

7/26/2023

# Beulah Heights University

## Fall 2023 Academic Course Schedule



### Fall 2023 Semester Begins

August 21

**Semester Ends**

December 10

### Accelerated & MBA Term I

August 21– October 15

### Accelerated MBA Term II

October 16– December 10

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*Beulah Heights University*

*892 Berne Street*

*Atlanta, Georgia 30316*

*404-627-2681*

*404-627-7670 Fax*

*www.beulah.edu*

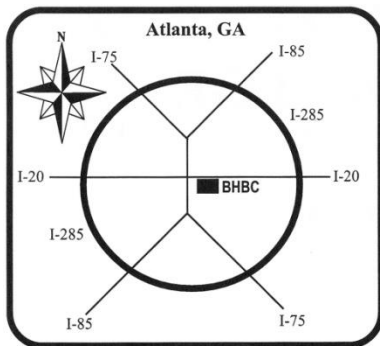
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## Table of Contents

Important Information .....	2
Registration Information .....	4
Academic Advising .....	7
Attendance Requirements .....	7
Fall 2023- Undergraduate Division .....	9
Fall 2023- Graduate Division .....	12
Fall 2023- MBA Division .....	14
Fall 2023- Doctoral Division .....	15
Fall 2023- English as a Second Language Division .....	17
Course Descriptions .....	19
RECOGNITION and ACCREDITATION .....	20

*\*\*This publication contains BHU Academic policy, scheduling and financial information for the 2023 – 2024 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



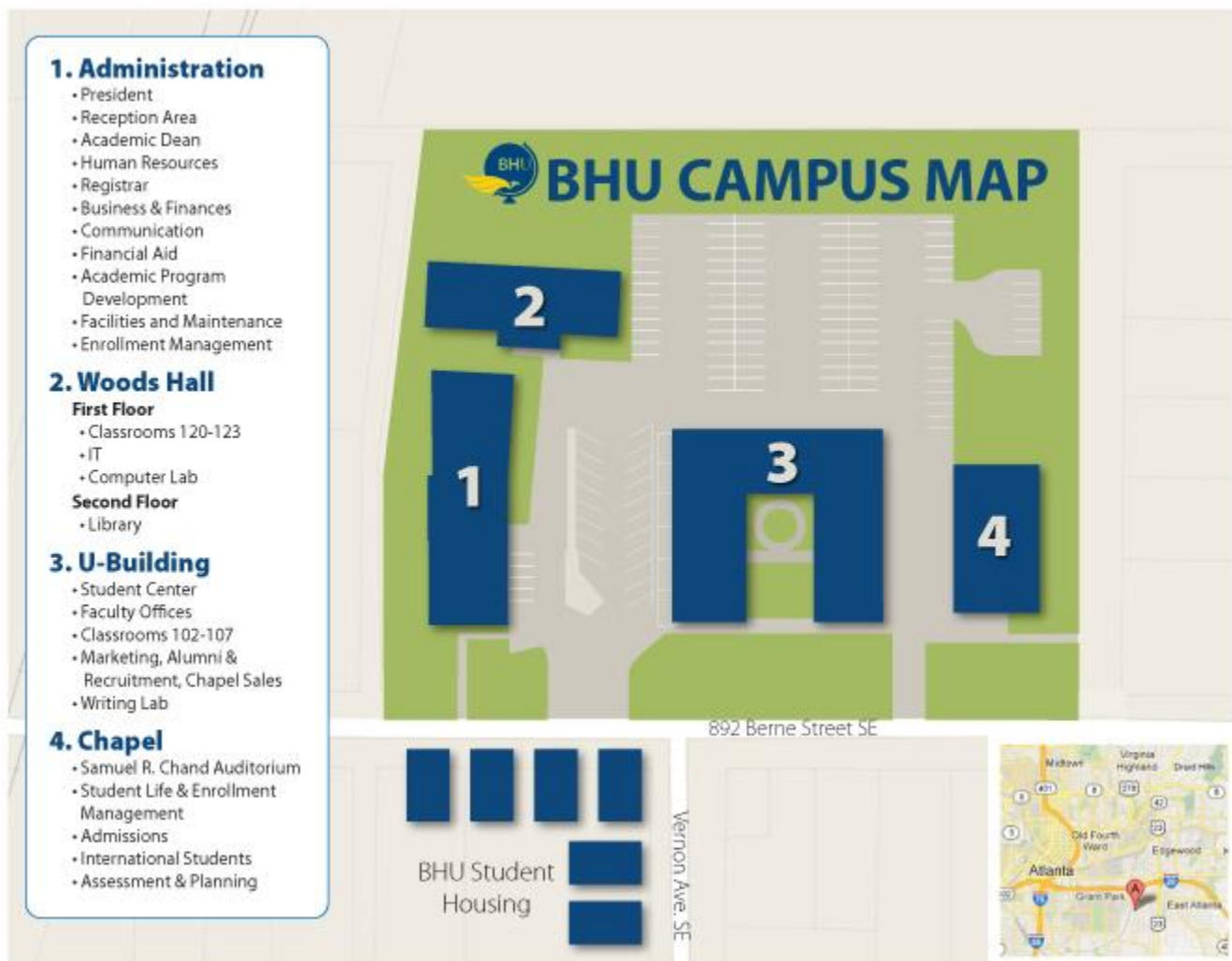
**From the North:** Take I - 75/85 south to I - 20 east. Exit at Cyclorama/Boulevard (exit #59A). Turn right at top of exit to 2nd traffic light, which is Berne Street. Turn left on Berne to BHU (6 blocks from Boulevard.)

**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 bus stops 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 payment arrangements are 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 the 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 withdrawn 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/FEES COURSE WITHDRAWAL REFUND POLICY

If a Student Withdraws from a Course:	Refund Percentage Fall/Spring  (15/16 week semester)	Refund Percentage Summer  (8 week terms)
<b>During Week One</b> - Drop/Add period (before class has met)	100%	100%
<b>During Week One</b> (after class has met)	95%	95%
<b>During Week Two</b>	85%	75%

<b>During Week Three</b>	65%	0%
<b>During Week Four</b>	50%	0%
<b>During Week Five</b> through the end of the semester	0%	0%

**NOTE:** Withdrawals *are not* permitted after week 12 of a 15/16 week semester, or after week 5 of any 8 week term.  
*Registration and Application Fees are non-refundable.*

**6. REGISTRATION VALIDATION**

All Students are required to complete the registration validation agreement to finalize the registration process.

**7. FINANCIAL AID / ONLINE REGISTRATION**

If you are an undergraduate or graduate financial aid student, you must enroll for at least 6 credit hours (2 courses) to be eligible for financial aid (NO EXCEPTIONS). If you are a doctoral student, you can enroll for 3 credit hours (one course) to be eligible for financial aid. 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.

**8. ONLINE COURSE TRAINING**

Training for students enrolled in online courses will be provided by appointment. For available time slots contact [onlinedepartment@beulah.edu](mailto:onlinedepartment@beulah.edu).

**9. 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](mailto:webmailhelp@beulah.edu).

**10. 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.

**11. 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 Admissions 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 (\$335 per Semester Hour)	\$1,005
Master of Arts (\$446 per Semester Hour)	\$1,338
Master of Divinity (\$446 per Semester Hour)	\$1,338
Master of Business Administration (\$446 per Semester Hour)	\$1,338
Doctor of Ministry (\$538 per Semester Hour)	\$1,614
Doctor of Philosophy (\$538 per Semester Hour)	\$1,614
ESL	\$2490
ESL Bridge	\$3238
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 = ½ of tuition plus all fees**

**Second Payment = ¼ of tuition**

**Final Payment = ¼ of tuition**

### Fees

Activity Fee	\$100.00
Administration Fee	\$50.00
F-1 Fee	\$125.00
F-1 Reinstatement Fee	\$100.00
Application Fee for Undergraduate level	\$50.00
Application Fee for Graduate level	\$75.00
Application Fee for MBA Program	\$75.00
Application Fee for DMin/PhD Program	\$100.00
Change of Major Fee	\$75.00
Change of Schedule Fee (add/drop)	\$50.00
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)	\$450.00
Re-entry Fee ( <i>After absence for one year or more</i> )	\$50.00
Registration Fee (per course)	\$30.00
Late Registration Fee (per course)	\$30.00
Late Payment Fee	\$50.00
Declined Credit Card Fee	\$50.00
Payment Plan Fee	\$75.00
Returned Check Fee	\$35.00
Technology Fee (Required for all students)	\$263.00
Transcript Fee (Electronic)	\$20.00
(Printed/mailed/pick-up)	\$26.00

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

*\$30/\$50 Registration fees are nonrefundable*

### Books

Estimate per course	\$133.88
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### 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).

## 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 4<sup>th</sup> semester week of the fall/spring semester and up to the 2<sup>nd</sup> 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 30<sup>th</sup> 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).

### Right Path Advising Center

Dr. Jacquelyn Armstrong, Director of Academic Advising  
Email: [jackie.armstrong@beulah.edu](mailto:jackie.armstrong@beulah.edu) | 678-2648-545 | Ext. 103

### Faculty Office

404-627-2681 Ext. 126

Dr. Jacquelyn Armstrong- Director of Academic Advising  
Ext. 103, Email: [Jackie.armstrong@beulah.edu](mailto: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](mailto:brian.hodges@beulah.edu)

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

Dr. Monte Norwood- Associate Chair for the Undergraduate Religious Studies, Academic Advisor  
Ext. 154, Email: [monte.norwood@beulah.edu](mailto: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](mailto: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](mailto:wes.wilson@beulah.edu)

Dr. Rodney Jackson- Dean, Academic Advisor  
Ext. 122, Email: [Rodney.jackson@beulah.edu](mailto:Rodney.jackson@beulah.edu)

## Attendance Requirements

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



**FALL SCHEDULE 2023**  
**August 21- December 10**

*Registration Will Be Open on Student Portal July 15 until August 20*  
**All courses are 3 credit hours unless otherwise noted.**

<b>FALL 2023 SEMESTER</b>	
August 21	Classes begin
August 21	Last day to change schedule without a fee (if class has not met)
August 27	Last day to register; last day to Add/Drop classes
October 30	<b>Deadline for submitting graduation applications</b>
November 12	Last day to withdraw from a course
November 20	Fall Break & Thanksgiving Day observance
December 4-10	Last week of class – final exams
December 30	Grades available through BHU student portal

## Fall 2023- Undergraduate Division

Day	Time	Mode	Class Section	Code	Course	Instructor
Monday	9:00 - 11:30	Hybrid	DAY	Ath 115	Foundations for University Life	
Monday	11:40 - 2:10	Hybrid	DAY	LS 318	Dynamics of Biblical Leadership	
Monday	11:40 - 2:10	Hybrid	DAY	Bi 103	Synoptic Gospels	
Monday	4:20 - 6:50	Hybrid	DAY	Bi 104	Biblical Introduction	
Monday	7:00 - 9:30	Hybrid	EVE	Sc 366	Principles of Science	
Tuesday	9:00 - 11:30	Hybrid	DAY	Bi 431	Early Hebrew History	
Tuesday	11:40 - 2:10	Hybrid	DAY	BUS 325	Business Ethics	
Tuesday	7:00 - 9:30	Hybrid	EVE	Sc360	Basic Computers	
Tuesday	7:00 - 9:30	Hybrid	EVE	Hist 228	Survey of American History	
Wednesday	9:00 - 11:30	Hybrid	DAY	Sp 204	Pulpit speech	
Wednesday	9:00 - 11:30	Hybrid	DAY	Bi 111	Life of Christ	
Wednesday	11:40 - 2:10	Hybrid	DAY	LS 101	Developing a healthy Leader	
Thursday	9:00 – 1:00	Hybrid	DAY	Ph 113	Christian Ethics	
Thursday	9:00 – 1:00	Hybrid	DAY	Bi 117	Biblical Literature	
Thursday	7:00 - 9:30	Hybrid	EVE	Hist 414	Church History	
Online	24-hours	OL	OL	Acct 101	Accounting I	
Online	24-hours	OL	OL	Acct 102	Accounting II	
Online	24-hours	OL	OL	Ath 115	Foundations for University Life	
Online	24-hours	OL	OL	Ath 473	Religious Studies Internship	
Online	24-hours	OL	OL	Bi 105	Pentateuch	
Online	24-hours	OL	OL	Bi 111	Life of Christ	
Online	24-hours	OL	OL	Bi 117	Biblical Literature	
Online	24-hours	OL	OL	Bi 211	The Ministry of Paul	
Online	24-hours	OL	OL	Bi 230	Bible Study Methodology	
Online	24-hours	OL	OL	Bi 320	Old Testament Prophetic Books	

**FALL SCHEDULE 2023**  
**August 21- December 10**

*Registration Will Be Open on Student Portal July 15 until August 20*  
**All courses are 3 credit hours unless otherwise noted.**

Online	24-hours	OL	OL	Bi 412	Isaiah and Jeremiah	
Online	24-hours	OL	OL	BUS 315	Corporate Finance	
Online	24-hours	OL	OL	Bus 325	Business Ethics	
Online	24-hours	OL	OL	Bus 335	Management and Consulting	
Online	24-hours	OL	OL	Bus 400	Strategy, Innovation & Global Competition	
Online	24-hours	OL	OL	E 101	English Grammar	
Online	24-hours	OL	OL	E 351	Literature of the Western World	
Online	24-hours	OL	OL	Ed 216	Introduction to Christian Education	
Online	24-hours	OL	OL	HIST 253	Survey of World History	
Online	24-hours	OL	OL	L 201	Intro to Biblical Languages	
Online	24-hours	OL	OL	L 310	Hebrew I	
Online	24-hours	OL	OL	L 305	Greek I	
Online	24-hours	OL	OL	Ls 101	Developing a healthy Leader	
Online	24-hours	OL	OL	LS 202	Non-Profit management	
Online	24-hours	OL	OL	LS 205	Enhancing Leadership Through Technology	
Online	24-hours	OL	OL	LS 300	Dynamics of Global Leadership	
Online	24-hours	OL	OL	LS 318	Dynamics of Biblical Leadership	
Online	24-hours	OL	OL	LS 339	Conflict Management	
Online	24-hours	OL	OL	LS 427	Leadership Principles in Business	
Online	24-hours	OL	OL	LS 454	Leadership Coaching	
Online	24-hours	OL	OL	LS 465	Strategic Planning and Decision Making	
Online	24-hours	OL	OL	Math 117	Basic Concepts of Mathematics	
Online	24-hours	OL	OL	Math 202	Introduction to Statistics	
Online	24-hours	OL	OL	Mi 435	Contextualization of the Gospel	
Online	24-hours	OL	OL	MKT 345	Selling and Management	
Online	24-hours	OL	OL	Sc 366	Principles of Science	
Online	24-hours	OL	OL	SP 107	Effective Oral Communication	
Online	24-hours	OL	OL	SS 112	Interpersonal Cross-Cultural Communications	
Online	24-hours	OL	OL	SS 225	Marriage and the Family	
Online	24-hours	OL	OL	Th 203	Systematic Theology I	
Online	24-hours	OL	OL	Th 307	Hermeneutics	
Online	24-hours	OL	OL	Th 308	Gifts of the Spirit	
Online	24-hours	OL	OL	Th 313	Systematic Theology III	
Online	24-hours	OL	OL	Th 325	Apologetics	
<b>Courses Taught in the Korean Language</b>						
Monday	9:00-11:30	Hybrid	KOR	Th 313	Systematic Theology III	
Monday	11:40-2:10	Hybrid	KOR	Hist 228	Survey of American History	
Monday	2:20-4:50	Hybrid	KOR	Ath 205	Spiritual Growth	
Saturday	9:00-11:30	Hybrid	KOR	His 228	Survey of American History	
Saturday	9:00-11:30	Hybrid	KOR	Bus 325	Business Ethics	
Saturday	11:40-2:10	Hybrid	KOR	Math 117	Basic Concepts of Mathematics	
Saturday	11:40-2:10	Hybrid	KOR	Bus 455	International Market and Trade	
Saturday	2:20-4:50	Hybrid	KOR	Th 313	Systematic Theology III	
Online	24-hours	OL	OL-K	Acc 102	Accounting II	
Online	24-hours	OL	OL-K	E102	English Composition	
Online	24-hours	OL	OL-K	Bus 305	Global Business	
<b>Undergraduate Teaching Sites</b>						

**FALL SCHEDULE 2023**  
**August 21- December 10**

*Registration Will Be Open on Student Portal July 15 until August 20*  
**All courses are 3 credit hours unless otherwise noted.**

<b>Columbus Teaching Site</b>						
Friendship Baptist Church; 831 6 <sup>th</sup> Ave, Columbus, GA 31901						
Monday	6:00 - 8:30	Hybrid	COL	Sc 366	Principles of Science	
Monday	6:00 - 8:30	Hybrid	COL	E 101	English Composition	
Tuesday	6:00 - 8:30	Hybrid	COL	LS 318	Dynamics of Biblical Leadership	
Thursday	6:00 - 8:30	Hybrid	COL	Bi 431	Early Hebrew History	
Thursday	6:00 - 8:30	Hybrid	COL	Th 203	Systematic Theology I	
<b>Albany Teaching Site</b>						
2402 Roxanna Rd Albany, GA 31705						
Wednesday	5:00-7:30	Hybrid	ALB	LS 101	Developing the Healthy Leader	
Thursday	5:00 - 7:30	Hybrid	ALB	SP 204	Pulpit Speech	
Friday	5:00-7:30	Hybrid	ABL	Math 117	Basic Concepts of Mathematics	
Saturday	9:00-11:30am	Hybrid	ALB	E 101	English Grammar	
Sunday	8:00-10:30am	Hybrid	ALB	Ath 115	Foundations for University Life and Ministry	
Sunday	6:00-8:30pm	Hybrid	ALB	Bi 105	Pentateuch	
<b>Marietta Teaching Site</b>						
1900 the Exchange SE, Suite 450 Atlanta GA, 30339						
Tuesday	6:00 - 8:30	Hybrid	EVE	Bi 117	Biblical Literature	
Tuesday	6:00 - 8:30	Hybrid	EVE	Bus 305	Global Business	
Tuesday	8:30 - 11:00	Hybrid	EVE	SS 225	Marriage and Family	
Tuesday	8:30 - 11:00	Hybrid	EVE	Bus 320	Strategic Management	
Thursday	6:00 - 8:30	Hybrid	EVE	SC 366	Principles of Science	
Thursday	6:00 - 8:30	Hybrid	EVE	Bus 455	International Market Trade Agreements	
Thursday	8:30 - 11:00	Hybrid	EVE	LS 384	Exploring Gender Differences	
Thursday	8:30 - 11:00	Hybrid	EVE	HRA 440	Employee Labor Relations and Compensation	

**End of Undergraduate Schedule**

**FALL SCHEDULE 2023**  
**August 21- December 10**

*Registration Will Be Open on Student Portal July 15 until August 20*  
**All courses are 3 credit hours unless otherwise noted.**

<b>FALL 2023 SEMESTER</b>	
August 21	Classes begin
August 21	Last day to change schedule without a fee (if class has not met)
August 27	Last day to register; last day to Add/Drop classes
October 30	<b>Deadline for submitting graduation applications</b>
November 12	Last day to withdraw from a course
November 20	Fall Break & Thanksgiving Day observance
December 4-10	Last week of class – final exams
December 30	Grades available through BHU student portal

## Fall 2023- Graduate Division

Day	Time	Mode	Class Section	Code	Course	Instructor
Monday	9:00 - 11:30	Hybrid	DAY	Bi 627	Survey of Ancient Hebrew History and Wisdom Literature	
Monday	9:00 - 11:30	Hybrid	DAY	LS 600	Introduction to Leadership	
Tuesday	9:00 - 11:30	Hybrid	DAY	Ath 635	Missiology	
Thursday	9:00 – 1:00	Hybrid	DAY	LS 613	Case Studies in Biblical Leadership	
Thursday	9:00 – 1:00	Hybrid	DAY	Th 513	Systematic Theology II	
Thursday	2:10-4:50	Hybrid	DAY	LS 616	Marketing Strategies	
Online	24-hours	OL	OL	Ath 601	Introduction to Pastoral Care	
Online	24-hours	OL	OL	Ath 603	Ethics and Society	
Online	24-hours	OL	OL	Ath 611	Ethics of Pastoral Leadership	
Online	24-hours	OL	OL	Ath 613	Theological Research and Writing	
Online	24-hours	OL	OL	Ath 614	Spiritual Formation	
Online	24-hours	OL	OL	Ath 620	Introduction to Global Chaplaincy	
Online	24-hours	OL	OL	Ath 647	Homiletics	
Online	24-hours	OL	OL	Ath 698	MA Capstone	
Online	24-hours	OL	OL	Ath 699	MDiv Capstone	
Online	24-hours	OL	OL	Bi 502	New Testament	
Online	24-hours	OL	OL	Bi 623	Survey of Genesis	
Online	24-hours	OL	OL	Bi 627	Survey of Ancient Hebrew History and Wisdom Literature	
Online	24-hours	OL	OL	Bi 633	Apocalyptic Literature	
Online	24-hours	OL	OL	Bi 640	Survey of the Gospels	
Online	24-hours	OL	OL	LS 600	Introduction to Leadership	
Online	24-hours	OL	OL	LS 601	Ethical Considerations of Leadership	
Online	24-hours	OL	OL	LS 605	Introduction to Critical Thinking	
Online	24-hours	OL	OL	LS 613	Case Studies in Biblical Leadership	
Online	24-hours	OL	OL	LS 616	Marketing Strategies	
Online	24-hours	OL	OL	LS 620	Research Writing for leadership and Business	
Online	24-hours	OL	OL	LS 698	Leadership Capstone	
Online	24-hours	OL	OL	Th 601	History of Christian Thought I	
Online	24-hours	OL	OL	Th 607	Hermeneutics	

**FALL SCHEDULE 2023**  
**August 21- December 10**

*Registration Will Be Open on Student Portal July 15 until August 20*  
**All courses are 3 credit hours unless otherwise noted.**

<b>Courses Taught in the Korean Language</b>						
Monday	9:00-11:30	Hybrid	KOR	Th 513	Systematic Theology II	
Monday	9:00-11:30	Hybrid	KOR	Ath 635	Missiology	
Monday	11:40-2:10	Hybrid	KOR	Ath 647	Homiletics	
Monday	11:40-2:10	Hybrid	KOR	LS 620	Research Writing for Leadership and Business	
Saturday	9:00-11:30	Hybrid	KOR	Th 513	Systematic Theology II	
Saturday	9:00-11:30	Hybrid	KOR	Ath 635	Missiology	
Saturday	11:40-2:10	Hybrid	KOR	Ath 647	Homiletics	
Online	24-hours	OL	OL-K	Ath 601	Introduction to Pastoral Care	
Online	24-hours	OL	OL-K	LS 614	Multicultural Management	
Online	24-hours	OL	OL-K	Ath 699	Master of Divinity Capstone	
<b>Graduate Teaching Sites</b>						
<b>Columbus Teaching Site</b>						
Friendship Baptist Church; 831 6 <sup>th</sup> Ave, Columbus, GA 31901						
Monday	6:00 - 8:30	Hybrid	COL	ATh 603	Ethics & Society	
Tuesday	6:00 - 8:30	Hybrid	COL	Th 608	Introduction to World Religion	
Thursday	6:00 - 8:30	Hybrid	COL	Bi 633	Apocalyptic Literature	
<b>Albany Teaching Site</b>						
2402 Roxanna Rd Albany, GA 31705						
Monday	5:00 - 7:30	Hybrid	ALB	Ath 611	Ethics of Pastoral Leadership	
Tuesday	5:00 - 7:30	Hybrid	ALB	LS 617	Leading Through Times of Crisis	
Thursday	5:00 - 7:30	Hybrid	ALB	LS 611	Women in Leadership	
<b>Marietta Teaching Site</b>						
1900 the Exchange SE, Suite 450 Atlanta GA, 30339						
Wednesday	6:00 - 8:30	Hybrid	MAR			
Wednesday	8:30 - 11:00	Hybrid	MAR			

**FALL SCHEDULE 2023**  
**August 21- December 10**

*Registration Will Be Open on Student Portal July 15 until August 20*  
**All courses are 3 credit hours unless otherwise noted.**

<b>FALL 2023 SEMESTER</b>	
August 21	Classes begin
August 21	Last day to change schedule without a fee (if class has not met)
August 27	Last day to register; last day to Add/Drop classes
October 30	<b>Deadline for submitting graduation applications</b>
November 12	Last day to withdraw from a course
November 20	Fall Break & Thanksgiving Day observance
December 4-10	Last week of class – final exams
December 30	Grades available through BHU student portal

## Fall 2023- MBA Division

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

Day	Time	Mode	Class Section	Code	Course	Instructor
<b>Term I</b>						
<b>August 21- October 15</b>						
Online	24-Hours	OL	OL	MBA 600	Orientation	
Online	24-Hours	OL	OL	MBA 690	Strategic Management	
Online	24-Hours	OL	OL	MBA 601	Servant Leader	
Online	24-Hours	OL	OL	MBA 644	Managerial Economics	
Online	24-Hours	OL	OL	MBA 640	Legality of Business	
Online	24-Hours	OL	OL	MBA 625	Professional communication	
Online	24-Hours	OL	OL	MBA 671	Corporate Finance	
<b>Term II</b>						
<b>October 16 - December 9</b>						
Online	24-hours	OL	OL	MBA 650	Business Accounting	
Online	24-Hours	OL	OL	MBA 662	Marketing	
Online	24-Hours	OL	OL	MBA 678	International Business	
Online	24-Hours	OL	OL	MBA 680	Entrepreneurship	
Online	24-Hours	OL	OL	MBA 637	Human Resource Management	
Online	24-Hours	OL	OL	MBA 655	Decision Analysis	
<b>Marietta Teaching Site</b>						
1900 the Exchange SE, Suite 450 Atlanta GA, 30339						
<b>Term I</b>						
<b>August 21- October 15</b>						
Wednesday	6:00-8:30	HYB	MAR	MBA 640	Legality of Business	
Wednesday	8:30-11:00	HYB	MAR	MBA 671	Corporate Finance	
<b>Term II</b>						
<b>October 16 - December 9</b>						
Wednesday	6:00-8:30pm	HYB	MAR	BA 678	International Business	
<b>Courses Taught in the Korean Language</b>						
Saturday	9:00–11:30	Hybrid	KOR	MBA 671	Corporate Finance	
Saturday	11:40-2:10	Hybrid	KOR	MBA 650	Business Accounting	
Saturday	2:20-4:50	Hybrid	KOR	MBA 640	The Legality of Business	
Online	24-hours	Online	OL-K	MBA 680	Entrepreneurship	
Online	24-hours	Online	OL-K	MBA 600	MBA Orientation	

**End of MBA Schedule**



**FALL SCHEDULE 2023**  
**August 21- December 10**

*Registration Will Be Open on Student Portal July 15 until August 20*  
**All courses are 3 credit hours unless otherwise noted.**

<b>FALL 2023 SEMESTER</b>	
August 21	Classes begin
August 21	Last day to change schedule without a fee (if class has not met)
August 27	Last day to register; last day to Add/Drop classes
October 30	<b>Deadline for submitting graduation applications</b>
November 12	Last day to withdraw from a course
November 20	Fall Break & Thanksgiving Day observance
December 4-10	Last week of class – final exams

## Fall 2023- Doctoral Division

Day	Time	Mode	Class Section	Code	Course	Instructor
<b>Doctor of Ministry</b>						
<b>Residency Week : October 16-20</b>						
Online	24 Hours	Hybrid	HYB	DM 901	Doctor of Ministry Orientation and Assessment	
Online	24 Hours	Hybrid	HYB	DM 902	Foundations for Ministry, Leadership: Scripture, History, and Theology	
Online	24 Hours	Hybrid	HYB	DM 906	Leading Worship and Discipleship	
Online	24 Hours	Hybrid	HYB	DM 909	Holistic Mission: Evangelism, Justice, and Mercy Ministries with Global Awareness	
Online	24 Hours	Hybrid	OL	DM 933	Doctor of Ministry Project	
Online	24 Hours	Hybrid	OL	DM 933E	Doctor of Ministry Project Extension	
<b>Doctor of Philosophy</b>						
<b>Residency Week: TBA</b>						
<b>15 Week Semester</b>						
<b>August 21 - December 10</b>						
Online	24-hours	OL	OL	LEAD 904	Dissertation Proposal	
<b>Term I</b>						
<b>August 21 - October 15</b>						
Online	24-hours	OL	OL	LEAD 702	Research and Design	
Online	24-hours	OL	OL	LEAD 703	Biblical Leadership	
Online	24-hours	OL	OL	LEAD 801	Research and Design II	
Online	24-hours	OL	OL	LEAD 901	Research and Design III	
Online	24-hours	OL	OL	LEAD 805	Contemporary Issues in leadership I	
Online	24-hours	OL	OL	LEAD 803	Leadership Values & Ethics	
Online	24-hours	OL	OL	LEAD 903	Comprehensive Exam	
Online	24-hours	OL	OL	LEAD 707	Organizational Change	
<b>Term II</b>						
<b>October 16 -December 10</b>						
Online	24-hours	OL	OL	LEAD 701	Foundations of Leadership	
Online	24-hours	OL	OL	LEAD 704	The Role Of A Leader In The 21 <sup>st</sup> Century	
Online	24-hours	OL	OL	LEAD 705	Organizational Development	
Online	24-hours	OL	OL	LEAD 804	Leadership Values & Culture	
Online	24-hours	OL	OL	LEAD 807	Contemporary Issues in Leadership III	
Online	24-hours	OL	OL	LEAD 806	Contemporary issues in Leadership II	
Online	24-hours	OL	OL	LEAD 706	Organizational communication	
Online	24-hours	OL	OL	LEAL 905	Dissertation Research	

**FALL SCHEDULE 2023**  
**August 21- December 10**

*Registration Will Be Open on Student Portal July 15 until August 20*  
**All courses are 3 credit hours unless otherwise noted.**

<b>Courses Taught in the Korean Language</b>						
Saturday	9:00-11:30	Hybrid	KOR	LEAD 803	Leadership Values & Ethics	
Saturday	9:00-11:30	Hybrid	KOR	LEAD 901	Research Design III	
Saturday	11:40-2:10	Hybrid	KOR	LEAD 702	Research Design	
Online	24-hours	OL	OL-K	LEAD 701	Foundations of Leadership	
Online	24-hours	OL	OL-K	LEAD 802	Strategic Planning	
Online	24-hours	OL	OL-K	LEAD 807	Contemporary Issues in Leadership III	
Online	24-hours	OL	OL-K	LEAD 905	Dissertation II Research	
Online	24-hours	OL	OL-K	LEAD 905	Dissertation II Research	
Online	24-hours	OL	OL-K	LEAD 905 E	Dissertation II Research Extension	
Online	24-hours	OL	OL-K	LEAD 905 E	Dissertation II Research Extension	
Online	24-hours	OL	OL-K	LEAD 907	Dissertation III Defense Extension	
<b>Doctoral Teaching Sites</b>						
Japan Teaching Site (Cohort 2)						
Modular		MOD	MOD			
Modular		MOD	MOD			
<b>Jeju Teaching Site</b>						
Online	24 hours	OL	OL			
Online	24 hours	OL	OL			

**End of Doctoral Schedule**

**FALL SCHEDULE 2023**  
**August 21- December 10**

*Registration Will Be Open on Student Portal July 15 until August 20*  
**All courses are 3 credit hours unless otherwise noted.**

<b>FALL 2023 SEMESTER</b>	
August 21	Classes begin
August 21	Last day to change schedule without a fee (if class has not met)
August 27	Last day to register; last day to Add/Drop classes
October 30	<b>Deadline for submitting graduation applications</b>
November 12	Last day to withdraw from a course
November 20	Fall Break & Thanksgiving Day observance
December 4-10	Last week of class – final exams
December 30	Grades available through BHU student portal

## Fall 2023- English as a Second Language Division

Day	Time	Mode	Class Section	Code	Course	Instructor
<b>Marietta Teaching Site</b>						
1900 the Exchange SE, Suite 450 Atlanta GA, 30339						
Monday & Wednesday	8:30am-1:00pm	HYB	Day	ESL SL 082	Speaking and Listening	
Tuesday & Thursday	8:30am-1:00pm	HYB	Day	ESL RW 082	Reading and Writing	
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL SL 081	Speaking and Listening	
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL SL 082	Speaking and Listening	
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL SL 083-A	Speaking and Listening	
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL SL 083-B	Speaking and Listening	
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL SL 084	Speaking and Listening	
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL SL 085	Speaking and Listening	
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL SL 085-Bridge	Speaking and Listening	
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL RW 081	Reading and Writing	
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL RW 082	Reading and Writing	
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL RW 083-A	Reading and Writing	
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL RW 083-B	Reading and Writing	
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL RW 084	Reading and Writing	
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL RW 085	Reading and Writing	
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL RW 085-Bridge	Reading and Writing	

**FALL SCHEDULE 2023**  
**August 21- December 10**

*Registration Will Be Open on Student Portal July 15 until August 20*

**All courses are 3 credit hours unless otherwise noted.**

<b>Atlanta Campus</b>						
892 Berne Street, SE Atlanta, GA 30316						
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL SL 084	Speaking and Listening	
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL SL 085	Speaking and Listening	
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL RW 084	Reading and Writing	
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL RW 085	Reading and Writing	

**End of ESL Schedule**

# Course Descriptions

## 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](http://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.*