

12/21/2022

Beulah Heights University

Spring 2023 Academic Course Schedule



Spring 2023 Semester Begins

January 10

Semester Ends

May 1

Accelerated & MBA Term I

January 10 – March 6

Accelerated & MBA Term II

March 7 – May 1

Beulah Heights University

892 Berne Street

Atlanta, Georgia 30316

404-627-2681

404-627-0702 Fax

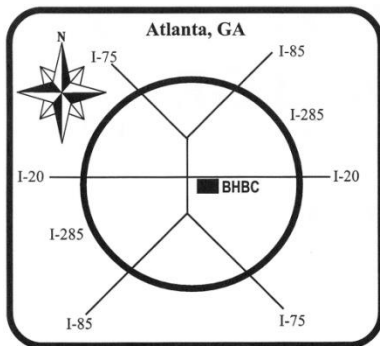
www.beulah.edu

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***This publication contains BHU Academic policy, scheduling and financial information for the Spring 2023 academic year. BHU reserves the right to change or update any information within at any time. Please check back frequently to review any updates.*

CAMPUS DIRECTIONS



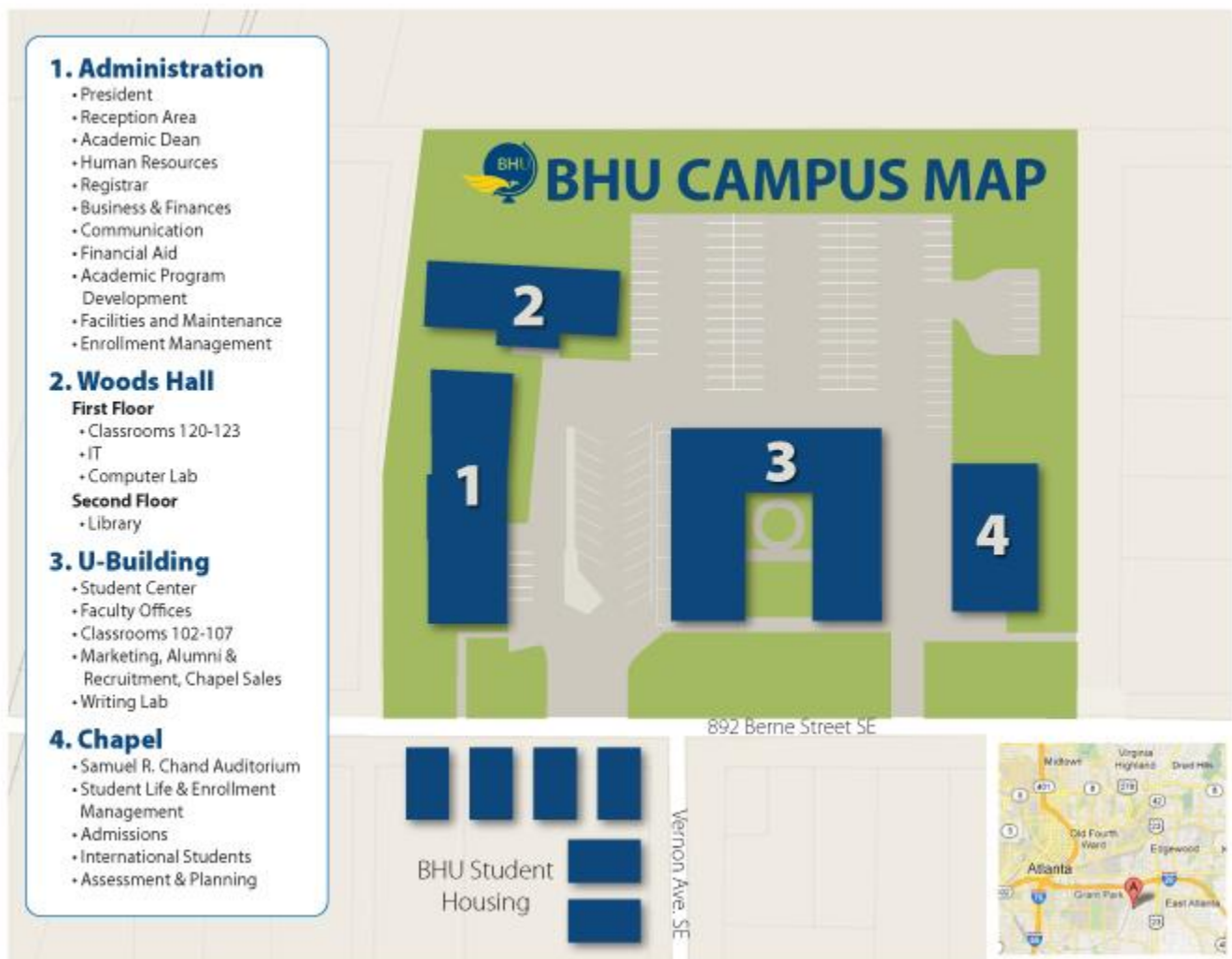
From the North: Take I - 75/85 south to I - 20 east. Exit at Cyclorama/Boulevard (exit #59A). Turn right at top of exit to 2nd traffic light, which is Berne Street. Turn left on Berne to BHU (6 blocks from Boulevard.)

From the South: Take I - 75/85 north to I - 20 east. Exit at Cyclorama/Boulevard (exit #59A). Turn right at top of exit to 2nd traffic light, which is Berne Street. Turn left on Berne Street to BHU (6 blocks from Boulevard).

From the West: Take I - 20 east. Exit at Cyclorama/Boulevard (exit #59A). Turn right at top of exit to 2nd traffic light, which is Berne Street. Turn left on Berne Street to BHU (6 blocks from Boulevard).

From the East: Take I - 20 west. Exit at Moreland Avenue (Exit #60A). Turn left at top of exit. Go through three traffic lights to Berne Street. Turn right on Berne to BHU (4 blocks from Moreland).

Marta: *The bus (48 Thomasville) stops on Moreland Ave. and Glenwood (107 Glenwood). The closest stop is at Ormewood Ave. and Vernon Ave. (32 MLK).*



Important Information

1. WITHDRAWAL POLICY

Withdrawals affect class scheduling, enrollment, and financial obligations. Therefore, if you decide to withdraw from a class, an official withdrawal notice must be submitted to the Office of the Registrar. **Modular classes are subject to the same withdrawal policy as other classes. Some modular classes start later in the semester, but a course withdrawal must be made within the first 2 weeks of any eight week term and the first 4 weeks of any 15/16 week semester in order to receive any portion of a refund.** **All classes/courses regardless of the start date or mode of delivery are subject to the Withdrawal Policy.**

2. ADMINISTRATIVE WITHDRAWAL at 61% of the Semester

- a) Students who miss **50%** of the first half of the semester and do not submit an official withdrawal notice are subject to an **Administrative Withdrawal**. The instructor reports a passing or failing grade (WP or WF). An Administrative Withdrawal is processed when a student fails to meet the Federal Government attendance requirements and who did not file an official withdrawal notice. **Students in this category are not eligible to receive a refund.**
- b) Students who do not make tuition/fee payments will be administratively withdrawn at the end of week two.

3. SELF-PAY STUDENT REQUIREMENTS

Tuition charges are due at the time of Registration. Students that are not able to pay the full tuition may be eligible for payment arrangements. If a payment arrangement is needed, the student must contact the BHU Business Office prior to the first day of class to make the required deposit and discuss payment terms.

4. FINANCIAL AID DISBURSEMENT

To receive financial aid, a student must be enrolled at least **half time**. Disbursements are released 30 days after the start of the semester. Financial Aid will be disbursed after all classes have been attended. Students are required to attend all classes twice before Financial Aid can be released.

- a) Attendance is vital to financial aid process. Students that have not met the attendance requirements prior to the disbursement period will be placed on a temporary attendance hold until the requirements have been met.
- b) If the financial aid recipient misses twelve class hours for any course (4 consecutive classes Fall/Spring – 15 week semester) or 6 class hours (2 consecutive classes Summer – 8 week term) and fails to contact the college, the college must assume that the person has unofficially withdrew from the classes. An administrative withdrawal will be completed and filed by the Registrar on behalf of the student and reported to the Financial Aid Office.

Modular classes: In order to receive Financial Aid for modular classes, proof of attendance must be submitted to the Business Office. Therefore, financial aid funds are not disbursed until after the class has been attended the equivalent of two class sessions.

5. TUITION/FEE COURSE WITHDRAWAL REFUND POLICY

Withdrawal Refund Percentage	Refund Percentage Fall/Spring (15-week semester)	Refund Percentage Summer (8-week terms)
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 week 12	0%	0%

NOTE: Withdrawals *are not* permitted after week 12 of a 15-week semester, or after week 4 of 8-week term.
Registration and Application Fees are non-refundable.

6. FINANCIAL AID / ONLINE REGISTRATION

All financial recipients must enroll for at least 6 credit hours (2 courses) to be eligible for aid (NO EXCEPTIONS). If you are a recipient of Federal Financial Aid, please see the schedule of important dates for the applicable semester for the deadlines to register, drop, add, or change classes without a fee.

7. ONLINE COURSE TRAINING

Training for students enrolled in online courses is provided by appointment. For available time slots contact onlinedepartment@beulah.edu.

8. GMAIL ACCOUNT

Please check your email account daily. Important information will be sent to your student Gmail account. If you need assistance, please contact webmailhelp@beulah.edu.

9. BOOK STORE

BHU partners with MBS – Virtual Bookstore. To order books visit <http://www.beulah.edu/bookstore>. For assistance contact 404-627-2681 ext. 159 or 103.

10. WEEKEND MODULAR COURSE POLICY

- a. Student *must* inform all instructors if a modular course conflicts with an existing class schedule.
- b. Student is responsible for all coursework for all classes during the times the modular class is offered. Student can only register for one modular course per semester. Standard Withdrawal Policy applies to all modular courses.

12. DROP/ADD POLICY

During “regular” registration, class schedules changes may be made with no penalty or fee within the BHU student portal. Changes can be made on the first day of class with no fee only if the class has not met. All other changes may be made throughout the add/drop period with a \$50.00 fee per change of schedule, payable at the time of the transaction. The add/drop period ends on the Friday of the first week of class. To officially drop/change a class after the free drop/change period: 1) Notify the Registrar Office, 2) Pay \$50 drop/change fee, 3) Review your updated schedule in the BHU student portal. *Withdrawals are required after a class has met.* See “Withdrawal Policy” for more information.

Registration Information

1. Requirements for ALL **new** students:

- 1) Attend New Student Orientation
- 2) Complete Admission Application
- 3) Pay Application fee
- 4) Sign Statement of Faith
- 5) Sign Code of Conduct
- 6) Register online
- 7) Register for ATh 115

If returning after missing two or more semesters, you must complete the Re-entry Application and pay a \$15.00 re-entry fee. BHU Undergraduate degree students entering a Graduate or Post-Graduate Program must complete a Graduate or Doctoral Application and obtain a BHU transcript from the Office of the Registrar.

2. All students are required to register through the Student Portal.
3. If you are unable to make full payment at registration, it may be possible for you to pay using the Monthly Payment Plan. You will be charged a finance charge of 1.5% per month on the unpaid balance. Only tuition charges are financed under the Monthly Payment Plan. All fees must be paid at registration. Fees include: application fee, registration fee, late registration fee (if applicable), technology fee, and any miscellaneous fees. The first monthly payment under the payment plan is due at the time of registration. Students who do not pay will be administratively withdrawn at the end of week two.

Payment plan example for two undergraduate courses: Two courses with fees = \$1,968.00

Payment Breakdown for two courses:

Down payment = \$1,059 (50% of tuition plus all applicable fees)

Payment two = \$454.50 (plus 1.5% finance charge)

Payment three = \$454.50 (plus 1.5% finance charge)

Students desiring to make partial payments must:

- 1) Authorize BHU to deduct payments directly from their VISA, MasterCard, or American Express card.
- 2) Finance charges will be incurred after the 30th day of the semester and will incur every month thereafter until the balance is paid in full.
- 3) Pre-approval from the Business Office is required for alternate payment methods if you are not able to make payments by credit or debit card, BHU reserves the right to request CASH ONLY payments on accounts where deemed necessary.
4. Textbook purchases may be made through MBS direct or the bookstore of student's choice.
5. Library / Student I.D. cards will be available from the library.
6. Federal Financial Aid is available for eligible students. Application must be submitted and approved prior to registration. Otherwise, the following methods are available for payment: credit card, check, and/or cash.
7. Minimum class size: Classes will be offered on the basis of student demand. If a class is canceled, student will be notified by email to change to another class.
8. Policy and procedure for **dropping** or **adding** a course are

located on page 2.

9. Policy and procedure for WITHDRAWAL are located on page 3. **All courses are subject to the same withdrawal policy.**
10. **Payment Methods:** Cash, Money Order, checks (made payable to BHU), VISA, MasterCard, and American Express are accepted.
11. The only way to reserve a seat in a class is with payment by cash, check, Money order, or credit card. We do not reserve space in a class with anticipation of payment.
12. To register for a class, your financial account with BHU must be current. You must also be academically eligible with a GPA of 2.00 or above.
13. Withdrawal: To withdraw from a course, an official withdrawal notice must be submitted to the Registrar's Office online. Refunds for course withdrawals are calculated based on the BHU withdrawal policy. Please see page 2 & 3 of this schedule for further details.
14. Class Mode:
 - a. Online: Learning that happens virtually over the Internet in most cases using a Learning Management System such as Brightspace. Online learning is mostly asynchronous using asynchronous learning tools but can feature opportunities for synchronous learning
 - b. Hybrid: A combination of face-to-face classroom instruction with some online learning activity. The hybrid mode of learning uses both synchronous and asynchronous learning tools.
 - Undergrad: On campus once a week and assignment submissions/online discussions in Brightspace.
 - Graduate & MBA: On campus once a week and assignment submissions/online discussions in Brightspace.
 - Doctoral: Online in Brightspace and a one week on-campus intensive/residency.
 - ESL: On campus once a week and assignment submissions/online discussions in Brightspace.
15. Class Section
 - a. DAY- classes taught on-ground
 - b. EVE- classes taught on-ground
 - c. KOR- Classes taught in the Korean Language
 - d. ALB- Classes taught at the Albany Teaching Site
 - e. MAR- Classes taught at the Marietta Teaching Site
 - f. COL- Classes taught at the Columbus Teaching Site
 - g. OL-K- Online classes taught in the Korean Language

A Message from the Financial Aid Office:

If you desire Financial Aid but did not apply prior to Registration, you must:

1. Pay fees and a portion of tuition at registration, as stated in the payment plan option.
2. Contact the Financial Aid office during the first week of class regarding applying for Financial Aid.

FINANCIAL INFORMATION:

Tuition

Undergraduate (\$318 per Semester Hour)	\$954
Master of Arts (\$425 per Semester Hour)	\$1275
Master of Divinity (\$425 per Semester Hour)	\$1275
Master of Business Administration (\$425 per Semester Hour)	\$1275
Nonprofit Certificate (\$293 per Semester Hour)	
Doctor of Ministry (\$512 per Semester Hour)	\$1536
Doctor of Philosophy (\$525 per Semester Hour)	\$1575
Audit courses	50%
Directed Study (additional \$10 Per Semester Hour + \$200 fee per class)	

Tuition Payment Schedule

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

Down payment = 1/2 of tuition plus all fees

Second Payment = 1/4 of tuition

Final Payment = 1/4 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
Online Course Fee	\$100.00
Deferred Payment Plan Fee (per semester)	\$50.00
Directed Study Fee	\$200.00
Dissertation Fee for DMin program (one time)	\$1000.00
Dissertation Fee for PhD program (one time)	\$1000.00
Graduation Fee: (nonrefundable)	
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
Parking Decal (renewed annually)	\$4.00
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	\$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

Books

Estimate per semester \$150 +

Finance Charge

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

Registration Cancellation

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

Dormitory Rates

Single Room (per semester) \$3375
Refundable Security Deposit (per semester) \$500

Financial Aid

Qualifying students are eligible for:

Grants: Pell and FSEOG

Loans: FFEL Stafford, FFEL PLUS, &

Federal Work Study

Contact Financial Aid Director:

404-627-2681 or Fax 404-627-0702

Withdrawal Policy

College planning and budgeting must be done for the semester based upon the number of students who register. The withdrawal policy reflects the fact that 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.

1. Tuition: Tuition is refunded based on the withdrawal refund policy.
2. Dorms: Residence charges are refunded (prorated) up to the 4th semester week of the fall/spring semester and up to the 2nd semester week of the summer semester. Please see course "Withdrawal Policy" for more information.
3. Disciplinary Action: A student who withdraws under disciplinary action is not entitled to an honorable dismissal and no refunds are granted for any part of the semester.

The college reserves the right to withhold refunds due to withdrawal for at least 30 days after a student has withdrawn. All refunds are subject to approval by each department involved.

Federal Financial Aid Students: Refund calculations for students receiving Federal Financial Aid will be based on the policy established by the U.S. Department of Education. Please see the Financial Aid Office for information.

NOTE: WITHDRAWAL IS NOT AUTOMATIC. All courses are subject to the withdrawal policy. If a student decides to stop attending class (es) for any reason, the student must officially withdraw in the Registrar's Office. Failure to officially withdraw may result in an F grade being recorded on your academic record and full payment of tuition and fees will be assessed.

Beulah Heights University Federal Financial Aid Refund Policy

The Federal law specifies how Beulah Heights University (BHU) must determine the amount of Federal Student Aid (FSA) assistance that you earn if you withdraw from college. The FSA programs that are covered by this law are: Federal Pell Grants, Stafford Loans, PLUS Loans and Federal Supplemental Educational Opportunity Grants (FSEOGs).

When you withdraw during your period of enrollment, the Financial Aid office can define the FSA program for you and tell you which one applies. The amount of FSA program assistance that you have earned up to that point is determined by a specific formula. If you received (or BHU or your parent received on your behalf) less assistance than the amount you earned, you may be able to receive those additional funds. If you received more assistance than you earned, BHU and/or you must return the excess funds.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30 percent of your period of enrollment, you earn 30 percent of the assistance you were originally scheduled to receive. Once you have completed more than 60 percent of the period of enrollment, you earn all the assistance that you were scheduled to receive.

If you did not receive all of the funds you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loans funds, you may choose to decline the loans funds so that you don't incur additional debt. BHU may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and housing charges. For all other college charges, BHU needs your permission to use the post withdrawal disbursement. If you do not give your permission, you

will be offered the funds. There are some FSA funds that you were scheduled to receive that you cannot earn once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student at BHU and you have not completed the first 30 days of your program before you withdraw, you will not earn any FFEL funds that you would have received had you remained enrolled past the 30th day.

If you receive (or BHU or your parent receive on your behalf) excess FSA programs funds that must be returned, BHU must return a portion of the excess funds equal to the lesser of

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

BHU must return this amount even if it didn't keep this amount of your FSA program funds.

If BHU is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return (or your parent for a PLUS Loan) can be repaid in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the unearned amount. You must make arrangement with BHU or the Department of Education to return the unearned grant funds.

The requirement for FSA program funds when you withdraw are separate from any refund policy that BHU may have. Therefore, you may still owe funds to BHU to cover unpaid institutional charges. BHU may also charge you for any FSA program funds that the college was required to return. Also, see BHU refund policy.

If you have questions about your FSA program funds, you can call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

Academic Advising

Unsure which courses to take? Be sure that you do not unintentionally take a course that is not required for your degree program. Contact an Academic Advisor for assistance with your course selections and degree progress. Call or visit the BHU Faculty Office during normal business hours. You may also contact an advisor via email (see below).

Faculty Office

404-627-2681 Ext. 126

Dr. Jacquelyn Armstrong- Director of Academic Advising
Ext. 103, Email Jackie.armstrong@beulah.edu

Division of Religious Studies

Dr. Brian Hodges – Chair, Department of Religious Studies, Academic Advisor
Ext. 149, Email: brian.hodges@beulah.edu

Dr. Alicia Plant –Associate Dean, Religious Studies Faculty, Academic Advisor
Ext. 143, Email: alicia.plant@beulah.edu

Dr. Monte Norwood- Associate Chair for the Undergraduate Religious Studies, Academic Advisor
Ext. 154, Email: monte.norwood@beulah.edu

Korean Students

Professor Kyung Jho- Vice-President for Asian Student Affairs, Religious Studies Faculty, Academic Advisor
Ext. 143, Email: kyungsoo.jho@beulah.edu

Division of Business and Leadership Studies

Dr. Wes Wilson- Vice-President for Student Success, Chair, Leadership and Business Studies, Academic Advisor
Ext. 121, Email: wes.wilson@beulah.edu

Dr. Rodney Jackson- Dean, Academic Advisor
Ext. 122, Email: Rodney.jackson@beulah.edu

Attendance Requirements

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:

- Maximum absence allowance is four (4) class sessions (Fall/Spring) and two (2) for the summer and 8 week terms. **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.**
- Online classes – Maximum absence allowance is four (4) class sessions (Fall/Spring) and two (2) for the summer and 8 week terms, determined by the weekly semester units as outlined in the course syllabus. Login and completion of assignments are required. **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**
- Five-day modular classes – Maximum absence allowance is one (1) day. **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**
- Weekend modular classes – Maximum absence allowance is one (1) week-end. **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**

Attendance is required to be taken each week for every class (campus, online, off-campus, modular, hybrid, etc.). Once a student reaches the limit of missed classes the Office of the Registrar may initiate the administrative withdrawal process. 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

While there is no official class “date & time” for online courses, each course has fifteen “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 attendance policy with respect to the published attendance policy. Deadlines for assignment submission will be posted within the class syllabi.

For further information on the BHU Attendance policy please see the University catalog.

Class Schedules



SPRING SCHEDULE 2023

January 9 – April 30

Spring 2023 Registration: November 15 - January 8

All courses are 3 credit hours unless otherwise noted.

SPRING 2023 SEMESTER	
January 9	Classes begin
January 9	Last day to change schedule without a fee (if class has not met)
January 15	Last day to register
January 15	Last day to Add/Drop class
January 16	Holiday - Martin Luther King, Jr.'s Birthday
February 20	Holiday – Presidents' Day
April 2	Last day to withdraw from a course
April 7	Observance of Good Friday
April 9	Observance of Easter
April 3-9	Spring Break
April 24-30	Last week of class – Final Exams
April 29	Graduate Brunch
May 6	Commencement
May 30	Grades available through BHU student portal

Spring 2023- Undergraduate Division

Day	Time	Mode	Class Section	Code	Course	Instructor
Monday	9:00 -11:30	Hybrid	DAY	ATh 115	Foundations for University Life and Ministry	Green, E.
Monday	9:00 –11:30	Hybrid	DAY	Bi 117	Biblical Literature	Joe, C.
Monday	9:00 –11:30	Hybrid	DAY	Th 213	Systematic Theology 1	Norwood, M.
Monday	7:00 – 9:00	Hybrid	EVE	SS 225	Marriage and the Family	Marr, L
Tuesday	9:00 -11:30	Hybrid	DAY	Bus 320	Strategic Management	Miller, K.
Tuesday	9:00 -11:30	Hybrid	DAY	Bi 111	Life of Christ	Joe, C
Tuesday	11:40 –2:10	Hybrid	DAY	Bi 109	John and Acts	Frazier, T.
Tuesday	11:40 –2:10	Hybrid	DAY	Sp 204	Pulpit Speech	May, C
Wednesday	11:40 –2:10	Hybrid	DAY	Ls 463	Internship: Leadership	Sumo, J
Wednesday	11:40 –2:10	Hybrid	DAY	Ed 216	Introduction to Christian Education	Hodges, B.
Wednesday	7:00 – 9:00	Hybrid	EVE	Hist 228	Survey of American History	Diamond, B.
Thursday	9:00 – 1:00	Hybrid	DAY	Ls 101	Developing a Healthy Leader	Wilson, W
Thursday	9:00 – 1:00	Hybrid	DAY	SS 112	Interpersonal Cross-Cultural Communication	Green, E.
Thursday	9:00 – 1:00	Hybrid	DAY	Th 307	Hermeneutics	Norwood, M.
Online						
Online	24-hours	Online	OL	Ls 384	Exploring Gender Differences	Small, D.
Online	24-hours	Online	OL	Ls 101	Developing a Healthy Leader	Wilson, W
Online	24-Hours	Online	OL	Ls 462	Leadership Principles in Business	Small, D
Online	24-hours	Online	OL	Ls 463	Internship: Leadership	Sumo, J
Online	24-hours	Online	OL	Ls 375	Innovative Ministry for the 21st Century	Stewart, C
Online	24-hours	Online	OL	Acct 102	Accounting II	Brennan, J
Online	24-hours	Online	OL	Bus 300	Business Law	Ngure, F.

SPRING SCHEDULE 2023

January 9 – April 30

Spring 2023 Registration: November 15 - January 8

All courses are 3 credit hours unless otherwise noted.

Online	24-hours	Online	OL	Bus 305	Global Business	Toney, S.
Online	24-hours	Online	OL	Bus 320	Strategic Management	Miller K
Online	24-hours	Online	OL	Bus 350	Organizational Behavior	Kushano, K
Online	24-hours	Online	OL	Bus 400	Strategy: Innovation & Global Competition	Dreher, K
Online	24-hours	Online	OL	Bus 499	Internship: Business	Sumo, J
Online	24-hours	Online	OL	Econ 214	Principles of Macroeconomics	Brennan, J
Online	24-hours	Online	OL	Bus 455	International Market and Trade Agreements	Dreher, K
Online	24-hours	Online	OL			
Online	24-hours	Online	OL	HRA 310	Human Resources Management	Kushano, K
Online	24-hours	Online	OL	HRA 450	Employee Labor Relations and Compensation	Dreher, K
Online	24-hours	Online	OL	Mkt 340	Marketing	Stewart, C
Online	24-hours	Online	OL	Bus 121	Business Writing and Communication	Kushano, K
Online	24-hours	Online	OL	Ls 382	Personality Profiles and Models for Leadership	Berry, E.
Online	24-hours	Online	OL	Acct 101	Accounting I	Brennan, J
Online	24-hours	Online	OL	E102	English Composition	Randolph, J.
Online	24-hours	Online	OL	E 351	Literature of the Western World	Randolph, J.
Online	24-Hours	Online	OL	Sc 260	Basic Computers and Word Processing	Johnson, M.
Online	24-Hours	Online	OL	ATH 473	Religious Studies Internship	Hodges, B.
Online	24-Hours	Online	OL	Sc 366	Principles of Science	Giles, D.
Online	24-Hours	Online	OL	Bi 439	Prison Epistles	Clarke, O.
Online	24-Hours	Online	OL	Th 213	Systematic Theology	Norwood, M.
Online	24-Hours	Online	OL	Sp 107	Effective Oral Communication	Garlington, G.
Online	24-Hours	Online	OL	Bi 105	Pentateuch	Garlington, G.
Online	24-Hours	Online	OL	Math 117	Basic Concepts of Math	Jones, M,
Online	24-Hours	Online	OL	L 306	Greek 2	Gibson, M.
Online	24-Hours	Online	OL	L 330	Hebrew 2	Gibson, M.
Online	24-hours	Online	OL	ATH 205	Principles of Spiritual Growth	Marr, L
Online	24-hours	Online	OL	SS 225	Marriage and the Family	Marr, L
Online	24-hours	Online	OL	ATH 115	Foundations for University Life	Green, E
Online	24-Hours	Online	OL	Bi 431	Early Hebrew History	Garlington, G
Online	24-Hours	Online	OL	Th 308	Gifts of the Spirit	Frazier, T.
Online	24-Hours	Online	OL	Bi 104	Introduction to the Bible	Frazier, T.
Online	24-Hours	Online	OL	Th 213	Systematic Theology 2	Norwood, M.
Online	24-Hours	Online	OL	E101	English Grammar	Randolph, J.
Online	24-Hours	Online	OL	Bi 208	Romans and Galatians	Clarke, O.
Courses Taught in the Korean Language						
Monday	9:00-11:30	Hybrid	KOR	Ls 318	Dynamics of Biblical Leadership	Lee, E.
Monday	11:40-2:10	Hybrid	KOR	Bi 323	New Testament Epistles	Kim, S. Cancelled
Monday	2:20-4:50	Hybrid	KOR	SS 112	Interpersonal Cross-Cultural Communication	Lee, H.
Monday	5:00-7:30	Hybrid	KOR	Th 213	Systematic Theology II	Joh, K
Saturday	11:40-2:10	Hybrid	KOR	Bi 323	New Testament Epistles	Kim, S.

SPRING SCHEDULE 2023

January 9 – April 30

Spring 2023 Registration: November 15 - January 8

All courses are 3 credit hours unless otherwise noted.

Saturday	2:20-4:50	Hybrid	KOR	Hist 228	Survey of American History	Lee, H. Cancelled
Saturday	5:00 – 7:30	Hybrid	KOR	ATh 115	Foundations for University Life and Ministry	Lee, H.
Saturday	5:00 – 7:30	Hybrid	KOR	Bus 499	Business Internship	Kim, H.
Online	24hours	OL	OL-K	ATh 115	Foundations for University Life and Ministry	Lee, H.
Online	24hours	OL	OL-K	Bi 323	New Testament Epistles	Kim, S. Cancelled
Online	24hours	OL	OL-K	LS 462	Leadership Principles in Business	Lee, J.
Online	24hours	OL	OL-K	LS 318	Dynamics of Biblical Leadership	Lee, E.
Online	24 hours	OL	OL-K	HRA 440	Employee and Labor Relations and Compensation	Lee, J.
Online	24hours	OL	OL-K	SS 112	Interpersonal Cross-Cultural Communication	Lee, H.
Online	24hours	OL	OL-K	Th 213	Systematic Theology II	Joh, K
Undergraduate Teaching Sites						
Columbus Teaching Site						
Friendship Baptist Church; 831 6 th Ave, Columbus, GA 31901						
Monday	6:00-8:30	Hybrid	COL	E 101	English	Abercrombie, K
Tuesday	6:00-8:30	Hybrid	COL	Th 307	Hermeneutics	Crocker, C.
Thursday	6:00-8:30	Hybrid	COL	Bi 111	Life of Christ	Small, D
Thursday	6:00-8:30	Hybrid	COL	ATh 115	Foundations for University Life	Huling, R
Tuesday & Thursday	8:30-9:45	Hybrid	COL	Mi 435	Contextualization	Gibson, M
Albany Teaching Site						
2402 Roxanna Rd Albany, GA 31705						
Monday	8:00-10:30 a	Hybrid	ALB	Th 308	Gifts of the Spirit	TBA
Monday	5:00 - 7:30	Hybrid	ALB	Th 213	Systematic Theology II	Powell, Z
Tuesday	8:00-10:30	Hybrid	ALB	SS 112	Interpersonal Cross Cultural Communication	Paige, J.
Tuesday	5:00 - 7:30	Hybrid	ALB	Bi 230	Bible Study Methodology	Powell, Z.
Saturday	8:00–10:30	Hybrid	ALB	Bi 320	Old Testament Prophetic Books	TBA
Saturday	5:00 - 7:30	Hybrid	ALB	Sp 107	Effective Oral Communication	Paige, J
Marietta Teaching Site						
1900 the Exchange SE, Suite 450 Atlanta GA, 30339						
Monday	6:00-8:30	Hybrid	MAR	E 102	English Composition	TBA
Monday	8:30-11:00	Hybrid	MAR	Bus 300	Business Law	Ngure, F.
Tuesday	6:00-8:30	Hybrid	MAR	Bus 320	Strategic Management	Miller, K.

SPRING SCHEDULE 2023

January 9 – April 30

Spring 2023 Registration: November 15 - January 8

All courses are 3 credit hours unless otherwise noted.

Tuesday	8:30-11:00	Hybrid	MAR	Bus 455	International Market and Trade Agreements	Miller, K.
Wednesday	6:00-8:30	Hybrid	MAR	Th 203	Systematic Theology I	TBA
Thursday	6:00-8:30	Hybrid	MAR	Sc 366	Principles of Science	Giles, D.

End of Undergraduate Schedule

SPRING SCHEDULE 2023

January 9 – April 30

Spring 2023 Registration: November 15 - January 8

All courses are 3 credit hours unless otherwise noted.

SPRING 2023 SEMESTER	
January 9	Classes begin
January 9	Last day to change schedule without a fee (if class has not met)
January 15	Last day to register; last day to Add/Drop class
January 15	Last day to Add/Drop class
January 16	Holiday - Martin Luther King, Jr.' Birthday
February 20	Holiday – President's Day
April 2	Last day to withdraw from a course
April 7	Observance of Good Friday
April 9	Observance of Easter
April 3-9	Spring Break
April 24-30	Last week of class – Final Exams
April 29	Graduate Brunch
May 6	Commencement
May 30	Grades available through BHU student portal

Spring 2023- Graduate Division

Master of Arts Religious/Leadership Studies & Master of Divinity Majors

Day	Time	Mode	Class Section	Code	Course	Instructor
Monday	7:00-9:30	Hybrid	EVE	Bi 501	Old Testament	Johnson, P.
Tuesday	9:00 – 11:30	Hybrid	DAY	Ls 600	Introduction to Leadership	Berry, E
Tuesday	9:00 – 11:30	Hybrid	DAY	Th 602	History of Christian Thought 2	McCrum, M.
Tuesday	11:40-2:10	Hybrid	DAY	Ls 617	Leading in times of crisis	Miller, K
Tuesday	11:40-2:10	Hybrid	DAY	Ls 603	Organizational Communication	Sumo, J
Wednesday	9:00-11:30	Hybrid	DAY	ATh 614	Spiritual Formation	Hodges, B.
Thursday	9:00-1:00	Hybrid	DAY	ATh 635	Missiology	Johnson, P.
Thursday	9:00-1:00	Hybrid	DAY	ATh 647	Homiletics	May, C.
Thursday	7:00-9:30	Hybrid	EVE	ATh 601	Introduction to Pastoral Care	Green, A.
Online						
Online	24-hours	Online	OL	Ls 600	Introduction to Leadership	Berry, E
Online	24-hours	Online	OL	Ls 698	Leadership Capstone	Harvey, T
Online	24-hours	Online	OL	Ls 620	Research Writing for Leadership and Business	Adebiyi, M
Online	24-hours	Online	OL	Ls 617	Leading in Crisis	Miller, K
Online	24-hours	Online	OL	Ls 603	Organizational Communication	Sumo, J
Online	24-hours	Online	OL	Ls 607	Managing Organizational Change	Ngure, F
Online	24-hours	Online	OL	Ls 618	Servant Leadership	Berry, E.
Online	24-hours	Online	OL	Th 503	Systematic Theology 1	Norwood, M.
Online	24-hours	Online	OL	Th 513	Systematic Theology 2	TBA
Online	24-hours	Online	OL	Th 606	Women in Theology	Green, A.
Online	24-hours	Online	OL	ATh 624	Grief and Loss Counseling	Green, A.
Online	24-hours	Online	OL	ATh 613	Theological Research and Writing	Plant, A.
Online	24-hours	Online	OL	ATh 635	Missiology	Johnson, P.
Online	24-hours	Online	OL	ATh 647	Homiletics	May, C.
Online	24-hours	Online	OL	ATh 604	Contextual Education Practicum	Hodges, B,

SPRING SCHEDULE 2023

January 9 – April 30

Spring 2023 Registration: November 15 - January 8

All courses are 3 credit hours unless otherwise noted.

Online	24-hours	Online	OL	ATh 622	Ministry Response to Crisis and Disasters	Green, A.
Online	24-hours	Online	OL	ATh 611	Ethics of Pastoral Leadership	Green, A.
Online	24-hours	Online	OL	Bi 627	Survey of Ancient Hebrew History and Wisdom Literature	Johnson, P.
Online	24-hours	Online	OL	ATh 698	Capstone: Master of Arts Religious Studies	Green, E.
Online	24-hours	Online	OL	ATh 699	Capstone: Master of Divinity	Green, E.
Online	24-hours	Online	OL	ATh 601	Introduction to Pastoral Care	Green, A.
Courses Taught in the Korean Language						
Monday	9:00-11:30	Hybrid	KOR	Ls 607	Managing Organizational Change	Lee, D.
Monday	11:40-2:10	Hybrid	KOR	Ls 619	Historical and Contemporary Models of Leadership	Lee, E.
Monday	2:20-4:50	Hybrid	KOR	Bi 501	Old Testament	Lee, E.
Saturday	9:00-11:30	Hybrid	KOR	Ls 613	Case Studies in Biblical Leadership	Kim, S.
Saturday	11:40-2:10	Hybrid	KOR	Ls 619	Historical and Contemporary Models of Leadership	Lee, E.
Saturday	2:20-4:50	Hybrid	KOR	Th 606	Women in Theology	Park, S.
Online	24hours	OL	OL-K	ATh 699	Master of Divinity Capstone	Kim, S.
Online	24hours	OL	OL-K	ATh 604	Contextual Education Practicum	Kim, S.
Online	24hours	OL	OL-K	Bi 633	Apocalyptic Literature	Eom, D.
Online	24hours	OL	OL-K	Bi 627	Survey of Ancient Hebrew History and Wisdom Literature	Eom, D.
Online	24hours	OL	OL-K	Ls 607	Managing Organizational Change	Lee, D.
Online	24hours	OL	OL-K	Ls 613	Case Studies in Biblical Leadership	Kim, S.
Online	24hours	OL	OL-K	Ls 619	Historical and Contemporary Models of Leadership	Lee, E. Cancelled
Online	24hours	OL	OL-K	Th 606	Women in Theology	Park, S.
Graduate Teaching Sites						
Columbus Teaching Site						
Friendship Baptist Church; 831 6 th Ave, Columbus, GA 31901						
Monday	6:00-8:30	Hybrid	COL	Th 602	History of Christian Thought II	Gibson, M
Tuesday	6:00-8:30	Hybrid	COL	Ls 613	Case Studies in Biblical Leadership	Small, D
Thursday	6:00-8:30	Hybrid	COL	Th 607	Hermeneutics	Crocker, C.
Albany Teaching Site						
2402 Roxanna Rd Albany, GA 31705						
Monday	5:00-7:30 p.m.	Hybrid	ALB			
Tuesday	5:00-7:30 p.m.	Hybrid	ALB	ATh 613	Theological Research and Writing	Glass, M.
Thursday	5:00-7:30 p.m.	Hybrid	ALB	Th 602	History of Christian Thought II	Glass, M.
Marietta Teaching Site						
1900 the Exchange SE, Suite 450 Atlanta GA, 30339						

SPRING SCHEDULE 2023

January 9 – April 30

Spring 2023 Registration: November 15 - January 8

All courses are 3 credit hours unless otherwise noted.

End of Graduate Schedule

SPRING SCHEDULE 2023

January 9 – April 30

Spring 2023 Registration: November 15 - January 8

All courses are 3 credit hours unless otherwise noted.

SPRING 2023 SEMESTER	
January 9	Classes begin
January 9	Last day to change schedule without a fee (if class has not met)
January 15	Last day to register; last day to Add/Drop class
January 15	Last day to Add/Drop class
January 16	Holiday - Martin Luther King, Jr.' Birthday
February 20	Holiday – President's Day
April 2	Last day to withdraw from a course
April 7	Observance of Good Friday
April 9	Observance of Easter
April 3-9	Spring Break
April 24-30	Last week of class – Final Exams
April 29	Graduate Brunch
May 6	Commencement
May 30	Grades available through BHU student portal

Spring 2023- MBA Division

(Only for students enrolled in the Master of Business Administration Program)

Day	Time	Mode	Class Section	Code	Course	Instructor
15 Week Semester						
January 10-April 30						
Term I						
January 10- March 5						
Online	24-Hours	Online	OL	MBA 662	Marketing	Okeke, J
Online	24-Hours	Online	OL	MBA 650	Business Accounting	Brennan, J
Online	24-Hours	Online	OL	MBA 600	Orientation	Sumo, J
Online	24-Hours	Online	OL	MBA 680	Entrepreneurship	Faulk, M
Online	24-Hours	Online	OL	MBA 637	Human Resource Management	Faulk, M.
Term II						
March 7- April 30						
Online	24-hours	Online	OL	MBA 601	Servant Leadership	Kawata, D
Online	24-Hours	Online	OL	MBA 655	Decision Analysis	Okeke J
Online	24-Hours	Online	OL	MBA 635	Organizational Behavior	Faulk, M
Online	24-Hours	Online	OL	MBA 625	Professional Communication	Faulk, M
Marietta Teaching Site						
1900 the Exchange SE, Suite 450 Atlanta GA, 30339						
Term I						
January 10- March 5						
Wednesday	6:00-8:30	Hybrid	MAR	MBA 650	Business Accounting	Brennan, J
Wednesday	8:30-11:00	Hybrid	MAR	MBA 655	Decision Analysis	Brennan, J.
Term II						
March 7- April 30						
Wednesday	6:00-8:30	Hybrid	MAR	MBA 678	International Business	
Courses Taught in the Korean Language						
Saturday	9:00–11:30	Hybrid	KOR	MBA 625	Professional Communication	Okeke, J.

SPRING SCHEDULE 2023

January 9 – April 30

Spring 2023 Registration: November 15 - January 8

All courses are 3 credit hours unless otherwise noted.

Saturday	11:40-2:10	Hybrid	KOR	MBA 637	Human Resource Management	Cha, J.
Saturday	2:20-4:50	Hybrid	KOR	MBA 690	Strategic Management	Kim, H.
Online	24 hours	Online	OL-K	MBA 601	Servant Leadership	Lee, D.
Online	24 hours	Online	OL-K	MBA 635	Organizational Behavior	Kim, H.

End of MBA Schedule

SPRING SCHEDULE 2023

January 9 – April 30

Spring 2023 Registration: November 15 - January 8

All courses are 3 credit hours unless otherwise noted.

SPRING 2023 SEMESTER	
January 9	Classes begin
January 9	Last day to change schedule without a fee (if class has not met)
January 15	Last day to register; last day to Add/Drop class
January 15	Last day to Add/Drop class
January 16	Holiday - Martin Luther King, Jr.' Birthday
February 20	Holiday – President's Day
April 2	Last day to withdraw from a course
April 7	Observance of Good Friday
April 9	Observance of Easter
April 3-9	Spring Break
April 24-30	Last week of class – Final Exams
April 29	Graduate Brunch
May 6	Commencement
May 30	Grades available through BHU student portal

Spring 2023 Doctoral Division

Doctor of Ministry and Doctor of Philosophy

Doctor of Ministry						
Day	Time	Mode	Class Section	Code	Course	Instructor
*Hybrid Courses have a mandatory one-week residency						
Online	24 Hours	Hybrid	HYB	DM 902	Foundations for Ministry Leadership: Scripture, History, and Theology	TBA
Online	24 Hours	Hybrid	HYB	DM 906	Leading Worship and Discipleship: Equipping a People, Communicating the Word	TBA
Online	24 Hours	Hybrid	HYB	DM 909	Holistic Mission: Evangelism, Justice, and Mercy Ministries with Global Awareness	TBA
Online	24 Hours	Hybrid	HYB	DM 910	Ethics in Society	May, C.
Online	24 Hours	Hybrid	HYB	DM 940	Christ and Community	Garlington, G.
Hybrid	24 Hours	Hybrid	HYB	DM 933E	DMin Proj/Diss Ext	Harvey, T.
Hybrid	24 Hours	Hybrid	HYB	DM 934	DMin Proj/Diss	Harvey, T.
Hybrid	24 Hours	Hybrid	HYB	DM 934 E	DMin Proj/Diss Ext	Harvey, T.
Doctor of Philosophy						
15 Week Semester January 10-April 30						
Online	24-hours	OL	OL			
Term I						
Online	24-hours	Online	OL	Lead 703	Biblical Leadership	Harvey, T.
Online	24-hours	Hybrid	HYB	Lead 702	Research and Design I	Adebiyi, M
Online	24-hours	Hybrid	HYB	Lead 805	Contemporary Issues in Strategic Leadership	Reggy Gregory, A
Online	24-hours	Online	OL	Lead 901	Research and Design III	Harvey, T
Online	24-hours	Online	OL	Lead 903	Comprehensive Exam	Tappler, M
Online	24-hours	Online	OL	Lead 904	Dissertation Proposal	Tappler, M
Online	24-hours	Online	OL	Lead 905	Dissertation II	Harvey, T
Online	24-hours	Online	OL	Lead 801	Research and Design II	Adebiyi, M.
Term II						
Online	24-hours	Online	OL	Lead 701	Foundations of Leadership	Wilson, W

SPRING SCHEDULE 2023

January 9 –April 30

Spring 2023 Registration: November 15 - January 8

All courses are 3 credit hours unless otherwise noted.

Online	24-hours	Online	OL	Lead 802	Strategic Planning	Okeke, J
Online	24-hours	Online	OL	Lead 804	Leadership Policy & Culture	Reggy Gregory, A
Online	24-hours	Online	OL	Lead 704	The Role of a leaders in the 21 st Century	Kawata, D
Online	24-hours	Online	OL	Lead 906	Dissertation Defense	Tappler, M.
Courses Taught in the Korean Language						
Monday	2:20-4:50	Hybrid	KOR	Lead 701	Research Design I	Park, S.
Online	24hours	OL	OL-K	Lead 702	Foundations of Leadership	Lee, T.
Online	24hours	OL	OL-K	Lead 707	Organizational Change	Lee, D.
Online	24hours	OL	OL-K	Lead 801	Research Design II	Park, S.
Online	24hours	OL	OL-K	Lead 804	Leadership Policy & Culture	Lee, D.
Online	24hours	OL	OL-K	Lead 806	Contemporary Issues in Multicultural Leadership	Lee, T.
Online	24hours	OL	OL-K	Lead 903	Doctoral Comprehensive	Park, S.
Online	24hours	OL	OL-K	Lead 904	Dissertation I Proposal	Jeju
Online	24hours	OL	OL-K	Lead 905	Dissertation II Research	Jeju
Online	24hours	OL	OL-K	Lead 905E	Dissertation II Extension	Lee, D.
Online	24hours	OL	OL-K	Lead 906	Dissertation III Defense	Park, S.
Online	24hours	OL	OL-K	Lead 906	Dissertation III Defense	Lee, T.
Online	24hours	OL	OL-K	Lead 906	Dissertation III Defense	Jeju
Doctoral Teaching Sites						
Japan Teaching Site						

End of Doctoral Schedule

SPRING SCHEDULE 2023

January 9 – April 30

Spring 2023 Registration: November 15 - January 8

All courses are 3 credit hours unless otherwise noted.

SPRING 2023 SEMESTER	
January 9	Classes begin
January 9	Last day to change schedule without a fee (if class has not met)
January 15	Last day to register; last day to Add/Drop class
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January 16	Holiday - Martin Luther King, Jr.' Birthday
February 20	Holiday – President's Day
April 2	Last day to withdraw from a course
April 7	Observance of Good Friday
April 9	Observance of Easter
April 3-9	Spring Break
April 24-30	Last week of class – Final Exams
April 29	Graduate Brunch
May 6	Commencement
May 30	Grades available through BHU student portal

Spring 2023- English as a Second Language Division

Day	Time	Mode	Class Section	Code	Course	Instructor
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL RW 080	Reading and Writing	
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL RW 081	Reading and Writing	
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL RW 082	Reading and Writing	
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL RW 083	Reading and Writing	
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL RW 084	Reading and Writing	
Monday & Wednesday	6:00 – 10:30	HYB	DAY	ESL RW 085	Reading and Writing	
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL SL 080	Speaking and Listening	
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL SL 081	Speaking and Listening	
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL SL 082	Speaking and Listening	
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL SL 083	Speaking and Listening	
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL SL 084	Speaking and Listening	
Tuesday & Thursday	6:00 – 10:30	HYB	DAY	ESL SL 085	Speaking and Listening	
Bridge Classes						
Monday & Wednesday	6:00-8:30	HYB	MARE	ESL RW 085	Reading and Writing	
Tuesday & Thursday	8:30-11:00	HYB	MARE	ESL SL 085	Speaking and Listening	

End of ESL Schedule

Recognition and Accreditation

BHU is accredited with two (2) national accrediting agencies, namely, the **Transnational Association of Christian Colleges and Schools (TRACS)** and the **Commission on Accreditation of the Association for Biblical Education (ABHE)**. Both agencies are approved by the U.S Department of Education, listing BHU in the U.S. Higher Education Directory, and are recognized agencies of the **Council on Higher Education Accreditation (CHEA)**, a private, nonprofit "Umbrella organization" that coordinates accreditation activity of the voluntary accrediting agencies in the United States. (www.chea.org).

BHU is approved by the State of Georgia Non-Public Post-Secondary Education Commission for the granting of A.A. and B.A. Degrees.

BHU accepts Veterans' Benefits

BHU is approved by the U.S. Justice Department, Immigration, and Naturalization Service for the training of international students.

BHU is approved by the State of Georgia, Department of Education, and Division of Vocational Rehabilitation for the training of students with disability handicaps.

BHU is a member of National Association of Evangelicals Commission for Higher Education.

BHU is listed in the Directory of Post-Secondary Institutions published by the U.S. Department of Education.

BHU is Atlanta's oldest Bible College, founded in 1918.