



BEULAH HEIGHTS

UNIVERSITY

Catalog

Volume 48: 2020-2022

BOARD OF TRUSTEES

Collette L. Gunby, D.D.
Decatur, Georgia

Cynthia Hale, D. Min.
Decatur, Georgia

Marlin Harris, D.D., B.A.
Decatur, Georgia

Benson M. Karanja, Ed.D. H.S.C.
McDonough, Georgia

Shelton D. Osbon, Sr., M.A.
Marietta, Georgia

D'Ann Johnson, D.Min
Lithonia, Georgia

Jesse Curney III, M.Div., D.D.
Lilburn, Georgia

PRESIDENT'S CABINET

Rodney Jackson, Psy. D., M. Div.
Academic Dean

Benson Karanja, Ed.D., H.S.C.
President

Peter Karanja, B.S., M.B.A.
Vice President for Operations

Wesley Wilson, Ph.D.
Vice President for Student Life
and Chair, Department of Leadership
Studies

ADMINISTRATIVE STAFF

Domitila Bicudo, B.A.
ESL Program Coordinator
Designated School Official

Anissa Blair
Executive Assistant to President

Christiany Branquinho
Admissions Counselor

Ukemah Cody
Financial Director
VA Certifying Official

Lila Garlington, M.Div., B.S.
Office and Faculty Administrator

Brian Hodges, D.Ed.Min., M.A., B.A.
Chair, Department of Religious Studies
Director of General Studies

Julian Ivey, M.B.A.
Comptroller

Tiphonie Ivey, Ed.D
Assessment and Accreditation Coordinator

Kyung Jho, Th.M., M.M., B.A.
Vice President for Asian Student
Affairs

Michael Johnson, M.L.S., B.A.
Director, Library Services

Charles Mbugua, B.B.A.
Student Accounts Representative

Monte Norwood, D.Min., M.Div., M.A.
Coordinator of Undergraduate Religious
Studies

Sonya M. Okoli |
Assistant Professor of Leadership
Coordinator, Doctor of Philosophy Program
Department of Business and
Leadership Studies

Salome Mbugua, M.A.
Student Success/Enrollment Success

So-Hee Im Park, Ph.D, M.A.
Coordinator, Asian Student Affairs

Alicia Plant
Director of Digital Learning and Innovation,
Department of Digital/Online Learning
Assistant Professor and Program Coordinator
for the Doctor of Ministry Program
(Department of Religious Studies)

Georgia Skinner
Registrar, Director of Admissions
Academic Advisor
Designated School Official
VA Certifying Official

Patricia Staton, B.B.A.
Director of Human Resources

Priscilla Tennant, B.A.
Financial Aid Advisor

Sharica Thomas
Collections/Accounts Payable Specialist

Divine Zumbi, B.A., M.B.A.
Recruitment Coordinator

All statements in this catalog reflect policies in effect at the time of publication and are subject to change without notice or obligation. This includes statements of fees, course offerings, and program, admission, and graduation requirements applicable to both currently enrolled and new students. Students are advised to check back frequently for any updates. Every effort has been made to ensure accuracy at the time of publication.

Beulah Heights University students are responsible for knowing the policies and procedures of the university found in this catalog and other publications. Failure to read these documents does not excuse students from the requirements and provisions described herein. Therefore, students are encouraged to familiarize themselves with its contents early in their collegiate enrollment.



Beulah Heights University is accredited by the Transnational Christian Schools of Colleges (TRACS) and Association for Biblical Higher Education (ABHE).

Beulah Heights University does not discriminate in any of its policies, programs, or activities on the basis of gender, race, handicap, marital or parental status, or national or ethnic origin.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The educational records of students are protected by the provisions of the Family Educational Rights and Privacy Act (FERPA). Annually, Beulah Heights University will inform students of these guidelines and of their rights under FERPA and the Department of Education's FERPA regulations, with which BHU is in full compliance, by placing a notice about them in the Student's Handbook, the university catalogue, and the University Web Site.

This act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The policy and procedures used by Beulah Heights University for compliance with the provisions of the act are explained in detail on the university's website at www.beulah.edu. Further information may be provided by the Office of the Registrar.

BHU complies with the student's right to inspect and review the student's education records within 45 days after the day Beulah Heights University receives a request for access. A written request that identifies the record(s) the student wishes to inspect must be submitted to the Office of the Registrar. Arrangements will be made for the viewing of such record. All records, once submitted to the university becomes official property of the university and will not be released with proper request.

Students requesting for other entities' (such as parents or guardians, etc.) access to student record information must complete a signed authorization or release form detailing to whom consent is given, as well as the time period to be allotted. If no specified time period is given, consent will be honored by the institution for one academic year only. The consent form may be obtained through any administrative office of Beulah Heights University and must be submitted to the Office of the Registrar upon completion.

FERPA permits the public release of what is termed "directory information." This information includes the following: the student's name, all addresses (including email) and telephone number, photograph, date and place of birth, declared majors and minors, dates of attendance, class standing (freshman, sophomore, junior, senior, graduate), degrees and awards received, and the most recent previous educational agency or institution attended by the student. For Beulah Heights University's purposes, a signed student authorization or release form is requested from all parties requesting student education records, with the exception of government agencies as it relates to federal funding, and disclosures related to some judicial orders or lawfully issued subpoenas.

A request for nondisclosure of the "directory information" must be filed with the Office of the Registrar and will be honored by the institution for only one academic year, whether or not the student is currently registered. Upon the death of a student, all privacy holds are removed.

After a student has observed BHU's policy and procedures for reviewing, correcting or amending the record, he/she has the right to file a complaint with the Family Educational Rights and Privacy Act office concerning alleged failures by Beulah Heights University to comply with the act.

CONTENTS

BOARD OF TRUSTEES	ii
PRESIDENT’S CABINET	2
ADMINISTRATIVE STAFF	2
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	0
WELCOME TO BEULAH HEIGHTS UNIVERSITY	1
GREETINGS FROM THE PRESIDENT	2
ABOUT THE UNIVERSITY.....	3
ACCREDITATION AND RECOGNITION	4
CORE VALUES	5
STATEMENT OF FAITH.....	6
TECHNOLOGY @ BHU	7
ADMISSIONS INFORMATION	10
ADMISSIONS PROCESS	10
ADMISSIONS REQUIREMENTS	11
MASTER OF ARTS/MASTER OF DIVINITY	11
MASTER OF BUSINESS ADMINISTRATION	11
DOCTOR OF MINISTRY	11
DOCTOR OF PHILOSOPHY.....	12
ORIENTATION for first-time students.....	15
VETERANS	15
INTERNATIONAL STUDENT ADMISSION INFORMATION	15
International Student Affairs	16
Instructions for International Students	17
REGISTRATION INFORMATION	20
ACADEMIC INFORMATION	22
FINANCIAL AID	39
FINANCIAL AID PROCEDURES AND REQUIREMENTS.....	39
FEDERAL FINANCIAL AID	39
TUITION AND FEES Information	41
UNDERGRADUATE DIVISION	60
SUMMARY OF PROGRAMS OFFERED AND COURSES REQUIRED	60
Business Administration.....	62
Leadership Studies	67
Religious Studies	72
Minor	75
BACHELOR OF RELIGIOUS STUDIES COURSE CYCLE.....	81
All courses listed are required and are three (3) credit hours unless otherwise indicated.....	82
Course Descriptions.....	82
GRADUATE DIVISION	99
SUMMARY OF PROGRAMS OFFERED AND COURSES REQUIRED	99
OBJECTIVES AND COURSES OFFERED	100

<i>MASTER OF ARTS – LEADERSHIP STUDIES</i>	100
<i>MASTER OF ARTS - RELIGIOUS STUDIES</i>	101
<i>MASTER OF DIVINITY (GENERAL & LEADERSHIP)</i>	104
<i>CHAPLAINCY CERTIFICATE</i>	108
<i>MASTER OF DIVINITY IN CHAPLAINCY</i>	109
<i>MASTER OF BUSINESS ADMINISTRATION</i>	120
DOCTORAL DIVISION	124
DOCTOR OF MINISTRY	124
DOCTOR OF PHILOSOPHY	130
ESL PROGRAM	137
FULL-TIME FACULTY.....	- 145 -
ADJUNCT FACULTY	- 146 -

ACADEMIC CALENDAR

Academic calendar dates are subject to change. Some programs may vary or deviate from the posted calendar dates. In such cases, students should consult their department chair or program director for clarification. Refer to the Course Schedule each semester for the most up-to-date calendar information.

FALL 2020 SEMESTER

August 17	Classes begin
August 17	Last day to change schedule without a late fee (if class has not met)
August 22	Last day to register; last day to add/drop classes
October 30	Deadline for submitting graduation applications
TBA	Discovery Days
November 07	Last day to withdraw from a course
November 23-28	Fall Break & Thanksgiving Day observance
November 30-December 5	Last week of class – final exams
December 30	Grades available through BHU student portal

SPRING 2021 SEMESTER

January 11	Classes begin
January 11	Last day to change schedule without a late fee (if class has not met)
January 16	Last day to register; last day to add/drop class
January 18	Holiday - Martin Luther King, Jr. Birthday
TBA	Discovery Days
February 15	Holiday – President’s Day
March 16	Student Government Banquet (TBA – Date subject to change)
March 3	Last day to withdraw from a course
April 2	Observance of Good Friday
April 4	Observance of Easter
April 5-17	Spring Break
April 26-May 1	Last week of class – Final Exams
May 1	Graduate Brunch
May 8	Commencement
May 30	Grades available through BHU student portal

SUMMER 2021 SEMESTER

May 24	Classes begin
May 24	Last day to change schedule without a late fee (if class has not met)
May 29	Last day to register; last day to add/drop class
May 31	Holiday – Memorial Day
TBA	Discovery Days
June 26	Last day to withdraw from a class
July 4	Holiday – Independence Day
July 12-17	Last week of class – Final Exams
July 31	Grades available through BHU student portal

FALL 2021 SEMESTER

August 23	Classes begin
August 23	Last day to change schedule without a late fee (if class has not met)
August 28	Last day to register; last day to add/drop classes
October 30	Deadline for submitting graduation applications
TBA	Discovery Days
November 13	Last day to withdraw from a course
November 22-27	Fall Break & Thanksgiving Day observance
December 5-12	Last week of class – final exams
December 30	Grades available through BHU student portal

SPRING 2022 SEMESTER

January 10	Classes begin
January 10	Last day to change schedule without a late fee (if class has not met)
January 15	Last day to register; last day to add/drop class
January 17	Holiday - Martin Luther King, Jr. Birthday
February 21	Holiday – President’s Day
TBA	Discovery Days
April 2	Last day to withdraw from a course
April 15	Observance of Good Friday
April 17	Observance of Easter
April 4-9	Spring Break
April 25-May 1	Last week of class – Final Exams
April 30	Graduate Brunch
May 7	Commencement
May 30	Grades available through BHU student portal

SUMMER 2022 SEMESTER

May 23	Classes begin
May 23	Last day to change schedule without a late fee (if class has not met)
May 28	Last day to register; last day to add/drop class
May 30	Holiday – Memorial Day
TBA	Discovery Days
June 25	Last day to withdraw from a class
July 4	Holiday – Independence Day
July 11-17	Last week of class – Final Exams
July 31	Grades available through BHU student portal

Welcome to

BEULAH HEIGHTS UNIVERSITY



GREETINGS FROM THE PRESIDENT



From The President

Greetings! On behalf of our distinguished Board of Trustees, faculty, staff and student body, it is with great honor that I welcome you to Beulah Heights University. I am grateful for the trust you have bestowed upon us by your presence.

Our mission is to provide you with the level of education that will posture you as a global leader with character, integrity and love for your fellow man. My prayer for you is that you will be focused and fixed on the purpose for which you have come to this place.

Everyone has the will to win, but everyone does not have the will to prepare. Your presence on this campus proves that you have the will to win AND the will to prepare. I pray that you will take full advantage of every opportunity to grow and prosper in the things of God while you are here.

During your educational pursuits, you will undoubtedly encounter a few challenges. I encourage you to move forward, be present, bold and unafraid, and receptive to the still, small voice that will guide you toward your life's work and passion.

In His service,

Benson M. Karanja, Ed.D., H.S.C
President

ABOUT THE UNIVERSITY

Beulah Heights University is proud of its heritage as a training institution for students interested in learning ethical leadership for the ministry and the marketplace. Without minimizing the bibliocentric focus, BHU offers students a curriculum suited for Christian leadership in a host of arenas.

While BHU is nestled in the historical Grant Park area of metropolitan Atlanta, its reach extends to the four corners of the earth. Through missions programs and short term mission trips, BHU continues to equip leaders and expose students to international ministry opportunities. Through structured leadership curricula, BHU takes training across the globe, making a difference internationally in churches, government entities, and businesses.

The question is often asked: Why attend a college with a biblical focus? The answer is easy. The Bible has maintained the position it has held for over 2,000 years—it is the inerrant Word of God. The Bible contains the answers to humanity's questions about life on earth, as well as life eternal. The Bible, without question, is the hope of mankind. Without the Bible, life would be meaningless. In addition to the love for God's Word and the desire to impart ethical leadership principles across the globe, BHU also recognizes the need to expose students to humanities, sciences, effective communication skills, and other professional studies.

Students are not merely taught at BHU; rather they are encouraged to engage in participative learning environments, gain knowledge from industry practitioners, and take full advantage of programs designed to enhance their learning experience. Beulah Heights University is an institution of higher learning like no other.

The joy of being a part of and a partner with BHU stems from the success of the students as they commence to enter a world that thrives on ability, knowledge, and complementary skill sets. Upon graduation from BHU, the graduate will be equipped for world experiences and impact change wherever his or her feet may tread.

HISTORY

Beulah Heights University has evolved from a mission-oriented organization to one of training pastors and leaders for life, leadership, and ministry. Its doors opened in 1918 as Beulah Heights Bible Institute, under the leadership of the late Reverend Paul T. Barth and his wife, Dr. Hattie M. Barth.

The force behind bringing the school into existence was Mrs. Elizabeth A. Sexton, Mrs. Barth's mother, known as "Mother Sexton," who communicated to others her vision of a Pentecostal Bible School in Atlanta, Georgia. The school restricted itself to working with a few local students until 1928.

After 1928, the outreach of the school expanded, and new buildings were erected. In 1940, Beulah Heights Bible Institute of Atlanta and Southeastern Bible Institute of New Brockton, Alabama, joined efforts to become Beulah Heights-Southeastern Bible Institute in Atlanta, Georgia. However, in 1946, Southeastern Bible Institute moved to its present location in Lakeland, Florida.

In 1962, Beulah Heights College, Seminary, and Institute was established as a four-year Bible college with the plan to eventually add a graduate program. In September of 1963, Beulah Heights College, Seminary, and Institute was chartered by the State of Georgia as a degree granting institution. In that same year, recognition was achieved with the Southern Accrediting Association of Bible Colleges.

In 1966, the Board of Trustees approved changing the corporate name to Beulah Heights College. Since the new corporate name did not reflect the name "Bible," the Trustees voted in January of 1972 to amend the corporate name to read "Beulah Heights Bible College." Beulah Heights Bible College grew exponentially.

As the vision continued and Beulah Heights Bible College continued to expand, adding majors in Leadership Studies and Community and International Economic Development, the need to add graduate studies became evident. With this expansion in mind, the Board of Trustees approved a name change for the school to Beulah Heights University in October 2006. It was approved by the State of Georgia, December 4, 2006. This change included the addition of a Master of Arts program, with concentrations in Biblical Studies and Leadership Studies, beginning in the fall of 2007. A Master of Divinity degree program was added in 2008.

As the growth continues under the leadership of Dr. Karanja, a Master of Business Administration degree program was launched in the Spring of 2011; a Doctor of Ministry in Fall of 2012; a Nonprofit Certificate in Spring of 2013; a Doctor of Philosophy in Fall of 2015; and an English as a Second Language Certificate Program in Fall 2016.

ACCREDITATION AND RECOGNITION

State Authorization

Beulah Heights University is approved by the State of Georgia Nonpublic Postsecondary Education Commission for the granting of Associate of Arts (AA); Bachelor of Arts (BA); Master of Arts (MA); Master of Business Administration (MBA); Master of Divinity (M.Div.); Doctor of Ministry (DMin); and Doctor of Philosophy (PhD) degrees.

Accreditation

Transnational Association of Colleges and Schools – TRACS

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).

Association for Biblical Higher Education – ABHE

Beulah Heights University is also a member of 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.

RECOGNITION AND MEMBERSHIP

- *Beulah Heights University* is approved by the State of Georgia Non-Public Postsecondary Education Commission for the granting of the Religious Studies A.A., B.A., M.A., Leadership Studies A.A., B.A., M.A., Business Administration B.B.A., Chaplaincy Certificate, Nonprofit Development and Management Certificate, Ministry M.Div., Masters of Business M.B.A., Doctor of Ministry D.Min., and Doctor of Philosophy Ph.D. degrees.
- *Beulah Heights University* is approved by the U.S. Justice Department for the training of international students.
- *Beulah Heights University* is approved by the State of Georgia, Department of Education, and Division of Vocational Rehabilitation for the training of students with disability handicaps.
- *Beulah Heights University* accepts veterans' benefits.
- *Beulah Heights University* is listed in the Directory of Post-Secondary Institutions published by the U.S. Department of Education.
- *Beulah Heights University* is a member of the National Association of College University Business Officers (NACUBO).
- *Beulah Heights University* is a member of the National Association of Independent Colleges Universities (NAICU).
- *Beulah Heights University* is a member of the Georgia Association of Colleges and Employers (GACE).
- *Beulah Heights University* is a member of the American Association of Collegiate Registrars and Admissions Officers (AACRAO).
- *Beulah Heights University* is a member of the Georgia Online Database (GOLD).
- *Beulah Heights University* is a member of the Southeastern Library Network (SOLINET).

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, from which all clauses of truth shall be substantiated. Beulah Heights University has a holistic approach to education. The biblical pattern of intellectual, spiritual, physical, and social development is practiced and is the basis for this philosophy. BHU 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-oriented Bible university, which is thoroughly committed to the proclamation of the doctrines of the church.

MISSION

The mission of Beulah Heights University is to develop relevant Christian leaders for the 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 the lives all BHU encounters.

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

1. Spiritual maturity leading to a committed personal walk with the Lord Jesus Christ.
2. Relational maturity leading to a priority commitment to relationships as an extension of the in-dwelling of the Godhead.
3. Educational maturity leading to a commitment of constantly expanding on university-based education.

Spiritual

1. Graduates of BHU will be committed to giving priority to their personal walk with the Lord Jesus Christ.
2. Graduates of BHU will be able to articulate the plan of salvation.
3. Graduates of BHU will be able to, not only defend their faith in an intellectual and rational manner, but also defend their personal stances on particular issues.

Relational

1. Graduates of BHU will be committed to the preeminence of sound biblical and relational responsibility.
2. Graduates of BHU will be sensitive to and respond in a responsible manner to a diversity of backgrounds, cultures, and world views.

Educational

1. Graduates of BHU will be committed to constant educational growth.
2. Graduates of BHU will be able to locate proper sources of information in research.
3. Graduates of BHU will have evaluative skills as they apply the acquired knowledge.
4. Graduates of BHU will demonstrate an acceptable grasp of both verbal and nonverbal communication skills.
5. Graduates of BHU will be prepared to enter a graduate institution of their choice.

CORE VALUES

The core values of Beulah Heights University are foundational beliefs inherent in its operation as a university and 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

Beulah Heights University 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

Beulah Heights University 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 with 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

Beulah Heights University 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 Servanthood

Beulah Heights University 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

Beulah Heights University 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).

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 results in 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 Christ, 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 peoples 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 peoples, 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.

ALUMNI

The University has an outstanding group of alumni residing throughout the United States and around the world. Continuous efforts are being made to keep in touch with the larger constituency.

Active membership in this association consists of all former students of Beulah Heights University as well as Black Hills Bible Institute, Faith Bible Institute, and Ambassador Bible Institute, which merged with Beulah Heights University.

The president of the alumni association serves on the BHU Board of Trustees.

TECHNOLOGY @ BHU

BHU embraces technology, as it is one of the most utilized tools in higher education. As an institute of higher learning, BHU encourages our students to utilize the technological tools offered in effort to increase effectiveness in the student's academic pursuit. The usage of technology has been integrated within the curriculum, enhancing the overall classroom experience. This usage broadens research, enhances communication, and provides university wide connectivity.

Student Access

BHU has made advances to ensure that students have access to adequate and reliable technology throughout the campus. Several computers are available throughout the campus for student usage, including a computer lab, student activity center, and help stations, as well as the Library. BHU also recognizes that some students may want to utilize their personal computers. Therefore, an on-campus infrastructure for connecting through Wi-Fi connection is available to all students on campus. Students residing in campus housing will have access to through a wireless network. Computers are available in each dorm common area for student usage. Each student must comply with the university usage policy.

BHU Student Portal

Each student, upon acceptance at BHU, is assigned a student portal. This portal allows students to actively engage with their academic life at the university. Students will have access to grades, attendance, billing, classes, registration, and much more. This system provides real-time access for the student to their record. The student will also have access to their very own website landing page, which provides a gateway to other technological tools provided by the university.

Email

Each student is assigned an email account upon acceptance and provided instructions for utilization. All university correspondence will be sent to this account.

Campus Ivy (CORE) Financial Aid Portal

The Financial Aid Portal (Campus Ivy) streamlines the entire Financial Aid packaging (award letter), disbursement information, and document tracking (for review and verification purposes). Students are added to the Financial Aid Portal by the Financial Aid Office once students have completed the first initial steps of the Financial Aid checklist (the FASFA, EN-TRANCE LOAN COUNSELING, and Master Promissory Note). The Financial Aid Portal is a direct connection to our processors, which allows students to see their Financial Aid overall status.

The Financial Aid Portal also provides students with their award letter which displays the total amounts awarded for that awarding year. Students will receive updates and status notifications via their BHU email address.

BHU D2L

Beulah Heights University's Department of Digital Learning is proud to partner with Brightspace by D2L to offer a vibrant digital learning experience. Brightspace is a learning management system that uses a combination of effective tools, resources, and support to offer the best experience to students and faculty. Recognizing educational accessibility, interactivity, and enhanced engagement as its primary pillars, BHU Brightspace offers the perfect combination of learning and technology.

Bongo Virtual Classroom: Bongo virtual classroom is integrated software that allows BHU to offer synchronous digital learning through premier web conferencing technology. Virtual classroom allows students an opportunity to engage faculty and peers using technology that makes peer to peer and faculty to student engagement interactive and appealing.



ADMISSIONS

ADMISSIONS INFORMATION GENERAL ADMISSIONS REQUIREMENTS

The university follows an open admissions policy for those who meet the minimum spiritual and educational qualifications outlined.

Successful applicants should meet the following spiritual qualifications through submission of the reference form:

- ◆ *Evidence of a personal relationship with God*
- ◆ *Embodiment of the BHU Statement of Faith as outlined in this catalog.
A life of holiness.*
- ◆ *A teachable spirit*

Successful applicants must also meet the following educational qualifications:

- ◆ *A diploma from an accredited high school, successfully passed the General Education Development (GED) test or must have conferred associate degree from an accredited institution of higher learning.*
- ◆ *American College Testing (ACT) or Scholastic Aptitude Testing (SAT) is recommended but not required.*

ADMISSIONS PROCESS

An application for admission may be submitted by anyone 18 years or older at any time during the semester. Students who are under the age of 18 must meet the admissions requirements to be eligible for acceptance. To apply, the following steps must be followed:

1. Submit completed admission application along with the required non-refundable application fee. See financial section of this catalog for specific cost. Application for Admission can be completed online or retrieved at <http://www.beulah.edu>.
2. Submit a personal reference form completed by a non-family member who has known the student for longer than six months.
3. Submit an official high school transcript, GED certification, or a transcript from an accredited college indicating completion of an Associate of Arts or Bachelor of Arts degree, along with the application or within 30 days after submitting application.

(Note: You will have 30 days to acquire and submit your official transcript after registration; however, you will not be able to receive financial aid until the transcript has been received. A copy of your high school or GED transcript can be faxed by the school, and the official transcript placed in the mail in order to save time). BHU will accept transcripts from "Parchment Exchange" as being Official.

APPLICATION DEADLINE

Prospective students may submit an application for admission at any time.; however, to allow for adequate processing, individuals are encouraged to consider the following application schedule:

Semester	Preferred Deadline	International Students
Fall	August 1 st	June 1 st
Spring	December 1 st	October 1 st
Summer	May 1 st	March 1 st

SPECIFIC ADMISSION INFORMATION

- Student must provide a valid Photo ID during application process (*Ex: Driver's license, a state issued photo ID, military identification, passport, etc....*)
- Completed and signed original documents are required for all application forms.
- Faxed transcripts are considered unofficial documents and are not acceptable for admission to the university.

- Completed applications with all necessary documentation are reviewed on a regular basis.
- It is the individual applicant's responsibility to monitor the status of his / her application file. Applicants will receive notice of admission status by mail.
- Applicants interested in applying for Financial Aid should contact the Financial Aid Office at 404-627-2681.

ADMISSIONS REQUIREMENTS MASTER OF ARTS/MASTER OF DIVINITY

Applicants must submit the following items to the Office of Admissions in order to be considered for admission:

1. Application for Admission. Application can be retrieved online at <http://www.beulah.edu>, completed and faxed, mailed or dropped off. To initiate an application by phone, graduate students may contact the Admissions Office (404-627-2681/1-888-777-2422).
2. \$50.00 Application Fee (non-refundable). Fees are based on degree program.
3. Personal Reference Form must be completed by a non-family member who has known the student for longer than six months at least.
4. Official Transcript - Applicants to graduate level degree programs must submit an official transcript indicating successful completion of a baccalaureate degree program from an accredited college or university. An "official transcript" is one that is received directly from the educational institution attended, or is sent to Beulah Heights University (by any party) within the original, sealed, institution envelope. Submit all transcripts to the Office of Admissions.

(Note: You will have 30 days to acquire and submit your official transcript after registration. However, you will not be able to receive financial aid until the transcript has been received. A copy of your high school or GED transcript can be faxed by the school, and the official transcript placed in the mail in order to save time). BHU will accept transcripts from "Parchment Exchange" as being Official.

Please see program specific requirements for more details. In some cases, additional transcripts may be required in order for an acceptance decision to occur. In order to receive credit for both transfer courses and prerequisites courses, students must submit official transcripts from the institution where the classes were taken.

5. A grade point average of at least 2.25 (on a 4.0 scale) from a bachelor's degree.

MASTER OF BUSINESS ADMINISTRATION

Applicants must submit the following items to the Office of Admissions in order to be considered for admission:

1. Application for Admission. Application can be retrieved online at <http://www.beulah.edu>, completed and faxed, mailed or dropped off. To initiate an application by phone, graduate students may contact the Admissions Office (404-627-2681/1-888-777-2422).
2. \$50.00 Application Fee (non-refundable). Fees are based on degree program.
3. Personal Reference Form must be completed by a non-family member who has known the student for longer than six months at least
4. 250 Word Essay (A statement of your professional goals). This statement must clearly outline the applicant's educational and professional goals.
5. Current Resume.
6. Official Transcript. An "official transcript" is one that is received directly from the educational institution attended, or is sent to Beulah Heights University (by any party) within the original, sealed, university envelope. Submit all transcripts to the Office of Admissions. Applicants to graduate level degree programs must submit an official transcript indicating successful completion of a baccalaureate degree program from an accredited college or university.

(Note: You will have 30 days to acquire and submit your official transcript after registration. However you will not be able to receive financial aid until the transcript has been received. A copy of your high school or GED transcript can be faxed by the school, and the official transcript placed in the mail in order to save time). BHU will accept transcripts from “Parchment Exchange” as being Official.

Please see program specific requirements for more details. In some cases, additional transcripts may be required in order for an acceptance decision to occur. In order to receive credit for both transfer courses and prerequisites courses, students must submit official transcripts from the colleges the classes were taken and request pre-evaluation of college transcripts for transfer credits to be applied towards their degree programs.

7. A 3.0 GPA in your undergraduate degree. If GPA is below 3.0, submit official test results of your GRE or MAT scores. Official test results should be mailed directly to the Office of Admissions.

The Office of Admissions and/or Academic Affairs Office reserves the right to use professional judgment when conducting admission reviews and may request additional documentation to evaluate a candidate’s record. In addition, if certain documentation is not available or does not meet admission standards, the Office of Graduate Studies reserves the right to offer admission to students based on professional judgment.

Admission decisions are not made until all documentation has been received and evaluated.

ADMISSION INFORMATION FOR THE MASTER OF BUSINESS ADMINISTRATION (MBAE2)

Dual Enrollment Program

Students will be able to dually enroll in the Master of Business Administration (MBA) program based on the following criteria:

- Student must be within nine credit hours of completing his or her current degree.
- Student must complete the current degree program within the first semester of the dual enrollment. Example: If a student is taking the last course in undergraduate, they must complete it by the end of the first semester in the MBA program.
- Tuition and fees will remain the same based on the current program for that semester only. Example: If a student is in the Master of Arts program paying \$405 per semester hour and dually enrolls in the MBA program, the student will continue paying the \$405 for the MBA for that particular semester. The following semesters, the tuition and fees will change to the normal MBA tuition and fee schedule. See the tuition fee schedule for the exact cost.
- Students will be accepted into the program on a conditional basis; however, admission will be based on the same requirements of the full MBA program.

DOCTOR OF MINISTRY

Applicants must submit the following items to the Office of Admissions in order to be considered for admission:

1. Application for Admission. Application can be retrieved online at <http://www.beulah.edu>, completed and faxed, mailed or dropped off. To initiate an application by phone, graduate students may contact the Admissions Office (404-627-2681/1-888-777-2422).
2. \$100 non-refundable application fee is required with the application.
3. Other requirements:
 - Applicants must have a Master of Divinity degree or an approved equivalent
 - Three years of active ministry subsequent to a graduate theological degree
 - Writing sample
 - Endorsement of ministerial overseers and constituents
 - Grade Point Average of 3.0 on a 4.00 point scale
 - TOEFL required for all international students

DOCTOR OF PHILOSOPHY

Applicants must submit the following items to the Office of Admissions in order to be considered for admission:

1. Application for Admission. Application can be retrieved online at <http://www.beulah.edu>, completed and faxed, mailed or dropped off. To initiate an application by phone, graduate students may contact the Admissions Office (404-627-2681/1-888-777-2422).
2. \$100 non-refundable application fee is required with the application.
3. Other requirements:
 - Applicants must have a conferred master's degree from an accredited institution
 - All graduate students are required to submit one reference form which is provided by the Admissions Office. The reference form must be completed by a non-family member who has known the student for longer than six months at least.
 - A research-oriented writing sample (a paper submitted as part of master's program)
 - Official transcripts from all previously attended institutions
 - Grade Point Average of 3.0 on a 4.00 point scale
 - TOEFL required for all international students

SPECIFIC ADMISSION INFORMATION

- Student must provide a valid Photo ID during application process (Ex: Driver's license, a state issued photo ID, military identification, passport, etc....)
- Completed and signed original documents are required for all application forms.
- Faxed transcripts are considered unofficial documents and are not acceptable for admission to the university.
- Completed applications with all necessary documentation are reviewed on a regular basis.
- It is the individual applicant's responsibility to monitor the status of his / her application file and ensure the applicant's records will be evaluated and he/ she will receive notice of admission status by mail.
- Applicants interested in applying for Financial Aid should contact the Financial Aid Office at 404-627-2681.

ADMISSION NOTIFICATION

When all required items have been received, applicants will be notified of an admission decision by the Office of Admissions or the appropriate academic office. Course registration information, pertinent information about financial aid, and orientation for residential courses are included in the letter of acceptance.

SPECIAL STUDENT ADMISSION

Students who are not high school graduates who wish to avail themselves of training may be admitted as special students. Students in this category can receive transcripts but will not be eligible to receive a degree until they have successfully passed the GED tests or received a high school diploma. Therefore, the university may exercise the right to accept or reject students in this category based upon this policy limitation.

Home schooled students who did not pass the ACT or SAT may take the General Education Development (GED) test. This certificate will be accepted in lieu of a high school transcript.

ABILITY TO BENEFIT

An applicant that has not completed secondary education may enroll and take courses under the conditions of the Ability-to-Benefits requirements. Such academic credits could be validated upon completion of work for the high school diploma or pass the General Education Development Test.

Applicants admitted under this program are required to pass one of the following: (1) The General Education Development (GED) tests by the end of the second semester of attendance or 180 days from initial enrollment. (2) The American College Testing (ACT) with a cumulative grade of 16. Registration for the ACT may be requested online at www.actstudent.org or by calling (404) 231-1952 or (319) 337-1270 or by writing: ACT Registration Department, P. O. Box 18, Iowa City, IA 52243-0168.

Students must have passed the General Education tests to be eligible for Federal Financial Aid.

ENTRANCE TESTING

Potential undergraduate students may be required to take an assessment before acceptance into BHU. The testing is in the following areas: Basic English, Basic Math, and General Bible Knowledge. These tests are used as assessment tools to provide support to students as they begin their educational journey.

The American College Testing (ACT) or Scholastic Aptitude Testing (SAT) is recommended for all applicants but not required. ACT information can be obtained from www.act.org or by writing to the ACT National Office, PO Box 168, Iowa City, Iowa, 52243-0168.

SAT information can be obtained from www.collegeboard.com or by writing the College Board SAT Program, PO Box 6200, Princeton, New Jersey, 08541-6200. Applicants should request that their test results be forwarded to Beulah Heights University. The BHU ACT code is 0842; the SAT code is 5082.

Home schooled students must be approved by the State of Georgia and must have passed the ACT with a score of 16 or above, or the SAT with a score of 900 or above.

APPLICATION FOR RE-ENTRY

Individuals who have not been enrolled in classes for at least one year but desire to resume their educational pursuit are required to complete a Re-entry Application and pay the re-entry fee. See the financial section of this catalog for specific costs.

Students who graduate with a Bachelor of Arts degree from Beulah Heights University and would like to re-enroll in a Master program must complete a Re-Grad application, pay an application fee, and submit a transcript from Beulah Heights University.

Students who break enrollment and apply for readmission will be required to follow the current degree completion plan in effect at the time of re-entry to the University.

TRANSFER CREDIT REQUEST

An applicant may request pre-evaluations of college transcripts for transfer credits to be applied toward their degree programs. To request pre-evaluation, student must complete the request form and submit an unofficial transcript to the Office of Admissions. The pre-evaluation is a preliminary step utilized to assist the applicant with course selections; however, it is deemed as unofficial until the official transcript has been received and evaluated by the Academic Office. Upon completion, the applicant/student will be notified of his or her pre-evaluation results by email.

ADMISSION INFORMATION FOR THE MASTER OF BUSINESS ADMINISTRATION (MBAE2) Dual Enrollment Program

Students will be able to dually enroll in the Master of Business (MBA) program based on the following criteria:

- Student must be within nine credit hours of completing his or her current undergraduate (Bachelor) degree.
- Student must complete the current degree program within the first semester of the dual enrollment. Example: If a student is taking the last course in undergraduate, he or she must complete it by the end of the first semester in the MBA program.
- Tuition and fees will remain the same based on the current program for the first semester only. Example: If a student is in the Bachelor of Arts program paying the current undergraduate tuition/fee rate per semester hour and dually enrolls in the MBA program, the student will continue paying the current undergraduate tuition/fee

for the MBA for that particular semester. The following semesters, the tuition and fees will change to the normal MBA tuition and fee schedule.

- Students must be accepted into the program on a conditional basis based on the same requirements of the full MBA program.

ONE ADVANTAGE DEGREE PROGRAM

Students in the Bachelor of Business Administration degree program may be eligible to earn a free MBA based on meeting the following criteria.

- Student must complete the Bachelor of Business Administration (BBA) in 4 academic years
- Student must maintain a grade point average of 3.0 or higher
- Student must earn all one hundred twenty-nine (129) semester credit hours at BHU. No transfer of academic credits will be accepted.

ORIENTATION FOR FIRST-TIME STUDENTS

The Admissions Office conducts an orientation for all first-time students at BHU. All first-time students are required to attend orientation either online or in person prior to their first registration. During this session, students will gain knowledge of academic, admissions, and other pertinent campus policies and requirements; meet university staff and faculty; receive information on campus life, tutoring, financial aid, library usage and resources and email usage; and meet other new students.

VETERANS

All veterans are requested to have their files transferred to the Veterans Administration Regional Office in Atlanta, Georgia. Veterans are individually responsible to the university for all tuition and fees. Beulah Heights University is not responsible for complications arising from changes in veteran's laws or for delays and restrictions imposed by the Administration of the G.I. Bill of Rights.

INTERNATIONAL STUDENT ADMISSION INFORMATION

Beulah Heights University is approved by the United States Department of Justice, Immigration, and Naturalization Service for the training of international students or non-immigrant aliens. International applicants must meet specific criteria. All international students must apply for admission by completing and mailing the appropriate admission application. The admissions process must be 100% complete prior to the issuance of Form I-20 and before the applicant is eligible for enrollment.

In order to be in compliance and to meet all requirements, please read and adhere to the following:

- 1.) Have application and all admission requirements complete and on file in the Admissions Office at least four (4) weeks prior to registration. Applicants changing status within the United States cannot enroll until the change of status has been approved by the United States Citizenship and Immigration Services.

Change of Status forms are:

I-539 (Application)	www.uscis.gov/files/form/i-539.pdf
I-539 (Instructions)	www.uscis.gov/files/form/i-539instr.pdf
I-901 (SEVIS Fee)	www.fmjfee.com/i901fee/

For acceptance into BHU, incoming international students will be required to submit the following to Beulah Heights University:

- a. A completed admission application along with the required non-refundable application fee. See financial section of this catalog for specific cost.
- b. An official high school transcript, GED certification, or a transcript from an accredited college indicating completion of an Associate of Arts or Bachelor of Arts degree, along with the application or within 30 days after submitting application. *(All international transcripts must be translated to English and have an official evaluation.)*
- c. A personal reference form completed by one person other than a relative.

Additional International Documents:

- d. Documentation of ability to financially support applicant while in the United States. The form must show

the documents of support in American dollars. Applicant must have a legitimate sponsor who is willing to sponsor for the duration of studies and is capable of doing so. An Affidavit of Financial Support form must be completed and submitted with appropriate supporting documents.

- e. Clear copy of Passport/Visa (Copies of dependents documents, if applicable)
 - f. Health Record form completed by medical doctor or physician. (Applicant desiring to live in student housing is required to have a medical exam certificate on file.)
- 2.) Upon receipt of a, b, c, d, e, and f as listed above, the student will receive a letter of acceptance. Student will then be required to pay a refundable deposit of \$4,000 US dollars, which will be applied toward the first semester expenses. An additional I-20 processing fee of \$75.00 will also be required.

An I-20 will not be issued until the deposit and processing fee has been paid in full, applied to the student's account, and cleared.

The application deadlines for receiving an I-20 for students outside of the United States are as follows:

Semester	Preferred Mailing dates for I-20s:
Fall: August – December	June 1
Spring: January – May	October 1
Summer: May – July	March 1

The student account will be charged with \$150.00 for all Form I-20's sent to an international mailing address.

- 3.) Upon receipt of Form I-20 from BHU, the applicant must proceed with the following:
- a. All prospective F and M students must pay the I-901 Student and Exchange Visitor Information System (SEVIS) Fee before the Department of State issues student visa. To pay the I-901 SEVIS Fee, student must visit <https://www.fmjfee.com/i901fee/>.
 - b. As soon as possible, applicant must make an appointment with the U.S. Embassy in his or her country. The Embassy should issue a U.S. Visa valid for at least one year.
 - c. As soon as possible after arriving in Atlanta, applicant is to report to the International Admission Office at BHU bringing the following: Form I-20, Visa, Passport, and I-94 card.
 - d. Applicant must request to be advised by the appropriate department chairperson or an assigned academic advisor and adhere to the full-time enrollment requirements.

INTERNATIONAL STUDENT AFFAIRS

- **Visa Denial:** If a student VISA is denied, the deposit will be refunded following submission of the refund request form to the Office of Admissions. An administrative fee of twenty-five dollars (\$25.00) will be subtracted from the deposit. If the student has a sponsor who supplied the deposit, the refund will be mailed to the sponsor. The student will not receive any portion of the amount supplied by a sponsor.
- **Refund process:** If the student cannot enroll in BHU at the start of the semester and desires a full refund less the administrative fee, the student must submit a written request with signature to the BHU Business Office for the refund. The refund will be mailed to the student's address on file. Students who choose to live in student housing will forfeit dorm fees if they move out before the end of the semester.
- **Test of English as a Foreign Language (TOEFL)** is required for international students with grade below "C" in the English language (213 CBT; 500 written).
- **Transferring-In:** Transfer students will need to meet requirements before transfer is approved. Upon receiving the completed documents stated above in the admissions process, the transferring student will receive an acceptance letter and a transfer form. These documents must be submitted to the previous institution and the signed original returned to BHU. The student's I-20 will be issued by BHU upon receipt of the I-20 from the previous institution. The original must be mailed, emailed or faxed to BHU from the institution. A student transferring into Beulah Heights University must complete at least one full semester at BHU.
- **Transferring-Out:** A student will not be permitted to transfer from BHU prior to the completion of the current semester. Transferring or changing status during the semester will cause the student to lose the deposit, and the student will be responsible for any monies due to the university.

- **Maintaining Status:** The requirements for admission established by Beulah Heights University in alignment with the laws and regulation of immigration states a student will commit to being a full-time student. Four classes or more will classify an international student as full time who enrolls in the Associate of Arts or Bachelor of Arts program, and three classes or more will classify an international student who enrolls in the Masters of Arts and Masters of Divinity program.

An international student who does not maintain a full class load (12 hours AA, BA degree, or 9 hours Master's Degree) is considered out of status. Student must have prior approval from P/DSO prior to drop below a full course load to avoid "termination" for failure to maintain classes as required by the rules and regulation of immigration.

- **Summer Vacation:** An international student must submit a signed release form for approval to use the summer semester period for vacation. During this time, the student is not governed by the international full class rule and may choose to take as few or as many classes as he or she so chooses.
- **Grounds for Termination:** An international student can be terminated by the institution or SEVIS (Student and Exchange Visitor Information System) for the following reasons:
 - ◆ *Absent from country for five months.*
 - ◆ *Authorized drop below full course time exceeded*
 - ◆ *Authorized early withdrawal*
 - ◆ *Change of status approved*
 - ◆ *Change of status denied*
 - ◆ *Change of status withdrawn*
 - ◆ *Death*
 - ◆ *Expulsion*
 - ◆ *Failure to enroll*
 - ◆ *Failure to report while on OPT*
 - ◆ *No show – Manual termination*
 - ◆ *Otherwise failing to maintain status*
 - ◆ *School withdrawn*
 - ◆ *Suspension*
 - ◆ *Transfer student no show*
 - ◆ *Unauthorized drop below full course*
 - ◆ *Unauthorized withdrawal*
 - ◆ *Violation of change of status requirements*

The admissions officer or DSO submits a letter of termination to the Principle Designated School Official detailing the reason for termination of the student. Student will be notified of termination through a formal letter to the BHU student email.

INSTRUCTIONS FOR INTERNATIONAL STUDENTS

1. **Admission:** A nonimmigrant student may be admitted for duration of status. This means that the student is authorized to stay in the United States for the entire length of time during which he or she is enrolled as a full-time student in an educational program and any period of authorized practical training plus sixty days. While in the United States, the student must maintain a valid foreign passport unless he or she is exempt from passport requirements.
The student may continue from one educational level to another, such as progressing from high school to a bachelor's program or a bachelor's program to a master's program, etc., simply by invoking the procedures for school transfers.
2. **School:** For initial admission, the student must attend the school specified on his or her visa. If student has an I-20 A-B form from more than one school, it is important to have the name of the school he or she intends to attend specified on the visa by presenting a Form I-20 A-B from that school to the visa issuing consular officer. Failure to attend the specified school will result in the loss of student's status and will subject the student to deportation.
3. **Reentry:** A nonimmigrant student may be readmitted after a temporary absence of five months or less from the United States, if the student is otherwise admissible. Student may be readmitted by presenting a valid foreign passport, a valid visa, and either a new Form I-20 A-B or a page 3 of the Form I-20 A-B (the I-20 ID Copy) properly endorsed for reentry if the information on the I-20 form is current.
4. **Transfer:** A nonimmigrant student is permitted to transfer to a different SEVP approved school provided the transfer

procedure is followed. To transfer schools, student should first notify the school he or she plans to attend to gain acceptance and then notify current designated school official at BHU. The designated school official will then report the transfer to the Student and Exchange Visitor Information System (SEVIS).

5. **Extension of Stay:** If student cannot complete the educational program, student may need to extend their F-1 status for an academic reason, a medical reason, or a designated school official (DSO) error. In these cases, DSOs can extend a student's program of study prior to the program end date in SEVIS. For F-1 students, this update does not require the Student and Exchange Visitor Program's (SEVP) adjudication. The Student and Exchange Visitor Information System (SEVIS) allows for an extension period of up to one year.
6. **Employment:** An F-1 status student is not permitted to work off campus or to engage in business without specific employment authorization. After the first year in F-1 student status, student may apply for employment authorization on Form I-765 based on financial needs arising after receiving student status, or the need to obtain practical training. Student must meet with P/DSO for further guidance on regulations.
7. **Notice of Address:** If student moves, he or she must submit a notice within 10 days of the change of address to P/DSO to ensure information is updated within the Student and Exchange Visitor Information System. Student must also update change of address to DHS online at www.uscis.gov. Failure to report a change of address may result in a fine, imprisonment and/or removal, as well as jeopardize your ability to obtain a future visa or other immigration benefits.
8. **Arrival/Departure:** When a student leave the United States, he or she must surrender his or her Form I-94 Departure Record. Please see back side of form I-94 if visiting Canada, Mexico, or adjacent islands other than Cuba for less than 30 days.
9. **Financial Support:** Student must demonstrate that he or she is financially able to support himself or herself for the entire period of stay in the United States while pursuing a full course of study. Student is required to attach documentary evidence of means of support.
10. **Authorization to Release Information by School:** To comply with requests from the United States Immigration Naturalization Service for information concerning immigration status, student is required to give authorization to the named school to release such information from his or her records. The school will provide the Service student's name, country of birth, current address, and any other information on a regular basis or upon request.
11. **Penalty:** To maintain nonimmigrant student status, student must be enrolled as a full-time student at the school student was authorized to attend. Student may engage in employment only when he or she has received permission to work. Failure to comply with these regulations will result in the loss of status and will subject the student to deportation.



REGISTRATION INFORMATION

REGISTRATION INFORMATION

Registration is required each semester of attendance. All students will be assigned a permanent student identification number. All students are required to register online (www.beulah.edu) utilizing the BHU student portal. Scheduled registration assistance dates are published on the BHU website within four weeks prior to registration. *Academic advising is strongly recommended for all students prior to registering for classes each semester.*

Students that are classified as self-pay students must meet with the Business Office to make financial arrangements. If unable to make full payment at registration, it may be possible to receive the Monthly Payment Plan (MPP). A monthly finance charge of 1.5% will be added to any unpaid balance. Only tuition charges may be financed; all fees must be paid at time of registration. Please contact Business Office for more information.

ACADEMIC HOLD, BUSINESS HOLD, LIBRARY HOLD

A hold will be placed on a student's academic or business account due to the following situations: (1) GPA drop below 2.00, (2) No high school transcript on file, (3) failure to submit material for admission, (4) library material not returned (5) outstanding account balance, and (6) failure to complete assessment testing. The student will be permitted to enroll once these matters are resolved.

ADD/DROP/CHANGE

Adds, drops, or changes to registration must be made by the registration deadline or during the add/drop period. See the financial section for specific cost information. Any changes initiated by the university will not incur a fee and will not be subject to the usual admission policy. A student will not be allowed to add a new course after the first semester week. To withdraw from a course, official notice must be submitted to the Registrar's office. Withdrawals are prorated based on semester weeks regardless of class start date. Please see the section on withdrawals for more information.

LATE REGISTRATION

Students are strongly encouraged to register during the scheduled registration sessions; however, students who encounter unforeseen circumstances are given the opportunity to register during the week following normal registration. A late registration fee will be charged in addition to the normal registration fee. See the financial section of this catalog for cost information. Registering late will cause students to miss important instructional time. It is the student's responsibility to obtain class material and make up any missed assignments.

REGISTRATION INELIGIBILITY

Students with delinquent accounts will not be able to re-enroll until financial obligations are met.

COURSE SCHEDULES

Course schedules will be made available on an annual or semester basis on the university website at www.beulah.edu/schedule. Schedules are subject to change at the discretion of the University. Any changes will be published on the university website.



ACADEMIC INFORMATION

ACADEMIC INFORMATION

Beulah Heights University offers the following programs and majors:

Undergraduate

- ◆ *Minor Leadership Coaching – 21 credit hours*
- ◆ *Associate of Arts degree in Leadership Studies – 66 credit hours*
- ◆ *Associate of Arts degree in Religious Studies – 66 credit hours*
- ◆ *Associate of Business Administration – 66 credit hours*
- ◆ *Bachelor of Arts degree in Religious Studies – 129 credit hours*
- ◆ *Bachelor of Arts degree in Leadership Studies – 129 credit hours*
- ◆ *Bachelor of Business Administration – 129 credit hours*
- ◆ *Master of Business Administration Dual Enrollment Program (MBAE2) – See graduate section for more information*

Graduate

- ◆ *Certificate for Chaplaincy – 18 credit hours*
- ◆ *Certificate for Nonprofit Development and Management – 18 credit hours*
- ◆ *Master of Arts degree in Religious Studies – 42 credit hours*
- ◆ *Master of Arts degree in Leadership Studies – 42 credit hours*
- ◆ *Master of Divinity – 90 credits hours*
- ◆ *Master of Divinity with concentration in Chaplaincy – 90 credit hours*
- ◆ *Master of Divinity with concentration in Leadership Studies – 102 credit hours*
- ◆ *Master of Business Administration – 40 credit hours*

Doctorate

- ◆ *Doctor of Ministry – 36 hours*
- ◆ *Doctor of Philosophy- 60 hours*

All courses are 3 credit hours unless otherwise noted.

ACADEMIC DEFINITIONS

Advanced Standing: Advanced Standing is credit awarded at the graduate level for work completed at the undergraduate level when completed at an accredited institution and when the course objectives align with BHU undergraduate course requirements for similar courses.

Catalog Entry Year: Degree requirements are to be met based upon the catalog in effect at the time of the student's first semester. The program outlined in that catalog is to be followed unless the student misses one full year. In such cases, the student is required to complete requirements as outlined in the most current catalog.

Credit Hour: A measurement of time equivalent to one class of 50 minutes per week (plus preparation) or two laboratory hours per week plus preparation for 15 weeks.

Cumulative Grade Point Average: Measurement of the average grade earned by a student over the course of the complete program.

Curriculum: The pattern of courses leading to an accepted educational objective or degree program.

Degree: A rank given upon completion of a course of study.

Electives: Courses chosen voluntarily by a student contributing to a balanced program of education with the chosen curriculum.

Family Education Rights and Privacy Acts (FERPA): FERPA is the federal regulation body that governs the rights of students and institutional responsibilities with respect to student records.

Full time / Half Time Equivalent: Undergraduate full-time, twelve semester credit hours, half time, 6 semester credit hours. For financial aid purposes classifications will be reported as listed below:

Undergraduate Enrollment Status:

- ◆ Full Time = 12 or more semester credit hours
- ◆ Three Quarter Time = 9-11 semester credit hours
- ◆ Half-time = 6-8 semester credit hours
- ◆ Less Than Half-time = 1-5 semester credit hours

Graduate Enrollment Full-Time/Half-Time Equivalent:

- ◆ Certificate for Chaplaincy – Graduate full-time, nine semester credit hours / half-time, six semester credit hours.
- ◆ Certificate for Nonprofit Development and Management – Graduate full-time, nine semester credit hours / half-time, six semester credit hours.
- ◆ Master of Arts degree in Religious Studies – Graduate full-time, nine semester credit hours / half-time, six semester credit hours.
- ◆ Master of Arts degree in Leadership Studies – Graduate full-time, nine semester credit hours / half-time, six semester credit hours.
- ◆ Master of Divinity – Graduate full-time, nine semester credit hours / half-time, six semester credit hours.
- ◆ Master of Divinity with concentration in Chaplaincy – Graduate full-time, nine semester credit hours / half-time, six semester credit hours.
- ◆ Master of Divinity with concentration in Leadership Studies – Graduate full-time, nine semester credit hours / half-time, six semester credit hours.
- ◆ Master of Business Administration – Graduate full-time, six or more semester credit hours / half-time, three semester credit hours.

Doctorate Enrollment Full-Time/Half-Time Equivalent

- ◆ Doctor of Ministry – Graduate full-time, six or more semester credit hours / half-time, three semester credit hours.
- ◆ Doctor of Philosophy – Graduate full-time, six or more semester credit hours / half-time, three semester credit hours.

General Catalog: The General Catalog is an official document. Comprehensive in nature, it outlines the curricula of all program and major requirements and contains detailed course descriptions, definitions, financial information, and policies and procedures of the university that relate directly to academic functions and student concerns. The student is required to adhere to the contents of the catalog.

Grade Point Average cumulative: Measurement of the average grade earned by a student including all semesters.

Grade Point Average current: Measurement of the average grade earned by a student for a given semester.

Hold: A flag that is placed on a student's record or account due to incomplete file, outstanding balance, or drop in GPA.

Home School Student: Students who have been educated through a home school program approved by the State of Georgia or an accredited public school system.

Learning Support Courses: College courses designed to improve a student's skill level in a particular subject, enabling the student to raise their level of performance in that subject to an acceptable college entry level.

Major: A specialized field of study whereby a degree is issued upon completion of requirements as outlined in this catalog.

Matriculation: Enrolling at a college or university for the first time.

Minor: A secondary field of study pursued in conjunction with a Bachelor of Arts degree, whereby recognition is awarded upon receipt of a Bachelor of Arts degree and appears on the academic transcript.

Prerequisite: A course which must be completed prior to admission into another course.

ACADEMIC ADVISING

Academic advising is available to all students through the chairperson of their department of study and is offered as a courtesy to students. Prior to or during students' first registration at BHU, students should consult their advisor for advising and guidance concerning completion requirements and in their selection of classes. Students will be provided a course evaluation status sheet that details the courses that must be completed in order to graduate. The names of available academic advisors are published in the course semester schedule each semester.

The student is solely responsible for meeting all program and major requirements as outlined in the catalog of his or her entry or re-entry year (See catalog definition for more information).

ACADEMIC CALENDAR

The academic year consists of 15 weeks fall and spring semesters (16, including a 1 week break) and an 8-week summer term. The academic calendar is posted in semester schedules and on the website.

ACADEMIC GOOD STANDING

To continue in academic good standing at BHU, undergraduate students must maintain a cumulative grade point average of 2.0. Graduate students must maintain a cumulative grade point average of 2.25. Students enrolled in the Master of Business Administration, Doctor of Ministry and Doctor of Philosophy must maintain a 3.00 GPA.

ACADEMIC HONOR RECOGNITION

President's List: The President's List recognizes undergraduate students who carry a full load and earn a grade point average of 4.0 in a given semester.

Dean's List: The Dean's List recognizes undergraduate students who carry a full load and earn a grade point average of 3.5 to 3.99.

Recipients of the President's and Dean's list will receive special recognition by the University.

ACADEMIC PENALTIES

Academic Standing: Students must maintain satisfactory standing in order to remain at Beulah Heights University. Satisfactory scholastic standing for students enrolled in the undergraduate school is 2.0, Master of Arts and Master of Divinity programs require a minimum GPA of 2.25. The required GPA for Master of Business Administration and doctoral programs is a 3.0. Academic standing is calculated at the end of each semester (including the Summer).

Academic Warning: Students failing to attain and maintain the scholastic standing required will be placed on Academic Warning. At the end of the succeeding semester, students who fail to raise their GPA to a satisfactory level will be placed on Academic Probation.

Academic Probation: Students who fail to raise their GPA after a period of academic warning to the required academic level will be placed on Academic Probation. At the end of the succeeding semester, students who fail to raise their GPA to a satisfactory level will be placed on Academic Suspension/Exclusion.

Academic Exclusion/Suspension: A student will be excluded if, upon attempting 30 credit hours, their cumulative grade point average is less than 1.75 and their grade point average for the semester 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. Students who are enrolled for nine or more hours and fail all courses will be Academically Suspended. Students who are readmitted to Beulah Heights University after serving a period of Suspension and who fail to raise their GPA to the required academic level (see above) by the end of the returning semester will be permanently suspended. Students who desire to return to BHU in the future must contact the Registrar's Office in writing. The Registrar will in turn submit the student's appeal to the appropriate program director or Academic Dean for review.

ADVANCED STANDING

MASTER OF ARTS

Disclaimer: Advanced Standing hours credited by BHU may not transfer to another institution.

Advanced Standing is credit awarded at the graduate level for work completed at the undergraduate level when completed at an accredited institution, and when the course objectives align with BHU undergraduate course requirements for similar courses.

***Advanced Standing is granted only to entering students and not to transfer students.**

Students enrolling in a Master of Arts (MA) degree program with an undergraduate degree from an accredited college or university with a major in Biblical Education [Religious Studies is acceptable] may be awarded advanced standing, receiving up to a maximum of nine (9) credit hours. Advanced Standing is awarded for individuals entering a Master of Arts program with either a concentration in Religious Studies or a concentration in Leadership Studies.

Criteria

- Advanced Standing Award is for “first time” entrants in a BHU graduate program.
- Course work must be from an undergraduate degree in an accredited institution.
- Course work must be from a Biblical Education or Religious Studies major.
- Course work must have received a grade of “B” or better.
- Students beginning in the MA program intending to move to the Master of Divinity program will not be awarded credits beyond the nine (9) hours specified for MA entrants until the student completes the MA program and is admitted to the Master of Divinity Program.
- If a student enrolls in the Master of Divinity Program and leaves the program before completion and enters the Master of Arts program, the advanced standing credits will be reduced accordingly.
- Students already enrolled in BHU Graduate Programs will be given consideration to receive retroactive advanced standing credits.
- BHU will award as many credit hours as is possible given the above criteria.
- Students must request BHU to take this action. The process IS NOT automatic.
- BHU reserves the right to amend this policy as needed.

Designated Courses

The courses designated for advanced standing credit are as follows:

Master of Arts Religious Studies (Up to 9 hours from BHU course work):

Bi 501 Old Testament

Bi 502 New Testament

Th 503 Systematic Theology I

Master of Arts Leadership Studies (Up to 9 hours from BHU course work):

Bi 501 Old Testament

Bi 502 New Testament

Th 503 Systematic Theology I

Advanced Standing Credit from Non-BHU Course Work:

BHU will evaluate and award advanced standing credits for non-BHU course work on a case-by-case basis. It is BHU’s intention to award advanced standing credits based on the same criteria applied to undergraduates completing course work at BHU; however, BHU will exercise latitude to award as much credit as possible where awarding credit aligns with course descriptions and the requirements of the student’s program.

Minimum Requirements:

Master of Arts - The minimum hours earned at BHU for a Master of Arts degree is 27 hours.

Master of Divinity - The minimum hours earned at BHU for a Master of Divinity degree is 60, or 66 for Leadership consecration.

MASTER OF DIVINITY

The graduate school offers a 90 hours Master of Divinity program, requiring 57 hours of core curriculum courses (6 hours in biblical languages/s) plus 33 hours of electives.

Individuals “entering” a **Master of Divinity** degree program with an undergraduate degree from an accredited college or university with a major in Biblical Education or Religious Studies may be awarded advanced standing receiving up to a maximum of twenty-one (21) credit hours. Advanced Standing is awarded for individuals entering **Master of Divinity** or **Master of Divinity with Concentration** (concentration in Leadership Studies).

Disclaimer: Advanced Standing hours credited by BHU may not transfer to another institution.

Advanced Standing is granted only to entering students and not to transfer students.

Advanced Standing is credit awarded at the graduate level for work completed at the undergraduate level when completed at an accredited institution and when the course objectives align with BHU undergraduate course requirements for similar courses.

Criteria

- Award is for “first time” entrants in a BHU graduate program.
- Course work must be from an undergraduate degree in an accredited institution.
- Course work must be from a Bible Education [or Religious Studies] major.
- Course work must have received a grade of “B” or better.
- If a student enrolls in the Master of Divinity Program and leaves the program before completion and enters the Master of Arts program, the advanced standing credits will be reduced accordingly.
- Students already enrolled in BHU Graduate Programs will be given consideration to receive retroactive advanced standing credits.
- BHU will award as many credit hours as possible given the above criteria.
- BHU reserves the right to amend this policy as needed.
- Students must request BHU to take this action. The process IS NOT automatic.

Designated Courses

The courses designated for advanced standing credit are as follows:

Master of Divinity (Up to 21 hours):

Bi 501	Old Testament Survey
Bi 502	New Testament Survey
Th 503	Systematic Theology I
Th 513	Systematic Theology II
Th 610	Holy Spirit Throughout the Bible
ATh 612	Introduction to Evangelism
Th 607	Hermeneutics
ATh 610	Introduction to World Missions

Credit from Non-BHU Course Work:

BHU will evaluate and award advanced standing credits for non-BHU course work on a case-by-case basis. It is BHU’s intention to award advanced standing credit(s) based on the same criteria applied to undergraduates completing course work at BHU; however, BHU will exercise latitude to award as much credit as possible where awarding credit aligns with course descriptions and the requirements of the student’s program.

Doctor of Ministry

Advanced Standing Credits

Students who complete a master’s degree from a Graduate Religious Studies program at Beulah Heights University may receive six (6) advanced standing credit hours toward the D.Min degree.

Designated Courses

The courses designated for advanced standing credit are as follows:

DM 901	Doctor of Ministry Orientation and Assessment
DM 902	Foundations for Ministry Leadership.

ASSESSMENT AND EVALUATIVE TOOLS

Assessment plays a major role in the teaching-learning process and will also determine the methods of teaching, as well as content. The following is a list of the various methods used for measuring student learning in all areas of study:

- ◆ *Internship classes*

- ◆ *Quizzes and exams*
- ◆ *Oral presentations*
- ◆ *Group presentations*
- ◆ *Monitored group discussions*
- ◆ *Written exercises such as essays, research papers, mock business and church plans, and reading reports*
- ◆ *Library research assignments*
- ◆ *Team projects*
- ◆ *Individual projects*

ATTENDANCE AND PROGRESS

The Beulah Heights University faculty takes a serious view of classroom attendance. To perform well on examinations and other assignments, students need more than class notes. Insights and perspectives may surface in class that will be of significance. Students are expected to contribute to class discussions when directed. Class attendance, punctuality, and completion of course requirements are vital to the academic and Christian character of the student. Classes are conducted with the assumption that every student will be present for every class.

Faculty have authority to set their own attendance policy with respect to the published attendance policy limit as outlined below. Absences are determined based on the following guidelines:

- ◆ *Within a 15-week semester – Maximum absence allowance is four (4) class sessions (Two for the Summer semester).*
- ◆ *Online classes – Maximum absence allowance is four (4) class sessions, (two for Summer semester), determined by the weekly semester units as outlined in the course syllabus. Login and completion of assignments are required.*
- ◆ *Five-day modular classes – Maximum absence allowance is one (1) day.*
- ◆ *Weekend modular classes – Maximum absence allowance is one (1) weekend.*

NOTE: Accumulating the maximum absence allowance for any class constitutes failure in the course and/or the Registrar’s Office may initiate the administrative withdrawal process. Once a student reaches the limit of missed classes, the instructor is required to report student’s absence status to the Registrar for further evaluation.

All faculty members are required to maintain an accurate attendance record and begin class on time. When it becomes necessary for a student to miss a class for any reason, the student is encouraged to contact the instructor via email to make arrangement to complete missed assignments.

Online Courses

Online courses meet for fifteen (15) weeks (16, including the break) during the fall/spring semesters and eight (8) weeks during the Summer Term. While there is no official class “date & time” for online courses, each course has sixteen “academic work weeks.” An academic work week is Monday through Sunday at 11:59 pm. Each course requires weekly log-in and assignments that serve as an attendance check-in. Online faculty have authority to set their own published attendance policy. Deadlines for submitting assignments will be posted within the course syllabus.

NOTE: *Logging into courses only does not count for attendance purposes. Student must submit work within the applicable work week in order to be counted as present. Deadlines for work submission will be posted within the course syllabus.*

AUDITING A COURSE (NON-ACADEMIC CREDIT)

A student enrolling in a course on an Audit basis generally means that the student will attend classes regularly, but will not be required to write papers and complete examinations or projects. A student auditing a course will not receive a grade. The student’s official transcript will indicate “audit” (AU) in place of grade. Audited classes cannot later be converted a course for credit.

AUTHORITY OF INSTRUCTOR

The instructor is in absolute charge of the class at all times. Assignments and regulations established by the instructor shall be diligently followed.

MAJORS

Upon initial enrollment, undergraduate students may declare one of the following majors: Associate of Arts or Bachelor of Arts in Religious Studies or Leadership Studies, or the Associate or Bachelor of Business Administration, graduate students may declare one of the following majors: Master of Arts in Religious Studies or Leadership Studies, Master of Divinity or Master of Divinity with Concentration in Chaplaincy or Leadership, or Master of Business Administration.

CHOOSING A MAJOR

Students are encouraged to declare their major at time of initial registration or at any time prior to reaching their third semester. To declare a major after the first semester or to change a major, written documentation must be submitted to the Registrar’s office. The appropriate Change of Major form is available in the academic office and on the BHU website.

CHANGE OF MAJOR

Individuals wishing to change their major must complete a Change of Major form which may be obtained from the Registrar’s office. A processing fee is required to change a major. See the financial section of this catalog for cost information to change a major. Upon change of major approval, student will be subject to the curriculum requirements listed in the catalog in effect at the time the change is approved. Upon changing a major, students are encouraged to see his or her Academic Advisor for counsel and further direction.

UNDECLARED MAJOR

A Student may enroll in a Bachelor of Arts program without declaring a major with the option to declare a major at any time during the first two consecutive years of attendance. If a major has not been declared by the end of the second year, an academic hold will be placed on the student’s record. An academic hold will deem the student ineligible to register until a major has been declared.

CLASSIFICATION

Division of undergraduate students based on the number of credit hours completed.

Freshman	27 hours or less
Sophomore	28 through 59
Junior	60 through 92
Senior	93 and above

COURSE GRADING INFORMATION (EFFECTIVE FALL 2007)

Undergraduate students must maintain a cumulative grade point average of 2.0.

<u>Grade</u>	<u>Standard</u>	<u>Scale</u>	<u>Quality Points</u>
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 grade points
P	Passing	0	0 Not counted
WP	Withdrawal Passing	0	0 hours attempted
WF	Withdrawal Failing	0 (punitive)	0 hours attempted
INC	Incomplete	0	0 hours attempted
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.

COURSE IDENTIFICATION SYSTEM

Course identifications contain alpha and numerical components. The letters of the alphabet indicate which field of study the course addresses. The numerical component determines the classification level, i.e. freshmen, 100, sophomore, 200, junior, 300, senior, 400, graduate, 500 – 600, post graduate 700 – 900.

COURSE SYMBOL/DEPARTMENT OF INSTRUCTION

Ath	Applied Theology	LEAD	Doctor of Philosophy
Bi	Bible	Math	Mathematics
BUS	Business Administration	MBA	Master of Business Administration
CO	Counseling	MKT	Marketing
DM	Doctor of Ministry	Mi	Missions
E	English	Ph	Philosophy
Econ	Economics	Sc	Science
Ed	Education	SP	Speech
Hist	History	SS	Social Science
L	Language	Th	Theology
LS	Leadership Studies		

COURSE LOAD (MAXIMUM)

Undergraduate students may enroll in a maximum of 12 hours at one time. Exceptions must be approved by the Dean of Academic Affairs, Department Chair, or Registrar.

Graduate students may enroll in a maximum of 9 hours at one time. Exceptions must be approved by the Dean for Academic Affairs, Department Chair, or Registrar.

COURSE SUBSTITUTION

Any substitutions for, changes in, or exceptions to courses which are required for the granting of a degree from Beulah Heights University must be approved by the Dean of Academic Affairs, Department Chair, or Registrar.

COURSE SYLLABI

A course syllabus is prepared for each course taught each semester and is available in the Student Portal. Access will not be provided to the course syllabus unless registered for the course. Students are required to bring the course syllabus to class on the first day.

CREDIT BY EXAMINATION

A proficiency examination may be given to qualified students currently enrolled at BHU in selected courses on the recommendation of approved officials. Upon passing the examination with a minimum grade of “B,” the student may receive course credit for the course after the required payment has been made. (See financial section of this catalog for further information.) Credit earned through proficiency and advanced placement shall be recorded with a grade of “P” and will not affect the student’s Grade Point Average.

Transcripts containing college credits acquired through USAFI courses, the College-Level Examination Program (CLEP), or through colleges in various branches of the military should be submitted along with the student’s other transcripts. Transcripts will be reviewed by the Dean of Academic Affairs to determine the number of hours and courses for which transfer credit will be allowed.

CUMULATIVE GRADE POINT AVERAGE

The cumulative grade point average (GPA) is determined by dividing a student’s total overall quality points earned by the total number of overall hours of credit attempted at Beulah Heights University.

CURRICULUM FOCUS

Normal standards require that all graduates must have 30 semester hours of credit in Bible and Theology, which constitutes a major in Religious Studies. This major creates a dual major in conjunction with the Leadership Studies. For those majoring in Religious Studies, the student is required to complete at least 45 hours of Bible and Theology.

DIRECTED STUDY

Under special circumstances, based on a GPA of 3.0 or above, a senior student in his or her last semester may take a course by directed study method. This form of study is designed to meet a specific need in exceptional circumstances for seniors and is not intended to have extended use. Two directed study courses is the limit for a 4-year course of study. Approval must be obtained from the Department Chair of Study, Dean of Academic Affairs, or the Registrar. **Please refer to financial section of this catalog for tuition and fee information.**

The student can expect to receive a schedule of assignments equivalent to 150 clock hours of study for the duration of 15 weeks. The student is responsible for completing all course requirements within the 15-week semester and for maintaining contact with the instructor according to the agreement. A completed Directed Study Agreement signed by appropriate officials must be submitted to the Registrar at time of registration.

DIRECTORY INFORMATION

Information that may be released without the student’s permission is considered as directory information. It includes: name, address, phone numbers, email address, major/program, enrollment status and dates of attendance, class, and degree awarded. Nondisclosure may be requested by student if he or she so desires.

EXAMINATIONS

Examinations should be completed on schedule as outlined by the instructor. Provisions for late testing and penalty, if applicable, will be outlined in the course syllabus or discussed by the instructor on the first day of class.

TEACHING SITES

Beulah Heights University holds university courses at various locations throughout the state of Georgia. These locations provide students with the opportunity to take a course at a more convenient location.

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 occur 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 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.

GRADE REPORTS

Students will receive progress reports after the end of each semester containing current and cumulative GPA and final grade for each course taken during the semester. Reports may be obtained through the student portal. See semester schedule for release dates.

HOMESCHOOLED STUDENTS

The university embraces home schooling and appreciates the willingness of parents who home school their children. For home-schooled students to be eligible for admissions the program must be approved by the State of Georgia and the curriculum must meet the requirements of the Georgia Public School System. Homeschooled students must have passed the ACT with a score of 16 or above, or the SAT with a score of 900 or above. Homeschooled students who did not pass the ACT or SAT may take the General Education Development (GED) test. This certificate will be accepted in lieu of a high school transcript.

INCOMPLETE

At the instructor's discretion, if provided evidence of hardship or an extenuating circumstance such as illness, medical emergency, or an approved circumstance that prevents the student from completing the course, and the student is in good academic standing, the student may be given the grade of INC (incomplete) for a course in which requirements have not been met. Stu-

dents may consult with the instructor for assignments to complete within thirty (30) days from the last day of class. The student's final grade will be reduced by one letter grade. If the remaining work has not been completed within 30 days of the last day of class, the grade of INC will be changed to F and will be listed as such on the student's transcript. No coursework may be submitted for a course after thirty days from the last date of class unless in extenuating circumstances for which medical or other official documentation is provided.

INTERNSHIP

All undergraduate students who have entered or re-entered the university since Fall 2002 are required to take an internship course in their junior or senior year. Internship courses involve hands-on training in a ministry situation or in a classroom setting. Students will serve in a Christian education or discipleship training programs, or regular pulpit ministry under an approved mentor. Internship requires a Theological reflection paper (discussing norms, data and function of the internship ministry). Both mentor and student are required to submit mid-course and exit evaluations.

QUALITY POINTS

Quality points for a course are computed by multiplying the number of credit hours earned by the student's grade as measured on a four-point scale (A=4, B=3, C=2, D=1, F=0). The total quality points are computed by adding together the quality points earned in each course completed.

REPEATING A COURSE

A student may elect to repeat a course for grade adjustment only once. The grade received the second time the course was taken will be counted in the computation of his/her grade point average (GPA). A student who has exhausted the "Course Repeat Policy" privileges may still repeat a course in which an F" is earned, but no additional credits will be applied. Both grades will be counted in the GPA computation. Repeated courses are charged the same tuition rate and fees as any other courses.

SCHEDULE CHANGE

A schedule change is defined as adding and dropping any number of courses but maintaining enrollment. Students may change their class schedule the first week of the term, which is referred to as the Drop/Add period. After the Drop/Add deadline, schedule changes are not permitted. Tuition and fee charges for a dropped class are based on the start of the term, not on the class start date.

Schedule changes made before the official semester start date have no financial impact. Students may changes their schedule during before the start of the semester through the BHU student portal. After the semester starts, the student must contact the Registrar's Office to complete a change fee and pay the applicable change fee. See the financial portion of this catalog for more information.

TEXTBOOKS AND MATERIALS

Students can purchase all course materials from MBS Direct or a book supplier of their choosing. Students should purchase materials after registration but prior to the begin date. Beulah Heights University does not guarantee that required course materials will be available after the start date. Tuition does not cover the cost of course materials and textbooks.

TRANSCRIPT REQUEST

Complete academic records for each student are maintained by the Academic Office. Transcripts are processed electronically and may be requested through Parchment by visiting the university website at www.beulah.edu/AcademicForms. Transcripts **may** be available electronically within 48 hours; transcripts requesting standard printing and mail processing may be available

within five (5) business days upon submission of a request and payment of transcript fee. Transcripts requested during non-business hours will be processed the next business day. See the financial section of this catalog for specific cost information. A transcript will not be issued for individuals with delinquent accounts.

TRANSFER OF CREDIT

Transferring credits refers to the practice of applying credit hours earned at one educational institution toward the completion of an academic program at another institution. The transfer must equate to a similar course where the student earned at least a grade of “C.” A maximum of 96 hours may be transferred for a Bachelor of Arts degree and 48 credit hours for an Associate of Arts degree.

Transcripts containing college credits acquired through USAFI courses, the college-Level Examination Program (CLEP), or through colleges in the various branches of the military, should be submitted along with the student’s other transcripts. The transcript will be reviewed to determine the number of hours and the specific courses for which transfer credit will be allowed.

Credits earned at a non-accredited institution will be evaluated individually to determine acceptance.

An official transcript must be submitted for transfer evaluation.

Transfer Credit is credit awarded in a graduate program for course work completed at a graduate level. BHU awards transfer credits from graduate course work at accredited colleges or universities.

Transferring credits refers to the practice of applying credit hours earned at one educational institution toward the completion of an academic program at another institution.

Official transcript(s) are to be evaluated by the Registrar; Chair, Division of Graduate Studies; Vice President and Dean for Academic Affairs; and/or a designated representative. The transfer must equate to a similar course where the student earned at least a grade of “B” and must have been earned within the past ten (10) years. The requests must be made at the time of matriculation and a maximum of one-third (1/3) of the required degree program credits may be by transferred from an accredited or approved higher education institution.

Transcripts containing college credits acquired through the various branches of the military should be submitted along with the student’s other transcripts. The transcript will be reviewed to determine the number of hours and the specific courses for which transfer credit will be allowed.

The number of credit hours transferred from a course taken at another institution into a program at the Beulah Heights University usually cannot exceed the number of credit hours given for a Beulah Heights University course that covers equivalent material.

In order to receive credit for transfer courses, students must send in official transcripts from the school(s) at which the classes were taken. An “official transcript” is one that is received directly from the educational institution attended or is sent to Beulah Heights University (by any party) within the original, sealed university envelope.

Criteria

1. Credit is for courses actually taken.
2. Course objectives and requirements must align with / match BHU course objectives and requirements.
3. The grade earned must be a grade of “B” or better in the course.
4. Credit hours awarded must apply directly to program requirements in order for the student to meet graduation requirements. Students may not graduate on the basis of total hours alone.
5. Credit hours awarded may not interfere with the minimum hours that must be completed at BHU for graduation.
6. Advanced standing credit hours awarded by another institution may not transfer to BHU.
7. BHU will evaluate and award transfer credits on a case-by-case basis.
8. BHU will award as many credit hours as is possible given the above criteria.
9. BHU reserves the right to amend this policy as needed.

MASTER OF ARTS

A maximum of 15 credit hours can be transferred toward a Master of Arts program. The minimum hours for a Master of Arts degree is 27.

MASTER OF DIVINITY

A maximum of 30 credit hours can be transferred for the Master of Divinity program; 36 credit hours for the Leadership concentration. The minimum hours for a Master of Divinity degree is 60 or 66 for Leadership concentration.

The total hours awarded for a combination of Advanced Standing and Transfer Credit may not interfere with the minimum number of hours that must be completed at BHU for graduation. The minimum hours for a Master of Divinity degree is 60 hours; with leadership concentration, 66 hours; with chaplaincy concentration, 60 hours.

MASTER OF BUSINESS ADMINISTRATION

A maximum of 6 credits can be transferred toward a Master of Business Administration.

In order to transfer a course, a grade of B or higher must have been earned and the course must have been taken within seven (7) years prior to the start of the program. Courses taken from an earned master's degree taken at BHU will not satisfy transfer requirements for the MBA degree. A minimum of 6 credit hours may be transferred for the MBA degree.

DOCTORAL PROGRAMS

A maximum of nine (9) credit hours can be transferred toward a doctoral program. A grade of B or higher must have been earned and the course should have been taken within ten (10) years of the start of the program. Course taken must be equivalent to doctoral level and in an area of concentration consistent with the area of focus for their project and dissertation. These courses may only be transferred to fulfill the 9-hour elective portion of the program.

WITHDRAWAL PROCESS

An official course withdrawal is required if a student stops attending class. The instructor will assign a WP (Withdrawal Passing) if the student was passing the course at the time of withdrawal, a WF (Withdrawal Failing) if the student was failing the course as the time of withdrawal. The deadline to withdraw is week 12 in a 15-week semester, week 6 in an 8-week term.

The “WP” grade is counted as credit hours attempted on the student's record. The “WF” grade is counted as a punitive grade on the student's record.

If a student fails to attend a class for which expenses were incurred in some form, an administrative withdrawal (W) will be assigned to the student's transcript.

An “F” grade will automatically be assigned to any course withdrawn after the eighth week, except under approved circumstances for which official documentation is provided.

To withdraw from a course, an official withdrawal form must be completed and submitted to the Registrar's Office. This form is available from the Receptionist, the Academic Office, and the BHU web site (Registrar Office/Academic Forms). Choosing to stop attending class does not constitute withdrawal and will cause the student to incur all applicable charges pertaining to the enrollment.

Refunds for course withdrawals are prorated. See the refund policy in the policy section of this catalog for specific refund details. Information also provide on the website at www.beulah.edu/refund-policy.

GRADUATION INFORMATION

APPLICATION FOR DEGREE

All potential candidates for degrees are required to complete an application for the degree(s) and pay appropriate *non-refundable* graduation fee(s). The application for a degree is posted on the BHU website during Summer and Fall semesters. The deadline for submission is October 1. All applications must be submitted by this date to avoid penalty.

To assist students with preparation for graduation, academic advising is available throughout the semester. All candidates for

graduation are required to consult with an advisor prior to submitting application for graduation. After the application has been filed, any status changes must be reported to the Registrar. All graduation requirements must be satisfied by April 1 of graduating year.

COMMENCEMENT ATTENDANCE

Commencement is held at the end of the Spring semester. Individuals that have completed all degree requirements are required to participate in the exercises except in extenuating circumstances where permission to miss is granted based on official documentation. The degree itself will not be conferred until all requirements for that degree are met.

Undergraduate students with up to twelve (12) semester credit hours remaining are permitted to march in the Spring commencement based on a signed agreement that all requirements will be met by the end of the Summer semester. Graduate students with up to six (6) semester credit hours remaining are permitted to march in the Spring commencement based on a signed agreement that all requirements will be met by the end of the Summer semester. Doctoral students must complete all degree requirements prior to participation in commencement. Before entering into this agreement, students must consider that the university makes every effort to offer all courses needed but cannot guarantee that all courses needed will be offered during the Summer term. Course offerings are based solely on instructor availability and a minimum of 10 students enrolled in each course. In the event requirements are met at a later time, a new graduation application must be filed and a graduation reorder fee will be assessed.

CURRICULUM REQUIREMENTS (CATALOG YEAR)

Students who are enrolled intermittently must meet the requirements as outlined in the catalog of their original enrollment semester unless there is a lapse of one calendar year or more. In this case, the student will be expected to fulfill curriculum requirements of the catalog in effect at the beginning of the last continuous enrollment period prior to graduation.

Students changing majors will be subject to follow the catalog requirements in effect at the time the change of major is approved.

EVANGELICAL TRAINING ASSOCIATION (ETA)

BHU partners with the Evangelical Training Association (ETA) to promote higher standards for teachers and church educators. Subjects required for ETA certification have been built into the Religious Studies curriculum. A certificate will be awarded upon completion of a Bachelor of Arts degree in Religious Studies.

Undergraduate Honors and Recognition in Graduation

Summa Cum Laude	with highest honors	3.90 - 4.00
Magna Cum Laude	with high honor	3.7 – 3.89
Cum Laude	with honors	3.5 – 3.69

The highest honor of recognition is the valedictorian, which is determined by the highest GPA of the student with the most credits earned at BHU. Individuals achieving these outstanding scholastic achievements will be recognized during the commencement exercises. To be considered for an honor award, all course requirements must be completed by the end of the Spring Semester.

Delta Epsilon Chi

The honor society, Delta Epsilon Chi, was established to encourage and recognize students and graduates from among the accredited institutions of the Association for Biblical Higher Education (ABHE) across North America who have distinguished themselves through Intellectual Achievement, Christian Character, and Leadership Ability. This honor is bestowed upon the top seven percent of the graduating class.

Beta Eta Beta Kappa

The honor society, Beta Eta Beta Kappa, was formed in October 1966 as a local honorary scholastic society for students who demonstrate high scholarly achievement. Its aim is to promote scholarship in the university. A student must accumulate a 3.50 Cumulative GPA and receive nomination from the university faculty in order to establish membership.

Issuance of Degrees

Degrees are issued only to students who have satisfied all graduation requirements. Students with incomplete academic files and/or outstanding debts or account balances of any kind will not receive a degree. This includes library fines and all other student accounts.

Regalia and Announcements

Prior to commencement, graduates will receive appropriate academic regalia and a limited number of graduation announcements. These items are covered by the graduation fee. See the financial section of this catalog for specific cost information. Additional graduation announcements may be ordered for an additional charge by contacting the Registrar's office.

Requirements for Graduation

- ◆ Submit application by October 1 of year prior to graduating year
- ◆ Completion of all courses required to satisfy major and program
- ◆ GPA:
 - Undergraduate 2.0 or above
 - Graduate 2.25 or above
 - Master of Business Administration 3.0
 - Doctor of Ministry 3.0
 - Doctor of Philosophy 3.0
- ◆ Graduation fee paid in full
- ◆ Library books returned and all library fines paid in full
- ◆ Tuition account paid in full by April 1 of graduating year
- ◆ Minimum credit hours earned at BHU
 - Undergraduate 33
 - Master of Arts 27
 - Doctor of Ministry 27
 - Master of Divinity 60/68
- ◆ Last semester must be completed at BHU
- ◆ Financial Aid exit counseling, if applicable
- ◆ Qualifying Transcript on file or equivalent
 - Undergraduate- Official High School, GED or Associate Degree
 - Graduate- Official Bachelor Degree
 - Master of Business Administration- Official Bachelor Degree
 - Doctor of Ministry- Official Master of Divinity or Master of Divinity Equivalent
 - Doctor of Philosophy- Official Master Degree
- ◆ Meet approval of faculty and the Board of Trustees
- ◆ Exit Survey

Student's Responsibility For Satisfying Academic Requirements

Although counselors and advisors assist students in planning their programs, each student must assume complete responsibility for compliance with the instructions and regulations set forth in this catalog and for selecting the courses that will enable him/her to achieve his/her educational objective. Complete degree audit information is available for tracking through the student portal.



FINANCIAL INFORMATION

FINANCIAL AID

Beulah Heights University subscribes to the principle that the primary purpose of a financial assistance program is to provide aid to students who without such assistance would be unable to attend or remain in college. The Financial Aid Program is intended to assist students in meeting normal college expenses and to help as many students as possible. Although financial aid is awarded according to individual need and school costs, the applicant should realize that the amount of financial aid which may be granted seldom meets all of the student's educational expenses.

The university believes that the primary responsibility for financing an education rests with the student and his or her family. The family of the applicant is expected to make an effort to assist the student with college expenses. The student also has a responsibility to contribute to his or her college expenses through such sources as savings, working, or borrowing a reasonable amount of funds needed to meet all expenses.

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 Free Application for Federal Student Aid (FAFSA).
2. Complete and submit Entrance Counseling for new students.
3. Sign and submit a Master Promissory Note with the William D. Ford Federal Direct Loan Program.
4. Students will contact the Financial Aid department 24-48 hours after completing to ensure all information (FASFA, Entrance Counseling, and MPN) has been received. Once information has been verified, the student will be added to the Financial Aid portal and student will complete Plans of Attendance form.

Qualifying students are eligible for grants: FPELL, FSEOG; Federal Direct Loans (subsidized and/or unsubsidized), and PLUS; Federal Work Study (FWS).

Financial aid is awarded on the basis of need. Students must be enrolled in a degree granting program. A student may not receive financial aid for audit course hours. To be considered eligible to receive financial aid, a transcript must be submitted at time of registration. To expedite time, the high school, college, or university may fax a copy of your transcript and mail the original directly to BHU.

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 ***Federal Supplemental Education Opportunity Grant (FSEOG)*** is for undergraduate students who have demonstrated exceptional financial need. Students 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 half-time enrollment. Award amounts may vary from student to student. The award is earned and the student is paid on a bi-monthly basis for the amount of hours worked. Students who are interested in the Federal Work Study Program should contact the Office of Human Resources.

William D. Ford Federal Direct Loans are low interest loans made to students and/or parents by the Federal government to pay for the student's cost of attendance at the university. A need-based ***Federal Direct Loan*** is called a "subsidized" loan. The government pays the interest on the loan while student is in school or in deferment. A non-need-based loan is called an "unsubsidized" Federal Direct Loan. The student is responsible for the interest while in school and during deferment periods. In order to borrow under the program the student must be enrolled at least half-time.

Dependent undergraduate students may borrow a maximum of \$5,500 per year as a freshmen (only \$3,500 in subsidized loans), \$6,500 per year as a sophomores (only \$4,500 in subsidized loans), and \$7,500 per year as a junior or senior (only \$5,500 in subsidized loans).

Independent undergraduate students or dependent students whose parents are unable to borrow under the *Federal Direct PLUS* may borrow a maximum of \$9,500 per year as freshmen (only \$3,500 in subsidized loans), \$10,500 per year as sophomores (only \$4,500 in subsidized loans) and \$12,500 per year as juniors or seniors (only \$5,500 in subsidized loans).

Federal Direct PLUS loans are for parents who want to borrow money to help with their children's education expenses. The parents must have good credit histories to borrow under this program. These loans provide additional funds for educational expenses.

Students who graduate, leave school, or drop below half-time, has six months before beginning repayment. This is called a "grace" period.

Scholarships

The following scholarships are distributed as funds are available:

- ◆ *Presidential Scholarship*
- ◆ *General Scholarship*
- ◆ *Staff Scholarship*
- ◆ *Staff Spouse Scholarship*
- ◆ *Finish Strong Scholarship*
- ◆ *Book Scholarship*

Students may apply for these scholarships by visiting the BHU website: <http://www.beulah.edu/scholarships>.

Students must complete the scholarship application packet as well as meet the GPA requirements before being considered for scholarship eligibility. The scholarship packet will include:

- ◆ Scholarship Application
- ◆ Department Chair recommendation form
- ◆ Two non-family member reference forms
- ◆ 500-word essay (see website for specifications)

Tuition needs will be evaluated/determined by the Financial Aid office. Scholarships are awarded on a semester-to-semester basis. Further details are available on the BHU website.

Title IV and Recipient's Attendance

The following is the procedure to determine whether a Title IV aid recipient attended Beulah Heights University during a semester and stopped attending classes: If the financial aid recipient misses more than twelve (12) class hours for any course (4 consecutive classes) and fails to contact the university, the university must assume that the person has unofficially withdrawn from the classes. The instructor must forward that person's name and last date of attendance to the Academic and Financial Aid Offices. An administrative withdrawal will be completed and filed by the Registrar on behalf of the student and reported to the Financial Aid Office.

Refund calculations are prepared by the Financial Aid Office and forwarded to the Business Office. Monies will be forwarded to agencies such as Federal Pell Grant, SEOG, and Stafford lenders.

If a student receives all "Fs," the instructors must document that the student completed the courses but failed to achieve the objectives.

Tuition Assistance Programs

Beulah Heights University partners with several organizations that offer tuition assistance to students enrolled at Beulah Heights University. Each program has specific requirements determined by the organization funding the assistance.

- ◆ *Veterans Administration Benefits*
- ◆ *Corporate Tuition Assistance Benefits*
- ◆ *Church Sponsorship Program*

Students should contact the Financial Aid Office to coordinate processing if tuition assistance is utilized through these options.

TUITION AND FEES INFORMATION

Tuition is the primary means of paying for the cost of instruction and daily administration cost. Tuition is accompanied by various fees that cover special areas of administration. Once registration takes place, the student is officially enrolled and committed to attend. Tuition and fees are immediately assessed and payment is required unless an official cancellation takes place.

BEULAH HEIGHTS UNIVERSITY TUITION & FEES 2020-2021:

Tuition

Undergraduate (\$318 per Semester Hour)	\$954
Master of Arts (\$425 per Semester Hour)	\$1,275
Master of Divinity (\$425 per Semester Hour)	\$1,275
Master of Business Administration (\$425 per Semester Hour)	\$1,275
Certificate Programs (\$293 per Semester Hour) – Academic Credit	\$879
Certificate Programs – Non-academic Credit	\$595
Doctor of Ministry (\$512 per Semester Hour)	\$1,536
Doctor of Philosophy (\$525 per Semester Hour)	\$1,575
Audit courses	\$250
ESL Program / Bridge Program	\$2,371 / \$2,958
Directed Study (additional \$200 fee per class)	

Tuition Payment Schedule

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

First payment = ¼ of tuition and fees

Second Payment = ¼ of tuition

Third Payment = ¼ of tuition

Final Payment = ¼ of tuition

Fees

Activity Fee	\$80.00
Application Fee for Undergraduate level	\$50.00
Application Fee for Graduate level	\$50.00
Application Fee for MBA Program	\$50.00
Application Fee for DMin/PhD Program	\$100.00
Change of Major Fee	\$50.00
Change of Schedule Fee (add/drop)	\$50.00
Directed Study Fee	\$200.00
Dissertation Fee for DMin program (one time)	\$1,000.00
Dissertation Fee for PhD program (one time)	\$1,000.00
Graduation Fee:	
Associate of Arts	\$135.00
Bachelor of Arts	\$185.00
Master of Arts/Master of Divinity	\$260.00
Master of Business Administration	\$260.00
Doctor of Ministry/Philosophy	\$360.00
Re-entry Fee (<i>After absence for one year or more</i>)	\$15.00
Registration Fee (per course)	\$25.00
Late Registration Fee (per course)	\$30.00
Late Payment Fee	\$50.00
Declined Credit Card Fee	\$25.00
Payment Plan Fee (per semester)	\$50.00
Returned Check Fee	\$35.00
Technology Fee (Required for all students)	\$250.00
Transcript Fee (Electronic)	\$10.00
(Printed/mailed/pick-up)	\$13.00

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

\$30 /\$50 Registration fees are nonrefundable

Graduation fees are nonrefundable.

Books

<i>Estimate per semester</i>	\$150 +
------------------------------	---------

Registration Cancellation

If the monthly payment is not made by the due date, you may be blocked/removed from classes and/or your registration will be cancelled (Reinstatement fee: \$50.00).

Military Rate

To honor those who serve our country, a Military Rate has been established for all Active Duty and Reservist Service Members and their spouses. Students may complete a Military Tuition Rate Form and provide a qualifying Leave and Earning Statement (LES) to obtain the Military rate. This form should be submitted to a Student Account Advisor and will be given to the Business Office for processing. The Service End date (ETS) on the LES will terminate this rate, unless updated documentation is provided. The ETS date must be dated to halfway through any given semester to qualify for the rate. For example, if a student's service ends prior to the eighth week of a semester, they will not be eligible for the Military Tuition Rate.

METHOD OF PAYMENT

Beulah Heights University accepts cash, personal check, MasterCard, VISA, and American Express.

Beulah Heights University reserves the right to accept cash only payment on accounts when deemed necessary. Beulah Heights University also reserves the right to prohibit a student from using the deferred payment plan if that student has not adhered to the deferred payment policy previously.

PAYMENT OPTIONS

1. **Payment in Full:** The student must pay the account in full by the establish payment deadlines.
2. **Financial Assistance:** The eligible student may pay the account through Federal Financial Aid, Scholarship Awards, or approved tuition assistance programs. Each of these options must be processed through the Financial Aid Office.
3. **Deferred Payment Plan:** The student may pay the account in payments as outlined below:
 - a. At registration, all fees are paid plus one half (1/2) total tuition.
 - b. The student may authorize BHU to debit the remaining installments directly to student's VISA, MasterCard or American Express accounts according to the payment schedule. Installments would equal one quarter (1/4) of the original total tuition (Fall and Spring semesters) or 1/2 the original total tuition (Summer term).
 - c. The student must have pre-approval from the Business Office if the student does not have an available credit card or check card to meet the authorization requirement.
 - d. Pay finance charges at a rate of 1.5% on any unpaid balance beginning thirty (30) days after registration. Finance charges must be paid by the 15th of the last scheduled automatic payment.
4. **Combination of Options:** The student receiving financial aid assistance that does not cover the entire account balance will need to combine payment options to satisfy the account balance.
 - a. Financial assistance plus deferred payment allows the student to apply all financial aid available and then pay the balance according to the deferred payment plan. (Finance charges will apply.)

Students will be asked to sign an agreement with the university at the time of registration outlining total charges and deferred payment charges. Students who fail to adhere to the deferred payment agreement will be administratively withdrawn as of the 10th of the third month in Fall and Spring and after the 10th of the second month in the Summer term.

Finance charges are billed to anyone having an outstanding balance. Statements from the Business Office will be available to individuals on the deferred payment plan through the BHU student portal; statements are updated daily..

All financial obligations from previous semesters must be satisfied before the student will be allowed to register for subsequent semesters, receive grades, request transcripts, or take final exams.

Individuals with accounts over 120 days past due are subject to collections and will be responsible for any additional fees associated with collections

WITHDRAWAL REFUND

College planning and budgeting must be done for the semester based upon the number of students that register. Many of the fixed expenses of operating an educational program are already allocated when the student registers and are not diminished by the student's withdrawal. Understanding that circumstances may arise which necessitate the student to withdraw from one or more courses, the university has established set policy covering the withdrawal process.

Students withdrawing from one or more courses must complete the required forms for the withdrawal to be official. Refunds (if applicable) will be subject to the official withdrawal date on the completed form. Forms are available in the Office of the Registrar. Students who do not officially withdraw (verbally or in writing) are not eligible to receive a withdrawal refund. Verbal requests for withdrawal will not be deemed as valid until followed-up with a written request. Request must be made by either completing the online withdrawal request or emailing the registrar's office.

For specific information on withdrawals and refunds, please see the Withdrawal Policy in the policies section of this catalog.



STUDENT LIFE

VISION

The vision for the Student Life Office (SLO) is to provide a holistic, proactive approach to serving BHU's student body on all campuses. SLO will focus on customer service, building relationships, and cultivating students for a lifetime of learning, academic growth, spiritual formation, engagement, and service.

AUTOMOBILES

The State of Georgia requires that all drivers carry automobile insurance. Therefore, all students bringing cars to Beulah Heights University must carry public liability and property damage insurance. BHU assumes no responsibility whatsoever in case of fire, theft, or accident involving vehicles not owned by the university.

All students, staff and faculty are required to register their vehicles with campus security. All decals must be renewed every May. Vehicle registration for student's staff and faculty of free. All fields are required.

The Vehicle registration decal will be assigned by security. You will need to place the decal inside your car on the lower front portion of the driver's side windshield. If you have any questions you may contact security or facility management.

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. Students may purchase textbooks using credit or debit cards. 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. Students may also purchase textbooks from any textbook vendor. In order for students to qualify for a book voucher, the student must be awarded and have enough financial aid to cover the total cost of attendance for that semester.

THE BOWEN CENTER FOR STUDENT SUCCESS

The Center for Student Success 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 Center for Student Success 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.

CHAPEL

Chapel Services are conducted every Thursday from 10 a.m. to 11:45 am. All students, faculty and staff with classes or office hours on Chapel day are required to attend. Exceptions are those who have a gap of more than one hour between classes. Chapel services are designed to contribute to the spiritual growth of the entire BHU community. Most of the chapel speakers are pastors and community leaders from metro Atlanta. Chapel services are one of the most popular activities on campus. Students, faculty, and staff are expected to attend.

COUNSELING

Pastoral Care: BHU office of Student Life offers Pastoral Counseling assistant to its students. Matters on which students may receive assistance may include spiritual and ministry standards and interpersonal relationships. Contact Student Life office for appointments.

Counseling: BHU Office of Student Life maintains a referrals list for students/staff/faculty interested in contacting a licensed counselor. For assistance you may contact student life for a referral.

DRESS STANDARDS

Moderation in the manner of dress and conduct is the safe guide for BHU students. Moderation refers to being not overdressed or underdressed and wearing clothing suitable for a classroom setting. Casual dress is acceptable in the classroom as long as it is neat and modest. The student should request a copy of the student handbook for more detailed guidelines about dress and conduct.

HEALTH SERVICES

Grant Park Health Center (404) 627-4259 and Central Health Center (404) 659-0117 have agreed to serve students. Charges are on a sliding scale.

LIBRARY

The Barth Memorial library, located in Woods Hall, provides a large, well-lit and adequately-equipped place for study and research. The library contains a growing collection of excellent resources (over 52,000 volumes) for reference, research, and circulation. It also has several digital resources (thousands of databases) through GALILEO and ATLAS (Ebsco). An easy to use computerized online catalog is available along with a computer lab that is provided at no additional cost to BHU students. BHU alumni may use the library for an annual fee of \$25.00. Persons that are not enrolled at BHU may use the library only with special permission and will not be allowed to borrow resources. The library is accessible by an elevator and stairs. It is a member of ACL (Association of Christian Libraries).

SPECIAL ACTIVITIES

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

Discovery Days: Discovery Days is a week set aside each semester when students invite friends, pastors, and relatives to see the campus and observe the classes.

International Day: Included in the university student body are students from more than thirty different countries who make up a significant percent of the student population. To honor this diversity, BHU sets aside special festive days. International students dress in their national dress and food 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.

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

SPIRITUAL LIFE

It is the desire of the Board of Trustees that Beulah Heights University be characterized by the pervading presence of the Holy Spirit. They recognize that a theological school, however faithful at its birth to the truth of God's Word, can, over a course of years, decline from emphasis upon the prominence of the Word of God and the humble dependence upon the Holy Spirit.

For this reason, strongest emphasis is placed upon cultivating and maintaining the spiritual life of the university, faculty, staff, and students.

STUDENT GOVERNMENT ASSOCIATION

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

STUDENT CLUBS AND ASSOCIATIONS

In addition to the Student Government Association, there are a variety of ways for students to get involved and be active.

Performing and Visual Arts: All students who enjoy expressing their faith or worship through dancing, singing, art, etc. are welcome to join this association to fellowship, plan events, rehearse, and to bring exposure and awareness to the believers of alternative forms of creative expression.

BHU Campus Ministries: Students who wish to get involved in campus life can connect with BHU Campus Ministries as a volunteer. BHU-CM plans student ran worship services like SNL [Saturday Night Live], and similar special events. BHU-CM also coordinates with the planning teams over other various BHU events to provide assistance. Volunteers may be requested to help with promoting, setting up, hosting, etc.

Club Give: Club Give is a student initiated food drive that provides food and clothing to low-income families in housing communities near the University. Students also currently serve as volunteer mentors to high school students and the local alternative high school.

Resident Assistants: Responsible student residents who exemplify leadership skills are recruited to assist in Campus Housing as Resident Assistants (RAs). RAs vary per semester and receive a minimal stipend for their service. If you are a student resident interested in being an RA, please contact the Residence Life office for availability and information on how to apply.

C.A.T.S. [Chapel Assistant Training Symposium]: Under the direction of the Dean of Chapel coordinator, students will assist the leadership team with the running of the Chapel Services. Your assistance may include but not limited to Scripture reading, collecting the offering, and greeting Chapel attendees as they enter.



POLICIES & PROCEDURES

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act of 1990, as amended, and its implementing regulations provide that no qualified individual with a disability shall, on the basis of the disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity. The Act and regulations also require an entity to “make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.” If you are an individual with a disability who may require assistance or accommodation in order to participate in or receive the benefit of a service, program, or activity, or if you desire more information, you may contact the Office of Student Development.

CAMPUS HONOR CODE PLEDGE

(Effective FALL 2016) Amended of previous Code of Conduct

Faculty, administration, and staff, as well as students enrolled at Beulah Heights University, are required to sign the Campus Honor Code Pledge. This action indicates that each member of the university family is willing to comply with the moral and spiritual standards of the university. They are also committing themselves to the scriptural 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 one’s 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 following activities are not accepted: use of alcoholic beverages, tobacco, illegal drugs, sexual immorality, and other activities that are inconsistent with biblical principles. This includes music that may reflect the influence of either the occult or drug culture.

Those who, through attitude or conduct, show their unwillingness to abide by the lifestyle set forth in the Campus Honor Code Pledge will be asked to meet with the President’s Cabinet and may be subject to dismissal from the institution at the administration’s discretion.

Therefore, as a member of the BHU family, and having read the Campus Honor Code Pledge as it appears in the admission information provided as well as the student handbook, you must pledge 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 university, 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 1 Cor. 6:19, 20; 2 Cor. 6:14:1; Rom. 12:1-2; 1 Thess. 4:1-8, 5:22; Gal. 5:16-26; Eph. 5:18; Col. 3:17; Rom. 13:14).”

Furthermore, In signing the Honor Code Pledge, said student recognizes that Beulah Heights University was founded to be and is committed to being a leading academic institution serving the interdenominational Body of Christ, offering a lifestyle of commitment to Jesus Christ as personal Savior and Lord. Said student further recognize that the university’s mission is to develop relevant Christian Leaders for ministry and the marketplace. Upon signing, said student accepts as their personal commitment to be a person of integrity in attitude and respect for what Beulah Heights University is in its calling to be a Christian university.

The signed Campus Honor Code Pledge will be filed as a part of the student’s permanent file as acknowledgement of the student’s commitment and acknowledgement of institutional policy and regulations pertaining to the code. The complete Campus Honor Code Pledge is available through the admission process and the student handbook for reference.

DIRECTED STUDY

Under special circumstances, based on a GPA of 3.0 or above, a senior student in his or her last semester may take a course by directed study method. This form of study is designed to meet a specific need in exceptional circumstances for seniors and is not intended to have extended use. Two directed study courses is the limit for a 4-year course of study. Approval must be obtained from the Department Chair of Study, Dean of Academic Affairs, or the Registrar. Please refer to financial section of this catalog for tuition and fee information.

The student can expect to receive a schedule of assignments equivalent to 150 clock hours of study for the duration of 15 weeks. The student is responsible for completing all course requirements within the 15-week semester and for maintaining contact with the instructor according to the agreement. A completed Directed Study Agreement signed by appropriate officials must be submitted to the Registrar at time of registration.

Restrictions for a Directed Study Course

A directed study class must satisfy three semester credit hours and must include at least 37.5 clock hours for each credit hour. A student must receive at least one clock hour of faculty instruction and spend at least two (2) hours of independent study per week. The hours of study can include lab work, internships, and practicums.

Directed Study is an option provided by the university for students needing classes/courses that are not available online or on campus. This opportunity requires the same rigor and discipline as courses taken on our other educative platforms. This form will provide some necessary guidelines for the student and the professor as they embark on this academic journey.

The professor of record will provide the following:

- A comprehensive syllabus, course map, course schedule, schedule of assignments and meeting schedule. The student and professor will meet consistently for the duration of the semester.
- Timely feedback to the student on all course work submitted, and post grades within seven days of submission.
- Sample of students graded work to be submitted to the chair of the department on a monthly basis.
- A final evaluation of the student's academic performance/progress for the directed study's duration.

The student of record will:

- Complete all of the required assignments associated with the course in a timely manner.
- Meet with the professor in accordance with the meeting schedule.
- Complete a final evaluation of the instruction and course experience.

Required:

- Provide to the chair of the department a comprehensive syllabus, course map, course schedule, schedule of assignments and meeting schedule. The aforementioned documents must be completed in granular and detailed form.
- A sample of the students completed and graded work submitted on a monthly basis for verification.
- Update on student's progress and performance on a monthly basis.

CONSUMER COMPLAINTS

Beulah Heights University has initiated and maintains a comprehensive plan for handling any form of consumer disputes or complaints. It is the desire of Beulah Heights University to handle any such dispute or complaint in the most amicable manner. The below information has been provided to guide students/consumers in who to contact and/or how to initiate a dispute or complaint if necessary.

Internal Complaints submitted to Beulah Heights University

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, if a situation persists and a student believes it is detrimental to himself or the university, he should follow the procedure described here by bringing his complaint to the attention of the Vice President of Student Life and Enrollment Management.

- a. Discussion of the problem with the Vice President of Student Life and Enrollment Management is encouraged as the first step.
- b. 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.
- c. If the matter is not resolved to the student's satisfaction through discussion, the student may proceed to the formal grievance stage by presenting a written grievance to the President.

FINANCIAL AID

Regulations associated with federal student financial aid program include the following requirements: "The institution must make available for review to any enrolled or prospective student upon request, a copy of the documents describing the institution's accreditation and its State, Federal, or tribal approval or licensing. The institution must also provide its students or prospective students with contact information for filing complaints with its accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle a student's complaint."

Beulah Heights University is approved by the State of Georgia Non-Public Postsecondary Education Commission. If after following the university's student complaint procedure an issue cannot be resolved internally, you may file a complaint about Beulah Heights University with the State of Georgia Non-Public Postsecondary Education Commission. The complaint form can be found at www.gnpec.org.

DISTANCE LEARNING

Pursuant to the United States Department of Education's Program Integrity Rule, each institution of higher education is required to provide all prospective and current students with the contact information of the state agency or agencies that handle complaints against postsecondary education institutions offering distance learning within that state. State of Georgia Non-Public Postsecondary Education Commission (GNPEC)

Students are encouraged to utilize Beulah Heights University's internal "due process / grievance" complaint process. Individuals are encouraged to review policies and procedures prior to filing a complaint with a state agency. These can be found in the Student Handbook and in the Beulah Heights University catalog.

Current or prospective Beulah Heights University students with a concern directly related to online learning may 404 627-2681.

External Complaints submitted to State Authorization or National Accrediting Agencies

State of Georgia Non-Public Postsecondary Education Commission

770-414-3300

<http://gnpec.org/consumer-resources/gnpec-authorized-school-complainant-form/>

Transnational Association of Colleges and Schools – TRACS

434-525-9539

<http://www.tracs.org/documents/1.ComplaintInformationSheet-AgainstInstitution.pdf>

Association of Biblical Higher Education – ABHE

407-207-0808

<http://www.abhecoa.org/forms.abhe.org/webdocs/Policy%20on%20Complaints.pdf>

PLAGIARISM

Plagiarism is not tolerated at BHU. If not detected and challenged, it robs the student and the university of integrity and Christian testimony. It bypasses the learning process and makes credit the goal rather than character. It is unfair to other students.

Instructors have a responsibility to the university and to the student body in this matter. Care must be taken not to allow plagiarism to go unnoticed. Tests should be carefully monitored to assure that one student does not copy the answers from another student's paper. However, research papers provide the greatest temptation to the potential plagiarist. There are three common ways that plagiarism occurs. (1) The student copies work of another student, (2) the student copies verbatim text from a written source without acknowledging and documenting the source, and (3) the student lifts out textbook footnote reference and represents them as his or her own research. Plagiarism can result in course failure or recommendation for dismissal from university. Students have an ethical responsibility to report any instances of plagiarism they have personally observed.

The instructor who discovers an instance of plagiarism is encouraged to take the following steps: (1) Meet with the student(s) and point out the specific instances where plagiarism has occurred. (2) Help the student understand that the practice is ethically wrong. (3) Initiate corrective penalties. The instructor is authorized to (a) simply reject the paper with a warning, (b) require a more thorough paper done properly, (c) fail the course, or (d) all of the above. Additionally, the instructor may recommend dismissal from the university.

WITHDRAWAL POLICY

Registration at Beulah Heights University is considered a contract binding the student for the entire semester. Many commitments of the university are based upon the enrollment anticipated at the beginning of the semester. Students have the right to withdraw from individual courses or from the university. However, the university strongly encourages students to consult with his or her academic advisor prior to withdrawing.

To withdraw, the student must submit a completed withdrawal form to the Office of the Registrar. Students may complete this electronically from the website. This form can also be printed from the website and mailed or faxed to the Administration Office.

Students who do not officially withdraw (verbally or in writing) are not eligible to receive a withdrawal refund.

When a student officially withdraws from the institution, any refund of tuition will be governed by the refund policy as outlined under Withdrawal Refund Policy. Refunds generated from institution withdrawals are calculated from day one to week eight, covering 61% of the semester in Fall/Spring semesters and week four in Summer.

LEAVE OF ABSENCE POLICY

A student can also request a leave of absence based on approved hardship circumstances. A leave of absence is required by students who wish to withdraw from the current semester or who do not wish to attend a future semester (excluding summer as the starting term). For students with multiple degree programs or majors, leaves of absence are only granted for all programs and majors. Leaves will not be granted for more than one year at a time. A leave of absence from your program may not exceed a cumulative total of two years.

Academic Status: Students on an approved leave of absence retain their admitted student status; however, they are not registered and therefore do not have the rights and privileges of registered students. Students on leave may complete course work for which an 'Incomplete' grade was reported in a prior term and are expected to comply with the 30 day maximum time limit for resolving incompletes. Failure to return as scheduled or to secure an extension of a prior leave will result in cancelation of registration privileges and a substantial reinstatement fee. Official department or University requirements (e.g., qualification examinations) cannot be fulfilled during the leave period.

Graduate Students: Degree programs and candidacy must be valid in the term of reenrollment. Leaves do not delay candidacy or master's program expiration dates. Failure to return as scheduled or to secure an extension of a prior leave will result in cancelation of registration privileges and a substantial reinstatement fee. Official department or University requirements (e.g., qualification examinations) cannot be fulfilled during the leave period.

Financial Aid: Students should notify the Financial Aid Office of their intent to leave the University if they are receiving any type of aid, particularly to protect eligibility for certain programs and funds such as Grants/Scholarships while on leave. A portion of any refund is returned to the sources of aid. Students should clear all outstanding bills with the Business Office before returning to campus.

Loans: Students must notify all lenders of their intent to leave the University and request exit interview information from financial aid office before leaving campus. Students are cautioned to consider carefully the effect of leaves on their loan status; lenders may count the leave period as part of the total grace period. BHU will provide enrollment status to the National Student Loan Clearing House. Students who receive loan disbursements directly may be required to repay portions of their loans.

University Housing: University housing is generally not available to students on leave. Students with questions about room-and-board refunds should contact the Student Life Offices.

Submission of Leave of Absence Form

To officially request a leave of absence, a student must indicate their intent on the official withdrawal/leave of absence form. Undergraduate and Graduate students should obtain all the necessary signatures before submitting the completed form to Registrar.

WITHDRAWAL REFUND POLICY

Refunds are calculated from day one to week eight, covering 61% of the semester in Fall/Spring semesters and week four in the summer.

1. The “Withdrawal Policy” goes into effect on the first day of the semester.
2. The withdrawal period begins the first week of the semester and continues to week 8 in Fall and Spring semesters, and week 4 in the Summer term. A drop/add period allows a student to drop a class before it begins. This process is available during the first semester week only. However, a drop is not considered a withdrawal.
3. Due to financial decisions made based on class enrollment, tuition and fee charges for withdrawals are based on the start of the term, not on the class start date. For example, if a modular class is scheduled the sixth week of the semester, withdrawal refunds are prorated from the first week of the semester through the fourth week as for any other class.
4. All classes are subject to the withdrawal policy regardless of start date. For example, in order to receive a refund for a modular course that is scheduled to begin week nine, the withdrawal must be submitted between week one and week 8 in order to receive any portion of a refund. All courses are subject to the same withdrawal policy.
5. Grades for withdrawals are determined according to the follow: A “W” grade is assigned if the student registered for the course and incurred some expense such as a registration fee, but did not attend class. WP (Withdrew Passing) – A “WP” is assigned if the student was passing the course at the time of the withdrawal. A “WP” grade will count as credit hours attempted. WF (Withdrew Failing) - A “WF” is assigned if the student was failing at the time of the withdrawal. A “WF” grade is counted as a punitive grade on the student’s record. A “WF” grade is automatically assigned for withdrawals submitted after week eight unless the student was in good standing and the instructor submits a passing withdrawal.
6. Withdrawals are not permitted after week 12.

Beulah Heights University provides for refunds to withdrawing students under the following guidelines:

1. Some fees may be refunded based on the prorated withdrawal fee scale up to 50% of the semester.
2. Time computations will include the first day of class through the day the student brings an official withdrawal notice to the Registrar’s Office.

3. The tuition refund policy only applies to students who have officially notified the university in writing within the refund period.
4. Students who drop a course before the end of the fourth week of a semester will receive a refund for their tuition on a pro-rata basis depending on the date of the course withdrawal. Students who need to add or drop courses are strongly encouraged to do so by the end of the official first week of the semester. Course additions will only be allowed during week one (drop/add period).

Please note: Not attending classes for which you have registered does not entitle you to a refund of the charges incurred. You must drop your class(es) by the add/drop deadline or withdraw from ALL classes to receive a refund. Tuition and fee refunds are based on the date you have withdrawn from all your classes. Refunds remaining on students' accounts after book purchases will be issued when the money is received from the source by the University. Refunds will not be made until Beulah Heights University is in possession of the funds. Students should not depend on receiving their refunds by a certain date, as refunds will not be available before the end of the seventh week of the semester at the earliest.

COURSE WITHDRAWALS

The refund schedule for course withdrawals is as follows:

If a Student Withdraws from a Course:	Refund Percentage Fall/Spring	Refund Percentage Summer
During Week One - Drop/Add period (before class has met)	100%	100%
During Week One (after class has met)	95%	95%
During Week Two	85%	75%
During Week Three	65%	0%
During Week Four	50%	0%
During Week Five through the end of the semester	0%	0%

**No withdrawals are permitted after week 12 (fall/spring) or after week 4 (summer).

INSTITUTIONAL WITHDRAWAL

Students who withdraw from the institution (i.e. drop all courses) before the end of the eighth week of a semester will receive a refund of their tuition on a pro-rata basis dependent on the official date of withdrawal.

The refund schedule for institutional withdrawals is as follows:

If Student Withdraws from the Institution:	Refund Percentage	
	Fall/Spring	Summer
On or before the first day of classes	100%	100%
Week One (if class has started)	95%	95%
Week Two	90%	75%
Week Three	75%	50%
Week Four	75%	50%
Week Five	50%	0%
Week Six	50%	0%
Week Seven	50%	0%
Week Eight	50%	0%

All classes/courses are subject to the same withdrawal refund policy, which includes modular, directed study, internships, and online.

ADMINISTRATIVE WITHDRAWAL POLICY

Students who miss 50% of the first half of the semester and do not submit an official withdrawal notice are subject to be administratively withdrawn. An Administrative Withdrawal is processed upon receipt of a notice from the instructor that the student has not attended class for four consecutive weeks. Student who are administratively withdrawn are not eligible for a tuition/fee refund.

Online Students

Weekly course participation is required for online students. Online students are required to log in and complete weekly assignments. Online students who log in but do not complete assignments are subject to be administratively withdrawn according to the policy as stated above.

All classes/courses are subject to the same withdrawal refund policy, which includes modular, directed study, internships, and online.

1. In cases of a withdrawal due to disciplinary action, no refunds will be granted for any part of the semester.
2. A student's account will not be considered final for at least 30 days after the student has completely withdrawn from the school. During this time, the student's obligations will be reviewed and any necessary adjustments will be made, since some charges are posted only once a month. This applies to withdrawals at the end of a semester as well as during a semester.
3. The university reserves the right to hold any refund for up to 30 days so that the necessary review of the student's account can be made.
4. There are no refunds for early lease terminations. Extenuating circumstances may be directed to the Vice-President of Student Life and Enrollment Management. Withdrawals under disciplinary action will not be

entitled to an honorable dismissal. No student housing refunds are granted for any part of the semester for individuals withdrawing under disciplinary action.

5. Refund calculations for students receiving federal financial aid are as follows:

- a. Federal regulations require schools participating in the Student Financial Aid Programs to use the federal refund policy as set forth in the Higher Education Amendments of 1998, Public Law 105-244 for students who receive financial aid when they withdraw from the university. This policy applies to tuition, fees, books charged with book voucher, and room and board.
- b. For withdrawals prior to the first day of classes, a student receives a 100% refund. If a student withdraws from Beulah Heights University and is receiving federal financial aid, a portion of those funds may have to be returned to the federal aid programs, and/or lender for Stafford Loans based on the following:

If a student withdraws before completing 60% of the semester (week 4), the student is only entitled to federal student aid based on the percentage of time that was completed. Pro-rata refunds are calculated and determined by percentage of the semester that has been completed up to and including the official date of withdrawals.

- c. Based on this calculation, the university determines the amount of financial aid that is unearned and is responsible for returning any portion necessary to the appropriate financial aid programs and/or lender. Financial aid funds are returned to the federal programs in the following order:

Unsubsidized Federal Stafford Loan, Subsidized Stafford Loan, Federal Pell Grant and Federal SEOG. Any remaining credit balances will then be returned to the university and/or student.

Withdrawal from the university could result in a balance owed to the university for federal aid that is returned to the federal programs and/or lender. No refunds are given once the student has earned 100% of Title IV funds, which is calculated based on completion of 61% to 100% of the semester.

EQUAL OPPORTUNITY POLICY

BHU is committed to equal opportunity in employment and education and admits students and employs individuals of any race, sex, color, disability, or national or ethnic origin. These have access to all the rights, privileges, programs, and activities generally made available to students or employees at the university. It does not discriminate on the basis of race, sex, color, national or ethnic origin, disability, age, or marital status in the administration of educational policies or other administered programs. Inquiries or complaints may be addressed to the Office of Human Resources.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Federal regulations, HEA Sec. 484(c), §668.16, 668.34, require all schools participating in Title IV federal financial aid programs to have a Satisfactory Academic Progress (SAP) policy, which conforms to the requirements of the federal government. These requirements apply to all students as one determinant of eligibility for financial aid.

Students' SAP status is based on their entire academic record at all schools attended including transfer hours, regardless of whether you received financial aid. The SAP is calculated each semester after grades have been posted to academic history by the Registrar's Office. After the first semester of attendance, if you are not making SAP, you will be put on a **warning** status and allowed to keep aid for one semester. Your continued eligibility will be determined after the next semester check point. If after the second semester you are not making SAP, you will not qualify for financial aid for the following semester. If your SAP status is failure and you cannot mathematically attain SAP requirements following the next semester, an appeal will not be permissible. Documented mitigating circumstances may allow continued eligibility on a case-by-case basis and will require an academic plan. A student may appeal their SAP Failure status **only twice** during their academic career at Beulah Heights University.

QUANTITATIVE AND QUALITATIVE REQUIREMENTS:

QUANTITATIVE

The quantitative requirement has two parts:

- A maximum time frame

- A required completion ratio

Undergraduate Students

A student (full-time or part-time) must complete the total credit hours of the stated program objective within 150% of the minimum total hours required for a program. (Example: BHU's published length for an undergraduate four year degree is 129 credit hours, so the maximum time frame established by the university must not exceed 194 attempted credit hours (that is 129 x 1.5). You must earn your degree before reaching 194 attempted credit hours, which includes transfer credits attempted at any school prior to and while enrolled at Beulah Heights University (BHU). Once you reach the maximum attempted credit hours, you are no longer eligible for financial aid as an undergraduate student.

Completion Ratio – You must complete and pass at least 67% of all credit hours you attempted. Courses earned include grades of A, B, C, or D. Courses attempted include any course in which grades of A, B, C, D, F, W, WF, WP, or I are given.

Graduate Students

Maximum time frame – A student (full-time or part-time) must complete the total credit hours of the state program objective with 150% of the minimum total hours required for a program. (Example: BHU'S published length for a Master degree is 42 credit ours, so the maximum time frame established by the school must not exceed 63 attempted credit hours (this is 42 x 1.5) and Master of Divinity degree is 90 credit hours, so the maximum time frame established by the university must not exceed 135 attempted credit hours (that is 90 x 1.5). Repeated classes will count in the calculating a student's Satisfactory Academic Progress. This includes credits attempted at any school prior to and while enrolled at Beulah Heights University (BHU).

Completion Ratio – You must complete and pass at least 67% of all credit hours you attempted. Courses earned include grades of A, B, C, or D. Courses attempted include any course in which grades of A, B, C, D, F, W, WF, WP, or I are given.

QUALITATIVE:

Qualitative Requirement – The qualitative requirements sets a minimum Cumulative Grade Point Average for all students. Each student must maintain the GPA as stated below for each program and remain in good academic standing at BHU.

Undergraduate Students – The cumulative GPA requirement is 2.00 for each semester.

Graduate Students – The cumulative GPA requirement is 2.25 each semester.

MBA & Doctoral Students - The cumulative GPA requirement is 3.00 for each semester.

NO PROGRESS

Students receiving all W's, WFs, Fs (or a combination of both) will be placed on SAP Warning beginning the following semester regardless of the students' cumulative GPA, and their continued financial aid eligibility will be checked consistent with policy.

SPECIAL (NON-DEGREE) STUDENT

Students who are not seeking degrees may enroll in master's level courses as Special Students. These students may accumulate no more than 12 semester hours under this status. Special Students are not eligible to receive transfer or advanced standing credit.

PARTNERSHIP INFORMATION

Gifts

Beulah Heights University can accomplish its vision only with the help of partners and many friends around the world. BHU appreciates those individuals and organizations that contribute to the development of relevant Christian leaders for ministry and the marketplace.

Generous supporters make it possible to keep tuition costs at a minimum and provide a quality program that embraces academic excellence. Their support allows BHU to serve as a resource center and play a positive role as a change agent in our society. BHU encourages financial partnership assistance to assist in general operating expenditures, building fund, scholarship fund, and mission projects.

Samuel R. Chand Endowment-Scholarship

Beulah Heights University established the Samuel R. Chand Endowment-Scholarship to create a lasting legacy of Dr. Chand's leadership. The proceeds of the endowment-scholarship will be used for Presidential Scholarships and to fund the Office of the President. Gifts for this endowment can be made through the Office of the President and are tax deductible.

Non-Profit Status

Beulah Heights University is a 501(c)3 non-profit organization recognized by the Internal Revenue Service. All donations are tax-deductible.

Outside Audit

Beulah Heights University believes in biblical stewardship and maintaining financial integrity. Therefore, a complete financial audit is conducted by an outside entity on an annual basis.

Giving Options

Bequeaths

Because of the constantly increasing tendency on the part of our friends to provide for the growing needs of Beulah Heights University by bequests, and because of the many inquiries received each year as to the proper wording thereof, the following format is being provided for the convenience of those who plan to remember the university in their wills.

General Gifts:

I give and bequeath to The Beulah Heights University, Inc., a corporation existing under the laws of the State of Georgia, and located in the City of Atlanta, in said State, _____ dollars, to be used at the discretion of the Corporation of said Association promoting the interests of the university.

Gifts for a Specific Purpose:

I give and bequeath to the Beulah Heights University, Inc., a corporation existing under the laws of the State of Georgia, and located in the City of Atlanta, in said State, _____ dollars, and direct that the income there from shall be used for the purpose following, that is to say:

(Here specify in detail the purposes, such as: maintenance of the Library, faculty, salaries, equipment, facilities, etc.)

It is advisable to ascertain the requirements of the law in the state in which the testator resides, and to be careful to comply with such requirements. In some states a bequest for charitable purposes is void unless the will is executed at least a certain length of time (varying in different states) before the death of the testator, and is attested to by two or more credible and at the same time disinterested witnesses.

Stock Transfers

Individuals and organizations desiring to donate stock to Beulah Heights University may do so by contacting the Business Office for information to assist in this transaction.

Pledges

Beulah Heights University accepts pledges from individuals and organizations desiring to partner in the development of leaders. Pledges can be made through the President's Office.

Checks, Money Orders, Credit Cards

Individuals, churches, and other organizations can forward their financial support to the university by check, money orders, credit cards online at www.beulah.ed/donatenow, or through the Beulah Heights University Mobile App. Contributions are tax deductible



SUMMARY OF PROGRAMS

UNDERGRADUATE DIVISION

SUMMARY OF PROGRAMS OFFERED AND COURSES REQUIRED

- ◆ *Minor Leadership Coaching- 21*
- ◆ *Minor Accounting -*
- ◆ *Minor Criminal Justice -*
- ◆ *Associate of Arts in Religious Studies (AA) – 66*
- ◆ *Associate of Arts in Leadership Studies (AA) – 66*
- ◆ *Associate of Business Administration (AA) – 66*
- ◆ *Bachelor of Arts in Religious Studies (BA) – 129*
- ◆ *Bachelor of Arts in Leadership Studies (BA) – 129*
- ◆ *Bachelor of Business Administration (BBA) – 129*

All courses are 3 credit hours unless otherwise noted.

GENERAL STUDIES

All of nature and history exist through the creatorship and providential sustenance of God. It is appropriate for Christians to investigate the physical universe as well as the history of human thought, behavior, and social action for a full, rich, and effective life in a modern society.

The knowledge available in the arts and sciences offers a basic ground for a sound Christian education. This Division provides courses which facilitate improved communication, offers the student a sense of perspective, confront one with truth found in these areas generally considered secular, and enable one to have a better understanding and appreciation for both the world past and present, and for other people, individually and collectively.

A student who has successfully completed the courses in humanities/communicative art, social science, and mathematics/science, should be able to meet the following objectives:

HUMANITIES/COMMUNICATIVE ART

Objectives:

Students satisfactorily completing requirements in communication should be able to:

1. Display a proficiency in the use of the English language both in oral and written communication.
2. Display an appreciation of the effect of literature upon culture.

The methods in which these objectives will be measured will be through written test and observation of oral articulation in class between the professor and their peers.

MATHEMATICS / SCIENCE

Objectives:

Students satisfactorily completing requirements in Mathematics and Science should be able to:

1. Display a proficiency in understanding the basic concepts of Mathematics.
2. Display an understanding of the basic concepts of the use of computers, and a basic understanding of physical science.
3. Display a basic understanding of the opposing philosophies of evolution and creationism.

The methods in which these objectives will be measured will be through written test, and observation of oral articulation in class between the professor and their peers.

SOCIAL SCIENCE

Objectives:

Students satisfactorily completing requirements in Counseling should be able to:

1. Articulate an adequate understanding of the major theories of counseling/psychology.
2. Articulate an approach to counseling/psychology that is distinctively Christian.

The methods in which these objectives will be measured will be through written test, observation of oral articulation in class between the professor and their peers, and by actually conducting, in some situations, mock group, and marriage and family sessions. These mock sessions will be critiqued by the professor and their peers.

OBJECTIVES AND COURSES OFFERED

BUSINESS ADMINISTRATION

Objectives:

1. Demonstrate knowledge of business administration concepts and quantitative controls in the business environment by satisfactorily completing specific course work,
2. Locate information sources applicable to meet the requirements within the major as well as select appropriate technologies to analyze and interpret data,
3. Use written and oral communication guidelines based upon APA style and accepted business practices to clearly express ideas, concepts, and demonstrate the ability to apply in the appropriate business setting, and,
4. Identify business opportunities/problems, develop alternative solutions, and formulate plans.

BACHELOR OF BUSINESS ADMINISTRATION - 129 Credits

Required – 69 credit hours (23 courses)

Acct 101	Accounting IE	BUS 315	Corporate Finance (Prereq: ECON 204 & 214)
Acct 102	Accounting II (Prereq: Acct I)	BUS 320	Strategic Management
LS 202	Nonprofit Developments and Management	BUS 335	Management and Consulting
Econ 204	Principles of Microeconomics	MKT 340	Marketing
LS 205	Enhancing Leadership and Management through Technology	MKT 345	Selling and Management (Prereq: Bus 340)
Econ 214	Principles of Macroeconomics	BUS 350	Organizational Behavior
Math 202	Introduction to Statistics (Prereq: Math 117)	HRA 450	Employee and Labor Relations and Compensation
Bus 300	Business Law	BUS 400	Strategy: Innovation and Global Competition
BUS 325	Business Ethics	BUS 455	International Market and Trade Agreements (Prereq: Bus 305)
Bus 305	Global Business Management	LS 462	Leadership Principles in Business
Bus 310	Financial Stewardship	BUS 499	Internship: Business Administration
HRA 310	Human Resources Management		

Bible/Theology – 18 credit hours (6 courses)

Bi 117	Biblical Literature	Th 313	Systematic Theology III
TH 203	Systematic Theology I	Th 325	Apologetics
Th 213	Systematic Theology II	Bi/Th	Elective

General Studies – 36 credit hours (12 courses)

E 101	English Grammar	Hist 253	Survey of World History
E 102	English Composition (Prereq.: E 101)	SC 260	Basic Computers and Word Processing
Sp 107	Effective Oral Communication	E 351	Literature of the Western World
SS 112	Interpersonal Cross Cultural Communication	SC 366	Principles of Science
Ath 115	Foundations for University Life and Ministry	BUS 121	Business Writing and Communication
Math 117	Basic Concepts of Mathematics	Hist 228	Survey of American History

General Electives – 6 credit hours (2 courses)

Any two courses from any category

BACHELOR OF BUSINESS ADMINISTRATION with minor in Accounting - 129 Credits

Required – 48 credit hours (16 courses)

Acct 101	Accounting IE	BUS 315	Corporate Finance (Prereq: ECON 204 & 214)
Acct 102	Accounting II (Prereq: Acct I)	BUS 350	Organizational Behavior Employee and Labor Relations and
Econ 204	Principles of Microeconomics	HRA 450	Compensation Strategy: Innovation and Global
LS 205	Enhancing Leadership and Management through Technology	BUS 400	Competition International Market and Trade Agreements (Pre- req: Bus 305)
Econ 214	Principles of Macroeconomics	BUS 455	
Math 202	Introduction to Statistics (Prereq: Math 117)	Bus 310	Financial Stewardship
Bus 300	Business Law	BUS 325	Business Ethics
BUS 435	Entrepreneurship	MKT 220	Introduction to Marketing

Bible/Theology – 15 credit hours (5 courses)

Bi 117	Biblical Literature	Th 313	Systematic Theology III
TH 203	Systematic Theology I	Th 325	Apologetics
Th 213	Systematic Theology II		

General Studies – 36 credit hours (12 courses)

E 101	English Grammar	Hist 253	Survey of World History
E 102	English Composition (Prereq.: E 101)	SC 260	Basic Computers and Word Processing
Sp 107	Effective Oral Communication	E 351	Literature of the Western World
SS 112	Interpersonal Cross Cultural Communi- cation	SC 366	Principles of Science
Ath 115	Foundations for University Life and Ministry	BUS 121	Business Writing and Communication
Math 117	Basic Concepts of Mathematics	Hist 228	Survey of American History

Accounting Minor – 30 credit hours (10 courses)

Acct 220	Financial Accounting	Acct 230	Managerial Accounting
Acct 315	Intermediate Accounting I (Prereq.: Acct 102, Sc 260)	Acct 316	Intermediate Accounting II (prereq.: Acct 315)
Acct 330	Cost Accounting	Acct 340	Introduction to Taxation

Acct 415 Principles of Auditing

Acct 416 Accounting Information Systems

Acct 435 Financial Statement Analysis

Acct 450 Accounting Internship

ASSOCIATE OF BUSINESS ADMINISTRATION - 66 Credits**Required – 27 credit hours (9 courses)**

Acct 101	Accounting I	BUS 325	Business Ethics
Acct 102	Accounting II (Prereq: Acct I)	MKT 220	Introduction to Marketing Strategy: Innovation and Global Competition
Econ 204	Principles of Microeconomics	BUS 400	Competition
Econ 214	Principles of Macroeconomics	LS 205	Enhancing Leadership through Technology
Bus 310	Financial Stewardship		

Bible/Theology – 9 credit hours (3 courses)

Bi 117	Biblical Literature	Bi/Th	Elective
Th 203	Systematic Theology I		

General Studies – 21 credit hours (7 courses)

E 101	English Grammar	Math 117	Basic Concepts of Mathematics
E 102	English Composition (Prereq.: E 101) Foundations for University Life and	SC 260	Basic Computers and Word Processing
Ath 115	Ministry	SC 366	Principles of Science
SS 112	Interpersonal Cross Cultural Communi- cation		

General Electives – 9 credit hours (3 courses)

Any three courses from any category

LEADERSHIP STUDIES

Objectives:

Upon the successful completion of the prescribed course of study, the graduates of the Department of Leadership Studies will be able to:

1. Articulate an understanding of the dynamics of biblical leadership personifying a life of integrity and making a difference globally.
2. Demonstrate an understanding of leadership theory and ethical, reflective decision making to manage and lead a ministry or nonprofit organization with integrity.
3. Demonstrate broad leadership skills that are transferable in any organization and the market place.
4. Illustrate a global perspective on leadership which values diversity and embraces new trends in leadership locally and outside the borders.
5. Articulate and demonstrate knowledge of innovative 21st Century ministry models and the benefits of strategic planning.
6. Effectively communicate orally and in writing, presenting and defending various positions and thoughts on subject matter.
7. Understand varied schools of thought concerning gender differences in leadership, which includes a theological and psychological perspective as well as societal norms.

BACHELOR ARTS LEADERSHIP STUDIES - 129 Credits

Leadership Courses – 36 credit hours (12 courses)

*LS 205	Enhancing Leadership Through Technology	LS 382	Personality Profiles and Models for Leadership
LS 300	Dynamics of Global Leadership	*LS 384	Exploring Gender Differences
BUS 325	Business Ethics	*LS 454	Leadership Coaching
*LS 318	Dynamics of Biblical Leadership	LS 462	Enhancing Leadership Through Technology
LS 339	Conflict Management	LS 463	Internship: Leadership
*LS 375	Innovative Ministry for the 21 st Century	LS 465	Strategic Planning and Decision Making

Bible/Theology – 30 credit hours (10 courses)

Bi 105	Pentateuch	Th 313	Systematic Theology III
Bi 111	Life of Christ	Bi 323	New Testament Literature
Bi 117	Biblical Literature	Th 325	Apologetics
TH 203	Systematic Theology I	Bi/Th	Elective
Th 213	Systematic Theology II	Bi/Th	Elective

General Studies – 33 credit hours (11 courses)

E 101	English Grammar	Hist 253	Survey of World History
-------	-----------------	----------	-------------------------

E 102	English Composition (Prereq.: E 101)	SC 260	Basic Computers and Word Processing
Sp 107	Effective Oral Communication	E 351	Literature of the Western World
SS 112	Interpersonal Cross Cultural Communication	SC 366	Principles of Science
Math 117	Basic Concepts of Mathematics	Hist 414	Church History
Hist 228	Survey of American History		

Core Courses – 21 credit hours (7 courses)

Ath 115	Foundations for University Life and Ministry	SS 225	Marriage and Family
LS 101	Developing the Healthy Leader	ACCT 101	Accounting and Financial Management
Ath 205	Principles of Spiritual Growth	LS 427	Principles of Organizational Administration
Ath 248	Urban Evangelism		

Communication – 3 credit hours (1 course)

Choose any speech or language course

General Electives – 6 credit hours (2 courses)

Any two courses from any category

BACHELOR ARTS LEADERSHIP STUDIES with a minor in Criminal Justice- 129 Credits

Leadership Core Courses – 42 credit hours (14 courses)

Ath 115	Foundations for University Life and Ministry	LS 382	Personality Profiles and Models for Leadership
LS 101	Developing the Healthy Leader	LS 384	Exploring Gender Differences
Acct 101	Accounting and Financial Management	LS 427	Principles of Organizational Administration
LS 205	Enhancing Leadership Through Technology	LS 454	Leadership Coaching
LS 300	Dynamics of Global Leadership	LS 462	Leadership Principles in Business
LS 318	Dynamics of Biblical Leadership	LS 463	Internship: Leadership
LS 339	Conflict Management	LS 465	Strategic Planning and Decision Making

Bible/Theology – 30 credit hours (10 courses)

Bi 105	Pentateuch	Th 313	Systematic Theology III
Bi 111	Life of Christ	Bi 323	New Testament Literature
Bi 117	Biblical Literature	Th 325	Apologetics
TH 203	Systematic Theology I	Bi/Th	Elective
Th 213	Systematic Theology II	Bi/Th	Elective

General Studies – 33 credit hours (11 courses)

E 101	English Grammar	Hist 253	Survey of World History
E 102	English Composition (Prereq.: E 101)	SC 260	Basic Computers and Word Processing
Sp 107	Effective Oral Communication	E 351	Literature of the Western World
SS 112	Interpersonal Cross Cultural Communication	SC 366	Principles of Science
Math 117	Basic Concepts of Mathematics	Hist 414	Church History
Hist 228	Survey of American History	BUS 121	Business Writing and Communication

Criminal Justice Minor – 24 credit hours (8 courses)

CJ 120	Introduction to Criminal Justice	CJ 320	Ethics in Criminal Justice
CJ 220	Introduction to Law Enforcement	CJ 330	Research in Criminal Justice
CJ 230	Introduction to Criminal Law	CJ 340	The Constitution and the Criminal Justice System

CJ 420 Criminal Justice Administration

CJ 430 Special Topics in Criminal Justice

ASSOCIATE OF ARTS LEADERSHIP STUDIES - 66 Credits**Leadership Courses – 18 credit hours (6 courses)**

LS 101	Developing the Healthy Leader	BUS 325	Business Ethics
LS 205	Enhancing Leadership Through Technology	LS 318	Dynamics of Biblical Leadership
LS 300	Dynamics of Global Leadership	LS 339	Conflict Management

Bible/Theology – 12 credit hours (4 courses)

Bi 117	Biblical Literature	Th 213	Systematic Theology II
TH 203	Systematic Theology I	Bi/Th	Elective

Bi Elective – 9 credit hours (3 courses)*Choose any 3 courses with Bi/Th prefix***General Studies – 21 credit hours (7 courses)**

E 101	English Grammar	Math 117	Basic Concepts of Mathematics
E 102	English Composition (Prereq.: E 101)	SC 260	Basic Computers and Word Processing
Ath 115	Foundations for University Life and Ministry	SC 366	Principles of Science
SS 112	Interpersonal Cross Cultural Communication		

Leadership Electives – 6 credit hours (2 courses)*Any two courses with a LS course type*

RELIGIOUS STUDIES**BIBLE / THEOLOGY****Objectives:****BIBLE**

The four-year baccalaureate program requires a minimum of 30 hours of direct Bible study. The student, after satisfactorily completing the requirements for the baccalaureate degree, should be able to:

1. Demonstrate knowledge of the personhood of Jesus Christ as a means of salvation throughout all biblical literature.
2. Demonstrate a general knowledge of Bible content in required survey classes.
3. Demonstrate an intensive knowledge of Scripture content in all required electives.
4. Understand and articulate the various genres of literature within the Bible.
5. Interpret and understand the development of the early church's perspective on the life of Christ.

THEOLOGY

1. Define and defend his or her faith from a conservative, evangelical viewpoint.
2. Demonstrate an intensive knowledge of hermeneutical principles by using proper methodology in biblical interpretation.
3. Recognize and evaluate in the light of biblical revelation, the major schools of thought in historical and contemporary theology.
4. State and defend a worldview that is consistent with biblical revelation and stated in theological terms.
5. Defend the position of biblical inerrancy.
6. Articulate the major tenets of various theological systems.

BACHELOR ARTS RELIGIOUS STUDIES - 129 Credits

Students enrolled for the Bachelor of Arts in Religious Studies program will pursue one of the listed concentrations, either Bible and Theology or Christian Ministry. Students wishing to pursue practical ministry such as church ministry or para-ministry may be more likely to enroll in the Christian Ministry program. Students desiring to pursue a more academic approach moving toward earning a Master of Divinity degree, Doctor of Ministry or teaching may be more likely to pursue the Bible of Theology program. It is highly suggested that all applicants/students meet with a program advisor to determine which track is best suited for their desired outcome.

Bible/Theology – 27 credit hours (9 courses)

Bi 105	Pentateuch	Th 307	Hermeneutics
Bi 111	Life of Christ	Th 313	Systematic Theology III
Bi 117	Biblical Literature	Bi 323	New Testament Literature
TH 203	Systematic Theology I	Th 325	Apologetics
Th 213	Systematic Theology II		

General Studies – 33 credit hours (11 courses)

E 101	English Grammar	Hist 253	Survey of World History
E 102	English Composition (Prereq.: E 101)	SC 260	Basic Computers and Word Processing
Sp 107	Effective Oral Communication	E 351	Literature of the Western World
SS 112	Interpersonal Cross Cultural Communication	SC 366	Principles of Science
Math 117	Basic Concepts of Mathematics	Hist 414	Church History
Hist 228	Survey of American History		

Core Courses – 27 credit hours (9 courses)

LS 101	Developing the Healthy Leader	SS 225	Marriage and Family
Ath 115	Foundations for University Life and Ministry	LS 427	Principles of Organizational Administration
Ath 205	Principles of Spiritual Growth	Mi 435	Contextualization of the Gospel
Ath 248	Urban Evangelism	Ath 473	Internship: Religious Studies
ED 216	Introduction to Christian Education		

General Electives – 15 credit hours (5 courses)

Any two courses from any category

Select Track/Concentration: Bible and Theology Track or Christian Ministry Track

Bible and Theology Track

Communication – 6 credit hours (2 courses)

Choose any 2 Biblical language course (Either Greek I & II or Hebrew I & II)

Bible/Theology Electives 21 credit hours (7 elective courses)

Choose any seven courses with Bi, Th, SS, Ph prefix or Biblical Language

Christian Ministry Track

Communication – 6 credit hours (2 courses)

Choose any Sp-Speech, L-Language, or E-Writing course

Christian Ministry Electives 21 credit hours (7 elective courses)

Choose any seven courses with Bi, Th, A Th, Ed, Mi, LS, Sp or Co prefix

ASSOCIATE OF ARTS RELIGIOUS STUDIES - 66 Credits

Bible/Theology – 15 credit hours (5 courses)

Bi 105	Pentateuch	TH 203	Systematic Theology I
Bi 111	Life of Christ	Th 213	Systematic Theology II
Bi 117	Biblical Literature		

Bible/Theology Electives – 12 credit hours (4 courses)

Choose any 4 courses with Bi or Th prefix

See list of electives below

General Studies – 21 credit hours (7 courses)

Ath 115	Foundations for University Life and Ministry	SS 112	Interpersonal Cross Cultural Communication
E 101	English Grammar	SC 260	Basic Computers and Word Processing
E 102	English Composition (Prereq.: E 101)	SC 366	Principles of Science
Math 117	Basic Concepts of Mathematics		

General Electives – 18 credit hours (6 courses)

Any two courses from any category

MINOR

Leadership Coaching 21 Credit Hours (7 Courses)

Objectives: Upon completion of the Coaching Minor students should be able to:

1. Understand the theory of coaching and operate in foundational coaching skills
2. Understand the importance of self-awareness and how it relates to coaching
3. Understand common leadership challenges and effective pathways for coaching individuals and organizations
4. Understand best practices of practitioners in specialized coaching niches
5. Understand the nuances for building and implementing a coaching business plan
6. Understand and implement a pedagogy for training other coaches
7. Understand the importance for a myriad of coach specific assessment tools and be positioned to achieve advanced credentialing

LS 203	Essentials of Coaching	LS 257	Whole Life Coaching
LS 393	Coaching Specialties	LS 323	Essentials of Practical Leadership Coaching
LS 407	The Business of Coaching	LS 455	Coaching the Coach
LS 487	Advanced Assessments and Professional Certification		

ELECTIVE COURSES**RELIGIOUS STUDIES****Bible/Theology**

Bi 103	Synoptic Gospels	Bi 320	Old Testament Prophetic Books
Bi 104	Biblical Introduction	Bi 326	Wisdom Literature
Bi 109	John & Acts	Bi 412	Isaiah & Jeremiah
Bi 207	Corinthians and Thessalonians	Bi 431	Early Hebrew History
Bi 208	Romans & Galatians	Bi 439	Prison Epistles
Bi 211	Ministry of Paul	Bi 438	Pastoral Epistles
Bi 230	Bible Study Methodology	Th 231	The Holy Spirit in the New Testament Church
Bi 240	Biblical Typology	Th 308	Gifts of the Spirit
Th 345	Contemporary Theology	Th 344	Historical Theology

ELECTIVE COURES IN GENERAL STUDIES**Communication**

BUS 121	Business Communications and Writing (Prerequisite E 101)	SP 436	Expository Preaching (Prerequisite SP 204)
E 253	Creative Writing	SP 204	Pulpit Speech
E 203	Communication through Writing		

Language

L 201	Introduction to Biblical Languages	L 305	New Testament Greek I
L 308	Elementary Korean	L 306	New Testament Greek II
L 310	Hebrew I	L 304	Spanish I
L 330	Hebrew II	L 314	Spanish II

Philosophy

Ph 113	Christian Ethics	Ph 420	Introduction to Philosophy
--------	------------------	--------	----------------------------

Leadership Studies

LS 202	Nonprofit Development & Management	LS 490	Executive Leadership I
LS 282	Servant Leadership	LS 491	Executive Leadership II
LS 303	Resource Development Strategies		

PROFESSIONAL GENERAL ELECTIVE STUDIES

ATh 408	Pastoral Theology	ATh 363	History of Preaching in the Black Church
---------	-------------------	---------	--

Counseling/Psychology

CO 374	Counseling Issues of Death: The Terminally Ill, Grieving	CO 378	Counseling the Battered and the Abused
--------	--	--------	--

CO 268	Counseling Theory	CO 413	Crisis Counseling
CO 376	Cross-cultural Counseling	Psy 333	Human Growth and Development
CO 109	Introduction to Counseling and Psychology		

Education

Ed 422 Principles of Teaching (Pedagogy)

History

Hist 424 Contemporary Church History

Missions

Mi 255	MOST	MI 257	MOST II
MI 390	Journey of Israel Tour	MI 256	MOST Field Work

Science / Social Science

SC 325	The Global Perspective	SS 423	Introduction to Sociology
--------	------------------------	--------	---------------------------

BACHELOR OF BUSINESS ADMINISTRATION COURSE CYCLE

129 Credit Hours Required

All courses listed are required and are three (3) credit hours unless otherwise indicated.

FRESHMAN YEAR

Fall Semester (August)

Acct 101 Accounting I
E 101 English Grammar
Sp 107 Effective Oral Communication
Bi Bible Course
ATh 115 Foundations for University Life and Ministry

Spring Semester (January)

Math 117 Basic Concepts of Mathematics
E 102 English Composition
SS 112 Interpersonal Cross-cultural Communication
Acct 102 Accounting II
Bi Bible Course

SOPHOMORE YEAR

Fall Semester (August)

LS 202 Nonprofit Organization and Management
Bi Bible Course
Econ 204 Principles of Microeconomics
Hist 228 Survey of American History
Math 202 Introduction to Statistics

Spring Semester (January)

Sc 260 Basic Computers / Word Processing
Bus 300 Business Law
Econ 214 Principles of Macroeconomics
Hist 253 Survey of World History
Bi Bible Course
Bus 305 Global Business

JUNIOR YEAR

Fall Semester (August)

Bi Bible Course
General Elective
Bus 315 Corporate Finance
LS 205 Enhancing Leadership Through Technology
E 351 Literature of the Western World
LS 301 Entrepreneurship and Business Ethics
Bi Bible Course

Spring Semester (January)

Bus 320 Strategic Management
HRA 310 Human Resources Management
Mkt 340 Marketing
Sc 366 Principles of Science
Hist 414 Church History
General Elective

SENIOR YEAR

Fall Semester (August)

Bus 335 Management and Consulting
Mkt 345 Selling and Management
HRA 350 Employee and Labor Relations
General Elective

Spring Semester (January)

Bus 350 Organizational Behavior
Bus 455 International Market and Trade Agreements
HRA 450 Compensation
Bus 400 Strategy: Innovation & Global Competition
Bus 499 Internship: Business

**BACHELOR OF BUSINESS ADMINISTRATION- MINOR IN ACCOUNTING
COURSE CYCLE 129 CREDIT HOURS REQUIRED**

ALL COURSES LISTED ARE REQUIRED AND ARE THREE (3) CREDIT HOURS UNLESS OTHERWISE INDICATED.

FRESHMAN YEAR

Fall Semester

Acct 101 Accounting I

E 101 English Grammar

Sp 107 Effective Oral Communication

Bi 117 Biblical Literature

Ath 115 Foundations for University
Life and Ministry

Spring Semester

Math 117 Basic Concepts of Mathe-
matics

E 102 English Composition

SS 112 Interpersonal Cross-cultural
Communication

Acct 102 Accounting II

Th 203 Systematic Theology I

Summer Semester

Bi 117 Biblical Literature

Math 117 Basic Concepts of Mathe-
matics

Th 203 Systematic Theology I

SOPHOMORE YEAR

Fall Semester

LS 205 Enhancing Leadership and
Management Through Technology

Acct 220 Financial Accounting

Econ 204 Principles of Microeconom-
ics

Hist 228 Survey of American History

Math 202 Business Statistics

Spring Semester

Sc 260 Basic Computers / Word Pro-
cessing

Bus 300 Business Law

Econ 214 Principles of Macroeconom-
ics

Hist 253 Survey of World History

Th 213 Systematic Theology II

Acct 230 Managerial Accounting

Summer Semester

Econ 214 Principles of Macroeconom-
ics

Hist 253 Survey of World History

Fall Semester

Th 313 Systematic Theology III

Bus 315 Corporate Finance

E 351 Literature of the Western World

Bus 325 Business Ethics

Acct 315 Intermediate Accounting I

Spring Semester

Acct 316 Intermediate Accounting II

HRA 310 Human Resources Manage-
ment

Mkt 340 Introduction to Marketing

Sc 366 Principles of Science

BUS 121 Business Writing and Com-
munication

Summer Semester

Bus 325 Business Ethics

BUS 121 Business Writing and Com-
munication

SENIOR YEAR

Fall Semester

Bus 350 Organizational Behavior

Th 325 Apologetics

HRA 450 Employee and Labor Rela-
tions and Compensation

Acct 340 Introduction to Taxation

Acct 435 Financial Statement Analysis

Spring Semester

Acct 415 Principles of Auditing

Bus 455 International Market and
Trade Agreements

Acct 416 Accounting Information Sys-
tems

Bus 400 Strategy: Innovation & Global
Competition

Acct 450 Accounting Internship

Summer Semester

Bus 350 Organizational Behavior

Bus 400 Strategy: Innovation &
Global Competition

BACHELOR OF ARTS LEADERSHIP STUDIES COURSE CYCLE

129 CREDIT HOURS REQUIRED

All courses listed are required and are three (3) credit hours unless otherwise indicated.

FRESHMAN YEAR

Fall Semester (August)

LS 101 Developing the Healthy Leader
E 101 English Grammar
Sp 107 Effective Oral Communication
Bi/Th Bible Elective
ATh 115 Foundations for University Life and Ministry

Spring Semester (January)

Math 117 Basic Concepts of Mathematics
E 102 English Composition
SS 112 Interpersonal Cross-cultural Communication
Bi 117 Biblical Literature
Bi 105 Pentateuch

SOPHOMORE YEAR

Fall Semester (August)

Acct 101 Accounting and Financial Management
Bi 111 Life of Christ
LS 205 Enhancing Leadership Through Technology
Hist 228 Survey of American History
Th 203 Systematic Theology I
Sc 260 Basic Computers/Word Processing

Spring Semester (January)

Sc 270 Advanced Computer Applications (Elective)
ATh 205 Principles of Spiritual Growth
SS 225 Marriage and Family
Hist 253 Survey of World History
Th 213 Systematic Theology II
ATh 248 Urban Evangelism

JUNIOR YEAR

Fall Semester (August)

Bi 322 Apocalyptic Literature
Th 325 Apologetics
LS 339 Conflict Management
LS 318 Dynamics of Biblical Leadership
Bi 323 New Testament Epistles
LS 300 Dynamics of Global Leadership

Spring Semester (January)

LS 375 Innovative Ministry
LS 382 Personality Profiles Models of Leadership
Th 313 Systematic Theology III
Sc 366 Principles of Science
E 351 Literature of the Western World
Communication Elective

SENIOR YEAR

Fall Semester (August)

LS 427 Principles of Organizational Administration
LS 465 Strategic Planning Decision Making
LS 454 Leadership Coaching
LS 301 Entrepreneurship and Business Ethics
General Elective

Spring Semester (January)

Hist 414 Church History
LS 384 Exploring Gender Differences
LS 462 Leadership Principles in Business
LS463 Internship: Leadership Studies
General Elective

BACHELOR OF ARTS LEADERSHIP STUDIES – MINOR IN CRIMINAL JUSTICE COURSE CYCLE

129 CREDIT HOURS REQUIRED

All courses listed are required and are three (3) credit hours unless otherwise indicated.

FRESHMAN YEAR

Fall Semester

LS 101 Developing the Healthy Leader

E 101 English Grammar

Sp 107 Effective Oral Communication

CJ 120 Introduction to Criminal Justice
Ath 115 Foundations for University
Life and Ministry

Spring Semester

BUS 121 Business Writing and Communication

E 102 English Composition
SS 112 Interpersonal Cross-cultural
Communication

Bi 105 Pentateuch

Summer Semester

Bi 117 Biblical Literature

Math 117 Basic Concepts of Mathematics

SOPHOMORE YEAR

Fall Semester

LS 205 Enhancing Leadership and
Management Through Technology
Acct 101 Accounting and Financial
Management

HIST 228 Survey of American History
CJ 220 Introduction to Law Enforcement

Th 203 Systematic Theology I

Spring Semester

Sc 260 Basic Computers / Word Processing

Bi 111 Life of Christ

CJ 230 Introduction to Criminal Law

Hist 253 Survey of World History

Th 213 Systematic Theology II

Summer Semester

LS 205 Enhancing Leadership and
Management Through Technology
Hist 253 Survey of World History

JUNIOR YEAR

Fall Semester

Bi 322 Apocalyptic Literature

Th 325 Apologetics

LS 339 Conflict Management
LS 318 Dynamics of Biblical Leadership

Bi 323 New Testament Epistles

Spring Semester

CJ 320 Ethics in Criminal Justice
LS 382 Personality Profiles and Models
of Leadership

Th 313 Systematic Theology III

Sc 366 Principles of Science

E 351 Literature of the Western World

Summer Semester

LS 300 Dynamics of Global Leadership

SENIOR YEAR

LS 427 Principles of Organizational
Administration
LS 465 Strategic Planning and Decision
Making

LS 454 Leadership Coaching
CJ 330 Research Methods in Criminal
Justice
CJ 340 The Constitution and the Criminal
Justice System

Hist 414 Church History
LS 384 Exploring Gender Differences

CJ 420 Criminal Justice Administration

LS 463 Internship: Leadership Studies
CJ 430 Special Topics in Criminal Justice

LS 384 Exploring Gender Differences

LS 465 Strategic Planning and Decision
Making

BACHELOR OF RELIGIOUS STUDIES COURSE CYCLE

129 Credit Hours Required

All courses listed are required and are three (3) credit hours unless otherwise indicated

FRESHMAN YEAR

Fall Semester (August)

Bi 111 Life of Christ
E 101 English Grammar
ATh 115 Foundations for University
Life and Ministry
SS 112 Interpersonal Cross-cultural
Communication

Spring Semester (January)

E 102 English Composition
LS 101 Developing the Healthy Leader

Bi 117 Biblical Literature

Bi 105 Pentateuch

Summer Semester (May)

Sp 107 Effective Oral Communication
Bi/Th Bible Elective

ATh 248 Urban Evangelism

SOPHOMORE YEAR

Fall Semester (August)

Hist 228 Survey of American History

Th 203 Systematic Theology I
ATh 205 Principles of Spiritual Growth
SS 225 Marriage and Family

Spring Semester (January)

Sc 260 Basic Computers/Word Processing

Math 117 Basic Concepts of Mathematics
Hist 253 Survey of World History
Th 213 Systematic Theology II
Communication Elective

Summer Semester (May)

Ed 216 Introduction to Christian Edu-
cation
LS 202 Nonprofit Developments and
Management
General Elective

JUNIOR YEAR

Fall Semester (August)

Th 307 Hermeneutics
Th 313 Systematic Theology III
Ath 473 Internship
Bus 310 Financial Stewardship

Spring Semester (January)

E 351 Literature of the Western World
Bi Elective
General Elective
Sc 366 Principles of Science

Summer Semester (May)

Bi 323 New Testament Epistles
General Elective
Bi Elective

SENIOR YEAR

Fall Semester (August)

LS 427 Principles of Organizational
Administration
Bi Elective
Mi 435 Contextualization of the Gospel
General Elective

Spring Semester (January)

Th 325 Apologetics
Hist 414 Church History
General Elective
Bi Elective

Summer Semester (May)

I. DIVISION OF BUSINESS ADMINISTRATION

COURSE DESCRIPTIONS

Business

Accounting I - Acct 101

This course addresses basic accounting principles, practices, and financial management. Students will learn how to interpret financial statements, maintain fiduciary responsibilities, and budgeting techniques for the nonprofit sector.

Accounting II - Acct 102

Prerequisite: ACCT 101

This course will address fundamentals of accounting, including topics such as statement of cash flows, bonds, capital stock, retained earnings, and financial statement analysis. Also included will be managerial accounting from a global business aspect, including cost accounting measurement systems, decision making, operational and capital budgeting.

Business Law - Bus 300

The course is designed to equip managers and leaders with an understanding of the legal process and how the process applies to managerial and business affairs. Critical thinking skills are emphasized; torts, liability, agency and governmental regulations, and contracts will be addressed.

Corporate Finance - Bus 315

Prerequisite: ECON 204 and 214

This course is an introduction to theories and methods surrounding corporate finance. Topics included in this course are capital budgeting techniques, time value of money, risk and return, security market efficiency, policy decisions on dividend, and optimal capital structure.

Employee and Labor Relations and Compensation - HRA 440

This course focuses on the broad topic of employee relations, the relationship between management and employees in an organization. The student develops a better understanding of the Human Resource role and of the day-to-day skills and practices used to manage the relationship. Topics include conflict resolution, unions, labor relations, and performance management.

Enhancing Leadership through Technology - LS 205

This course is designed to expose students to various forms of technology that will increase their leadership effectiveness. Students will learn how to apply technologies as an enhancement to their leadership in either the ministry or market place sectors.

Entrepreneurship and Business Ethics - LS 301

Part I of this course covers a comprehensive study of how to develop and operate a small business, including visioning, legal structures marketing, financing options and financial management. Options in franchising will also be covered. Students will develop a business plan. Part II will cover business ethics and will explore ethics in managing a business, as well as working relationships in the marketplace and the business environment. There will be discussions on the role of faith as a motivator in making ethical decisions. Case studies will be analyzed.

Global Business Management - Bus 305

The student will develop an understanding of international/ multinational management by examining the challenges and opportunities of operating globally. Emphasis will be on developing an understanding of the complexities of dealing with diverse social, cultural, economic, political, and legal systems. The role of business in this dynamic world environment will be analyzed.

Human Resources Management - HRA 310

This course explores the critical role of human achieving resources in business results. The course will help students to have a solid understanding of the fundamentals of human resource management and its strategic relevance in business today. This course will provide students with a critical perspective on the development of human capital in the context of a unified system of attracting, retaining and developing talent that creates and supports the vision and values of the

organization. Students will develop an understanding of the critical business implications for human resource professionals today.

International Market and Trade Agreements - Bus 455

Prerequisite: BUS 305

This course will study how economic and market integrate among countries including Asia-Pacific Economic, Association of Southeast Asian Nations, North American Free Trade Agreement, etc. In addition major emerging market economies will be evaluated along with challenges and opportunities present to international business firms.

Internship: Business Administration Bus 499

Prerequisite: Senior Standing and Academically Good Standing

Supervised by the chair or faculty member in the business department, the student will select practical work experience in a business field of their choice. The student must apply for the internship at the work location a semester prior to registering for the internship. Internships are only completed in the spring or fall semesters.

Introduction to Statistics - Math 202

Prerequisite: Math 117

Students will become familiar with basic elements of statistical theory for professional practice. Topics will include graphing and summarizing data, probability, estimation, hypothesis testing and regression.

Management and Consulting – Bus 335

This course is designed to overview the consulting profession with a subsequent emphasis on organization consulting issues. Effort will be placed on developing proficiencies in a range of skills required to practice the art of consulting.

Marketing - Mkt 340

Apply the fundamentals of marketing within an organization and the contemporary market environment. The course will focus on marketing strategy and development of a marketing mix. That is all predicated on product, price, distribution, and promotion.

Marketing Research - Mkt 352

Studies the nature and scope of research techniques employed in gathering information concerning marketing and advertising procedures. Subjects include sources and collection of data, sampling, interpretation of data, and research in areas of motivation and consumer behavior. The course also employs quantitative and qualitative data analysis and interpretation.

Nonprofit Development and Management - LS 202

This course will help students identify the components necessary to start and manage a nonprofit organization both secular and faith-based. We will define the role of the board and what makes nonprofits different from for-profits. This course will include fundamentals of fundraising, principles of management and leadership and human resource development. Students will complete a ministry/business plan. (Leadership Elective)

Organizational Behavior Bus 350

This course is an advanced introduction to the major theories and issues in the study of human behavior in work organizations. Included are the topics of perception, motivation, leadership, job satisfaction, group dynamics, stress, organizational climate, and communication processes. Organization theory and design concepts are also incorporated to give the student a more complex framework for managerial decision-making.

Principles of Microeconomics Econ 204

This course explores the behavior of individuals (or households) and firms in the choices they make to allocate limited resources. Concepts and microeconomic theories will be applied to real world issues. Discussions in this course in-

clude individual (or household) utility maximization, markets, maximization of profit by firms and other microeconomics topics.

Principles of Macroeconomics Econ 214

This course explores the condition and concepts and theories that govern the performance, structure, behavior and decision-making of whole economies. Topics discussed include output, unemployment and inflation. Aggregate indicators such as GDP, unemployment rate and price indices will also be discussed. Government actions to use relevant fiscal and monetary policies to solve problems in the economy will be discussed.

Selling and Management - Mkt 345

This course presents the selling function in a context of the total marketing communication function in planning and managing programs for advertising products and services. Topics include preparatory research, objective setting, budget planning, media, creative programs and evaluation of advertising effectiveness. The management function of selling will be presented in the promotion function.

Strategic Management for Nonprofit Organizations- Bus 320

This course explores the process of Strategic Management. Discussions will include how managers can act on the behalf of owners and use concepts, principles and theories from several disciplines to analyze a firm's internal and external environment and develop strategies to achieve the firm's strategic objectives. Cases from a variety of organizations will be utilized to demonstrate principles, techniques and theories. Knowledge from various business disciplines will be used to formulate, implement and evaluate strategic alternatives. Other topics include managing strategic change, contingency planning and socio-cultural responsibility.

Strategy: Innovation and Global Competition – Bus 400

This course is designed to provide students with a powerful set of tools that will prepare them to analyze, formulate, and implement business firm strategies with the aim of attaining sustainable competitive advantage. This course will further allow students to adopt the perspective of the general manager, challenging student knowledge in each functional area in the effort to create integrative strategies that serve the needs of shareholders, as well as other stakeholders inside and outside the company. The course includes conceptual readings, which elucidate the fundamental concepts and frameworks of strategic management, as well as case analyses, which enable students to apply their knowledge to real-world situations and managerial decisions. The course culminates with a final project, which requires student teams to perform a complete strategic analysis on a public company, considering its industry environment and dynamics, its strategic positioning and internal resources, and proposing a course of action for the firm to respond to its strategic challenges.

Financial Accounting - Acct 220

Financial Accounting is a specialization of accounting that tracks the financial transactions of companies. In this course, students will learn how to prepare statements that show the financial performance and position of the company. Students will also focus on income statement, balance sheet, cash flow statement, and statement of retained earnings following GAAP and IFRS standards.

Managerial Accounting - Acct 230

This course focuses on the fundamental concepts of managerial accounting appropriate for all organizations. This course will introduce students to business concepts and methods used to report managerial performance information to internal users and managers to assist in making sound business decisions.

Intermediate Accounting I - Acct 315 (Prerequisites: Acct 102, SC 260)

In this course, students will be able to apply financial accounting principles that are common in a corporate setting. Topics to be explored include revenue and expense recognition, income statement and balance sheet analysis, cash management receivables, inventories and liabilities, long-term assets and liabilities, and intangible assets. Students will need know EXCEL before taking this class.

Intermediate Accounting II -Acct 316 (Prerequisite: Acct 315)

This course goes beyond the accounting basics as it focuses on advanced time value issues. There will be an in-depth study of accounting for current and noncurrent liabilities, stockholders' equity, and investments. This course will cover the following topics: bonds, pensions, leases, the equity method of accounting, earnings per share, deferred taxes, other fixed and non-current assets, and liabilities.

Cost Accounting - Acct 330

Cost accounting is an essential management tool designed to uncover profitability improvements and provide support for key business decisions. In this course, students will be introduced to cost accounting concepts and procedures. Students will learn to develop qualitative and quantitative methods for analyzing raw data that supports inventory costing. In this course, students will improve their understanding of the costs of any business.

Introduction to Taxation - Acct 340

This course will guide students through the basics of tax principles and tax planning techniques. Students can expect to develop an understanding of the objectives of the U.S. federal tax system. Course topics will include income the tax treatment of business entities and income tax treatment of individuals.

Principles of Auditing - Acct 415

This course will introduce students to the principles and practices used by public accountants and internal auditors. Students will develop knowledge of auditing standards, ethics and legal environment, statistical audit tools, and audit reports.

Accounting Information Systems - Acct 416 (Prerequisite: Acct 316)

This course will introduce students to internal control procedures. The course will cover revenue and expense cycles, documentation techniques, flowcharting, responsibilities of accountants as they use and develop information technology. The course will also explore accounting software.

Financial Statement Analysis -Acct 435

In this course students will focus on the arcane accounting rules and procedures that make up GAAP. The course will provide a focus on the development of how robust analytical financial data are used for various types of decisions and learn how to avoid misusing financial statements.

II. GENERAL STUDIES

Course Descriptions

Communication Through Writing – E 203

This introductory course will explore and examine major concepts, theories, and research perspectives within the field of culture and human communication. It will introduce and review key approaches to the study of human interaction, rhetoric, language, persuasion, and cultural processes across diverse contexts. How has computer mediated communications affected interpersonal relationships? How has the Internet formed virtual communities that might not have become possible in the “real world”? Specifically, the course provides a framework from which you can think seriously about how culture and society are constructed in our communication practices. We will examine the social, cultural, and political impacts of communication as it unfolds in everyday life. By semester's end, you will develop the critical tools to consider the process and role of communication in contemporary society and begin to establish your own perspectives on the study of human communication.

Creative Writing - E 258

This course provides the needed training for individuals desirous to someday publish their writing, as it develops creative thinking and writing skills.

Elementary Hebrew I and II - L 310, L 330

This course acquaints students with the essentials of Hebrew vocabulary, grammar, morphology, and syntax. Upon completion, students are able to read some of the simpler Old Testament passages. It also provides the necessary foundation for learning to speak Modern Hebrew.

English Composition - E 102 (prereq: E 101)

This composition course will equip students with the skills of written expression in the English language. It covers literary models of composition and affords practice in various forms of writing. Designed to develop clarity, correctness, and effectiveness in written expression, the rules learned in English are put into practice by writing a course thesis. Pre requisite: English Grammar

English Grammar - E 101

This course will focus on the vocabulary, sentence structure, and developing styles of powerful writing and speaking. This prepares students for the writing skills needed throughout their academic career.

Greek I and II, (Elementary) - L 305, L 306

This course teaches the alphabet, various parts of a sentence, and verb tenses of biblical Greek.

Introduction to Biblical Languages – L 201

This introductory course offers an overview of the components of the biblical Hebrew and Greek languages, covering the alphabet of both languages along with the dynamics of reading, writing, and pronunciation. Building upon these skills, the student will learn how to conduct advanced word studies using tools such as lexicons, dictionaries, and software. This dual language course can be covered in one semester and will lay the foundation for further study of the Hebrew and Greek languages.

Literature of the Western World - E 351 (prereq: E 101 & E 102)

Readings in the classics of Western literature from Homer to Milton. Prerequisite grade of “C” or better in English 102.

Spanish I and II (Elementary) - L 304, L 314

This course covers basic grammar with pronunciation, diction drills, and practice in conversation. Beginning composition is taught and practice provided in reading simple prose.

Spanish I and II (Intermediate) - L 404, L 405

Building upon skills acquired in Spanish I, the course advances the study of grammar, composition, conversation, and reading. Time is given in class sessions to practice in conversation and reading.

History

Church History - Hist 414

This course presents the establishment and development of the Christian church and its influences upon world history. It gives special attention to the Reformation and its subsequent impact upon church history in Europe and in the Americas.

Survey of American History - Hist 228

This course surveys the development of five factors from colonial times to the present: social, geographical, political, economic, and military.

Survey of World History - Hist 253

This is an integrated course tracing the development of western culture in Europe and North America up to the present century. It features study of the culture as a whole, including the historical events and development of thoughts as seen in the philosophies, literature, and art of each era.

Mathematics and Science

Basic Computers/Word Processing - Sc 260

This course introduces the student to the functions of a personal computer, the Windows operating system, and basic word processing.

Basic Concepts of Mathematics - Math 117

This course deals with practical mathematical issues in church administration and accounting. Using a general approach to basic math concepts, students learn to apply math principles in such areas as statistical evolution and budgeting.

Introduction to Statistics - Math 202

Prerequisite: Math 117

Students will become familiar with basic elements of statistical theory for professional practice. Topics will include graphing and summarizing data, probability, estimation, hypothesis testing and regression.

Principles of Science - Sc 366

This course presents a general understanding of important scientific principles and concepts leading to an understanding of how science relates to daily life; it covers basic principles that govern the natural world, and the potential and limitations of science in explaining natural phenomena.

Speech

Effective Oral Communication - Sp 107

This course is designed to build and enhance organizational and communication skills needed to support leadership roles. It covers extemporaneous speeches, as well as speeches to persuade, inform, and motivate. Student will learn techniques to develop delivery skills, control use of gestures, and to overcome fear.

Expository Preaching - Sp 436

This course demonstrates advanced principles in sermon preparation by helping the student construct well-organized expository sermon outlines, preach without relying heavily on manuscripts, and use sound communication principles in sermon delivery. Prerequisite: Pulpit Speech.

Pulpit Speech - Sp 204

This course introduces the student to basic sermon preparation and delivery, emphasizing sermon structure and the principles of effective speech. Studies include the elements of topical, textual, and expository messages, with special focus on expository preaching. The class will utilize opportunities for practice and evaluation of sermons in class.

Social Science and Sociology

The Global Perspective – SS 325

This course surveys various global issues arising in the world since World War II and into the first decades of the 21st century. The course combines the disciplines of history, political science, and economics. Emphasis will be placed on the interaction of the superpowers during the Cold War, the post-colonial emergence of the Third World, the ascendancy of globalization, as well as regional and international economic and political institutions; other aspects examined in the course include the “ambiguous blessing” of technological innovation and the reshaping of contemporary Europe, Asia and Africa.

Interpersonal Cross-cultural Communication - SS 112

This course builds from a base of self-acceptance to interpersonal communication on to principles for an effective cross-cultural ministry. As an interaction course, it is based on biblical models, building progressively from the fields of psychology (self-image), sociology (the other), anthropology (the other culture), and education. Consideration is given to self-worth, acceptance of the other, and verbal and nonverbal forms of communication.

Introduction to Sociology - SS 423

This course explains the social organization, institutions, and social forces within our society. It evaluates the problems of society including social deviance, urban growth, drug addiction, and adjustment to social changes.

Marriage Family - SS 225

This course focuses on the characteristics of problem areas in courtship and marriage, as well as solutions. It covers the social and economic problems of the American family, the relations of parents with children, and the relations between home and church. The course uses a case study approach.

Christian Ethics - Ph 113

This course develops understanding of the formulation of personal ministerial integrity. It teaches procedures for dealing with difficult ethical situations.

Introduction to Philosophy - Ph 420

This entry-level course is designed to provide the foundational concepts and phraseology of abstract philosophical thinking. Special attention is given to the problem of knowledge, being, the existence of God, the freedom of will, and of good and evil.

PROFESSIONAL STUDIES

Business Communications and Writing – BUS 121

Business communications will give a comprehensive view of various communication media used in business. It will cover the external and internal role of communication as it relates to positively positioning a business. The course will focus on both oral and written communication. (*Prerequisite English 101*)

Contemporary Church History - Hist 424

This course surveys the important events, persons, ideas, movements and interrelationships of the Church following the period of the Reformation up to the present time.

History of Preaching in the Black Church – A Th 363

This course examines the history of black preaching in the African-American church. You will discover the unique approaches to the Bible, personal style, and the sermon. This study gives an understanding of the tradition of this style of preaching and its place in the modern day church.

Internship: Religious Studies – A Th 473

Senior level students select from a variety of settings and participate actively in a church or parachurch environment under the supervision of a BHU advisor and a ministry official. The student must apply for the internship at the work location a semester prior to registering for the internship. Internships are only completed in the spring or fall semesters.

Journey of Israel: Historical, Religious and Cultural Survey – Mi 390

This course introduces students to the stages of Israel's national and religious development as a people of divinely-initiated covenant. Throughout the survey, the cultural heritage, customs, rituals and social order of Jewish society are all introduced through observation and interaction with modern Middle Eastern context and its unique ways of life. A very brief survey of modern history of the state of Israel and the ongoing Arab-Israeli struggle will help students better understand the modern day reality of life in Israel. This broad multi-faceted study should acquaint students with the land

of Israel, its people and their enduring faith in a very effective and interactive way.

Pastoral Theology – A Th 408

This course is an in-depth look at the inner life of ministry. It focuses on the skills relating to ministering in crisis situations: family illness, death, sexual assault, and domestic violence. It gives insight into the life of a minister, identifies the wounded healer, and describes the theological implications of ministry.

Principles of Organizational Administration – LS 427 (ATh 427)

The purpose of this course is to build a comprehensive understanding of the administration of an organization, using sound and universal principles in a biblical framework. The course will focus on the importance of quality management, looking at the purpose, leadership, organization, human resources, and building of people. These principles will guide the student to critique a ministry organization of their choosing.

Principles for Spiritual Growth – A Th 205

This course is designed to give a student basic principles, concepts and dynamics in Christian discipleship. The student will develop a format in evaluating their own skills and leadership knowledge in Christ. The student will be encouraged to study, read and share in biblical/leadership concepts that will deepen their growth and insights to not only mature in Christ but actively help another to grow.

Foundations for University Life and Ministry – A Th 115

This course introduces students to the educational philosophy, history, and mission of the college. Students receive an overview of majors and program requirements. The course helps students grow in ministry and general education skills focusing on writing, studying, and critical thinking. It is required course and should be taken during their first semester.

Urban Evangelism - A Th 248

This course explores the Biblical meaning of both the Gospel and evangelism. It covers different models of evangelism applicable in multicultural settings in urban communities and also addresses various strategies of evangelism that deal with diverse socioeconomic issues in urban communities.

Education

Introduction to Christian Education - Ed 216

This course introduces the historic foundations of Christian education, including contemporary innovations, methods, and applications of ministry using the latest insights of social science and contemporary thought. The course emphasizes that Christian education is an all-encompassing endeavor and seeks to help the student develop unique ways to minister to others in the wider body of Christ.

Principles of Teaching (Pedagogy) - Ed 422

This course covers the principles and methods of successful teaching, providing guidance in applying these in actual learning situations and in developing a teaching unity.

III. LEADERSHIP STUDIES

Course Descriptions

Accounting and Financial Management – ACCT 101 and 102

This course addresses basic accounting principles, practices, and financial management. Students will learn how to interpret financial statements, maintain fiduciary responsibilities, and budget for the nonprofit sector.

Business Communications and Writing – BUS 121

Business communications will give a comprehensive view of various communication media used in business. It will cover the external and internal role of communication as it relates to positively positioning a business. The course will focus on both oral and written communication. (Prerequisite: English 101)

Conflict Management- LS 339

This course will teach the student how to implement biblical conflict resolution in sacred and secular arenas, how to prevent unnecessary conflict in these arenas, and how to become conflict competent leaders in any setting. The student will learn how to identify and deal with conflict in organizations, examine how to prevent or reduce much of the pain and suffering caused by conflict, and learn to tell the difference between constructive, healthy conflict and destructive, unhealthy conflict.

Developing the Healthy Leader - LS 101

The student will analyze issues of the soul (mind, emotions and will). This analysis will be accomplished by examining their emotions, their perception, their beliefs, the scriptures and scientific studies. Additionally, the student will study how a healthy leader's thoughts and actions are manifested in practical principles. (Revised)

Dynamics of Biblical Leadership LS 318

This course communicates the dynamics and distinctive of biblical leadership, contrasting it with the secular view of leadership. It reviews the grounds and essential for leadership in the context of the local church and the marketplace.

Dynamics of Global Leadership - LS 300 (Effective Spring 2011)

Globalization is evolving, bringing with it new challenges and opportunities that impact the religious and business world. Leaders are called upon to work in nations other than their own or to lead at home in global settings. This course will equip leaders with global perspectives and strategies to help them lead successfully in that dynamic environment. It will examine strategies of world-class leaders in business and ministry organizations as well as characteristics of global leaders. The growth and shift in Christianity from the western world to the southern world and how it impacts leaders' ability to do multicultural programming will be explored.

Enhancing Leadership through Technology - LS 205 (Effective Spring 2011)

This course is designed to expose students to various forms of technology that will increase their leadership effectiveness. Students will learn how to apply technologies as an enhancement to their leadership in either the ministry or marketplace sectors. *Elective.*

Exploring Gender Differences - LS 384

This course will examine some of the varied schools of thought concerning gender differences in leadership. Primary emphasis will be given to leadership roles and functions within the church setting and marketplace. Theological, psychological and societal norms will be investigated to allow the students to formulate an informed position on the subject of gender as it relates to leadership both within the church and in the larger community.

Innovative Ministry for The 21st Century - LS 375

This course will focus on critical issues in ministry and developing solutions and creative approaches for the 21st century. The course is divided into three segments. Segment one will focus on youth leadership development; segment two will focus on renewal, re-visioning and team building; and segment three will focus student-based learning wherein students will identify and present issues and solutions of their choosing. (Replaces Effective Ministry Management.)

Internship: Leadership - LS 463

This course is designed to be the capstone for students' matriculation through the Leadership Studies major. Attention will be given to the practical use of learned, acquired and developed leadership skills by the student in a field setting. Second-semester Junior or Senior level students will choose a field setting (either on their own or with some assistance

from the Leadership Department faculty) and participate actively in a pre-determined leadership capacity. Emphasis is placed on leadership skill development. Students are required to complete an on-site project. This course will also help students evaluate who they are as leaders in the body of Christ how students can integrate this awareness into their personhood and praxis as 21st century leaders. The student must apply for the internship at the work location a semester prior to registering for the internship. Internships are only completed in the spring or fall semesters.

Leadership Coaching - LS 454

Leadership Coaching is designed to familiarize the student with the coaching profession with the caveat that coaching can be a lifestyle. Coaching will be defined in the course and compared to similar disciplines. Students will examine various models of coaching. The student will be exposed to credentialing requirements and premier coaching agencies. Considerable attention will be devoted to discovering the need for and leading change (self and others). Students will practice techniques with peers and discover the role of core values and attitudes in coaching.

Leadership Principles in Business - LS 462

There is a split today between church and business, and all are negatively impacted by this. There is distance between some of the fundamental beliefs and attitudes of these two groups. In this exciting and eye opening class, you will reinforce your understanding that your faith is all inclusive and your understanding that you go to work for the same reason you go to church: to praise God. Hopefully, this course will result in your recognizing that part of your ministry must be engaging in church-business dialogue and forming linkages between the two groups so that we can end the divide. (Revised)

Nonprofit Development and Management – LS 202

This course will help students identify the components necessary to start and manage a nonprofit organization, either secular or faith-based. We will define the role of the board and what makes nonprofits different from for-profits. This course will include fundamentals of fundraising, principles of management and leadership and human resource development. Students will complete a ministry/business plan. (Leadership Elective)

Executive Leadership – LS 490/491

This course will focus on how to become a transformational leader that transforms organizations, communities, and/or nations. Transforming communities involves affecting one of the seven (7) spheres of the society: politics and government, education, business, celebration (arts and culture), music and drama and entertainment, and sports), social services, media (print and electronic), and the religious sector.

Personality Profiles Models for Leadership- LS 382

This course focuses on the amalgamation of the leader's personality and the leader's type into the leader's style and method of leading followers and developing other leaders. The course centers on the historical development of leadership styles and the impact of personality on leadership development. Biblical and secular leaders will be examined as models. Emphasis will be on achievement in the contest of each leader's personality bent. The course will also tackle current and controversial topics in leadership and personality.

Resource Development Strategies – LS 303

The course examines practical ways to develop and implement a fundraising development plan. Discussions include grant writing, events, and capital campaigns, projects in developing countries, donor relations, and cost-effective marketing materials.

Servant and Transformational Leadership - LS 282

Servant leadership focuses on serving the follower and transformational leadership focuses on developing the follower so as to align with the organization's objectives. This course is designed to provide a Biblical and contemporary understanding of the influence of servant and transformational leadership. Leaders are guided into maximizing their potential using the paradigm of a biblical and contemporary servant and transformational leader. (Revised)

Strategic Planning and Decision Making - LS 465

This course is designed to help students become strategic planners and thinkers in their organizations and their lives. Students will learn proven strategic planning models, how to apply these models, how to assess their effectiveness and how to continuously improve this important process. The course covers strategic planning in both public and nonprofit organizations including churches. (Revised)

Global Leadership - Study-Abroad Program- LS 475

This is a short-term (1 – 2 weeks) study abroad program that will give students a global perspective on religion, leadership and business as they travel to Cape Town, South Africa. Students will have an opportunity to be immersed in local culture through the living arrangements for the week. Students will also participate in local churches through praise and worship, speaking and community involvement. There will be an opportunity to learn about leadership through a visit to Robben Island, where Nelson Mandela spent 18 of his 27 years in prison. As a relaxation component to the trip, students will spend a more at Table Mountain and then watch the sunset at one of Cape Town’s beautiful beaches. Students will engage in classroom activities on the main campus before and after the trip to South Africa.

Coaching Essentials –LS 203

Upon completion of this course students should be able to:

- Articulate techniques and strategies for coaching
- Articulate coaching, counseling, mentoring, and consulting overlaps, contrasts, and benefits
- Demonstrate limited knowledge of proper coaching formats

Whole Life Coaching – LS 257

Upon completion of this course students should be able to:

- Identify his or her own strengths and weaknesses
- Cultivate an awareness of his or her assumptions, presumptions, and world view, and its impact on their coaching
- Understand and diagram life journey patterns and biases; and understand the importance of ongoing personal growth to successful coaching

Essentials of Practical Leadership Coaching- LS 323

Upon completion of this course students should be able to:

- Identify common coaching themes and understand the what and why of challenges common to all leadership organizations
- Discover pathways for assisting those they are coaching into a comprehensive understanding of their challenges
- Identify theoretical paradigms leading to greater effectiveness in coaching individuals and organizations

Coaching Specialties –LS 393

Upon completion of this course students should be able to:

- Discover paradigms, processes, and best practices of experienced coaches in specific coaching niches
- Identify his or her personalized coaching niche

The Business of Coaching- LS 407

Upon completion of this course students should be able to:

- Contemplate his or her future plans for organizing deliverables and delivery systems
- Think strategically regarding building a coaching business
- Organize his or her coaching business (product and delivery system) in a systemized sequential manner

Coaching the Coach- LS 455

Upon completion of this course students should be able to:

- Coach as well as train other coaches
- Organize his or her trainer processes and systems
- Enhance his or her services by having a pedagogy of coaching

Advanced Assessments and Professional Certification- LS 487

Upon completion of this course students should be able to:

- Identify and learn the purpose, value, and execution of a variety of assessment tools
- Advance his or her Beulah Heights University and Dream Releaser Coaching credentials to internationally recognized coaching agencies

Introduction to Criminal Justice - CJ 120

This course will provide an overview of the criminal justice system. This course will also examine the contributions and interrelations of the police, courts, and department of corrections.

Introduction to Law Enforcement CJ 220

This course will provide students with the fundamentals of law enforcement. Students will learn the chronology of policing, from the pre-American experience to current events. The class will also focus on police activities and current trends and issues in law enforcement.

Introduction to Criminal Law CJ 230

Pre-requisite Introduction to Criminal Justice

This course will cover criminal offenses by statutory and common law definition/classification. Students will be introduced to criminal procedures, prosecution, defense, court procedures and decision-making. This course will also explore historical developments and contemporary forms of criminal definitions.

Ethics in Criminal Justice -CJ 320

This course will provide an exploration of standards and codes of professional responsibility in criminal Justice Professions (Law Enforcement Code of Ethics, ABA Standards of Professional Responsibility, American Jail Association Code of Ethics for Jail Officers, and the American Correctional Association Code of Ethics). Students will learn about remaining impartial, respecting the badge and the office, use of excessive force, intimidation, deception, and hostility towards groups.

Research methods in Criminal Justice- CJ330

This course will explore the qualitative and quantitative research methods that are associated with measuring criminology and criminal justice reality.

The Constitution and the Criminal Justice System – CJ 340

This course will examine the criminal justice system as it relates to the constitution of the United States. The course will examine the history of legal doctrine concerning the current criminal justice system. Students will examine the ways the United States has dealt with the problem of criminal behavior over time.

Criminal Justice Administration -CJ 420

This course will focus on the role of race and gender in the Criminal Justice system. The topics to be explored include the criminal justice system, systems of social control and their policies and practices, victimology, and juvenile justice.

Special Topics in Criminal JusticeCJ 430

Prerequisite: Research methods in Criminal Justice

In this course, students will examine varied topics in the field of criminal justice. Students will choose a topic of interest to create their capstone project. This course will also allow students to focus on the contemporary study of criminal justice as well as their professional development.

Professional Studies

Counseling

Counseling Issues of Death: The Terminally Ill and Grieving - Co 374

This course teaches how to counsel grieving persons. It covers the areas of fear, attitudes towards death, and helps the

therapist deal with his/her own attitudes and feelings.

Counseling the Battered and the Abused - Co 378

This course looks at the signs and symptoms of abuse and then teaches how to effectively counsel those suffering with the aftereffects of the trauma. Effort is made to understand the mindset of the victims and how victims deal with the abuse through rationalization and other means. One part of the course focuses specifically on sexual abuse.

Counseling Theory - Co 268

This course is a study of basic counseling theories, principles, and techniques. Attention is given to their application for pastors, churches, and other affiliated counseling settings.

Crisis Counseling - Co 413

This course is designed to help students formulate a theology of ministry, which will allow them to respond to crisis situations. The nature of crisis in real life situations is surveyed and effective pastoral counseling responses rooted in Christian theology and pastoral care are critiqued.

Cross-cultural Counseling - Co 376

This course teaches the issues of such cross-cultural counseling as the problem of similarities and differences between people. It looks at the universal, cultural, and personal aspects of mankind, and models and approaches to cross-cultural counseling with the goal of developing a unique and more effective model.

Human Growth and Development - Psy 333

This course is the study of the origins and patterns of our behavior from infancy to adulthood, studying the stages of physical, intellectual, social, and emotional development. This is a foundational course for those involved in Christian education, counseling, or pastoral care.

Introduction to Counseling and Psychology - Co 109

This entry-level course studies the contributions of modern psychology to the Christian's perspective of man. The course will focus on the pastor's responsibility in counseling. It covers the psychological principles that underlie human behavior and gains skill in understanding people.

Missions

Contextualization of the Gospel - Mi 435

The virtually borderless church of the 21st century must learn how to effectively take the Gospel into other cultures and how to separate the Gospel message from its own cultural wrappings. This exciting course will enable the great commission Christian to make the Gospel relevant and attractive in new cultures without compromising its message or allowing dilution by syncretism.

Journey of Israel – Mi 390

MOST I (Missions Overseas Short Term) - Mi 255

This intensive training course is designed to be a "boot camp" for short term missions overseas. It includes fifty (50) plus hours of instruction by guest teachers who are experienced senior missions personnel on the cutting edge of world missions today.

MOST II (Missions Overseas Short Term) - Mi 257

This advanced level workshop in short-term missions in a specific country is offered each year. It is available to senior pastors, local church directors, and to those who have completed the MOST basic course. It focuses on short-term opportunities in a specific country. In addition, the completion of a research project is required.

MOST Trip (Missions Overseas Short Term) - Mi 256

This course provides the opportunity to serve on a short-term mission assignment for one week in another country. This practicum gives field experience under a senior missionary and is open to those who have completed at least one of the MOST courses. Guidance is given for raising funds.

IV. DIVISION OF RELIGIOUS STUDIES

Course Descriptions

Bible

Apocalyptic Literature - Bi 322

This course compares the books of Daniel and Revelation and analyzes their prophecies of the end-times that reveal the awesome sovereign power of God to control all history.

Bible Study Methodology - Bi 230

This course introduces the methods of inductive Bible study. Students will learn applied hermeneutics and exegetical principles. It is divided into two main sections: a) structural content methods, and b) technical methods.

Biblical Introduction - Bi 104

This course introduces the history and origins of the Old and New Testaments. Topics include the canonization of the Old Testament, religious backgrounds of both canons, and an evaluation of historical and textual criticism.

Biblical Literature – Bi 117 (*Effective Fall 2016; replacing Bi 108/116*)

This course gives a broad overview of the Hebrew Bible/Old Testament and New Testament text within the context of its history, geography and culture. The course is geared toward examining and exploring the dating, authorship, theological, and philosophical perceptions of each book. It also discusses the social, cultural, political, and ideological arguments proposed by the diverse writers of the books. Using a literary and socio-historical lens to interpret the world of the text and the intention of the writer, the course attempts to theologially and philosophically reconstruct the teachings and rhetoric found within the Hebrew Bible/Old Testament/New Testament. This is a survey course. It is fast-paced and seeks to give a better than cursory understanding of the testaments.

Biblical Typology - Bi 240

This course surveys biblical types in the Old Testament, especially those foreshadowing the coming and work of Christ, the antitype.

Corinthians and Thessalonians - Bi 207

This course will be an analysis and exposition of each book, stressing the historical background, devotional and doctrinal matters with special emphasis on the gifts of the Spirit as treated by Paul in 1 Corinthians.

Early Hebrew History - Bi 431

The historical books from Joshua through Esther are presented through this chronological study of character studies, war stories, and romance, in this often-neglected section of the Bible. Each book's relationship to the fulfillment to God's plan of redemption is demonstrated.

Isaiah and Jeremiah - Bi 412

This course covers the 118 chapters of Isaiah and Jeremiah, the two major prophetic books of the Old Testament, including the role of the prophets in God's dealings with His people, their call, experiences, historical circumstances, and revelation of the will of God.

John and Acts - Bi 109

This course covers John's close-up portrait of Jesus and Luke's history of the church He began to build. The two books form a continuing story that presents and defines true New Testament Christianity.

Life of Christ - Bi 111

This course covers a chronological overview of Jesus' life from birth to resurrection, based upon the Gospel record.

Ministry of Paul - Bi 211

This course explores the sense of calling and mission that compelled Paul. It examines the Apostle's journeys, his teachings, and actions. The study draws from the Acts of the Apostles and many portions of the Pauline epistles.

New Testament Epistles - Bi 323

This course gives an analysis and exposition of the books of Ephesians through Jude (except 1 and II Thessalonians) as the Gospel message is explained.

Old Testament Prophetic Books - Bi 320

This study of the last twelve books of the Old Testament shows the revelation of the will of God in their message, how they viewed their call, and the circumstances they faced.

Pastoral Epistles - Bi 438

The Apostle Paul's counsel to ministers is applied to the circumstances of ministry today in an intensive study of the Epistles of I and II Timothy and Titus. The historical context and social issues of the first century Church will be examined.

Pentateuch - Bi 105

The first five books of the Bible are explored with special attention to the development of God's plan of redemption and Satan's efforts to stop it. These books relate a continuing record of revelation and the foundation of the rest of the Bible.

Prison Epistles - Bi 439

Paul's theology is explored through Ephesians, Philippians, Colossians, and Philemon, with emphasis on the conditions of the churches at the time of writing.

Romans and Galatians - Bi 208

Law and grace, works and faith are studied using the principles of exposition to examine the background, date, destination, and doctrinal content of both books.

Synoptic Gospels - Bi 103

The story of Jesus' birth, ministry, crucifixion, and resurrection in chronological sequence is studied in the gospels of Matthew, Mark, and Luke. The Passion of our Lord Jesus Christ is studied through a focus on sayings and actions from incarnation to ascension.

Wisdom Literature - Bi 326

This course explores the Books of Job, Psalms, Proverbs, Ecclesiastes, and Song of Solomon. Their authenticity, historical setting, and major themes will be examined with insight on the correct approach to Hebrew poetry interpretation.

Theology

Apologetics - Th 325

1 Peter 3:15-18 (NIV) 15But in your hearts set apart Christ as Lord. Always be prepared to give an answer [apologia] to everyone who asks you to give the reason for the hope that you have. The purpose of this course is to introduce stu-

dents to the discipline of apologetics from a Christian perspective. Christian beliefs are explained and students are introduced to other religions and worldviews that contradict our Christian beliefs. With 1 Peter 3:15 as the foundation, this course covers how to structure arguments and strategies for an effective and confident defense of our faith, including how to effectively argue for the existence of God, the deity of Christ, miracles, and evil.

Contemporary Theology - Th 354

Current trends in theology and schools of theological thought are studied and evaluated in the light of Scriptures.

Gifts of the Spirit - Th 308

An intensive study on the person of the Holy Spirit and His gifts covering the office, manifestation, and motivational gifts, and how each gift works within the Body of Christ to facilitate releasing the saints to do the works of service (See Ephesians 4).

Hermeneutics - Th 307

This course develops the skill of biblical interpretation based on contextual, grammatical, and historical research. The principles of sound exegesis, which improve the ability to understand and teach the Word, are imparted.

Historical Theology - Th 344

This course covers theology in its historical development throughout the centuries, taking note of the development, growth, and change in the church's understanding of the central doctrines of the faith.

The Holy Spirit in the New Testament Church - Th 231

This exegetical study of key New Testament passages associates with the person of the Holy Spirit. Stress will be on the role of the Holy Spirit in the early Christian community, the ministry of the Spirit in the worship, and interpersonal relationships.

Systematic Theology I - Th 203

This course serves as an introduction to the nature and source of theology, the inspiration and verification of the Scriptures, the doctrine of God, the creation and doctrine of man, and the doctrine of angels. Study includes God's attributes, God's names, and trinitarianism.

Systematic Theology II - Th 213

This course examines Christology (the doctrine of Christ), which includes the names of Christ, His natures, humiliation, exaltation, and offices, as well as the soteriology (doctrine of salvation).

Systematic Theology III - Th 313

This course covers the doctrine of the Holy Spirit, how He works in the Church, the nature of the Church, its organization and its work.

GRADUATE DIVISION

SUMMARY OF PROGRAMS OFFERED AND COURSES REQUIRED

- Master of Arts in Leadership Studies (MA) - **42**
- Master of Arts in Religious Studies (MA) - **42**
- Master of Divinity (M.Div.) - **90**
- Master of Divinity – Chaplaincy Concentration (M.Div./Ch.) - **90**
- Master of Divinity – Leadership Concentration (M.Div./LS) - **102**
- Master of Business Administration (MBA) - **40**
- Doctor of Ministry (D.Min.) - **36**
- Doctor of Philosophy (Ph.D.) - **60**
- Certificate for Chaplaincy - **18**

All courses are 3 credit hours unless otherwise noted.

The Graduate Division of Beulah Heights University offers programs that prepare leaders for ministry and the marketplace. The curriculum seeks to develop in students those competencies required for ministry in contemporary society. It includes a strong emphasis on the Bible itself, a working knowledge of church history and systematic theology, as well as ministry skills. Programs and majors include the following: Master of Arts in Leadership Studies, Master of Arts in Religious Studies, Master of Divinity (General, Chaplaincy Concentration and Leadership Concentration), Master of Business Administration, certificates in Nonprofit Development and Management and Chaplaincy, and Doctor of Ministry.

The Master of Arts with concentrations in Leadership Studies and Religious Studies requires 42 credit hours for completion. Each program encompasses 27 hours of core curriculum requirements and 15 hours in the area of concentration (Leadership Studies or Religious Studies).

The Master of Divinity program (90 hours) requires 57 hours of core curriculum courses plus 33 hours of electives.

The Master of Divinity with Concentration in Leadership (102 hours) allows students to take twice the amount of leadership courses while still applying themselves to a full program of biblical and theological studies. The total number of leadership courses is 8 for a total of 24 hours.

The Master of Divinity with Concentration in Chaplaincy (90 hours) allows students to take courses focused on the discipline of Chaplaincy while still applying themselves to a full program of biblical and theological studies. The total number of chaplaincy courses is 7 for a total of 21 hours.

The Master of Divinity degree program is an especially suitable program for those students preparing for church-related careers, Christian counseling, or chaplaincy, or desiring to pursue post-graduate education opportunities. Students have the opportunity to strengthen their background with electives in the biblical languages, exegetical skills, and leadership.

OBJECTIVES AND COURSES OFFERED

MASTER OF ARTS – LEADERSHIP STUDIES

Program Objectives:

1. Understand the spiritual dynamics of Christian leadership.
2. Exhibit an understanding of key organizational leadership elements such as ethics, communication, and organizational development.
3. Exhibit relevant and effective problem solving and conflict resolution methodologies.
4. Identify power structures within organizational models and how to effect change within the cultural context.

PROGRAM REQUIREMENTS

Core Curriculum 27

Concentration 15

Total Hours 42

Master of Arts Leadership Studies - 42 Credits

Core Curriculum – 27 credit hours (9 courses)

LS 620	Research Writing in Leadership and Business (must be taken in first year)	Th 513	Systematic Theology II
Bi 501	Old Testament	LS 600	Introduction to Leadership
Bi 502	New Testament	LS 613	Case Studies in Biblical Leadership
TH 503	Systematic Theology I	LS 601	Ethical Considerations of Leadership
LS 698	Leadership Studies Capstone		

Leadership Studies Requirements - 15 credit hours (5 courses)

Students will choose 15 hours of curriculum study from the Leadership electives

LS 590	Executive Leadership I	LS 610	Financial Administration
LS 591	Executive Leadership II	LS 611	Women in Leadership Principles in Business
LS 602	Global Dimensions of Leadership	LS 612	
LS 603	Organizational Communication	LS 613	Case Studies in Biblical Leadership
LS 604	Conflict Resolution Critical Thinking and Creative Problem Solving	LS 614	Multicultural management Marketing Strategies
LS 605		LS 616	
LS 606	Organizational Administration	LS 617	Leading in Crisis
LS 607	Managing Organizational Change	LS 618	Servant Leadership

LS 609	Church Planting	LS 619	Historical and Contemporary Models of Leadership
		LS 683	Laws of Leadership

Note: Check for pre-requisites before enrolling in a course.

Master of Arts Leadership Studies- Leadership Coaching Concentration 42 Credits

Core Curriculum – 27 credit hours (9 courses)

LS 620	Research Writing in Leadership and Business (must be taken in first year)	Th 513	Systematic Theology II
Bi 501	Old Testament	LS 600	Introduction to Leadership
Bi 502	New Testament	LS 503	Coaching Essentials
TH 503	Systematic Theology I	LS 557	Whole Life Coaching
LS 698	Leadership Studies Capstone		

Leadership Studies Requirements - 15 credit hours (5 courses)

Students will choose 15 hours of curriculum study from the Leadership Coaching Requirements

LS 563	Essentials of Practical Coaching	LS 593	Coaching Specialties
LS 627	The Business of Coaching	LS 655	Coaching the Coach
LS 687	Advanced Assessments and Professional Certification		

COURSE CYCLE – MASTER OF ARTS LEADERSHIP STUDIES

Fall Semester (August)

LS 620 Research Writing in Leadership and Business
Bi 501 Old Testament
Th 503 Systematic Theology I

Fall Semester (August)

LS 613 Case Studies in Biblical Leadership
LS Course Elective
LS 601 Ethical Considerations in Leadership
LS Course Elective

Spring Semester (January)

LS 600 Introduction to Leadership
Th 513 Systematic Theology II
Bi 502 New Testament
LS Course Elective

Spring Semester (January)

LS 698 Leadership Studies Capstone
LS Course Elective
LS Course Elective

MASTER OF ARTS - RELIGIOUS STUDIES

Program Objectives

1. Exhibit an understanding of hermeneutical principles by using proper methodology in biblical

- interpretation.
2. Build a strong emphasis on understanding the Bible.
 3. Recognize and evaluate in light of biblical revelation the major schools of thought in historical and contemporary theology.
 4. State and defend a worldview that is consistent with biblical revelation and stated in theological terms.

PROGRAM REQUIREMENTS

Core Curriculum	27
<u>Concentration</u>	<u>15</u>
Total Hours	42

Master of Arts Religious Studies - 42 Credits

Core Curriculum – 27 credit hours (9 courses)

Ath 613	Theological Research Writing (must be taken in first year)	Th 601	History of Christian Thought I
Bi 501	Old Testament	Th 602	History of Christian Thought II
Bi 502	New Testament	Th 607	Hermeneutics
TH 503	Systematic Theology I	Ath 698	Religious Studies Capstone
Th 513	Systematic Theology II		

Religious Studies Bible/Theology Requirements - 9 credit hours (3 courses)

Choose any 3 courses with Bi/Th prefix

Bi 603	Isaiah	Bi 619	Survey of Matthew
Bi 604	Daniel	Bi 620	Survey of Luke & Acts
Bi 605	Mark	Bi 621	John
Bi 606	Romans	Bi 622	Survey of Revelation
Bi 615	Early Hebrew History	Bi 623	Survey of Genesis
Bi 616	Biblical Wisdom Literature		

Religious Studies Electives 6 Hours (2 courses)

Choose any 2 courses with Bi/Th, Ath, L, SP prefix

A Th 601	Introduction to Pastoral Care	L 605	Hebrew I
A Th 602	Introduction to Preaching	L 606	Hebrew II
A Th 603	Ethics and Society	L 607	Greek I

A Th 610	Introduction to World Mission	L 608	Greek II
A Th 611	Ethics of Pastoral Leadership	Th 603	Church Scholars (Soren Kierkegaard)
A Th 612	Introduction to Evangelism	Th 604	Church Scholars (John Wesley)
A Th 614	Spiritual Formation	Th 605	Church Scholars (Karl Barth)
A Th 620	Introduction to Global Chaplaincy	SP 609	Expository Preaching
A Th 621	Prison/Jail Chaplaincy	SP 615	Contemporary Biblical Preaching
A Th 622	Ministry Response to Crises and Disasters	Th 606	Women in Theology
A Th 624	Healthcare Chaplaincy	Th 608	Introduction to World Religions
A Th 623	Sports/Athletics Chaplaincy	Th 610	Holy Spirit Throughout the Bible

COURSE CYCLE – MASTER OF ARTS RELIGIOUS STUDIES

Fall Semester (August)

A Th 613 Theological Research Writing
 Bi 501 Old Testament
 Th 503 Systematic Theology I
 Bi/Th Course

Fall Semester (August)

Th 601 History of Christian Thought I
 Bi/Th Course
 Bi/Th Elective

Spring Semester (January)

Th 607 Hermeneutics
 Bi 502 New Testament
 Th 513 Systematic Theology II

Spring Semester (January)

Th 602 History of Christian Thought II
 Bi/Th Course
 Bi/Th Elective
 Ath 698 Capstone

GRADUATE WITH MA

Following completion of the MA in the Spring of the academic year, a student would then be eligible to continue on into the Ph.D. program in the Fall of the same year, provided they completed the MA degree with a GPA of 2.9 (B-) or better.

MASTER OF DIVINITY (GENERAL & LEADERSHIP)

The Master of Divinity degree program is an especially suitable program for those students preparing for church-related careers, and who desire to receive training beyond the Master of Arts level. The curriculum seeks to develop in students those competencies required for ministry in contemporary society. This program offers three degree choices: Master of Divinity, Master of Divinity with a Leadership Concentration, and a Master of Divinity with a concentration in Chaplaincy.

Program Objectives

1. Build a strong emphasis on understanding the Bible.
2. Strengthen biblical background and exegetical skills through courses in biblical languages.
3. Instill a working knowledge of church history and systematic theology.
4. Instill and develop ministry skills.
5. Instill and develop leadership skills.

PROGRAM REQUIREMENTS

Master of Divinity		Master of Divinity with Leadership Concentration	
Core Curriculum	51	Core Curriculum	51
Biblical Languages	6	Biblical Languages	6
General Electives	9	General Electives	9
Bible/Theology Electives	12	Leadership Electives	24
Leadership Electives	12		
Total Hours	90	Total Hours	102

The following classes must be taken the first semester (Fall/Spring)

ATh 613 Theological Research and Writing	Bi 502 New Testament
ATh 614 Spiritual Formation	Th 503 Systematic Theology I
Bi 501 Old Testament	L 60x Greek L 607, L 608 <i>or</i> Hebrew L 605, L 606

Master of Divinity

Core Curriculum – 51 Hours

Bi 501	Old Testament	Ath 611	Ethics of Pastoral Leadership
Bi 502	New Testament	Ath 612	Introduction to Evangelism
TH 503	Systematic Theology I	Ath 613	Theological Research Writing (must be taken in first year)
Th 513	Systematic Theology II	Ath 699	Religious Studies Capstone
Th 607	Hermeneutics	Ath 614	Spiritual Formation
Th 601	History of Christian Thought I	Bi 615	Early Hebrew History

Th 602	History of Christian Thought II	Bi 616	Biblical Wisdom Literature
A Th 601	Introduction to Pastoral Care	Th 610	Holy Spirit Throughout the Bible
Ath 610	Introduction to World Missions		

Master of Divinity – Biblical Language (6 Hours)

Choose will choose from Greek and Hebrew Languages

L 605	Hebrew I	L 607	Greek I
L 606	Hebrew II	L 608	Greek II

Master of Divinity – Bible (Bi) 12 hours

Students will choose from courses with a Bi or Th prefix

Bi 603	Isaiah	Bi 623	Survey of Genesis
Bi 604	Daniel	Th 603	Church Scholars (Soren Kierkegaard)
Bi 605	Mark	Th 604	Church Scholars (John Wesley)
Bi 606	Romans	Th 605	Church Scholars (Karl Barth)
Bi 619	Survey of Matthew	SP 609	Expository Preaching
Bi 620	Survey of Luke & Acts	SP 615	Contemporary Biblical Preaching
Bi 621	John	Th 606	Women in Theology
Bi 622	Survey of Revelation	Th 608	Introduction to World Religions

**Master of Divinity – Leadership (LS) (12 hours for the basic Master of Divinity program)
(LS) (24 hours for the Leadership concentration)**

*Students will choose from the leadership (LS) courses. 12 hours for the basic Master of Divinity program and 24 hours for the Master of Divinity with Leadership Concentration program. *Not required for the Chaplaincy Concentration*

LS 590	Executive Leadership I	LS 609	Church Planting
LS 601	Ethical Considerations of Leadership	LS 610	Financial Administration
LS 602	Global Dimensions of Leadership	LS 611	Women in Leadership
LS 603	Organizational Communication	MBA 601	Servant Leadership
LS 604	Conflict Resolution Critical Thinking and Creative Problem Solving	MBA 625	Professional Communication Development
LS 605		MBA 640	The Legality of Business
LS 606	Organizational Administration	MBA 678	International Business
LS 607	Managing Organizational Change	MBA 662	Marketing

Master of Divinity – General Electives (9 Hours)

Students will choose from Applied Theology, Bible, Language, Leadership, Speech, Mission, or Theology courses.

PREREQUISITES

The following courses have prerequisites:

L 606	Hebrew II	Prerequisite: L605 Hebrew I
L 608	Greek II	Prerequisite: L 607 Greek I

MASTER OF DIVINITY EQUIVALENCY

M.Div. Equivalency is a bridge over the gaps that exist for such students who lack the necessary coursework to advance to the Doctor of Ministry degree. It allows them to build upon their prior theological or ministerial master’s degree by acquiring the total number of credits required by BHU’s accrediting agencies and also obtaining the tools, experiences, and academic training requisite for doctoral work. In short, students can obtain the equivalent of a M.Div., and thereby pursue doctoral work without having to complete a second master’s degree

What purpose does Master of Divinity Equivalency serve? Admission to a Doctor of Ministry program requires a Master of Divinity degree or its educational equivalent from an accredited institution with at least a 3.0 (B) average. M.Div. Equivalency serves the purpose of helping prospective students meet that eligibility requirement. Students desiring to pursue this track may obtain more information by visiting: <https://www.beulah.edu/DMin>

Master of Divinity Equivalency Requirements Revised Summer 2019	
Bible	12
Theology	12
Ministry Arts	12
<hr/>	
Total	36

COURSE CYCLE – MASTER OF DIVINITY

90 Credit Hours Required

All courses listed are required and are three (3) credit hours unless otherwise indicated.

Use this document to plan course selections appropriate to your program requirements. Seek academic advising on a regular basis to ensure you are on track to graduation.

Fall Semester – August: Cycle I

Bi 501	Old Testament
Bi 502	New Testament
Th 503	Systematic Theology I
Th 601	History of Christian Thought I
ATh 611	Ethics of Pastoral Leadership

Spring Semester - January: Cycle I

Th 607	Hermeneutics
Th 513	Systematic Theology II
Th 602	History of Christian Thought II
ATh 610	Introduction to World Missions
ATh 613	Theological Research & Writing

ATh 612 Introduction to Evangelism
 ATh 614 Spiritual Formation
 Bi 616 Biblical Wisdom Literature
 L 605 Hebrew 1
 L 607 Greek 1

L 606 Hebrew 2
 L 608 Greek 2

Electives

Th 605 Church Scholars (Barth)
 ATh 604 Contextual Education Practicum
 LS 604 Conflict Resolution
 LS 607 Managing Organizational Change
 Mi 555 Mobilizing the Local Church for Missions
 Sp 609 Expository Preaching
 Th 603 Church Scholars (Kierkegaard)

Bi 621 Survey of John
 Bi 604 Daniel
 Bi 623 Survey of Genesis
 LS 603 Organizational Communication
 LS 605 Critical Thinking & Creative Problem Solving
 LS 609 Church Planting
 LS 610 Financial Management
 Sp 615 Contemporary Biblical Preaching
 Th 608 Introduction to World Religions

Summer Semester –May: Cycle 1**Core**

ATh 601 Introduction to Pastoral Care
 Bi 615 Early Hebrew History
 Bi 616 Biblical Wisdom Literature
 Th 610 Holy Spirit Throughout the Bible
 Bi 620 Survey of Luke & Acts

Electives

ATh 603 Ethics and Society
 Bi 605 Mark
 Bi 617 Old Testament Exegesis
 LS 602 Global Dimensions of Leadership
 Th 604 Church Scholars (Wesley)

Fall Semester – August: Cycle II**Core**

Bi 501 Old Testament
 Bi 502 New Testament
 Th 503 Systematic Theology I
 Th 601 History of Christian Thought I
 ATh 611 Ethics of Pastoral Leadership
 ATh 612 Introduction to Evangelism
 ATh 614 Spiritual Formation
 L 605 Hebrew 1
 L 607 Greek 1

Spring Semester – January: Cycle II

Th 513 Systematic Theology II
 Th 602 History of Christian Thought II
 ATh 610 Introduction to World Missions
 ATh 613 Theological Research & Writing
 L 606 Hebrew 2
 L 608 Greek 2

Electives

ATh 604 Contextual Education Practicum

Electives

Bi 619 Survey of Matthew
 Bi 623 Survey of Genesis
 LS 604 Conflict Resolution
 LS 606 Organizational Administration
 LS 611 Women in Leadership
 Sp 609 Expository Preaching
 Th 606 Women in Theology
 Th 607 Hermeneutics

Bi 606 Romans

Bi 622 Survey of Revelation
 Bi 603 Isaiah
 LS 601 Ethical Consideration in Leadership
 LS 603 Organizational Communication
 LS 605 Critical Thinking & Creative Problem Solving
 LS 609 Church Planting
 Mi 555 Mobilizing the Local Church for Missions
 Sp 615 Contemporary Biblical Preaching
 Th 608 Introduction to World Religions

Summer Semester – May: Cycle II**Core**

ATh 601 Introduction to Pastoral Care

Electives

LS 607 Managing Organizational Change

Bi 615 Early Hebrew History
 Th 610 Holy Spirit Throughout the Bible

Bi 621 Survey of John
 LS 610 Financial Management
 Th 603 Church Scholars (Kierkegaard)
 Th 605 Church Scholars (Barth)

CHAPLAINCY (M.Div. & Certificate)

Inasmuch as universities and colleges are mandated by the federal government to demonstrate employment opportunities following the completion of a degree, and given that one of the key areas of employment opportunities for M.Div. students is chaplaincy, Beulah Heights University offers a chaplaincy track for the M.Div. program and a chaplaincy certificate program for graduate students. In addition, a certificate track is offered for non-degree seeking students that can be used for CE Units or for lay-training of church/community chaplains.

While a M.Div. with biblical and leadership requirements is helpful for those going into pastoral leadership, the track of chaplaincy would expand the opportunities and make the M.Div. degree look very attractive to those institutions seeking to employ a chaplain. Seeing 18 credit hours of chaplaincy training on the degree would push our M.Div. degree students ahead of M.Div. students whose transcripts do not reflect that field of training.

Master of Divinity with Chaplaincy Concentration (Effective Fall 2013)		Chaplaincy Certificate (Effective Fall 2013)	
Core Curriculum	51	Chaplaincy	18
Biblical Languages	6		
Bible/Theology Electives	12		
Chaplaincy	21		
Total Hours	90	Total Hours	18

CHAPLAINCY CERTIFICATE (Effective Fall 2013)

Certificate – 18 credits

The 18-hour Chaplaincy program provides students with the certification required to serve in various civil, military, parachurch organizations. It comprises of a comprehensive range of biblical-theological knowledge and practical skills for ministry leadership along with specialized skills to perform the pastoral, caregiver, emotional, and spiritual roles of a chaplain.

CHAPLAINCY CERTIFICATE - 18 Credits
Certificate Requirements (6 courses)

A Th 620	Introduction to Global Chaplaincy	A Th 624	Grief and Loss Counseling
A Th 621	Prison/Jail Chaplaincy	Ath 625	Healthcare Chaplaincy
A Th 622	Ministry Response to Crises and Disasters		
Ath 623	Sports/Athletics Chaplaincy,		Ethics of Pastoral Leadership
	or Introduction to	Or Ath 611	Leadership
Or Ath 601	Pastoral Care		

****In addition, 6 credits can be earned for ATh 604 Contextual Education Practicum by completing the first or second level of Clinical Pastoral Experience (CPE), which is offered at Grady Hospital as well as other healthcare facilities in the Atlanta area.*

MASTER OF DIVINITY IN CHAPLAINCY

Program Objectives

1. Build a strong emphasis on understanding the Bible.
2. Provide a strong foundation of theoretical and practical knowledge related to chaplaincy ministry.
3. Instill a working knowledge of church history and systematic theology.
4. Instill and develop ministry skills.
5. Instill and develop ministry skills related to the role of chaplaincy.

Master of Divinity

Core Curriculum – 51 Hours

Bi 501	Old Testament	Ath 611	Ethics of Pastoral Leadership
Bi 502	New Testament	Ath 612	Introduction to Evangelism
TH 503	Systematic Theology I	Ath 613	Theological Research Writing (must be taken in first year)
Th 513	Systematic Theology II	Ath 699	Religious Studies Capstone
Th 607	Hermeneutics	Ath 614	Spiritual Formation
Th 601	History of Christian Thought I	Bi 615	Early Hebrew History
Th 602	History of Christian Thought II	Bi 616	Biblical Wisdom Literature
A Th 601	Introduction to Pastoral Care	Th 610	Holy Spirit Throughout the Bible
Ath 610	Introduction to World Missions		

Master of Divinity – Biblical Language (6 Hours)

Choose will choose from Greek and Hebrew Languages

L 605	Hebrew I	L 607	Greek I
L 606	Hebrew II	L 608	Greek II

Master of Divinity – Bible (Bi) 12 hours

Students will choose from courses with a Bi or Th prefix

Bi 603	Isaiah	Bi 623	Survey of Genesis
Bi 604	Daniel	Th 603	Church Scholars (Soren Kierkegaard)
Bi 605	Mark	Th 604	Church Scholars (John Wesley)
Bi 606	Romans	Th 605	Church Scholars (Karl Barth)
Bi 619	Survey of Matthew	SP 609	Expository Preaching

Bi 620	Survey of Luke & Acts	SP 615	Contemporary Biblical Preaching
Bi 621	John	Th 606	Women in Theology
Bi 622	Survey of Revelation	Th 608	Introduction to World Religions
Master of Divinity in Chaplaincy (21 hours)			
Ath 601	Introduction to Pastoral Care	Ath 623	Sports/Athletics Chaplaincy
Ath 604	Contextual Education Practicum **	Ath 624	Grief and Loss Counseling
Ath 611	Ethics of Pastoral Leadership	Ath 625	Healthcare Chaplaincy
Ath 620	Introduction to Global Chaplaincy	LS 604	Conflict Resolution
Ath 621	Prison/Jail Chaplaincy	LS 617	Leading in Crisis
Ath 622	Ministry Response to Crises and Disasters		

***In addition, credits can be earned for Ath 604 Contextual Education Practicum by completing the first or second level of Clinical Pastoral Experience (CPE), which is offered at Grady Hospital as well as other healthcare facilities in the Atlanta area.

COURSE CYCLE – MASTER OF DIVINITY IN CHAPLAINCY

90 CREDIT HOURS REQUIRED

Typical Four Year Course Cycle

First Year– 24 credits

Fall

Ath 613 Theological Research and Writing
Bi 501 Old Testament
Bi 502 New Testament

Spring

Th 607 Hermeneutics
Ath 610 Introduction to World Missions
Bi 615 Early Hebrew History

Summer/Fall

Ath 612 Introduction to Evangelism
Bi 616 Biblical Wisdom Literature

SECOND YEAR– 24 CREDITS

Fall

Th 503 Systematic Theology I
Ath 614 Spiritual Formation

Spring

Th 513 Systematic Theology II
Ath 620 Introduction to Global Chaplaincy

Summer/Fall

Th 610 Holy Spirit Throughout the Bible
Bi Any Bible Course (#1)

Third Year– 24 credits

Fall

Th 601 History of Christian Thought I
Bi Any Bible Course (#2)
LS 617 Leading in Crises *or*

Spring

Th 602 History of Christian Thought II
Bi Any Bible Course (#3)
LS 604 Conflict Resolution *or*

ATh 622 Ministry in Crises and Disasters

ATh 623 Sports/Athletics Chaplaincy

Summer/Fall

ATh 601 Introduction to Pastoral Care
 Bi Any Bible Course (#4)

Fourth Year– 18 credits

Fall

ATh 621 Prison / Jail Chaplaincy
 ATh 611 Ethics of Pastoral Leadership
Bi, ATh, Th, LS Any elective course

Spring

ATh 699 Capstone Course
 ATh 625 Healthcare Chaplaincy
 ATh 624 Grief and Loss Counseling

*In addition, 6 credits **must** be earned for ATh 604 Contextual Education Practicum by completing the first or second level of Clinical Pastoral Experience (CPE), which is offered at Grady Hospital as well as other healthcare facilities in the Atlanta area.*

COURSE DESCRIPTIONS (MA & M.Div.)

Biblical Wisdom Literature - Bi 616

This course is a survey of Job, Psalms, Proverbs, Ecclesiastes and Song of Solomon. This material will be explored in relation to its ancient Near East historical and cultural setting, and involves a study of the nature of Hebrew poetry. The main themes of each book will be evaluated in the theological light of the New Testament.

Capstone Courses (LS 698, ATh 698, ATh 699)

During the last semester of study before graduation from each program of study, and before being awarded a degree, the student will be required to complete this course in which the student produces a substantial writing assignment (generally 50-60 pages). This research paper will demonstrate comprehension and synthesis of the material covered over the course of the program of study and will address an area of interest, ministry, or future employment context, relating biblical concepts to ministry or leadership topics. A grade of C or better must be achieved in this course to earn a degree.

Case Studies in Biblical Leadership – LS 613

This course empowers students to look at biblical examples of leadership (both good and bad) to identify leadership “styles” and to distill leadership principles. It utilizes a case study methodology and thereby engages the student’s critical thinking and synthesis of key concepts related both to sound leadership practices and biblical models.

Church Planting - LS 609

This course will look at biblical basis, the historical background and the planting process of birthing churches in a number of contexts. Special emphasis will be placed on understanding the role of the church planter and the local and cultural context of the church plant.

Church Scholars: Soren Kierkegaard - Th 603

This course is an intensive study of the thought of Korean Kierkegaard. Special emphasis will be placed on Kierkegaard’s moral philosophy of religion and philosophy of human nature.

Church Scholars: Wesleyan Theology - Th 604

This course will focus on the primary writings of John Wesley, with an introduction to the works of Charles Wesley, and the rise of the Wesleyan Movement. Wesley will be placed within the larger theological context of Western Christendom, but with special emphasis placed on the development of his thought. Interaction over sections of primary readings will form a vital part of the course.

Church Scholars: Karl Barth - Th 605

This course will focus on a selected portion of the primary writings of Karl Barth's theological views placed within a larger framework of his thought.

Conflict Resolution - LS 604

This course equips students to apply biblical principles to personal, pastoral and group conflict and considers effective models for leading congregational change with preventive measures to minimize conflict. Attention is given to understanding personality distinctive, implementing change, and decision making leadership.

Contemporary Biblical Preaching - Sp 615

This course is designed to introduce various contemporary models of preaching in theory and to give the students the opportunity to practice these various models. Emphasizing sermon structure, students will be expected to acquire numerous ways of proclamation to enhance their pulpit ministry and to present topical sermons within the new models studied.

Contextual Education Practicum - A Th 604

Introduction into practical elements of ministry with special emphasis placed on career planning and field experience. This course requires a pre-project paper on the chosen project's relativity to the student's career path. The field experience is done "hands-on" in a ministry location with guidance by a ministry supervisor and the course instructor. Prerequisites: All Master of Divinity core courses (57).

Critical Thinking and Creative Problem Solving - LS 605

This course addresses critical thinking and how to use the cognitive skills or strategies that increase the probability of a desirable outcome. Students learn to interpret, analyze, and evaluate ideas and arguments and to develop strategies for critical thinking and problem solving. Students also learn how leaders acclimate to the reality that change is constant and how effective problem solving examines many ways to productively deal with change.

Daniel - Bi 604

This course will be an exposition, emphasizing the background issues, purpose, structure, and interpretation of prophetic literature and theological contributions of Daniel.

Elements of Greek I - L 607

This is an introductory course on the fundamental essentials of Koine Greek as reflected in the New Testament and the early Christian writings. The course will, therefore, focus on teaching the students basic vocabulary, grammar, and syntax required to read the New Testament.

Elements of Greek II - L 608

This is an intermediate course for students who have completed the prerequisite L 607 Elements of Greek I course and are interested in furthering their vocabulary, grammar, and syntactical Koine Greek skills. Prerequisite: L 607 Greek I

Elements of Hebrew I - L 605

This is an introductory course on the essentials of Hebrew grammar, syntax, and vocabulary preparation for assisting the student in reading and understanding the Hebrew Bible/Old Testament.

Elements of Hebrew II - L 606

This is an intermediate course for students who have completed the prerequisite introductory course on the L 605 Elements of Hebrew I and desire further work in the areas of Hebrew grammar, syntax, vocabulary, criticism, and the reading of the Hebrew Bible/Old Testament. Prerequisite: L 605 Hebrew I

Ethical Considerations of Leadership - LS 601

This course focuses on how values and ethics are established and managed in ministry and how they are influenced by the personal beliefs, values, and ethical standards of the individual leader. This study examines how an organization with Christian leaders can induce changes in the values and ethical behaviors of the communities and cultures within which they reside and operate.

Ethics and Society - A Th 603

This course introduces students to a general knowledge of the development of the literature of Christian ethics. It focuses on the impact of social sciences that inform the task of critical inquiry into the moral life through learning to analyze ethos and lay bare the roots of fundamental character of a community's moral life.

Early Hebrew History - Bi 615

This course surveys the history and literature of Israel from Abraham through the end of the United Kingdom and studies the socio-political-religious culture that shapes the literature of this period. The course also deals with important issues such as the early formation of the canon and the authority of the Old Testament scriptures and provides insights from related geographical, historical, and archaeological perspectives.

Ethics of Pastoral Leadership - A Th 611

This course examines the appropriate ethical conduct of Christian workers based upon the text of the New Testament. Of particular interest will be such contemporary issues as gender behavior in the workplace, confidentiality and liability, abortion, euthanasia, living wills, stem cell research, and genetic engineering.

Expository Preaching - Sp 609

In this course, a variety of texts from Scripture will be studied in order to understand structure, content, theology and contemporary relevance. A series of expository sermons will be developed by the students in order that the holistic mechanics of each sermon may be examined.

Financial Administration - LS 610

This course examines the challenges faced by ministers in small to medium-sized congregations. The course will deal with integrity in handling offerings, raising special offerings, planning for financial growth, budgeting, managing church debt, IRS reporting, IRS audits, records of contributions and designated giving.

Global Dimensions of Leadership - LS 602

This course will examine various models of leadership and their appropriateness for use within a community of faith. Once foundational material is presented, an analysis and critique of each model is performed resulting in practical application in ministerial settings.

Grief and Loss Counseling - A Th 624

This course will focus on the role of the chaplain during times of grief and loss, whether loss of life, career, or property. It will explore the psychological/emotional response of people to loss and how the chaplain can bring a healing presence during times of chaos and confusion.

Healthcare Chaplaincy - A Th 625

This course will focus on the needs, challenges and practices of healthcare chaplaincy. It will include the role of chaplains in hospitals, nursing homes, hospices and home healthcare settings. The student will explore the unique challenges associated with healthcare chaplaincy and the role of the chaplain with respect to patients, relatives of patients, and healthcare workers.

Hermeneutics - Th 607

This is a study of basic principles and specific guidelines of interpretation. Some attention is given to the historical schools of interpretation, but the focus of the course is on historical-grammatical interpretation and legitimate application of the Scriptures. General principles, such as reliance on the Holy Spirit, biblical context, ancient culture, and different literary genre are studied in this course.

History of Christian Thought I - Th 601

This course is a study of the early church scholars and how each impacted Christian theology and doctrine. It deals with early church councils and the writings of church fathers.

History of Christian Thought II - Th 602

This course is a continuation of the study early church scholars and how each impacted Christian theology and doctrine. It deals with the Reformation and the history of various contemporary theologies.

Holy Spirit Throughout the Bible - Th 610

This course surveys the role of the Holy Spirit throughout the Old Testament and New Testament. Special consideration is given to the function of the Holy Spirit within the Triune Godhead, His activity in regard to Creation and miracles, and to His work in the lives of believers.

Introduction to Evangelism - A Th 612

In this course, you will study the biblical basis and theology of evangelism, as well as methods of developing evangelism as a part of the total mission of the congregation. Other aspects of the course include a comparison of evangelistic work of churches in different parts of the world and a survey of approaches needed to specific immigrant cultural groups in large cities.

Introduction to Global Chaplaincy - A Th 620

This course is designed to train and equip pastors, pastoral counselors, and lay workers for ministry in specialized settings such as hospitals, nursing homes, jails and prisons, rescue missions and shelters, law enforcement agencies, business and industry, detention centers, benevolence organizations, social services agencies, and other institutions. Students will be exposed to the theological and practical ramifications of specialized ministries in these settings and in a pluralistic and secular environment. The various aspects of chaplaincy to be taught include: defining Chaplaincy Ministry, History of Chaplaincy, Theology of Chaplaincy, Chaplain as Person, and various core skills such as Stress Management & Debriefing, Confidentiality, Workplace Etiquette, Suicide, Death Notifications, Grief, and more.

Introduction to Leadership – LS 600

This course introduces key leadership concepts and practices based on current theory and research. It is designed to help students discover the knowledge and skills that are characteristic of effective leaders, as well as to encourage self-discovery of leadership strengths, weaknesses, and styles.

Introduction to Pastoral Care - A Th 601

This course will study ministry to the physically, emotionally or relationally ill, crisis ministry and ministry to the dying and bereaved.

Introduction to Preaching - A Th 602

This course is designed to bring together the theoretical and practical aspects of sermon development. Students explore a theological understanding of preaching along with a psychological and sociological analysis of the formal elements of sermon development, construction, and delivery.

Introduction to World Missions - A Th 610

This is an introduction to the task of world mission in the light of biblical, theological, and historical foundations. Current mission trends and realities will be examined. The course will also highlight the role of the local church in world missions.

Isaiah - Bi 603

This course will be an exposition, emphasizing the background issues, purpose, structure, and interpretation of prophetic literature and theological contributions of Isaiah.

Laws of Leadership – LS 683

This course analyzes the fundamental laws of leadership. The emphasis is on the application of the laws, and the types and different approaches of leadership in day-to-day leadership scenarios. In addition, the students will gain an understanding as to how to integrate biblical principles of leadership into their lives. The principles or “laws” of leadership can be seen in leaders within the Scriptures as well as throughout history.

Leadership, Technology, Job Design, Socio-technical Systems and Innovation - LS 608

In this course, technology is presented as the study of tools and methods. The course also explores how leaders help followers interact with tools and methods to accomplish the organization’s objectives. This includes job design, human-computer interaction, understanding how new technology should cause current tools and methods to change, and how to help followers through the adoption and diffusion of the innovation process. The course also presents the organizational culture challenges that occur when technology begins to run the organization.

Leading Through Times of Crises - LS 617

This course provides an introduction to crisis management in organizations. It examines the types of crises encountered, potential impact on the organization and its stakeholders, and strategies for prevention, management, and recovery. Current events and cases will be presented to explore the ethical, legal, and human implications of these crises. Effective Fall 2011.

Managing Organizational Change - LS 607

This course leads students through a biblical, organizational, and psychological understanding of leadership, motivation, planning, evaluation, change principles, and organizational development.

Mark - Bi 605

This course will be an exposition, emphasizing the background issues, purpose, structure, and interpretation of prophetic literature and theological contributions of Mark.

Ministry in Crises and Disasters - A Th 622

This course is designed to equip chaplains in addressing the spiritual, emotional, and physical needs of individuals following a major natural or manmade crisis, such as a tornado or a terrorist attack. It will explore theories of shock, coping mechanisms, and post-traumatic stress as a result of a critical event affecting a large population. Further, it will equip chaplains as part of a first responder team, as well as in ministry to first responders as they cope with spiritual and emotional needs.

M. L. King Jr. and the Church as a Social Agent for Change Th 615 (*can also be used as a leadership elective*)

The course entitled, "Dr. Martin Luther King Jr. and the Church as a Social Agent of Change" will explore and examine the theological, ethical, and philosophical foundations of the life, work, and thought of Dr. Martin Luther King, Jr. Attention will be given to King's understanding of God, Christ, the Church, the move of the Holy Spirit and G-D's mandate to and for humanity along with how the interplay of these concepts informed his quest to critique, contest and transform North American civilization and the emerging global order. Students will be asked to explore and examine the cultural and social dynamics that shaped King's identity as a minister/theologian, preacher of the Gospel, and his understanding of the church's role and significance as G-D's agent of transformation in and to the world. The Course will also examine Martin Luther King Jr.'s impact on international theology, his cultural legacy, and his engagement with historical theologians, the theologians of his day, historical ethicist and the ethicist of his day, and the prevalent thought and attitudes concerning race, gender, class, and justice.

Mobilizing the Local Church for Missions - Mi 555

This identifies and highlights the theological and practical foundations for missions. The course addresses the methods proven to educate and mobilize the local church for involvement that moves beyond financial and material gifts. Students will learn the long-term value of short-term mission projects and how to keep congregations engaged in meaningful mission activity.

New Testament - Bi 502

This course gives a broad overview of the entire New Testament in the context of history, geography, and culture of its time. The chief events, characters, and teachings of each book will be studied in reaction to God's ongoing plan.

Executive Leadership - LS 590

The goal of this course is to train successful global leaders in biblical principles, practical leadership, business and economic development skills that are transferable cross-organizationally.

Old Testament - Bi 501

This course gives a broad overview of the entire Old Testament in the context of history, geography and culture of its time demonstrating how each book fits into the whole story of redemption.

Organizational Administration - LS 606

This graduate level course is designed to sharpen managerial skills for leadership in ministry settings. It will deal with principles of good leadership based upon biblical norms, streamlining the organization for effectiveness, staff development, planning for the future, and leading with vision.

Organizational Communication - LS 603

This course examines organizational communication, including dyadic, small group, formal and informal communication, as well as the relationship of communication to organizational satisfaction and effectiveness. In addition, students study how communication differs in leader-member exchange and mass-communication of charismatic leader/large group interaction.

Prison/Jail Chaplaincy - A Th 621

This course will focus on the needs, challenges and practices of prison/jail chaplaincy. It will include the role of chaplains in prisons, jails, and other law enforcement arenas. This course will address both ministry to inmates and their families, as well as to law enforcement officers. It will explore the unique role of the chaplain in the law enforcement and rehabilitation contexts and foundational theoretical concepts relative to this role.

Romans - Bi 606

This course will be an exposition, emphasizing the background issues, purpose, structure, and interpretation of prophetic literature and theological contributions of Romans.

Servant Leadership – LS 618

This course explores servant leadership theory along with biblical integration and practical application. As a theory, servant leadership is supported by a growing body of academic literature that demonstrates the positive potential effect that a servant leadership approach can have in a variety leadership venues. As a practice, servant leadership was exemplified in the life of Jesus Christ, who is the ultimate model.

Spiritual Formation - A Th 614

In this course, you will explore ways to develop ministry or educational experiences that will enable spiritual development and formation in various age groups. Areas covered include learning theory, human developmental growth and Christian nurture theories. As you understand them, you will be encouraged to integrate them into your own ministry model.

Sports Chaplaincy - A Th 623

This course is designed to train and equip pastors, pastoral counselors, and lay workers for ministry in the specialized setting of sports. The chaplaincy focus of this course will include collegiate and professional sports programs and the issues and challenges related to serving athletes, coaches, managers, administrators, etc., who are connected with a sports program. It will address emotional, financial, marital, and moral issues often associated with high profile sports programs at both the amateur and professional levels.

Survey of Genesis - Bi 623

This course examines the structure of the book of Genesis, its theological message, and the implications of its message today. The student will be led through an analysis of this foundational book of the Hebrew canon, including an intensive look at the first four narratives

Survey of John - Bi 621

This course is designed to help students examine the Fourth Gospel's relationship, style and theology, to the Synoptic Gospels and a portrait of Jesus as presented in the text. Particular attention will be given to authorship, purpose, and the writer's doctrine of spirituality.

Survey of Luke / Acts - Bi 620

This course will allow the students an opportunity to explore primary themes such as the role of women, wealth and poverty, and the fulfillment of Old Testament prophecies. Close attention will focus on the authorship, history, literary style, and theological implications of the texts.

Survey of Matthew - Bi 619

This course will examine the theological approaches and the history of the book and the writer of the book of Matthew. Analysis and synthesis will be used to explore the motifs, literary style, and Matthew's relationship to the Old Testament and the other Synoptic Gospels.

Survey of Revelation - Bi 622

In this course, you will study the nature of apocalyptic literature in the New Testament era and examine the structure and message of the Book of Revelation against its historical background. Emphasis will be placed upon the significance of this book for church in the world today.

Systematic Theology I - Th 503

This course serves as an introduction to the nature and source of theology, the inspiration and verification of the Scriptures, the doctrine of God, the creation and doctrine of man, and the doctrine of the angels. Study includes God attributes, God's names, and Trinitarians.

Systematic Theology II - Th 513

This course examines Christology (the doctrine of Christ), which includes the names of Christ, His nature, humiliation, exaltation, and offices, as well as the soteriology (doctrine of salvation).

Theological Research and Writing - A Th 613

This course will enable the student to conduct meaningful theological research, as well as give attention to the planning, preparation and writing of graduate-level research papers. Attention will be given to grammar, clarity and style. The format and documentation of scholarly writing will also be addressed.

Worship - A Th 616

This foundational course explores the history of the Western World's worship renewal movements in the last half century and deals with shifting focus on the Word and the Ordinances of Communion and Baptism; in comparison to renewal movements in the Two-Thirds World. Also covered will be the theology of contemporary music, acoustics, and the theological focus of contemporary weddings and funerals.

Women in Leadership - LS 611

This course will explore the roles, responsibilities, and challenges of women in leadership or those called to leadership positions from a biblical perspective. Particular attention will be given to help students learn their leadership style along with providing strategies for leadership skill development.

Women in Theology - Th 606

This course examines the historical roots, key ideas and trajectories of women in theology and philosophy, the passions and contradictions of these women and their effects on various social practices and religious institutions.

Introduction to World Religions - Th 608

This course will study the historical ethnic religions with special emphasis on their comparison and encounter with Christianity.

Multicultural Management- LS 614

This course will review the nature, dimensions, and different contexts of workplace diversity, assess the impact of diversity on organizations, and explore how diversity can be managed. Further, it will look at specific ways to manage/lead effectively in multicultural settings.

Global Leadership - Study-Abroad Program- LS 575

This is a short-term (1 – 2 weeks) study abroad program that will give students a global perspective on religion, leadership, and business as they travel to Cape Town, South Africa. Students will have an opportunity to be immersed in local culture through the living arrangements for the week. Students will also participate in local churches through praise and worship, speaking and community involvement. There will be an opportunity to learn about leadership through a visit to Robben Island, where Mandela spent 18 of his 27 years in prison. As a relaxation component to the trip, students will spend a more at Table Mountain and then watch the sunset at one of Cape Town's beautiful beaches. Students will engage in classroom activities on the main campus before and after the trip to South Africa.

Coaching Essentials –LS 503

Upon completion of this course students should be able to:

- Articulate techniques and strategies for coaching

- Articulate coaching, counseling, mentoring, and consulting overlaps, contrasts, and benefits
- Demonstrate limited knowledge of proper coaching formats

Whole Life Coaching – LS 557

Upon completion of this course students should be able to:

- Identify his or her own strengths and weaknesses
- Cultivate an awareness of his or her assumptions, presumptions, and world view, and its impact on their coaching
- Understand and diagram life journey patterns and biases; and understand the importance of ongoing personal growth to successful coaching

Essentials of Practical Leadership Coaching- LS 563

Upon completion of this course students should be able to:

- Identify common coaching themes and understand the what and why of challenges common to all leadership organizations
- Discover pathways for assisting those they are coaching into a comprehensive understanding of their challenges
- Identify theoretical paradigms leading to greater effectiveness in coaching individuals and organizations

Coaching Specialties –LS 593

Upon completion of this course students should be able to:

- Discover paradigms, processes, and best practices of experienced coaches in specific coaching niches
- Identify his or her personalized coaching niche

The Business of Coaching- LS 627

Upon completion of this course students should be able to:

- Contemplate his or her future plans for organizing deliverables and delivery systems
- Think strategically regarding building a coaching business
- Organize his or her coaching business (product and delivery system) in a systemized sequential manner

Coaching the Coach- LS 655

Upon completion of this course students should be able to:

- Coach as well as train other coaches
- Organize his or her trainer processes and systems
- Enhance his or her services by having a pedagogy of coaching

Advanced Assessments and Professional Certification- LS 687

Upon completion of this course students should be able to:

- Identify and learn the purpose, value, and execution of a variety of assessment tools
- Advance his or her Beulah Heights University and Dream Releaser Coaching credentials to internationally recognized coaching agencies

MASTER OF BUSINESS ADMINISTRATION

Rise to new levels with Beulah Heights University! Our objective is to assist individuals with elevating and enhancing their managerial proficiency by integrating academic and practical training with Christian values and morals. The MBA program is designed to offer what you need for where you're going.

Here at Beulah, we honor and value the personhood of all human beings and treasure the opportunity to assist human beings with actualizing and possessing their vocational aspirations and dreams. The MBA curriculum objective, therefore, is designed to enhance the experiences, skills, and organizational leadership qualities an individual brings to the program and equip him or her with techniques and tools for a technologically advancing global market.

By equipping and educating business students in a holistic manner, we intend to provide students with the skills necessary to engage and impact a global market. The program, therefore, examines the areas of values and decision-making, information gathering and formation, and skill acquisition and assessment.

The Master of Business Administration 40-hour accelerated program provides master's level training to prepare today's men and women for business leadership.

Program Objectives

1. Develop skills of leadership, teamwork, and management.
2. Develop the necessary skills for effective oral and written communication, presentation, and critical thinking.
3. Demonstrate the ability to strategically analyze, synthesize, and evaluate internal and external business operations to gain sustained competitive advantage.
4. Demonstrate the ability to manage information technology and effectively communicate business decisions.
5. Appreciate corporate responsibility from a Christian worldview.

PROGRAM REQUIREMENTS

MBA 600	Orientation	1
MBA 601	Servant Leadership	3
MBA 625	Professional Communication Development	3
MBA 635	Organizational Behavior	3
MBA 637	Human Resource Management	3
MBA 640	The Legality of Business	3
MBA 644	Managerial Economics	3
MBA 650	Business Accounting	3
MBA 655	Decision Analysis Systems	3
MBA 662	Marketing	3
MBA 671	Corporate Finance	3
MBA 678	International Business	3
MBA 680	Entrepreneurship	3
MBA 690	Strategic Management	3
	Total	40 Hours

Note: Check for pre-requisites before enrolling in a course

Course Cycle – Master of Business Administration Term I

MBA 600	Orientation	
MBA 601	Servant Leadership	
MBA 625	Professional Communication Development	
		Term II
MBA 635	Organizational Behavior	
MBA 637	Human Resource Management	
		Term III
MBA 640	The Legality of Business	
MBA 644	Managerial Economics	
		Term IV
MBA 655	Decision Analysis Systems	
MBA 680	Entrepreneurship	
		Term V
MBA 662	Marketing	
MBA 650	Business Accounting	
		Term VI
MBA 671	Corporate Finance	
MBA 678	International Business	
		Term VII
MBA 690	Strategic Management	

COURSE DESCRIPTIONS (MBA)

Business Accounting - MBA 650

This course focuses on the study of accounting concepts and standards applicable to financial information. Emphasizes will be place on managerial functions of cost control and reporting, budgeting, profit planning, and projections used in decision-making.

Corporate Finance - MBA 671

This course considers the financial management decision-making role within the organization and explains how to measure and compare risks across investment opportunities. Subjects include valuation and integrate risk, return and the firm's choice of capital structure. It analyzes the many ways in which organizations decide on securities and how it will raise capital from investors.

Decision Analysis Systems - MBA 655

This course is designed to provide the student with the theoretical knowledge and practical skills necessary to understand methodologies that support the business functions. The objective is to build a basic understanding of the value and uses of information systems for business operation, management decision-making, and strategic advantage. The student will use commercial software packages to apply graphical and numerical outputs relevant in today's business world.

Entrepreneurship - MBA 680

This course addresses the issues faced by managers who wish to turn opportunity into viable organizations that create value and empowers students to develop their own approaches, guidelines, and skills for being entrepreneurial managers. Students are required to complete a business plan that identifies potentially valuable opportunities, obtain the resources necessary to pursue an opportunity, and to create an entrepreneurial organization. The student is expected to manage the entrepreneurial organization once it has

been established; grow the business into a sustainable enterprise; and create and harvest value for the organization's stakeholders. This course examines biblical passages that discuss the qualities and requirements of a good steward from a holistic perspective.

Human Resource Management - MBA 637

This course is designed to examine the relationships between the traditional human resource functions and the various business functions related to balancing efficiency and effectiveness. Issues to be covered in both domestic and global environments include, but are not specifically limited to, staffing, employee training and development, compensation and benefits, legal issues, union and non-union issues, safety and health issues, and cross cultural and expatriate issues.

International Business - MBA 678

This examines how the institutions of international trade, investment, and financing affect a firm's strategy and operations and what the firm might be able to do to influence the evolution of these institutions. Emphasis is given to the knowledge and attitudes required for the development of intercultural/multicultural management skills in order to understand the complexities of a diverse economic, political, and legal system.

The Legality of Business - MBA 640

This course examines and evaluates the legal environment and ethical challenges of management and organizations. Much emphasis is placed on key elements within a church's ability to recognize the importance and circumstances in meeting its obligations to its staff and community.

Managerial Economics - MBA 644

This course uses economic analysis to support business strategy decisions that promote competitiveness in an environment of changing domestic and international market conditions. It also will explore relevant economic optimization and demand to see how integration affects pricing and production decisions within the market.

Marketing - MBA 662

This course analyzes key marketing concepts, such as consumer/business buying behavior, market research, brand management, product development, pricing strategies, and the design of marketing channels. Topics include market segmentation, foreign market assessment, pricing, promotion, and distribution.

Orientation - MBA 600

Introduction to Graduate Studies Orientation will prepare the students for graduate work in Professional Studies through a thorough overview of the program and orientations in student services, financial aid, accounting, and the library. The students will also select a class representative for this course and form learning teams. This is a one-hour credit course.

Organizational Behavior - MBA 635

This course is an advanced introduction to the major theories and issues in the study of human behavior in work organizations. It analyzes the interaction of individual, group, and organizational dynamics that influence human behavior in organizations and determines appropriate management approaches to foster a productive work environment. Included in the curriculum are strategies used to understand motivation and individual behavior, decision making, the dynamics of groups, work teams, communication, leadership, power and politics, conflict resolution, work design, organizational structure and culture, and managing change.

Professional Communication Development - MBA 625

Executives in professional organizations are expected to solve problems and make decisions, but ultimately, they must not only make excellent decisions but also communicate them effectively to a variety of stakeholders. The emphasis will be on the development of professional skills and perspectives, such as business writing, coaching and counseling, conflict resolution from a biblical perspective, effective business protocol, interviewing, intercultural awareness and sensitivity, negotiating agreement, and public speaking.

Servant Leadership - MBA 601

This course follows a holistic approach that deals with the head and the hands. This is a foundational course that will blend the academic leadership theory of servant leadership with applied biblical integration. The Beulah Heights University Department of Business Administration Studies embraces biblically-based Servant Leadership as the normative approach to leadership. Students learn practical lessons, applying principles they are learning in the course while team building with fellow classmates on how to lead an organization on biblical principles.

Strategic Management - MBA 690

This course examines the strategic management process and implementation of successful business strategies in the highly competitive and dynamic global environment. It centers on different themes within an organization while developing good decision-making skills. Learners will involve themselves in looking at core business functions, strategic game plans, and global operations.

DOCTORAL DIVISION DOCTOR OF MINISTRY

Effective Summer 2019

As part of its overall mission to educate persons for service in the ministry and marketplace, Beulah Heights University offers the Doctor of Ministry (D.Min.) degree. The D.Min. program is a three-year program with three components: core courses, focus area electives, and project/dissertation research. The purpose of the D.Min. degree is for qualified persons to increase their effectiveness by acquiring advanced competencies in various disciplines. The D.Min. degree focuses upon professional ministry and leadership development for the Church and society, and is intended for persons preparing for Christian leadership within the church, parachurch organizations, and civic positions.

General Description of the Curriculum:

The D.Min. curriculum seeks to further develop a student's leadership competencies required for Christian ministry in contemporary society. Therefore, the Beulah Heights D.Min. focuses on holistic ministerial and leadership preparation. All dimensions of D.Min. study encompass the environment and realities of the modern world in which ministry must take place. Much of the coursework involves in-service projects of direct benefit to the student's ministry. In addition, regular classroom time provides occasions for disciplined study, critical reflection, and evaluation concerning ministry issues.

The program also emphasizes learning from group interaction among peers. The faculty cultivates interaction among students, thus promoting openness, caring, and cross-fertilization of ideas. Beulah's classes typically contain people from many denominations, ethnic and cultural backgrounds, locations, and points of view –a fact that makes the sharing among peers a desired and recognized feature of the D.Min. program.

Program Objectives

D.Min. students will:

1. Engage in the process of self-assessment and reflection, both personally and professionally, within a ministry context in order to analyze and enhance their ministry effectiveness.
2. Demonstrate enhanced ability to integrate effective and appropriate research design, methodology, and analytical evaluation techniques with biblical and theological reflection to enhance the practice of ministry.
3. Develop a "needs assessment" and "strategic approach" for identifying and addressing a specific challenge and/or issue within their identified ministry and community context.
4. Complete a thorough implementation project for the strategic ministry model developed for their ministry context and be able to communicate and collaborate with stakeholders in the implementation of the model.

Online Program

Beginning summer 2019, in addition to the traditional program, the Doctor of Ministry degree will also be offered online. Students in the traditional program with the one-week residency intensive will register in classes coded HYB = Hybrid. Students in the Online program will register for classes coded OL = Online. See your advisor for additional information.

Master of Divinity or Equivalency Requirement

(See page 58.) Admission to a Doctor of Ministry program requires a Master of Divinity degree or its educational equivalent from an accredited institution with at least a 3.0 (B) average. M.Div. Equivalency serves the purpose of helping prospective students meet that eligibility requirement. Students desiring to pursue this track may obtain more information by visiting: <https://www.beulah.edu/DMin>

Master of Divinity Equivalency Requirements Revised Summer 2019	
Bible	12
Theology	12
Ministry Arts	12
<hr/>	
Total	36

Accelerated Writing Program

A student who submits his or her full Master’s Thesis or Capstone project for evaluation may request that it be reviewed for the Accelerated Writing Program. If a project demonstrates the following key elements, the student will be approved to continue building upon that research toward their doctoral dissertation project: a) Clear research questions; b) An identified context or demographic to study; c) a strong theological framework; and d) credible scholarly primary sources on the area of study.

Institutional Review Board (IRB)

Students should not arrive to their dissertation phase without demonstrating a working comprehension of how to perform research, or how to analyze that data and think critically about the implications. Most importantly, students must show they have developed the competency to translate their research experience into a cohesive written project. There are proactive measures that can be taken to meet these expectations. Here at Beulah Heights University, this check and balance is managed by an Institutional Review Board (IRB).

An IRB is a body of key faculty and administrators with interdisciplinary terminal degrees. They serve as an ethical standard and quality control group. By receiving and vetting project proposals and dissertations, they will be able to make sure students have authentic and original concepts for their projects and that they are prepared to responsibly perform the tasks outlined in their research methodology at an optimum level. Furthermore, doctoral students will be required to complete training on Human Research Protection to learn how to responsibly engage individuals in their study. Lastly, the IRB will be the sole entity to grant approval for students to officially enter into dissertation phase.

Dissertation Extension Course

If a student does not complete his or her written dissertation project and pass a dissertation defense during the semester they are registered in the DM 934 Dissertation course, they will be required to take a one-credit DM 934-E Dissertation Extension course every subsequent semester until the project is accepted and the defense is passed. See your advisor for more information on this. Registration in this extension course is required to stay active in the Doctor of Ministry program. Failure to register for the extension course may result in dismissal from the Doctor of Ministry program, in which case a student would need to appeal to the Academic Affairs Committee for reentry.

**Doctoral Fees
Committee Compensation**

In addition to tuition and standard registration fees that are applied per semester (see the current fee schedule in the class schedule located here <https://www.beulah.edu/schedule>), doctoral students will be charged an additional \$1,000.00 (USD) Dissertation Committee fee when they register for DM 933 Project and Dissertation. This amount covers compensation for committee members and is subject to change. This fee must be paid before a dissertation proposal will be reviewed and a student is allowed to proceed into dissertation phase.

Project Extension Course

All D.Min students will be asked to set funding aside or to allocate resources toward the cost of the one-credit extension course in advance. Students receiving Financial Aid loans will need to request that these funds be set aside at the beginning of the academic year when completing the Plan of Attendance. Once funding is released and refunds have been disbursed, there will not be an opportunity to request additional loan funding for that academic year. Please see a financial aid counselor for further explanation.

Editing and Professional Services

During the course of the program, students may retain professional services such as editing, formatting, dissertation coaching, proofreading, binding, etc. These costs are the sole responsibility of the student. You are encouraged to perform a financial analysis of all costs and fees while anticipating these expenses.

Minimum Acceptable Academic Performance

A student must maintain a grade of 3.0 or better to remain in the DMin program. A grade of C in any class with a cumulative GPA below 3.0, will result in dismissal from the program. A grade of C in one class, with a cumulative GPA of 3.0 or better will result in probation, and a second C in any succeeding class (even with a cumulative grade of 3.0 or better) is grounds for dismissal from the program.

PROGRAM REQUIREMENTS ALL COURSES ARE 3 CREDITS UNLESS OTHERWISE NOTED.

Core Curriculum	18
Project and Dissertation	9
D.Min. Electives	9
Total Hours	36

Core Courses – 18 credit hours (6 courses)

- DM 901 Doctor of Ministry Orientation and Assessment
- DM 902 Foundations for Ministry Leadership: Scripture, History, and Theology
- DM 903 Executive Coaching for Transformational Ministry
- DM 904 Leadership and Peacemaking: Conflict and Reconciliation
- DM 906 Leading Worship and Discipleship: Equipping a People, Communicating the Word
- DM 909 Holistic Mission: Evangelism, Justice, and Mercy Ministries with Global Awareness

Electives - 9 credit hours (3 courses)

Up to 9 hours of coursework in the student’s area of focus may be transferred and applied to the electives if they are from an accredited school and meet the requirements of the student’s focus of study and program structure.

Project and Dissertation – 9 credit hours (3 courses)

DM 931 Advanced Research Methodologies
 DM 933 Doctor of Ministry Project/Dissertation
 DM 934 Doctor of Ministry Dissertation

COURSE CYCLE – DOCTOR OF MINISTRY

Year One

Fall Semester	Spring Semester	Summer Semester
DM 901 Doctor of Ministry Orientation and Assessment	DM 904 Leadership and Peacemaking: Conflict and Reconciliation	Elective
DM 902 Foundations for Ministry Leadership: Scripture, History, and Theology	DM 931 Advanced Research Methodologies	

Year Two

Fall Semester	Spring Semester	Summer Semester
DM 903 Executive Coaching for Transformational Ministry	DM 909 Holistic Mission: Evangelism, Justice, and Mercy Ministries with Global Awareness	Elective
DM 906 Leading Worship and Discipleship: Equipping People, Communicating the Word	Elective	

Year Three

Fall Semester	Spring Semester	Summer Semester
DM 933 Doctor of Ministry Project	DM 934 Doctor of Ministry Dissertation	

Course Descriptions

Doctor of Ministry Orientation and Assessment - DM 901

This introductory course gives a general overview of the program and provides specific instruction and guidance toward fulfilling the requirements of the program. This includes: course progression, APA writing requirements, statistical analysis, covenant group stipulations, dissertation planning, etc. Students will meet with their individual faculty advisors and begin preliminary discussion of project/thesis topic.

Foundations for Ministry Leadership: Scripture, History, and Theology - DM 902

This course will address the theological, philosophical, and historical tenets of ministerial leadership by exploring Scripture, the historical development of ecclesiastical leadership paradigms, and some contemporary models of ecclesiastical leadership. The servant leadership model of Jesus will also be explored as a methodology for contemporary ministerial leadership in the twenty-first century.

Executive Coaching for Transformational Ministry - DM 903

This course will expose students to the executive coaching model. The students will be expected to learn the practices of executive coaching techniques, including developing authentic peer relationships, employing the Socratic method of listening and asking questions, providing focus, feedback, and reflection in a coaching context.

Leadership and Peacemaking: Conflict and Reconciliation - DM 904

This course will address the role and function of ecclesiastical leaders as peacemakers and the manner in which this role and function can be used in conflict management and the reconciliation of parties. The theology, philosophy, and ethical dynamics associated and ascribed to the “peacemaker” will be explored and examined with the context of a transitioning global context. This exploration will therefore examine and discuss the diverse techniques being taught and practiced within the 21st century on issues of conflict resolution and reconciliation.

Leading Worship and Discipleship: Forming a People, Communicating the Word - DM 906

This course will highlight the role of the minister within the worship experience, church discipleship, and communicator of the Word. It will examine and discuss biblical principles and precepts related to facilitating the liturgical embodiment of a community at worship and how that worshipful community lives out its divine calling. It, therefore, provides individuals with a forum to enhance their skills in these areas and provide them with methodologies and techniques for teaching others to function in these roles within the church or parachurch setting.

Holistic Mission: Evangelism, Justice, and Mercy Ministries with Global Awareness - DM 909

This course will explore the role of the church in addressing social justice issues within the United States and around the world and engage in mercy ministries that empower and liberate the mind, soul, and spirit of oppressed, marginalized, disenfranchised, and dispossessed people. This exploration shall invite the students to examine acts of mercy and justice as loving acts of evangelism. It will address the concept of holistic mission as it relates to the church or parachurch ministries in the world of the 21st century.

Electives

The elective courses are to be taken in a common area of concentration reflecting the area of research that the student will engage in for his or her project and dissertation. There are two options for the student regarding the elective credits. First, the student may take courses in the current graduate program (either on the BHU campus or Online) in the concentration of biblical studies, applied theology, or leadership studies. These classes are currently offered at the master’s level of instruction, but to facilitate the D.MIN. program, additional reading with a reflection paper and an additional 10 pages of writing will be added to the research paper required in the elective course. Second, the student may enroll in doctoral level courses from another accredited university in the area of their concentration and may transfer those credits into the BHU D.MIN. program. (The total elective courses will be 9 credit hours.)

Research & Dissertation:

Advanced Research Methodologies - DM 931

This course is designed to offer advanced instruction in research, structure, and development of scholarly work. It will expertly guide students in the initial formulation of a dissertation proposal and outline. This course provides specific instructions concerning Turabian writing and dissertation planning. Students will undergo a thorough review of the process and management of research, especially as it relates to theological studies. Students will be introduced to the contemporary conventions of advanced academic research and communication, and become acquainted with newly emerging possibilities for framing inquiries and for gathering, organizing, and critically examining data.

DM 933 - Doctor of Ministry Project and Dissertation Proposal

The class will guide students through the proposal stage of a dissertation. It will expose students to many models and will engage students in interactive reflections as they go through the process of writing a research proposal. Specifically, DMin 933 will explore chapter 3 of the proposal and dissertation – “methods.”

*Along with the regular tuition for this course, the \$1,000.00 USD one-time fee for the dissertation committee compensation will be charged.

DM 934 - Doctor of Ministry Dissertation and Defense

This class is a 3-credit hour class offered in a Directed Study format. Students will schedule periodic meetings with the Dissertation Chair for consultation and guidance in writing their dissertation. The course will culminate with a complete dissertation that is ready for defense before the dissertation committee.

DM (TBD) Professional Development Seminar (*Preferred Elective)

Subject matter experts will be invited as guest lecturers to train doctoral students with cutting edge skills and strategies for ministry and professional development. With a mission of preparing global leaders for ministry and marketplace, BHU desires to develop its doctoral candidates to be equipped and confident that they can function and contribute to church and society in their new role as a doctor of the Christian faith.

Critical Issues for 21st Century Ministry – DM 920

The purpose for this course is to survey contemporary issues that those who are engaged in ministry in the 21st century will certainly encounter. The principle objective of the course is to provide a socio-cultural overview of the perennial challenges of the contemporary times and suggest methods for meaningful Christian engagement with people and the issues they embody. This course frames discussions about prevalent cultural concerns within a framework of sacred scripture, cogent theology, and solution-oriented practical suggestions. This course hinges upon the notion that those engaged in ministry must be conversant in these issues of common culture.

DOCTOR OF PHILOSOPHY

The Doctor of Philosophy (Ph.D.) degree in Organizational Leadership is a 60-hour program with five components: core courses, research, discipline area electives, project/dissertation, and a comprehensive capstone course. Each course follows an 8-week format except for anchor research courses. As part of its overall mission to educate persons for service in 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, with servant hearts, transformed minds, and skilled communication..

The mission of the program is to establish a forum grounded in theoretical leadership principles, biblical foundations, critical thinking and research publication on worldview issues. With an overall goal to influence tomorrow’s organizational leaders globally, and while providing an academically rigorous accelerated program without compromising traditional doctoral program quality. While providing a learning environment fostering innovation and diverse perspectives through the development of knowledgeable scholars.

General Description of the Curriculum:

The Ph.D. curriculum will further develop scholars with the desire to build the leadership competencies needed to lead strategically and efficiently within a contemporary society. This program also prepares Christian leaders to transform the world for the glory of God both personally and professionally. With world-renowned faculty mentorship and support cultivating personalized instructional interactions students experience openness and cross-fertilization of ideas.

Program Objectives

1. To develop global leaders who are equipped to effectively communicate in broad discussions within community, ecclesiastical, and corporate settings.
2. To prepare leaders who promote social justice and social responsibility by increasing understanding of culture and socioeconomic conditions that contribute to various forms of inequities within society and organizations.
3. To develop leaders who are adept at analyzing and evaluating leadership theories and their significance for existing and emerging research findings.
4. To develop a cadre of talented leaders at the doctoral level who not only desire but are prepared to hold positions with leadership responsibilities in community, ecclesiastical, or corporate organizations.
5. To support students in making substantive scholarly contributions to the body of knowledge in their area of concentration through original research that focuses on community, ecclesiastical, and corporate leadership through fundamental, relevant, and quality research.
6. To develop scholars who are capable of visionary leadership in the creation of institutional and social policies that acknowledge and respond to the contributions of diversity and multiculturalism.

Program Admissions

Students interested in the PhD in Organizational Leadership must submit an application with the Department of Admissions and meet all general admissions requirements. Completed applications are then reviewed by the PhD department committee for following:

1. An official graduate degree with at least a 3.0 GPA.
2. GRE Report of Scores from the Educational Testing Service not more than five years old.
3. A writing sample and interview with faculty committee to discuss proposal of research interest.
4. Three recommendation letters
 Two from former instructor(s)
 One from former supervisor
 If the applicant has not attended school in the past 5 years then all three recommendations may come from an employer or supervisor.
5. Resume or Curriculum Vitae
 Overview of employment history in leadership positions or professional experience in corporate, education, religious or non-profit setting.

Transfer Credit Policy

Up to 9 hours of coursework may be transferred and applied to program electives. Credits must have been earned from an accredited institution and meet current program requirements. Coursework considered for transfer may not have been applied toward the completion of any conferred doctoral degree. A grade of B or higher is required and course (s) must have been completed within the past 10 years.

For further details regarding the transfer credit policy refer to the Academic Affairs policy section.

Minimum Acceptable Academic Performance

A student must maintain an average grade of B or better to remain in the Ph.D. program.

A grade of C in any class with a cumulative GPA below 3.0, will result in dismissal from the program. A grade of C in one class, with a cumulative GPA of 3.0 or better will result in probation, and a second C in any succeeding class (even with a cumulative grade of 3.0 or better) is grounds for dismissal from the program.

PROGRAM REQUIREMENTS

All courses are 3 credits unless otherwise noted.

Foundation and Research	12
Core Curriculum	24
Discipline	12
Project and Dissertation	9
<u>Comprehensive Course</u>	<u>3</u>

Total Hours

60

Foundation and Research – 12 credit hours

LEAD 701 Research Design I

LEAD 702	Foundations of Leadership
LEAD 801	Research Design II
LEAD 901	Research Design III

Core Curriculum – 24 credit hours

LEAD 703	Biblical Leadership
LEAD 704	The Leader’s role in the 21 st Century
LEAD 705	Organizational Development
LEAD 706	Organizational Communication
LEAD 707	Organizational Change
LEAD 802	Strategic Planning
LEAD 803	Leadership Values & Ethics
LEAD 804	Leadership Policy & Culture

Discipline Electives – 12 credit hours

This PhD program has outlined a set of discipline electives in a “Contemporary Issues of Leadership” series designed to advance the academic study of leadership with an interdisciplinary approach. This series includes four major areas of Organizational Leadership.

LEAD 805	Contemporary Issues in Strategic Leadership
LEAD 806	Contemporary Issues in Multicultural Leadership
LEAD 807	Contemporary Issues in Global Leadership
LEAD 902	Contemporary Issues in Servant Leadership

Comprehensive Assessment & Examination Course – 3 hours

Communications Skills Assessment must be taken in the first semester of study.

This is a written analysis designed to assess students’ comprehension and vocabulary academic achievement. All PhD students must take the skills assessment unless exempt. Students are exempted if they score a 3.0 or higher on the Analytical area of the Graduate Records Examination (GRE).

LEAD 903	Doctoral Comprehensive Course
----------	-------------------------------

A written comprehensive examination designed to test mastery with the ability to synthesize and apply information gained throughout the program of study. Upon successful completion, Doctoral Candidacy is earned. Course taken upon successful completion of all coursework.

Dissertation Coursework – 9 credit hours

Doctoral candidates will complete a traditional dissertation alongside a campus-based residency. The following courses will support the three phases of design through defense:

- LEAD 904 Dissertation I. Proposal
- LEAD 905 Dissertation II. Research
- LEAD 906 Dissertation III. Defense

The dissertation proposal (LEAD 904) must be approved by the dissertation chair before the student may submit application to the IRB committee who grants permission to research.

In order to proceed to the research phase (LEAD 905), the student must have Committee Chair and IRB approval. If the proposal is not accepted the student may apply for up to 3 one-credit hour extensions to develop a proposal to be resubmitted. If after 3 extensions the student cannot write and submit a successful proposal, the student will not be permitted to proceed in the program.

The research phase (LEAD 905) begins soon after approval. The student then selects OR is assigned a full Dissertation Committee which consist of 3 members, Chair, and two Faculty members from the Department of Leadership. The student must produce a satisfactory dissertation with findings sufficient strength to be submitted to the Dissertation Committee then approved. Once approved the Dissertation Chair, will schedule the Dissertation Defense.

The Dissertation Defense must be approved by the Dissertation Committee. If the defense is disapproved, or approved with major corrections the student may apply for successive one-credit hour extensions to complete this phase. A student has up to six (6) years total to complete the dissertation.

Ph.D. Course Sequence YEAR ONE

FALL

Term I.

LEAD 701 Research Design I
(Hybrid w/Campus Residency)

LEAD 702 Foundations of Leadership

Term II.

LEAD 703 Biblical Leadership

SPRING

Term I:

LEAD 704 The Leader's Role in
the 21st Century

LEAD 705 Organizational
Development

Term II:

LEAD 706 Organizational Communication

SUMMER

LEAD 707 Organizational Change

LEAD 801 Research Design II
(Hybrid w/Campus Residency)

YEAR TWO

FALL

Term I:

LEAD 802 Strategic Planning

LEAD 803 Leadership Value and
Ethics

Term II:

LEAD 804 Leadership Policy &
Culture

LEAD 805 Contemporary Issues in
Strategic Leadership

SPRING

Term I:

LEAD 806 Contemporary Issues in Multi-
cultural Leadership

LEAD 807 Contemporary Issues in Global
Leadership

Term II:

LEAD 901 Research Design III
(Hybrid w/Campus Residency)

LEAD 902 Contemporary Issues in Servant
Leadership

SUMMER

*LEAD 903 Comprehensive Course

LEAD 904 Dissertation Proposal

YEAR THREE

FALL

Term I:

LEAD 904 Proposal +IRB

Term II:

LEAD 905 Dissertation Research

SPRING

Term I:

LEAD 905 Dissertation Research

Term II:

LEAD 906 Dissertation Defense
(Campus Residency)

*LEAD 999E if extension is needed beyond Dissertation Defense.

YEAR FOUR EXTENSION*

LEAD 907 Dissertation Extension

The dissertation proposal (LEAD 904) must be approved by the dissertation committee before the student may proceed to the research phase (LEAD 905). If the proposal is not accepted within the timeframe of the summer semester, the student may apply for up to 3 one-credit hour extensions to develop a proposal to be resubmitted to the committee. If after 3 extensions the student cannot write and submit a successful proposal, the student will not be permitted to proceed in the program.

The research phase (LEAD 905) must produce a satisfactory dissertation with findings, which the dissertation chair of the student confirms is of sufficient strength to be submitted to the defense committee. The student may apply for successive one-credit hour extensions to complete this phase. A student has up to six (6) years total to complete the dissertation.

The defense phase (LEAD 906) may only be engaged upon approval of the dissertation chair for the student.

Course Descriptions

LEAD 703 Biblical Leadership -This course explores leadership from a biblical perspective. A case study approach will be used to identify key leadership practices of biblical leaders.

LEAD 704 The Leader's Role in a 21st Century World – This course is a study of effective leadership behaviors and practices in the context of a modern global economy. Participants will explore global thinking, cultural diversity, technological advances, and the importance of building partnerships and sharing leadership.

LEAD 705 Organizational Development -A study of mid-range leadership theory. The course is a critical study of effective and emerging leadership paradigms across a continuum of organizational structures.

LEAD 706 Organizational Communication -This course studies a leader's ability to communicate effectively throughout an organization by being cognizant of various levels of communication—both formal and informal.

LEAD 707 Organizational Change –This course explores the key elements of change and transformation within an organization leaving students prepared to effectively lead and manage change in their own organizations. The course will be approached first from a theoretical perspective followed by a focused practitioner orientation. The students will be able to focus on what has been learned by change through case studies that highlight instances where leaders accomplished change successfully and where they did not.

LEAD 802 Strategic Planning -This course studies the interrelatedness and necessity of vision, mission and planning for organizational leadership and strategic planning as it impacts the nature and scope of organizational leadership.

LEAD 803 Leadership Values & Ethics -This course focuses on how the values and ethics of an organization are established, managed, and influenced by leaders.

LEAD 804 Leadership Policy & Culture -This course focuses on how the policy and culture of an organization are established, managed, and influenced by leaders.

RESEARCH COURSES

LEAD 801 Research Design II -A study of various qualitative and quantitative research methods, this course develops critical skills necessary to conduct research from a variety of methodological perspectives.

LEAD 901 Research Design III -This seminar emphasizes dissertation research design.

DISCIPLINE COURSES

Ph.D. doctoral students have four three-credit discipline courses. Each course examines the major contemporary issues impacting leadership and is tailored to the student’s discipline area. Students will evaluate the issues, attempt solutions, and develop personal professional positions.

- LEAD 805 Contemporary Issues in Leadership I (Self-Directed Study)
- LEAD 806 Contemporary Issues in Leadership II (Self-Directed Study)
- LEAD 807 Contemporary Issues in Leadership III (Self-Directed Study)
- LEAD 902 Contemporary Issues in Leadership IV (Self-Directed Study)

DOCTORAL COMPREHENSIVE COURSE

LEAD 903 Doctoral Comprehensive Course (taken Fall Semester of third year of study) The Doctoral Comprehensive Course is intended to assure that learners have mastered knowledge of their discipline before candidacy status is achieved and research in support of their dissertation is initiated.

ON CAMPUS RESIDENCY

Students attend three five-day, on-campus residency courses—one residency each year.

DISSERTATION

Students must complete a dissertation and these courses:

- LEAD 904 Dissertation I (Proposal)
- LEAD 905 Dissertation II (Research)
- LEAD 906 Dissertation III (Defense)

Students are expected to demonstrate excellent research and writing skills in the dissertation. Doctoral students must complete and submit the Dissertation Committee form found at the end of this document. Dissertation research must address a leadership topic with strong literature support and demonstrate a solid understanding of theoretical foundations. Doctoral



ESL PROGRAM

ESL PROGRAM

Mission Statement - Objective

The ESL program at BHU was built to serve the international student community. The program focuses on the development of the English language skills, preparing our international students for Undergraduate and Graduate programs in the United States. It aims to offer classes that explore academic, professional, and life skills. Through a creative curriculum that understands the needs of international students, the ESL Program at BHU achieves its mission by assessing students' learning outcomes and cultural understanding, as well as teacher's performance. Within this framework, the ESL program at BHU believes that its mission encounters BHU's main mission, which is developing relevant Christian leaders for Ministry and Marketplace.

ESL Admissions

To be accepted into the English as a Second Language Program students are must:

1. Be 18 years old on or before the start date of the program
2. Complete the ESL student application
3. Pay the application fee of \$50
4. Pay I-20 fee of \$75 (F1 students)
5. Sign Code of Conduct
6. Pay a deposit of \$500 (non-refundable to be credit towards your first ESL term) or \$2,371 (to be credit towards your first ESL term)
7. Complete the affidavit of Support/Certificate of Sponsorship (F1 students)
8. Complete the Health Record Form
9. Submit bank statements (past 3 months from the date of application – F1 students)
10. Complete an original I-20 (F1 transfer students)
11. Submit copies of Visa and Passport (F1 students)

Once students are fully accepted into the English as a Second Language Program, they will be required to take a placement test in order to start in their adequate level of English.

*F1 students are international students that are considering study in the USA. F1 students can apply for a student visa in their country of origin or require a change of their status to F1 student in the USA. F1 students are required to attend 18 hours of classes weekly during Fall and Spring terms and 25 hours weekly during Summer terms.

Fall Term: 14 weeks
Spring Term: 14 weeks
Summer Term: 10 weeks

*F2 Students (F1 dependents) are allowed to study only part-time per SEVP policies, 9 hours weekly during Fall and Spring terms, and 12.5 hours weekly during Summer term.

*Non-native students that are not F1 students and are interested in the ESL program can opt to study full-time or part-time.

ESL Tuition and Fees

ESL Standard Program

Full-time Student

\$2,371 per term

Part-time Student

\$1,185.50 per term

Child/Spouse discount: 50% of the tuition cost

Full-time Student Payment Options

1st installment: \$1,185.50

2nd installment: \$592.75

3rd installment: \$592.75

Part-time Student Payment Options

1st installment: \$592.75

2nd installment: \$296.40

**ESL Bridge College Program
Full-time Student (Only Option)**

3rd installment: \$296.40
\$2,958
Fees: \$115

Full-time Student Payment Options

1st installment: \$1,536.50
2nd installment: \$768.25
3rd installment: \$768.25

ESL Vacation

The ESL vacation periods are scheduled between terms. Based on the academic calendar, below are the ESL vacation period dates:

Summer 2019 Vacation:

July 12 to August 18

Winter 2019 Vacation:

November 22 to January 5

Spring 2020 Vacation:

April 10 to TBD (To be decided)

CANCELLATIONS, WITHDRAWALS AND REFUNDS

The ESL Program follows the policies established in the Undergraduate and Graduate BHU School.

ESL Attendance

ESL Students are allowed to have 12 absences for Spring and Fall terms: 6 absences for Speaking and Listening classes and 6 absences for Reading and Writing classes. As for Summer classes, students are allowed to have 6 absences: 3 absences for Speaking and Listening classes and 3 absences for Reading and Writing classes.

Tardiness also counts toward your absence allowance. 3 tardies equal 1 absence; therefore, students should pay attention not only to their absences but also late arrivals to class or early departures from class.

Medical records will not justify absences. In the case of a student becoming unable to attend classes due to a medical emergency, the student or student's proxy must get in contact with the ESL Program Director and Registrar's Office.

Term	Attendance Allowance	Classes
Spring	12 absences	6 (R/W) 6 (S/L)
Fall	12 absences	6 (R/W) 6 (S/L)
Summer	6 absences	3 (R/W) 3 (S/L)

* (R/W) Reading and Writing Class

* (S/L) Speaking/Listening

Course Grading Information

Grade	Scale
A+	98-100
A	94-97
A-	90-93
B+	88-89
B	84-87
B-	80-83
C+	78-79
C	74-77
C-	70-73
D+	68-69
D	64-67
D-	60-63
F	Below 60
WP	0 (Withdrawal Passing)
WF	0 (Withdrawal Failing – Punitive)

Requirements to Advance Levels

ESL Students must achieve a letter of C (74 – 77 Scale) to advance levels. ESL Students are allowed to repeat levels only once. Academic special cases should be discussed with the ESL Program Coordinator and ESL Instructors.

The requirement to advance levels is also used for students who are in the last level of the ESL program (*C2 -Level 5*) to become eligible for the Undergraduate or Graduate Programs.

Requirement to Change Educational Level

If the ESL student wishes to change their educational level but did not complete the ESL Program to *C2 - Level 5*, ESL students are required to do a proficiency test, the Versant test. The Versant test is the placement test taken upon student's entrance into the ESL Program.

The score needed for the Undergraduate program is 50 and the score needed for the Graduate program is 60.

Important: Full acceptance in the Undergraduate and Graduate Program is granted upon analyses of other documents as well. Please refer to the Admissions Office in this catalog for more information.

ESL PROGRAM AND CLASSROOM POLICIES

Teacher/Student Relationship

At the ESL Program, we seek to develop meaningful relationships. Dialogical and student-centered educational approaches are the keys of our ESL classes. Nonetheless, it is important to remember that the teacher has the prerogative in class regarding etiquette. Dynamics such as the use of cell phones, courtesy, class preparation, etc. will be outlined in your first day of class by the ESL instructor. Students are expected to follow such guidelines for a productive and respected classroom environment.

Tests

Tests are always scheduled before the term begins. ESL instructors will give you the dates of all exams on the first day of class. Students are required to plan accordingly for the tests. If a student loses a test, the instructor will not

be responsible to give another one. In the event that the student must miss a test due to a medical emergency, he or she is required to schedule a date with the ESL Program Coordinator.

English Only

Classes are required to be engaged in English at all times. Instructors are encouraged to likewise. This is the opportunity for students to speak and challenge themselves in their English language skills.

No Food Allowed

Students are welcome to use the kitchen and the lounge area for snacks, but food will not be allowed in the classroom. Small celebrations within your classroom should be informed and authorized by your ESL Program Coordinator.

Misconduct

BHU is committed to each student's success in learning within a caring, responsive, and safe environment that is free of disruptive classroom behavior, discrimination, violence, and bullying/harassment. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. In other words, we want to ensure that all members of our school community are treated with dignity and respect. Therefore, any kind of misconduct by a student or staff member will be tolerated by the school.

In addition, academic integrity is also expected from our students. BHU will not tolerate plagiarism, cheating on a test, or any other form of academic misconduct that jeopardize student's academic performance and evaluation.

Complaint Procedures

The complaint procedure is available to students and staff members. It helps to adequately investigate any misconduct and/or to evaluate a concern or problem in regard to facilities (building problems) and instructors' performance. If a student or any staff member wishes to make a complaint, below are the procedures:

1. If the ESL student is not satisfied or has encountered difficulties with an ESL instructor, a written formal complaint is required. The ESL student is required to direct the complaint and formalize the request with the ESL Program Coordinator.
2. If the ESL student has encountered difficulties with an ESL classmate and/or any other student at the campus, a written formal complaint is required. The ESL student is required to direct the complaint and formalize the request with the ESL Program Coordinator.
3. If the ESL student has encountered problems with facilities (furniture, A/C, restrooms, classrooms and/or other), a written formal complaint is required. The ESL student is required to direct the complaint and formalize the request with the ESL Program Coordinator.

Probation

The ESL student will be placed on probation upon any form of misconduct. ESL students under probation will find themselves under scrutiny. In an event of repeated misconduct, the ESL student will be dismissed from the institution.

Leave of Absence

A leave of absence during a period of classes is only allowed when the ESL student provides a medical excuse. The medical excuse must be in compliance with regular standards of medical authorities.

Certificate of Completion

Upon the completion of the ESL Program at BHU, the ESL student will receive a Certificate of Completion. The ESL student is required to complete the Level 5 to be eligible for the certificate.

Structure of the Program – ESL Standard

Our program is composed of students aged 18 years and above; therefore, we use two different standards to place our students in adequate levels. The ESL program has worked with the Common European Framework of Reference for Languages (CEFR) and the American Institutes for Research (AIR) – English Language Proficiency Standards for Adult Education as frameworks to measure our students' progress. Please follow the codes below:

Levels 1 to 5 refers to AIR standards, and, A1 to C2 refers to CEFR standards.

Level 0 – A1

Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help. (CEF, 2001, p.24. retrieved from: <https://rm.coe.int/1680459f97>)

Level 1 – A2

Can understand sentences and frequently use expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need. (CEF, 2001, p.24. retrieved from: <https://rm.coe.int/1680459f97>)

Level 2 – B1

Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise while travelling in an area where the language is spoken. Can produce simple connected text on topics that are familiar or of personal interest. Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans. (CEF, 2001, p.24. retrieved from: <https://rm.coe.int/1680459f97>)

Level 3 – B2

Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options. (CEF, 2001, p.24. retrieved from: <https://rm.coe.int/1680459f97>)

Level 4 – C1

Can understand a wide range of demanding, longer texts, and recognize implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices. (CEF, 2001, p.24. retrieved from: <https://rm.coe.int/1680459f97>)

Level 5 – C2

Can understand with ease virtually everything heard or read. Can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations. (CEF, 2001, p.24. retrieved from: <https://rm.coe.int/1680459f97>)

Structure of the Program - ESL Bridge College Program

The ESL Program is comprised of two levels (4 and 5), offering our students tools to improve their Academic English skills. The program is based on academic foundational classes for students that already have an upper-intermediate knowledge of English and desire a path to finish their college degree. In each of the two levels, students are required to take two ESL classes and two college classes. The program layout offers the opportunity for students to keep improving their English academic skills while they are immersed in a college class experience, learning the expectations and load of a college course. In addition, they can open their academic horizons and English skills by participating in a variety of subjects that are required throughout any American college education.

Levels 4 and 5

Students at these levels will learn the complexities of advanced English Grammar in order to write with appropriateness and read critically academic texts. The approach used for the ESL classes in Levels 4 and 5 is based on critical thinking, where students should be able to use their language skills to understand a variety of subjects and theoretical concepts, learning how to become a critical thinker.

College Courses in the ESL Bridge Program

Sp 107 Effective Oral Communication

This course is designed to build and enhance organizational and communication skills needed to support leadership roles. It covers extemporaneous speeches, as well as speeches to persuade, inform, and motivate. Student will learn techniques to develop delivery skills, control use of gestures, and to overcome fear.

SS 112 Interpersonal Cross-Cultural Communication

This course builds from a base of self-acceptance, advancing to interpersonal communication and principles for an effective cross-cultural ministry. As an interaction course, it is based on biblical models, building progressively from the fields of psychology (self-image), sociology (the other), anthropology (the other culture), and education. Consideration is given to self-worth, acceptance of the other, and verbal and nonverbal forms of communication.

Math 117 Basic Concepts of Mathematics

This course deals with practical mathematical issues in church administration and accounting. Using a general approach to basic math concepts, students learn to apply math principles in such areas as statistical evolution and budgeting.

Hist 228 Survey of American History

This course surveys the development of five factors from colonial times to the present: social, geographical, political, economic, and military.

SC 260 Basic Computers and Word Processing

This course introduces the student to the functions of a personal computer, the Windows operating system, and basic word processing.

Sc 366 Principles of Science

This course presents a general understanding of important scientific principles and concepts leading to an understanding of how science relates to daily life; it covers basic principles that govern the natural world and the potential and limitations of science in explaining natural phenomena.



UNIVERSITY FACULTY

FULL-TIME FACULTY

Brian K. Hodges

*D.Ed.Min., Columbia Theological Seminary
M.A., Interdenominational Theological Center
B.A., Beulah Heights Bible College*

Tiphonie Ivey

*Ed.D., Nova Southeastern University
M.Sc., Nova Southeastern University
B.A. Florida Atlantic University
B.A. Lawrence University*

Rodney Jackson

*Psy.D., Alliant International University
M.Div., Interdenominational Theological Center
B.A., Morehouse College*

Kyung Soo Paul Jho

*Th.M., Korea Theological Seminary
M.M., YunSae University School of Theology
B.A., HanYoung Theological University*

Monte Norwood

*D.Min., United Theological Seminary
M.Div., Fuller Theological Seminary
M.A. University of California Las Angeles
B.A., Oral Roberts University*

Sonia Okoli

*Ed.D., Clark Atlanta
M.A., Tennessee State University
B.A., Fisk University*

Alicia Plant

*D.Min., Regent University
M.Div., Duke University
B.A., Morris Brown College*

Wesley Wilson

*Ph.D., Columbia International University
M.M., Southwestern Christian University
B.A. Beulah Heights University*

ADJUNCT FACULTY

Jacquelyn Armstrong

*M.Div., Luther Rice University
M.R.E., Luther Rice University
B.A., Beulah Heights Bible College*

Marjorie Baker-Jackson

M.S., Troy University

Christopher S. Bowen

*D.Min., Oral Roberts University
M.M., Southwestern Christian University
B.A., Beulah Heights University*

Tommy Bridgeman

M.Div., DITC University

Chere Brown

*Ph.D., Liberty University
M.S., Lee University
B.A., Lee University*

Jaesung Cha

Ph.D., University of Michigan

Brenda Chand

*D.Min., Oral Roberts University
M.M., Southwestern Christian University
B.A., Beulah Heights Bible College*

Yong-Kyun Cho

*Ph.D., Vanderbilt University
M.A., Graduate School of Seoul National University
B.A., Seoul National University*

Pradeep K. Das

*Director, Library Services
M.L.S., Clark Atlanta University
B.A., M.A., Utkal University, India
B.A., Beulah Heights Bible College*

Beryl Diamond

*Ph.D., Georgia State University
M.A., Georgia State University
B.A., Georgia State University*

Robert Dickerson

*D.Min., Phillips University
M.Div., Southwestern Baptist Theological Seminary
B.A., Southwestern Baptist Theological Seminary*

Kathryn Dreher

*M.B.A., California State University
B.A., San Francisco State University*

Kimberly Dula

*Ph.D. Mercer University
M.B.A., DePaul University
M.S., University of Wisconsin
B.S., Southern Illinois University
B.S., North Carolina State University*

Charlene Duncan

Jan Edwards-Webster

*Ed.D., Gardner-Webb University
M.A., North Carolina Central University
B.S., Bennett College for Women*

Sammy Dow

*M.Div., Virginia Union University
M.S., University of Pittsburgh*

Doo Seo Eom

D.Min., Georgia Christian University

Marguerite Faulk

*D.B.A., Argosy University
M.B.A., Georgia State University
B.A., Emory University*

Gregory D. Ficklin

*M.B.A., Harvard University
B.B.A., Howard University*

Curtis Frazier

*M.Div., Payne Theological Seminary
B.S., Troy State University
A.A., Troy State University
A.S.L., Bethany Bible College*

Timothy Frazier

*D.Min. candidate, Oral Roberts University
M.Div., Interdenominational Theological Seminary
B.A., Beulah Heights University*

Marcus J. Gibson

*D.Min., McCormick Theological Seminary
M.Div., University of Arkansas
B.S., University of Arkansas*

Marcus R. Glass

*D.Min., United Theological Seminary
MAR, Liberty Theological Seminar
B.A., Emmanuel Bible College
A.S., Darton College*

Damion P. Gordon

M.A., Liberty University

Anita Green

D.Min., Interdenominational Theological Seminary

Teresa R. Harvey

*Ed.S., Troy State University
Ed.D., Nova Southeastern University
M.S., Troy State University
B.S.W., Fort Valley State University*

Charles W. Hicks, Jr.

*Ed.D., Argosy University
M.S., South Carolina State
B.S., University of North Carolina*

Ralph W. Huling

*M.S., Troy State
B.A., Troy State*

Joi Jackson

M.A., Loyola Marymount University

Percy Johnson

*D.Min., United Theological Seminary
M.Div., Vanderbilt University
B.S., Troy State University*

Christopher Joe

*M.Div., Beulah Heights University
B.A., Beulah Heights University*

Benson M. Karanja

Professor at Large, President
*Ed.D., Clark Atlanta University
M.B.A., Brenau University
M.L.S., Clark Atlanta University
B.A., Beulah Heights Bible College*

James B. Keiller

Professor at Large, Senior Advisor to President for Institutional & Corporate Affairs Interim Academic Dean & Vice President for Academic Affairs
*Certificate of Advanced Graduate Studies in Higher Education Leadership, North Central University
Graduate School of Education, Harvard University
Ed.S., Georgia State University
D.D., Heritage Bible College
M.A., Atlanta University (Clark Atlanta Univ.)
M.A.R., B.D., Th.D., Evangelical Theological Seminary
LL.B., Blackstone School of Law
Additional Law Studies, Atlanta Law School
B.A., William Carter College
Diploma, Beulah Heights Bible College*

Byeong Soo (John) Kim

*D. Min., Candler School of Theology, Emory
M.Div., Church of God Theological Seminary
B.A. Beulah Heights Bible College
B.A., KonKuk University*

Sung Howy Kim

*D.Min., Luther Rice
M.Div., Sungkyul University
M.Ed., Sungkyul University
B.Th., KonKuk University*

Dong Hee Lee

*Ph.D., Faith Theological Seminary
Ph.D., Southern California Seminary
M.A., Biblical Theological Seminary
B.A., Myung Ji University*

Hoshin Lee

*M.A., Beulah Heights University
M.S. University of Illinois
M.Aero.E., University of Illinois*

Thomas Moon Lee**Seok Heon Lim**

*M.A., Westminster Theological Seminary
B.A., Seoul Theological University*

Lloyd Looney

*D.Min., Columbia Theological Seminary
M.Div., Church of God Theological Seminary
B.A., University of South Carolina*

Johnecia Mason

*D.B.A., Argosy University
M.B.A., Argosy University
B.A., Spellman College*

Carlton May

*M.T.S., Faith Evangelical Lutheran Seminary
B.A., Beulah Heights Bible College*

Betty Jean McBride

*Ed. D. Argosy University
M.Ed. Troy University
M.Ed. Georgia Southwestern*

Michael McCrum

*D.Min., Gordon-Conwell Theological Seminary
M.Div., equivalency, Gordon-Conwell Theological Seminary
M.A., Dallas Theological Seminary
B.S., Tennessee Temple Seminary*

Maurice A. McGinty

*M.A.T., Columbus State University
B.A. Texas State University*

Jonathan Okeke

Ph.D., Regent University

So-Hee Im Park

*Ph.D., Seokmynung Womens University
M.A. Rutgers University
B.A. Seokmynung Womens University*

Alvin Perry

*D.B.A., Walden University
B.B.A., Valdosta State University*

Zachary Powell**Jewel Faith Randolph**

*M.A. Ed., Grand Canyon University
B.A., Grand Canyon University*

Anyango Reggy

*Ph.D., Howard University
M.A., Clark Atlanta University
B.A., Eastern University*

Emeriti**Samuel R. Chand**

President Emeritus
*D.D., Heritage Bible College
M.A., Grace Theological Seminary
B.A., Beulah Heights Bible College*

Mae Reggy

*Ph.D., University of Maryland
M.A., Howard University
B.A., Rutgers Douglas College*

Arlene Lillian Robie

*Th.M., Harvard Divinity School
M.Div., Emory University
B.A., Agnes Scott College*

Duane Scott

*D.B.A., Argosy University
M.S., Webster University
B.A., Columbia College*

Darlene Small

*J.D., Mercer University
B.A., Duke University*

Daryl Smith

*M.A. Pentecostal Theological Seminary
B.A., Lee University*

Paul D. Stockard

*D.Min., Pentecostal Theological Seminary
M.Div., Pentecostal Theological Seminary
B.A., Beulah Heights University*

Zulema Thomas-Buckner

*Ed.D., Nova Southeastern University
M.A., Albany State
B.S., Albany State*

Walter C. Turner

*D.Min., Pentecostal Theological Seminary
M.Div., Emory University
B.S., University of Georgia*

Sandra Tyler

*D.Min., Luther Rice Seminary
M.Div., Luther Rice Seminary
M.A., Beacon University
B.A., Technological University*