are asked to complete the Beulah Heights Financial Aid Application and submit the completed form to the Financial Aid Director no later than May 15th in order to receive priority consideration for financial aid and/or scholarships.

Financial aid is awarded on the basis of need. Students must be enrolled in a degree or certificate-granting program. A student may not receive financial aid for audit course hours.

Students must maintain satisfactory academic progress in the chosen course of study, which includes a GPA of 2.0 and complete 2/3 of courses attempted (as outlined in the satisfactory academic progress policy).

Federal Financial Aid

The Federal PELL Grant is designated for undergraduate students working toward a first bachelor's degree. Students enrolled full-time (12 or more credit hours) will receive full eligibility. Students enrolled less than full-time will receive a prorated award. The amount of the award will vary based on financial need and cost of education.

The FSEOG – Federal Supplemental Education Opportunity Grant is for undergraduate students who have demonstrated exceptional financial need. Graduates or undergraduates who have previously received a bachelor's degree are not eligible. Priority is given to Federal Pell Grant recipients.

The Federal Work Study Program eligibility is based on established financial need and at least halftime enrollment. Award amounts may vary from student to student. The award is earned and the student is paid on a bimonthly basis for the amount of hours worked. Students interested in the Federal Work Study Program should contact the Office of Human Resources.

The Federal Stafford Loans are low interest loans made to students by a lender such as a bank, credit union, or savings and loan association. These loans are insured by the guarantee agency and reinsured by the federal government. The interest rate is fixed at

6.0% for subsidized loans and 6.8% for unsubsidized loans certified between July 1, 2008 and June 30, 2009.

A need-based Federal Stafford Loan is called a “subsidized” Stafford Loan. The government pays the interest on the loan while student is in school or in deferment. A non need-based Stafford is called an “unsubsidized” Federal Stafford Loan. Student is responsible for interest while in school and during deferment periods.

Dependent Students may borrow a maximum of \$3,500 per year as a freshman, \$4,500 per year as sophomores, and \$5,500 per year as juniors or seniors. The maximum Federal Stafford Loan debt allowable to undergraduate students is \$23,000.

Independent Students or dependent students whose parents are unable to get a PLUS Loan may borrow a maximum of \$5,500 per year as a freshman (only \$3,500 of this amount may be in subsidized loans), \$9,500 per year as Sophomores (only \$4,500 of this amount may be in subsidized loans), and \$12,500 per year as Juniors or Seniors (only \$5,500 of this amount may be in subsidized loans). The maximum Federal Stafford Loan debt to undergraduate students is \$57,500.

A student who graduates, leaves school, or drops below halftime, has six months before beginning repayment. This is called a “grace” period. If you have a subsidized Stafford Loan, you will not have to pay any principal or interest during that period. If you have an unsubsidized Stafford Loan, you will be responsible for the interest during the six months. You may be allowed up to 10 years to repay the loan.

Federal PLUS loans are for parents who want to borrow money to help with their children’s education expenses. These loans provide additional funds for educational expenses, and like Federal Stafford Loans, are made by a lender such as a bank, credit union, or savings and loan association.

Federal PLUS loans enable parents with good credit histories to borrow for each child who is enrolled at least halftime and is a dependent student.

For Federal PLUS loans the interest is fixed at 8.5%, but not higher than 9%. Repayment of PLUS loans generally begins within 60 days after the final loan disbursement. There is no “grace period” on this loan.

New students who plan to acquire loans must complete an entrance interview online. Graduating, transfer or withdrawing students must complete an exit interview. To complete the interview go to our website at www.beulah.edu.

For more detailed information and Student Financial Aid Applications, contact the Financial Aid Office.

Scholarships

General information

The criteria for scholarship assistance will vary depending upon the particular scholarship for which the student is applying. Criteria for awarding each scholarship are listed in this document.

Beulah Heights University (BHU) has budgeted to make scholarship assistance available to students. These funds are divided for use during the entire academic year. Other individuals and organizations also contribute to provide tuition assistance for students seeking to further their education at BHU.

A student desiring scholarship assistance must submit an application to the Financial Aid Office for consideration. If the student is approved for a Federal Grant, the amount received will be applied toward the scholarship. If the student is not approved for a Federal grant, he/she is still eligible for the scholarship.

Scholarship application deadlines

- 1. July 1 for the Fall Semester**
- 2. November 1 for the Spring Semester**
- 3. April 1 for the Summer Semester**

Scholarship applications received after the deadline dates will be considered for the next deadline date.

Scholarship applications are reviewed by the Scholarship Committee to determine eligibility and available funding. All applicants will be notified in writing via award letter prior to registration of the amount of their scholarship award. Scholarship recipients should bring their award letters with them when they register for classes. Applicants not receiving awards will also be notified in writing. Scholarships must be used for the time specified in the award letter, otherwise the scholarship is forfeited and a new application must be submitted.

Scholarship Donors

Beulah Heights University can award scholarships because of the generosity of organizations and individuals with a vision for ministry. The following entities enable BHU to provide financial assistance to BHU students to pursue excellence in their educational endeavors.

1. Beulah Heights University
2. James A. Keiller Scholarship Fund
3. Samuel and Brenda Chand
4. North Avenue Presbyterian Church
5. New Birth Missionary Baptist Church
6. Chick Fil A Corporation
7. The Sawyer Family
8. Dr. John Kim
9. All Resource Group (ARG) Dr. Karanja family

*Refer to Institutional Scholarship Manual for more details.

Financial Information:

Tuition

| | |
|--------------------------------------|----------|
| 3 credit hour course (Undergraduate) | \$720.00 |
| 3 credit hour course (Graduate) | \$990.00 |
| Directed Study Course | \$720.00 |
| Auditing Class (Per Semester Hour) | 50% |

Fees (All fees are not applicable to every registration situation)

| | |
|--|----------|
| Application Fee (Must be paid prior to registration) undergraduate | \$30.00 |
| Application Fee (Must be paid prior to registration) graduate | \$35.00 |
| Change of Schedule Fee | \$50.00 |
| Directed Study Fee | \$100.00 |
| Online course fee | \$100.00 |
| Re-Entry Fee (<i>After absence for one year or more</i>) | \$15.00 |
| Registration Fee | \$30.00 |
| Registration Fee (Late registration) | \$50.00 |
| Returned Check Fee | \$20.00 |
| Student Activity Fee | \$20.00 |
| Technology Fee (Required for all students) | \$50.00 |
| Transcript Fee (Official and Unofficial) | \$3.00 |
| Reinstatement Fee following registration cancellation | \$50.00 |

All fees applicable to registration must be paid at time of registration.

Books

Estimate cost for a full time student (4 courses) \$500.00

Tuition Payment Schedule

If you choose the *BHU Deferred Payment Plan* for your tuition charges, your payment schedule will be:

Down payment: 1/3 of tuition plus all fees

Payment two: 1/3 of tuition
Payment three: 1/3 of tuition

Finance Charge

A finance charge of 1.5% per month will be added to the unpaid balance.

Registration Cancellation

If the monthly payment is not made by the due date, your registration will be canceled (Reinstatement fee: \$50.00).

Dormitory Rates

| | |
|---------------------------------|------------------------------|
| Single Room (per semester) | \$2500 |
| Residential Housing (per month) | Costs vary according to size |

Faculty

BHU's faculty is comprised of men and women uniquely qualified by education and experience. Faculty members consider their calling as a ministry, and their principle objective is to transmit spiritual knowledge and inspiration to their students. You should feel free to discuss classroom questions or problems with any member of the faculty.

Your instructors are your elders in the Lord in the field of education. They should be highly esteemed and treated with courtesy and respect. Criticism, grumbling, arguing or undermining a faculty member will not be tolerated. If there is a just complaint, do not retaliate or complain to fellow students, but take the matter to the faculty member involved and then to the Vice-President and Dean of Academic Affairs.

Campus Housing Information

Application and Deposit: To secure campus housing, students must complete a housing application and pay the \$50.00 non-refundable application fee. Once the application is approved, a refundable single room deposit of \$100.00 (\$200.00 for family housing) is required at the time of lease signing. However, deposits will not be refunded if a student fails to meet dormitory living requirements or violates the terms of the lease. Rooms are assigned on a first-come-first-serve basis.

Campus Housing Cooking: All campus houses have kitchenette facilities. Students are responsible for their own cooking utensils, dishes, groceries, preparation, and cleanup. No cooking is permitted in rooms.

Campus Housing Cleanliness: Residents are expected to keep their rooms clean. No open food may be stored in rooms. Resident Assistants are authorized to make random inspections according to campus regulations.

Campus Housing Damages: Any damage to house property beyond normal wear and tear will be charged to the student's financial account.

Campus Housing Emergencies: For immediate emergencies call 911 and then someone on the emergency contact list. When in need of assistance Campus Security can be reached at 404-275-2681.

Campus Housing Conduct: At no time are female students permitted to enter into the male campus housing facilities; nor are male students permitted to enter into the female campus housing facilities.

Those who show their unwillingness to abide by this rule may be subject to dismissal from campus housing at the administration's discretion.

Beulah Heights University has adopted a zero tolerance policy for any acts of violence against a member of the staff, faculty or student body. Acts of violence include and are not limited to; any infraction of a rule, regardless of accidental mistakes, ignorance, or extenuating circumstances regarding the following; alcohol use, possession or use of drugs or weapons.

Electrical Appliances: Multimedia devices and other small electrical appliances are permitted in the rooms. Students are expected to observe building code regulations concerning extension cords. Heavy electrical appliances are not permitted. A study lamp and other personal study needs are the responsibility of the student.

Room Furnishings: Room furniture is furnished by the college, but students should bring their own linens, towels, wash cloths, clothes hangers, alarm clocks, and other incidental items. All beds in the houses are twin size. BHU assumes no responsibility whatsoever in case of fire, theft, or accident involving personal items. This information does not apply to family housing.

Student Activity Center: The Student Activity Center is furnished with a vending area, courtesy phones, a television and computers with internet access.

Utilities: The cost of electricity and heating is included in the room charge; the student should bear in mind, however, that conserving energy is essential to keeping college costs at a minimum. Any student-owned heating or air conditioning units are prohibited unless permission is granted by the Office of Student Development.

Music: In the college residences, students should take great care in the selection of secular music for private listening. It is certainly expected that future Christian leaders will very carefully scrutinize those factors that they permit to shape their thoughts. Our choices in music also have a direct effect upon our Christian testimony particularly when those choices are made within hearing distance of others who know what we claim to stand for.

Pest Control: BHU maintains a monthly service account with a pest control company. The pest control technician will come once a month to treat the entire campus including individual rooms. All rooms are to be kept free of food to minimize the pests. The kitchens need special attention. It is very important that they are kept clean at all times. All concerns are to be reported to the Office of Student Development.

Curfew: Students 20 years of age and under are to be in the dorms by 11:00 p.m. Monday through Thursday. On Friday curfew is 12:30 a.m., Saturday, 11:30 p.m. and Sunday, 11:30 p.m. Permission must be secured from the respective Resident Assistant and the Office of Student Development for any variance in this schedule.

Guest Policy: Dorm students are permitted to have guests, however we ask that no guest remain on the campus after midnight. Overnight guest are approved in the office of Student Life and Enrollment Management Only.

Beulah Heights University Drug and Alcohol Free Campus Policy Summary Statement

Per the Beulah Heights University Drug and Alcohol Free Campus Policy, (12/29/08):

Beulah Heights University is committed to providing a safe working and learning environment and to fostering the well-being and health of the college community. The harmful effects of alcohol and illegal drugs can impair the processes essential for learning and effective participation in the richness of the academic experience.

It is the Policy of BHU that alcoholic beverages may not be sold or served to students, or used by students, on any college property, or at any college sponsored function, including off-campus activities such as school sponsored field-trips, school sponsored social activities, or school sponsored study abroad programs. Further, the unauthorized possession, use, sale, or exchange of alcoholic beverages or narcotics, or the use of prescription drugs other than as prescribed will result in appropriate legal action and will be considered a violation of the Student Code of Conduct. A person is identified as a student when registered for credit and/or credit free study at the college.

Students are reminded that federal, state and local law provides for a variety of legal sanctions for the unlawful possession or distribution of alcohol and illicit drugs, including but not limited to, incarceration and monetary fines.

The Federal Controlled Substances Act states the any person who unlawfully distributes a controlled substance to a person under 21 years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Students with questions or concerns should contact the Office of Student Life and Enrollment Management, located in the Student Life Office Contact (404) 627-2681.

Code of Conduct

Faculty, administration, staff, as well as students enrolled in Beulah Heights University are required to sign the Code of Conduct. This action indicates that each member of the college family is willing to comply with the moral and spiritual principles of a daily walk with Christ.

In a changing world, it is imperative that all Christians be reminded that the Bible, as the revelation of God's truth, must determine not only one's doctrinal belief, but also his lifestyle. The Christian has an unchanging standard – the Word of God.

To insure that a high Christian standard is maintained by both faculty, staff, and students, and to encourage an atmosphere conducive to spiritual and academic excellence, the student must refrain from the following activities: use of alcoholic beverage, tobacco, illegal drugs, sexual immorality, and other worldly activities or forms of entertainment which are inconsistent with biblical principles including music which reflects the influence either the occult or drug culture.

Those who through attitude or conduct show their unwillingness to abide by the lifestyle set forth in this Code of Conduct, may be subject to dismissal from the institution at the administration's discretion.

Therefore, as members of the BHU Family, and having read the Code of Ethics as it appears in the Policies and Procedures Manual, or the Code of Conduct as it appears in the Faculty and Student Handbooks, and as they apply to me in my role as a member of the faculty, administration, staff or student respectively, I pledge myself without reservation to the following lifestyle commitment:

As a Christian, I believe the Bible to be the verbally inspired and inerrant Word of God. I accept its teachings as the final authority in all matters of faith and conduct; and as a student and/or faculty and staff member at BHU, I will maintain the moral and spiritual ideals of the college, render respect to those who are my peers, subordinates and those in authority over me; conform to its social, academic and spiritual requirements; and recognize my responsibility to live an exemplary Christian life in keeping with the admonitions of Scripture (See 1Cor.6:19,20; 2Cor.6:14-7; Rom.12:1-2; 1Thess.4:1-8;5:22; Gal.5:16-26; Eph.5:18; Col.3:17; Rom.13:14)

Statement of Faith

God

There is one God who exists eternally in three persons: Father, Son, and Holy Spirit. God is the almighty Creator, Savior and Judge who governs all things according to His sovereign will and is accomplishing His purposes in creation and in the Church to His glory.

The Human Race

Humanity is the climax of God's earthly creation, bearing His image, designed for relationship with Him, and being the object of His redeeming love. All people have sinned. This result is guilt, death, and alienation from God as well as the defacing of

every aspect of human nature. People are unable to save themselves from sin's penalty and power and from Satan's dominion.

Jesus Christ

Jesus, both fully God and fully man, entered history as Savior of the world. He was conceived of the Holy Spirit, born of a virgin, and lived an exemplary, sinless life in perfect submission to the father and in loving relationships with others. He died on a cross, rose bodily, and ascended to heaven where He is advocate for His people and is exalted as Lord of all.

Salvation

Christ's sacrificial death, in which He bore the punishment due to sinners, is the only and all-sufficient basis of God's provision of salvation for all people of every culture and age, expressing His love and satisfying His justice. By God's grace the repentant sinner, through trusting alone in the Lord Jesus Christ as Savior, is put right with God, adopted by the Father into His family and receives eternal life.

The Holy Spirit

The Holy Spirit makes the work of Christ effective to sinners, giving spiritual life and placing them into the church. He indwells all believers, empowers them to love, serve, witness, and obey God, equips them with gifts, and transforms them to be increasingly like Christ.

God's Written Word

The Bible, consisting of the Old and New Testaments, is God's written word, revealing for all people His character and purposes. It is the final authority in all matters relating to belief and behavior. The Holy Spirit moved the human authors of the Bible so that what they wrote is inspired, fully reliable, and without error in all it affirms.

The Church

The Universal church is made up of all who have been born of the Spirit. It finds local expression in communities of believers called by God to worship, fellowship, proclaim the Gospel, and make disciples among all people, reflect God's character, engage in works of compassion, contend for truth and justice, and celebrate baptism and communion.

The Future

The Lord Jesus Christ will visibly return to the earth in glory and accomplish the final triumph over evil. God will make everything new. The dead will be raised and judged. Unbelievers will suffer eternal punishment in separation from God; believers will enter into a life of eternal joy in fellowship with God, glorifying Him forever.

Any attending student who finds his or her doctrine not in agreement with that of the College is requested to refrain from promulgating those doctrinal differences while on the campus of Beulah Heights University, in order to avoid strife within the body of believers.

Dress Standards

Moderation in the manner of dress and conduct is the safe guide for BHU students. Modesty is God's standard. Follow a modest approach in the fit, length, and good taste as you select clothing. Avoid clothing of a revealing nature. Pay attention also to cleanliness in selection of clothing. It is the responsibility of college personnel to suggest corrections if the choice of attire fails to exhibit modesty.

Devotional Life

Nothing exceeds in importance as your personal fellowship with the Lord Jesus Christ. Beside the atmosphere and training of the classroom, you need a private season of communion with Him each day. It is a delusion to suppose that being in a Christian, Bible-centered institution is adequate assurance that you will remain in spiritual health.

No public service or class, no combined worship or instructional experiences, will substitute for your own quiet time with the Lord Himself.

If the discipline of establishing a systematic devotional life is difficult for you, seek the help of another Christian to guide you in this most important aspect of your spiritual experience.

Ministry

While you are a student at Beulah Heights University, you are expected to be involved in on-going ministry. This ministry may take the form of personal evangelism, service in the community, participation in ministry teams, working with para-church organizations, pastoral ministry and involvement in local church ministries.

Beulah Heights University provides community services opportunities through the Federal Work-Study program to various local organizations.

The Missions Overseas Short Term (M.O.S.T.) program allows students to receive training and practical hands-on experience doing missions work in another country. Experienced mission workers provide the training, and the trips are taken under the direction of veteran missionaries.

During the summer between a student's junior and senior year, interested students can participate in an internship program. This program is designed for practical hands-on experience in ministry in the local church. Close supervision is required to expose students to many of the challenges faced in ministry.

Handicap Access

BHU makes every attempt to assist students with disabilities. All classrooms, administration and faculty offices are located on the ground floor level.

Handicap parking is designated according to government regulation and is strictly enforced.

Classroom tables provide easy wheelchair access. Restrooms in the classroom areas are also handicap accessible.

An elevator is available for disabled students needing access to the library.

Hazing

Hazing is not permitted at Beulah Heights University.

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Beulah Heights University is a member of the **Transnational Association of Christian Colleges and Schools (TRACS)** [15935 Forest Road, VA 24551; Telephone: (434).525-9539; e-mail: info@tracs.org] **having been awarded Reaffirmation II of its Accredited Status as a Category IV institution** by the TRACS' Accreditation Commission on April 4, 2012. **This status is effective for a period of ten years.** TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and International Network for Quality Assurance Agencies in Higher Education (INQAAHE). Beulah Heights University is also a member of the **Association for Biblical Higher Education (ABHE)** [5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822; Telephone: (407).207-0808; email: info@abhe.org] **having been awarded Reaffirmation of its Accredited Status as a Category IV institution** by the ABHE's Accreditation Commission on February 20, 2012. **This status is effective for a period of ten years.** The Association for Biblical Higher Education is recognized by United States Department of Education, the Council for Higher Education Accreditation and is a part of a global network that relates to regional or continental higher educational agencies through the International Council for Evangelical Theological Education.