

7/30/2024

# Beulah Heights University

## Fall 2024 Academic Course Schedule



### Fall 2024 Semester Begins

August 19

Semester Ends

December 8

### Accelerated & MBA Term I

August 19– October 13

### Accelerated MBA Term II

October 14– December 8

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*Beulah Heights University*

*892 Berne Street*

*Atlanta, Georgia 30316*

*404-627-2681*

*404-627-7670 Fax*

*www.beulah.edu*

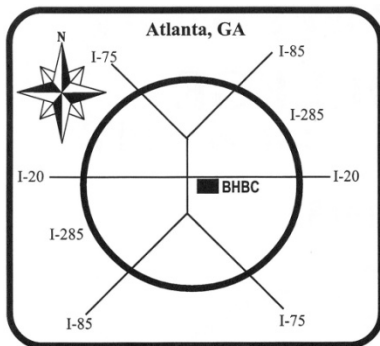
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*\*\*This publication contains BHU Academic policy, scheduling and financial information for the 2024 – 2025 academic year. BHU reserves the right to change or update any information within at any time. Please check back frequently to review any updates.*

## 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).*

**1. Administration**

- President
- Reception Area
- Academic Dean
- Human Resources
- Registrar
- Business & Finances
- Communication
- Financial Aid
- Academic Program Development
- Facilities and Maintenance
- Enrollment Management

**2. Woods Hall**

**First Floor**

- Classrooms 120-123
- IT
- Computer Lab

**Second Floor**

- Library

**3. U-Building**

- Student Center
- Faculty Offices
- Classrooms 102-107
- Marketing, Alumni & Recruitment, Chapel Sales
- Writing Lab

**4. Chapel**

- Samuel R. Chand Auditorium
- Student Life & Enrollment Management
- Admissions
- International Students
- Assessment & Planning

## 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%

During Week Three	65%	0%
During Week Four	50%	0%
During Week Five 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 A Th 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.
    - c. Hybrid Flexible: Students have the option to choose week to week how they will attend classes, either on-ground, synchronously online, or asynchronously online.
  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
    - h. Hy-flex- Hybrid flexible, either on-ground, synchronously online, or asynchronously

# 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

<i>Estimate per course</i>	\$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.

**Tuition:** Tuition is refunded based on the withdrawal refund policy.

**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 – Lead Faculty, Department of Religious Studies,  
Academic Advisor  
Ext. 149, Email: [brian.hodges@beulah.edu](mailto:brian.hodges@beulah.edu)

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

#### Division of Business and Leadership Studies

Dr. Salome Mbugua Wilson-Coordinator, Leadership and Business  
Studies, Academic Advisor  
Ext. 153, Email: [Salomembugua@beulah.edu](mailto:Salomembugua@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 2024

**August 19- December 8**

*Registration Will Be Open on Student Portal June 24 until August 19*

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

FALL 2024 SEMESTER	
August 19	Classes begin
August 19	Last day to change schedule without a fee (if class has not met)
August 25	Last day to register; last day to Add/Drop classes
October 1	<b>Deadline for submitting graduation applications</b>
November 10	Last day to withdraw from a course
November 25- December 1	Fall Break & Thanksgiving Day observance
December 2-8	Last week of class – final exams
December 30	Grades available through BHU student portal

## Fall 2024- Undergraduate Division

Day	Time	Mode	Class Section	Code	Course	Instructor
Monday	9:00 - 11:30	Hy-Flex	DAY	E 101	English Grammar	Fairley, H.
Monday	11:40 - 2:10	Hy-Flex	DAY	Th 203	Systematic Theology I	Norwood, M.
Monday	11:40 - 2:10	Hybrid	DAY	Sc 260	Basic Computers and Word Processing	Johnson, M.
Monday	2:20 - 4:50	Hy-Flex	DAY	LS 205	Enhancing Leadership Through Technology	Sumo, J.
Monday	2:20 - 4:50	Hy-Flex	DAY	LS 101	Developing A Healthy Leader	Mbugua, S.
Monday	7:00-9:30	Hy-Flex	EVE	Hist 228	Survey of American History	Diamond, B.
Tuesday	9:00 - 11:30	Hy-Flex	DAY	Bi 111	Life of Christ	Hines, B.
Tuesday	11:40 - 2:10	Hy-Flex	DAY	Ath 115	Foundations for Life and Ministry	Armstrong, J.
Tuesday	2:20 - 4:50	Hy-Flex	DAY	Th 313	Systematic Theology III	Norwood, M.
Tuesday	7:00-9:30	Hy-Flex	EVE	LS 318	Dynamics of Biblical Leadership	Berry, E.
Wednesday	2:20 - 4:50	Hy-Flex	DAY	LS 462	Leadership Principles in Business	Miller, K.
Wednesday	2:20 - 4:50	Hy-Flex	DAY	Math 202	Introduction to Statistics	Brennan, J.
Wednesday	7:00-9:30	Hy-Flex	EVE	SS 112	Interpersonal Cross-Cultural Communication	Frazier, T.
Wednesday	7:00-9:30	Hy-Flex	EVE	Bi 103	Synoptic Gospels	Hines, B.
Thursday	2:20 - 4:50	Hy-Flex	DAY	LS 339	Conflict Management	Sumo, J.
Thursday	7:00-9:30	Hy-Flex	EVE	Th 231	Holy Spirit in the New Testament Church	Hines, B.
Online	24-hours	Online	OL	Ath 473	Internship: Religious Studies	Hodges, B.
Online	24-hours	Online	OL	E 351	Literature of the Western World	Randolph, J.
Online	24-hours	Online	OL	SP 107	Effective Oral Communication	Garlington, G.
Online	24-hours	Online	OL	SP 436	Expository Preaching	May, C.
Online	24-hours	Online	OL	Th 308	Gifts of the Spirit	Truelove, S.
Online	24-hours	Online	OL	L 310	Elementary Hebrew	Gibson, M.

## FALL SCHEDULE 2024

**August 19- December 8**

*Registration Will Be Open on Student Portal June 24 until August 19*

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

Online	24-hours	Online	OL	L 201	Introduction to Biblical Languages	Gibson, M.
Online	24-hours	Online	OL	Bi 326	Wisdom Literature	Stokes, J.
Online	24-hours	Online	OL	Bi 439	Prison Epistles	Stokes, J.
Online	24-hours	Online	OL	BUS 335	Management and Consulting	Ngure, F
Online	24-hours	Online	OL	BUS 499	Internship:Business	
<b>Courses Taught in the Korean Language</b>						
Monday	9:00-11:30	Hybrid	KOR	Sp 107	Effective Oral Communication	Kim, S.
Monday	11:40-2:10	Hybrid	KOR	LS 101	Developing the Healthy Leader	Lee, E.
Monday	11:40-2:10	Hybrid	KOR	Bus 320	Strategic Management	Lee, H.
Monday	2:20-4:50	Hybrid	KOR	Bus 124	Business Writing	Lee, H.
Monday	2:20-4:50	Hybrid	KOR	SC 260	Basic Computers and Word Processing	Lee, H.
Saturday	9:00-11:30	Hybrid	KOR	Math 202	Introduction to Statistics	Lee, H.
Saturday	9:00-11:30	Hybrid	KOR	LS 462	Leadership Principles in Business	Lee, E.
Saturday	11:40-2:10	Hybrid	KOR	LS 205	Leadership through Technology	Lee, H.
Saturday	11:40-2:10	Hybrid	KOR	E 351	Literature of the Western World	Park, S.
Saturday	2:20-4:50	Hybrid	KOR	Hist 228	Survey of American History	Kim, S.
Saturday	2:20-4:50	Hybrid	KOR	HRA 440	Employee Labor Relations and Compensation	Lee, J.
Online	24-hours	Online	OL-K	Mk 220	Introduction to Marketing	Lee, J.
<b>Undergraduate Teaching Sites</b>						
<b>Columbus Teaching Site</b>						
6003 Veterans Parkway Columbus, GA 31901						
Monday	6:00 - 8:30	Hybrid	COL	SC 260	Basic Computers and Word Processing	Barker, M.
Tuesday	6:00 - 8:30	Hybrid	COL	Ath 115	Foundations of University Life and Ministry	Crocker, C.
Thursday	6:00 - 8:30	Hybrid	COL	SS 112	Interpersonal Cross-Cultural Communication	Small, D.
Tuesday & Thursday	8:30-9:45	Hybrid	COL	BI 117	Biblical Literature	Gibson, M.
<b>Albany Teaching Site</b>						
2402 Roxanna Rd Albany, GA 31705						
Wednesday	5:00-7:30	Hybrid	ALB	Bi 240	Biblical Typology	Glass, M.
Tuesday	5:00 - 7:30	Hybrid	ALB	Bi 211	Ministry of Paul	Glass, M.
Thursday	5:00-7:30	Hybrid	ABL	SS 225	Marriage and Family	Pierce, N.
Saturday	11:00 -2:30	Hybrid	ALB	Th 203	Systematic Theology I	Pierce, N.
<b>Marietta Teaching Site</b>						
1900 the Exchange SE, Suite 450 Atlanta GA, 30339						
Friday	2:30-5:00	Hybrid	DAY	E 102	English Composition	Fairley, H.
Friday	5:00-8:30	Hybrid	EVE	BUS 455	International Market and Trade Agreements	Ngure, F.
Friday	6:00 - 8:30	Hybrid	EVE	E 101	English Grammar	Fairley, H.
Friday	8:30 - 11:00	Hybrid	EVE	Th 203	Systematic Theology I	Norwood, M.
Saturday	9:00-11:30	Hybrid	DAY	LS 300	Dynamics of Global Leadership	Miller, K.

**FALL SCHEDULE 2024**

***August 19- December 8***

*Registration Will Be Open on Student Portal June 24 until August 19*

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

**End of Undergraduate Schedule**

## FALL SCHEDULE 2024

**August 19- December 8**

*Registration Will Be Open on Student Portal June 24 until August 19*

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

<b>FALL 2024 SEMESTER</b>	
August 19	Classes begin
August 19	Last day to change schedule without a fee (if class has not met)
August 25	Last day to register; last day to Add/Drop classes
October 1	<b>Deadline for submitting graduation applications</b>
November 10	Last day to withdraw from a course
November 25- December 1	Fall Break & Thanksgiving Day observance
December 2-8	Last week of class – final exams
December 30	Grades available through BHU student portal

## Fall 2024- Graduate Division

Day	Time	Mode	Class Section	Code	Course	Instructor
Monday	9:00-11:30	Hy-Flex	Day	BI 501	Old Testament	Frazier, T.
Monday	7:00-9:30	Hy-Flex	EVE	Ath 613	Theological Research and Writing	Green, E.
Monday	7:00-9:30	Hy-Flex	EVE	Th 601	History of Christian Thought I	Joe, C.
Tuesday	7:00-9:30	Hy-Flex	EVE	Ath 624	Grief and Loss Counseling	Green, A.
Wednesday	9:00 - 11:30	Hy-Flex	DAY	Ath 611	Ethics of Pastoral Leadership	May, C.
Wednesday	11:40-2:10	Hy-Flex	DAY	Th 503	Systematic Theology I	Norwood, M.
Wednesday	11:40-2:10	Hy-Flex	DAY	LS 601	Ethical Considerations of Leadership	Berry, E.
Thursday	9:00 – 1:00	Hy-Flex	DAY	LS 613	Case Studies in Biblical Leadership	Berry, E.
Thursday	2:20-4:50	Hy-Flex	DAY	Bi 603	Isaiah	Frazier, T.
Thursday	7:00-9:30	Hy-Flex	EVE	Bi 606	Romans	Frazier, T.
Online	24-hours	Online	OL	Ath 614	Spiritual Formation	Plant, A.
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 620	Introduction to Global Chaplaincy	Plant, A.
Online	24-hours	Online	OL	LS 617	Leading Through Times of Crisis	Miller, K.
Online	24-hours	Online	OL	LS 604	Conflict Resolution	Stewart, C.
Online	24-hours	Online	OL	Bi 633	Apocalyptic Literature	Joe, C.
Online	24-hours	Online	OL	Ath 621	Prison/Jail Chaplaincy	Green, A.
Online	24-hours	Online	OL	Bi 502	New Testament	Plant, A.
Online	24-hours	Online	OL	Ath 601	Introduction to Pastoral Care	Green, A.
Online	24-hours	Online	OL	Ath 625	Healthcare Chaplaincy	Green, A.
Online	24-hours	Online	OL	LS 620	Research Writing for Leadership and Business	Harvey, T.
Online	24-hours	Online	OL	LS 699	Capstone: Leadership	Tappler, M.
<b>Courses Taught in the Korean Language</b>						
Saturday	9:00-11:30	Hybrid	KOR	Bi 627	Survey of Ancient Hebrew History and Wisdom Literature	Hong, H.
Saturday	11:40-2:10	Hybrid	KOR	Th 601	History of Christian Thought I	Kim, S.

**FALL SCHEDULE 2024**

**August 19- December 8**

*Registration Will Be Open on Student Portal June 24 until August 19*

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

Online	24-hours	Online	OL-K	Ath 614	Spiritual Formation	Lee, E.
<b>Graduate Teaching Sites</b>						
<b>Columbus Teaching Site</b>						
6003 Veterans Parkway Columbus, GA 31901						
Monday	6:00 - 8:30	Hybrid	COL	Ath 614	Spiritual Formation	Small, D.
Tuesday	6:00 - 8:30	Hybrid	COL	Bi 501	Old Testament	Gibson, M.
Thursday	6:00 - 8:30	Hybrid	COL	Th 503	Systematic Theology I	Crocker, C.
<b>Albany Teaching Site</b>						
2402 Roxanna Rd Albany, GA 31705						
<b>Marietta Teaching Site</b>						
1900 the Exchange SE, Suite 450 Atlanta GA, 30339						
Tuesday	9:00-11:30	Hybrid	DAY	LS 605	Critical Thinking and Creative Problem Solving	Braga, R.
Tuesday	11:30-2:00	Hybrid	DAY	BI 501	Old Testament	Frazier, T.

**End of Graduate Schedule**

## FALL SCHEDULE 2024

**August 19- December 8**

*Registration Will Be Open on Student Portal June 24 until August 19*

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

FALL 2024 SEMESTER	
August 19	Classes begin
August 19	Last day to change schedule without a fee (if class has not met)
August 25	Last day to register; last day to Add/Drop classes
October 1	<b>Deadline for submitting graduation applications</b>
October 14	<b>MBA Term 2 Begins</b>
November 10	Last day to withdraw from a course
November 25- December 1	Fall Break & Thanksgiving Day observance
December 2-8	Last week of class – final exams
December 30	Grades available through BHU student portal

## Fall 2024- 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 19-October 13</b>						
Monday	9:00-12:00	Hy-Flex	DAY	MBA 671	Corporate Finance	Brenan, J.
Tuesday	1:00-5:00	Hy-Flex	DAY	MBA 625	Professional Communication Development	Okeke, J.
Online	24-Hours	Online	OL	MBA 600	MBA Orientation	Sumo, J.
Online	24-Hours	Online	OL	MBA 680	Entrepreneurship	Ngure, F.
Online	24-Hours	Online	OL	MBA 601	Servant Leadership	Wilson, W.
<b>Term II</b>						
<b>October 14-December 8</b>						
Monday	9:00-12:00	Hy-Flex	DAY	MBA 637	Human Resource Management	Brennan, J.
Wednesday	9:00-12:00	Hy-Flex	DAY	MBA 635	Organizational Behavior	Okeke, J.
Wednesday	1:00 - 5:00	Hy-Flex	DAY	MBA 662	Marketing	Okeke, J.
Online	24-Hours	OL	OL	MBA 690	Strategic Management	Faulk, M.
<b>Marietta Teaching Site</b>						
1900 the Exchange SE, Suite 450 Atlanta GA, 30339						
<b>15 Week Semester</b>						
<b>August 19-December 8</b>						
Wednesday	6:00-8:30	Hybrid	EVE	MBA 601	Servant Leadership	Kushano, K.
Wednesday	8:31-11:00	Hybrid	EVE	MBA 635	Organizational Behavior	Kushano, K.
Friday	6:00-8:30	Hybrid	EVE	MBA 650	Business Accounting	Brennan, J.
Friday	8:31-11:00	Hybrid	EVE	MBA 662	Marketing	Brennan, J.
<b>Courses Taught in the Korean Language</b>						
Saturday	9:00–11:30	Hybrid	KOR	MBA 644	Managerial Economics	Cha, J.
Saturday	11:40-2:10	Hybrid	KOR	MBA 662	Marketing	Lee, J.
Saturday	2:20-4:50	Hybrid	KOR	MBA 601	Servant Leadership	Park, S.
Online	24-hours	Online	OL-K	MBA 680	Entrepreneurship	Kim, H.
Online	24-hours	Online	OL-K	MBA 625	Professional Communication Development	Okeke, J.

**End of MBA Schedule**



## FALL SCHEDULE 2024

**August 19- December 8**

*Registration Will Be Open on Student Portal June 24 until August 19*

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

<b>FALL 2024 SEMESTER</b>	
August 19	Classes begin
August 19	Last day to change schedule without a fee (if class has not met)
August 25	Last day to register; last day to Add/Drop classes
October 1	<b>Deadline for submitting graduation applications</b>
October 14	<b>PhD Term 2 begins</b>
November 10	Last day to withdraw from a course
November 25- December 1	Fall Break & Thanksgiving Day observance
December 2-8	Last week of class – final exams
December 30	Grades available through BHU student portal

## Fall 2024- Doctoral Division

Day	Time	Mode	Class Section	Code	Course	Instructor
<b>Doctor of Ministry</b>						
<b>Residency Week :</b>						
Online	24 Hours	Hybrid	OL	DM 900	Introduction to Doctoral Studies	Hodges, B.
Online	24 Hours	Hybrid	OL	DM 901	Doctor of Ministry Orientation	Hodges, B.
Online	24 Hours	Hybrid	OL	DM 902	Foundations for Ministry Leadership: Scripture, History and Theology	Hodges, B.
Online	24 Hours	Hybrid	OL	DM 903	Executive Coaching for Transformational Ministry	Hodges, B.
Online	24 Hours	Hybrid	OL	DM 906	Leading Worship and Discipleship	May, C.
Online	24 Hours	Hybrid	OL	DM 933	Doctor of Ministry Project/Dissertation	Green, E.
Online	24 Hours	Hybrid	OL	DM 933 E	Doctor of Ministry Project/Dissertation Extension	Joe, C.
Online	24 Hours	Hybrid	OL	DM 934	Doctor of Ministry Project/Dissertation	Green, E.
<b>Doctor of Philosophy</b>						
<b>Residency Week: TBA</b>						
<b>15 Week Semester</b>						
<b>August 19-December 8</b>						
Wednesday	9:00-11:30	Hy-Flex	Day	LEAD 700	Introduction to Doctoral Studies	Jackson, R.
Online	24-hours	OL	OL	LEAD 904	Research Proposal	Havey, T
<b>Term I</b>						
<b>August 19-October 13</b>						
Online	24-hours	OL	OL	LEAD 702	Research Design I	Adebiyi, M.
Online	24-hours	OL	OL	LEAD 801	Research Design II	Gregory, A.
Online	24-hours	OL	OL	LEAD 901	Research Design III	Tappler, M.
Online	24-hours	OL	OL	LEAD 903	Doctoral Comprehensive	Tappler, M.
Online	24-hours	OL	OL	LEAD 705	Organizational Development	Harvey, T.
Online	24-hours	OL	OL	LEAD 904 E	Research Proposal	Harvey, T.
<b>Term II</b>						
<b>October 14-December 8</b>						
Online	24-hours	OL	OL	LEAD 701	Foundations in Leadership	Wilson, W.
Online	24-hours	OL	OL	LEAD 706	Organizational Communication	Mbugua, S.
Online	24-hours	OL	OL	LEAD 805	Contemporary Issues in Leadership	Stewart, C.
Online	24-hours	OL	OL	LEAD 802	Strategic Planning	Gregory, A.
Online	24-hours	OL	OL	LEAD 905	Dissertation	Dissertation Chair

**FALL SCHEDULE 2024**

**August 19- December 8**

*Registration Will Be Open on Student Portal June 24 until August 19*

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

Online	24-hours	OL	OL	LEAD 906	Dissertation Defense	Dissertation Chair
<b>Courses Taught in the Korean Language</b>						
Monday	9:00-11:30	Hybrid	KOR	LEAD 705	Organizational Development	Lee, D.
Monday	9:00-11:30	Hybrid	KOR	LEAD 700	Introduction to Doctoral Studies	Jackson, R.
Saturday	9:00-11:30	Hybrid	KOR	LEAD 806	Contemporary Issues in Leadership II	Lee, D.
Saturday	9:00-11:30	Hybrid	KOR	LEAD 702	Research Design I	Park, S.
Online	24-hours	OL	OL-K	LEAD 701	Foundations of Leadership	Lee, T.
Online	24-hours	OL	OL-K	LEAD 706	Organizational Communication	Lee, T.
Online	24-hours	OL	OL-K	LEAD 807	Contemporary Issues in Leadership III	Cha, J.
Online	24-hours	OL	OL-K	LEAD 902	Contemporary Issues in Leadership IV	Lee, D.
Online	24-hours	OL	OL-K	LEAD 903	Doctoral Comprehensive	Park, S.
Online	24-hours	OL	OL-K	LEAD 904	Dissertation I (Proposal)	TBA
Online	24-hours	OL	OL-K	LEAD 905E	Dissertation II (Research) Extension	Park, S.
Online	24-hours	OL	OL-K	LEAD 907	Dissertation III Extension	Lee, T.
<b>Doctoral Teaching Sites</b>						

**End of Doctoral Schedule**

## FALL SCHEDULE 2024

**August 19- December 8**

*Registration Will Be Open on Student Portal June 24 until August 19*

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

FALL 2024 SEMESTER	
August 19	Classes begin
August 19	Last day to change schedule without a fee (if class has not met)
August 25	Last day to register; last day to Add/Drop classes
October 1	<b>Deadline for submitting graduation applications</b>
November 10	Last day to withdraw from a course
November 25- December 1	Fall Break & Thanksgiving Day observance
December 2-8	Last week of class – final exams
December 30	Grades available through BHU student portal

## Fall 2024- 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						
<b>Morning</b>						
Tuesday & Thursday	8:30-1:00	HYB	DAY	ESL SL 082-C	Speaking and Listening	TBA
Tuesday & Thursday	8:30-1:00	HYB	DAY	ESL SL 083-C	Speaking and Listening	TBA
Monday & Wednesday	8:30-1:00	HYB	DAY	ESL RW 082-C	Reading and Writing	TBA
Monday & Wednesday	8:30-1:00	HYB	DAY	ESL RW 083-c	Reading and Writing	TBA
<b>Evening</b>						
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL SL 081-A	Speaking and Listening	TBA
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL SL 081-B	Speaking and Listening	TBA
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL SL 082-A	Speaking and Listening	TBA
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL SL 082-B	Speaking and Listening	TBA
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL SL 083-A	Speaking and Listening	TBA
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL SL 083-B	Speaking and Listening	TBA
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL SL 084-A	Speaking and Listening	TBA
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL SL 084-B	Speaking and Listening	TBA
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL SL 085-A	Speaking and Listening	TBA
Tuesday & Thursday	6:00 – 10:30	HYB	EVE	ESL SL 085-B	Speaking and Listening	TBA

**FALL SCHEDULE 2024**

**August 19- December 8**

*Registration Will Be Open on Student Portal June 24 until August 19*

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

Tuesday & Thursday	6:00 – 10:30	HYB	EVE	Bridge	Speaking and Listening	TBA
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL RW 081-A	Reading and Writing	TBA
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL RW 081-B	Reading and Writing	TBA
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL RW 082-A	Reading and Writing	TBA
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL RW 082-B	Reading and Writing	TBA
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL RW 083-A	Reading and Writing	TBA
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL RW 083-B	Reading and Writing	TBA
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL RW 084-A	Reading and Writing	TBA
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL RW 084-B	Reading and Writing	TBA
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL RW 085-A	Reading and Writing	TBA
Monday & Wednesday	6:00 – 10:30	HYB	EVE	ESL RW 085-B	Reading and Writing	TBA
Monday & Wednesday	6:00 – 10:30	HYB	EVE	Bridge	Reading and Writing	TBA

**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](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.*