Graduate Catalog
2013
Volume 4

Master of Arts
Master of Business Administration
Master of Divinity
Nonprofit Certificate
Doctor of Ministry

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

Beulah Heights University does not discriminate in any of its policies, programs, or activities on the basis of gender, race, handicap, marital or parental status, or national or ethnic origin.
Welcome and thank you for your interest in Beulah Heights University (BHU), a place where the success of our students is the underlying core of our being.

For nearly a century, Beulah Heights University has provided a quality education for corporate leaders, lay leaders, pastors, teachers, and missionaries from all over the world. BHU is not only dedicated to the success of the student, but our interest includes programs to enhance the development of the local church as well as the economic development of surrounding communities.

Beulah Heights University is committed to the students, the local church, and the community in three distinct areas: promoting Academic Excellence, availing the college as a Resource Center, and as a Change Agent. Our mission, to equip relevant leaders for ministry and marketplace, unfurls throughout our courses, majors, and program offering. For this reason, the BHU faculty is selected to complement the mission, vision, and core values, along with the care and concern we have for our students.

Many leading institutions, nationally and locally, rely on Beulah Heights University to create a rich learning environment to enhance their learning and leadership development programs. This leaves BHU with no other choice except to meet the needs of our constituents on every possible level. As we endeavor to meet our students’ and constituents’ needs, we realize that the scope of what we offer is limited. Therefore, our career counselors offer suggestions for alternative solutions. Our doors are always open and I personally invite you to contact us to see how we can work together to accomplish your goals.

Please visit our website (www.beulah.org) to learn more about BHU. Call or come by for a personal tour of the campus. We are here for you.

Sincerely,

Benson M. Karanja, Ed.D.
President
Beulah Heights University

Board of Trustees
Samuel R. Chand, D.D.
McDonough, GA
Collette L. Gunby, D.D.
Decatur, GA
Cynthia Hale, D. Min.
Decatur, GA
Oliver J. Haney, Jr., M.Div., D.D.
Atlanta, GA
Lithonia, GA
Benson M. Karanja, Ed.D., H.S.C.
McDonough, GA
Paul Morton, D.D.
Atlanta, GA
Shelton D. Osbon, Sr., M.A.
Lilburn, GA

President’s Cabinet
Benson Karanja, Ed.D.
President
Shawn Adams, M.Div.
Vice President for Student Life and Enrollment Management

Administration Staff
Iria Abram, B.A.,
Assistant to Vice President for Student Life
Shawn Adams, M.Div., B.A.
Vice President for Student Life and Enrollment Management
Johnathan E. Alvarado, D.Min
Associate Professor, Dean of Chapel, Acting Dir. of D.Min.
B.A., Morehouse College
Bernadette Asher, M.S.P.A., M.B.A., B.A.
Senior Accountant
Arthur Breland, B.A.
Assistant to the Director of Admissions
Josiane Carolino, M.A., B.A.
Receptionist
Kimberly Chambers, M.S., B.A.
Accounts Receivable
Harvey Brumelow, B.A.
Facilities Manager
Pradeep Das, M.L.S., M.A.
Director, Library Services
Charlotte Dudley, B.B.A.
Director of Admissions
Natanya Dowell, A.A.
Associate Registrar/Data Analyst
John E. Dreher, M.C.E., M.A., B.A.
Registrar, Acad. Advisor, Primary Designated School Advisor (PDSO)
Shakiera Earvin
Financial Aid Advisor
Robin Green, M.Ed.
Instructional Technology Coordinator
Mark E. Hardgrove, Ph.D., D.Min., M.Div., B.S.
Associate Dean for Academic Affairs; Chair, Department of Graduate Studies
Robin Harrell, MBA, M.Ed, B.S.
Lead Financial Aid Director
Veronica Harris, B.A.
Accounts Payable/Receivable Coordinator
Angelita P. Howard, Ed.D., M.S., M.A., B.M.
Director of Online Programs and Assessment
Michael Johnson, M.L.S., B.A.
Librarian
Percy Johnson, D.Min., M.Div.
Associate Professor
President
Peter Karanja, B.S.
Assistant Vice President for Operations
Vice President Dean for Academic Affairs
Allison Kim, BBA
Assistant to Communications
Betty G. Palmer, M.S., B.A.
Chair, Leadership Studies, Bachelor of Business Administration, Non-profit Certificate Program
Marquetta Price
Assistant to VP for Academics Program Development
Flavien S. Shirandi, M.M, M.B.A, M.P.M
Director, University Extensions Adjunct Instructor
Evan Simmons, B.A.
Admissions, Recruitment & Chapel Coordinator
Georgia Skinner, B.A.
Faculty Office Coordinator
Walter Turner, M.Div, B.S.
Chair, Religious Studies
Trish Staton, B.B.A.
Financial Aid Advisor
Kimberly Wigley
Executive Assistant to President
Sonya Young, MBA
College Recruiter/Adjunct Faculty

Mark E. Hardgrove, Ph.D.,
Associate Dean for Academic Affairs; Chair, Department of Graduate Studies
James B. Keiller, Th.D
Senior Advisor to President for Institutional &Corporate Affairs
Full-time Faculty

Johnathan E. Alvarado [2001]
Professor
D.Min., Regent University
Th.M., Columbia Theological Seminary
M.Div., Church of God Theological Seminary
M.A., Luther Rice Seminary
B.A., Morehouse College

Kent Branch [2007]
D.Min., Drew University
M.Div., Emory University
MBA, Pace University
B.B.A., Pace University

Mark Hardgrove [2009]
Associate Professor
Chair, Dept. of Graduate Studies
Ph.D., Regent University
D.Min., Church of God Theological Seminary
M.Div., Church of God School of Theology
B.S., University of Maine at Presque Isle

Adjunct Faculty

Vincent Anigbogu [2009]
Ph.D., University of Alabama
M.S., Indiana University of Pennsylvania
B.S., Indiana University of Pennsylvania

Antoinette G. Alvarado [2003]
D.Min., Regents University
ThM, Columbia Theological Seminary
M.div., Church of God Theological Seminary
B.A., Beulah Heights Bible College

Douglas M. Chatham [1993]
D.Min., Erskine Theological Seminary
M.R.E., New Orleans Baptist Theological Seminary
B.S., Mississippi College

Frances Davis [2011]
Ph.D., Georgia State University
M.S., Troy State University
B.S., Troy State University

Angelita P. Howard [2007]
Ed.d., Nova Southeastern University
M.S., Troy State University
M.A., Saint Leo University
B.Mus., Clayton State University

Rodney Jackson [2010]
Psy.D., alliant International University

Percy Johnson [1994]
Associate Professor
D.Min., United Theological Seminary
M.Div., Vanderbilt University
B.S., Troy State University

Juliet M. Karanja-Pinder [2008]
Ed.D., Argosy University
Ed.S., Capella University
M.Ed., Cambridge College
B.S., Georgia State University

Lloyd Looney [2010]
D.Min., Columbia Theological Seminary
M.Div., Church of God Theological Seminary
B.A., University of South Carolina

Mae Alice Reggy [2004]
Ph.D., University of Maryland
M.A., Howard University
B.A., Rutgers Douglas College

M.Div., Interdenominational Theological Seminary
B.A., Morehouse College

L. Ross Johns [2009]
M.Div., Emory University
M.A., Eastern Michigan University

Benson M. Karanja [1992]
Professor, President
Ed.D., Clark Atlanta University
M.B.A., Brenau University
M.L.S., Clark Atlanta University
B.A., Beulah Heights Bible College

James B. Keiller [1964]
Professor,
Vice President & Dean for Academic Affairs
Certificate of Advanced Graduate Studies in Higher Education Leadership, Northcentral University
Additional graduate studies, Graduate School of Education, Harvard University
Ed.S., Georgia State University
D.D., Heritage Bible College
M.A., Atlanta University (Clark Atlanta Univ.)
M.A.R., B.D., Th.D., Evangelical Theological Seminary
LL.B., Blackstone School of Law
GENERAL INFORMATION

ABOUT BEULAH HEIGHTS UNIVERSITY

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

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

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

Students are not merely taught at BHU, rather they are encouraged to engage in participative learning environments, gain knowledge from industry practitioners, and take full advantage of programs designed to enhance their learning experience. Beulah Heights University is an institution of higher learning like no other.
The joy of being a part of and a partner with BHU stems from the success of the students as they commence to enter a world that feasts on ability, knowledge, and complementary skill sets. Upon graduation from BHU, the graduate will be equipped for world experiences and impact change wherever his or her feet may trod.

HISTORY

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

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

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

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

In 1966, the Board of Trustees approved changing the corporate name to Beulah Heights College. Since the new corporate name did not reflect the name “Bible,” the Trustees voted in January of 1972 to amend the corporate name to read “Beulah Heights Bible College.” Since that time, Beulah Heights Bible College has grown exponentially.

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

As the growth continues under the leadership of Dr. Karanja, a Master of Business Administration degree program was launched in the Spring of 2011, a Doctor of Ministry in Fall of 2012, and a Nonprofit Certificate in Spring of 2013.

ACCREDITATION

Beulah Heights University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, VA 24551; Telephone: (434).525-9539; e-mail: info@tracs.org] having been awarded Reaffirmation II of its Accredited Status as a Category IV institution by the TRACS’ Accreditation Commission on April 4, 2012. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Beulah Heights University is also a member of Association for Biblical Higher Education (ABHE) [5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822; Telephone: (407).207-0808; email: info@abhe.org] having been awarded Reaffirmation of its Accredited Status as a Category IV institution by the ABHE’s Accreditation Commission on February 20, 2012. This status is effective for a period of ten years. The Association for Biblical Higher Education is recognized by United States Department of Education, the Council for Higher Education Accreditation and is a part of a global network that relates to regional or continental higher educational agencies through the International Council for Evangelical Theological Education.
RECOGNITION

- *Beulah Heights University* is approved by the U.S. Justice Department for the training of international students.
- *Beulah Heights University* is approved by the State of Georgia, Department of Education, and Division of Vocational Rehabilitation for the training of students with disability handicaps.
- *Beulah Heights University* accepts Veterans' benefits.
- *Beulah Heights University* is a member of the National Association of Evangelicals Commission on Higher Education.
- *Beulah Heights University* is listed in the Directory of Post-Secondary Institutions published by the U.S. Department of Education.
- *Beulah Heights University* is a member of the National Association of College & University Business Officers (NACUBO).
- *Beulah Heights University* is a member of the National Association of Independent Colleges & Universities (NAICU).
- *Beulah Heights University* is a member of the Georgia Association of Colleges and Employers (GACE).
- *Beulah Heights University* is a member of the American Association of Collegiate Registrars and Admissions Officers (AACRAO).
- *Beulah Heights University* is a member of the Georgia Online Database (GOLD).
- *Beulah Heights University* is a member of the Southeastern Library Network (SOLINET).

PHILOSOPHY OF EDUCATION

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

Beulah Heights University is an interdenominational-oriented Bible college, which is thoroughly committed to the proclamation of the doctrines of the church.

MISSION

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

VISION

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

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

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

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

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

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

CORE VALUES

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

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

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

**Global Missions**
Beulah Heights University is committed to implementing Christ’s mandate to fulfill the Great Commission by stimulating and training Christians for evangelistic church planting and supporting ministries through global evangelization (Matthew 28:19).

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

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

STATEMENT OF FAITH

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

The Human Race
Humanity is the climax of God’s earthly creation, bearing His image, designed for relationship with Him, and being the object of His redeeming love. All people have sinned. This results in guilt, death, and alienation from God as well as the defacing of every aspect of human nature. People are unable to save themselves from sin’s penalty and power and from Satan’s dominion.

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

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

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

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

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

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

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

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

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

**ADMISSIONS INFORMATION**

Applicants to graduate programs at Beulah Heights University are assessed according to academic background, aptitude for graduate level work, and personal information. Professional experience may also be considered. Applicants are considered without regard to race, color, gender, national or ethnic origin, age, disability, or status as a veteran or disabled veteran. The school maintains its Christian character, but does not discriminate on the basis of religion except to the extent that applicable law respects its right to act in furtherance of its religious objectives.

Admission to Beulah Heights University’s graduate programs is governed by policies and procedures developed by the Graduate Administrative Council and the Academic Affairs Committee. Admission to graduate programs does not constitute degree candidacy status in a specific graduate program. Requirements for Degree Candidacy are outlined below.

The University reserves the right to refuse admission or readmission to any prospective student or re-enrollment to any student. Any applicant who intentionally withholds pertinent information or who falsifies information may be required to withdraw from Beulah Heights University. The regulations listed herein are subject to change after the publication of this catalog. The University reserves the right to make necessary changes to admission requirements without notice.

Beulah Heights University graduate programs utilize a variety of course-delivery formats, some of which are available through online instruction. Course delivery format options vary by degree program. Programs may be offered through online, blended, or residential formats.

**GENERAL ADMISSIONS REQUIREMENTS**

The requirements for admission established by the college provide minimum qualifications. The college follows an open admissions policy for those who meet the spiritual and educational qualifications outlined. Successful applicants should meet the following spiritual qualifications:

- Should give evidence of a personal relationship with God.
- Should not be antagonistic toward the Statement of Faith as outlined in this catalog.
- Should embody a life of holiness.
- Should possess a teachable spirit.
- Successful applicants should meet the following educational qualifications:
  - Must have a conferred undergraduate degree from an accredited university or college
  - Entrance survey

**ADMISSIONS REQUIREMENTS – MASTER OF ARTS/MASTER OF DIVINITY**

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

1. Application for Admission. Application can be retrieved online at http://www.beulah.edu, completed and faxed, mailed or dropped off. To initiate an application by phone, graduate students may contact the Admissions Office (404-627-2681/1-888-777-2422).

2. $35.00 Application Fee (non-refundable). Fees are based on degree program.
3. Two Professional Recommendations (Pastor and Personal reference)

4. Official Transcript - Applicants to graduate level degree programs must submit an official transcript indicating successful completion of a baccalaureate degree program from an accredited college or university. An “official transcript” is one that is received directly from the educational institution attended, or is sent to Beulah Heights University (by any party) within the original, sealed, institution envelope. Submit all transcripts to the Office of Admissions.

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

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

ADMISSIONS REQUIREMENTS – MASTER OF BUSINESS ADMINISTRATION

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

1. Application for Admission. Application can be retrieved online at http://www.beulah.edu with credit or debit card information. To initiate an application by phone, graduate students may contact the Admissions Office (404-627-2681/1-888-777-2422). The application can also be downloaded from http://www.beulah.edu and faxed or mailed to the Admissions Office.

2. $75.00 Application Fee (non-refundable). Fees are based on degree program.

3. Three Professional Recommendations. At least one should come from a current or past employer.

4. 250 Word Essay (A statement of your professional goals). This statement must clearly outline the applicant's educational and professional goals.

5. Official Transcript. An “official transcript” is one that is received directly from the educational institution attended, or is sent to Beulah Heights University (by any party) within the original, sealed, university envelope. Submit all transcripts to the Office of Admissions. Applicants to graduate level degree programs must submit an official transcript indicating successful completion of a baccalaureate degree program from an accredited college or university.

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

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

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

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

ADMISSION INFORMATION FOR THE MASTER OF BUSINESS ADMINISTRATION (MBAE2)

Dual Enrollment Program

Students will be able to dually enroll in the Master of Business Administration (MBA) program based on the following criteria:
• Student must be within nine credit hours of completing his or her current degree.

• Student must complete the current degree program within the first semester of the dual enrollment. Example: If a student is taking the last course in undergraduate, they must complete it by the end of the first semester in the MBA program.

• Tuition and fees will remain the same based on the current program for that semester only. Example: If a student is in the Master of Arts program paying $370 per semester hour and dually enrolls in the MBA program, the student will continue paying the $370 for the MBA for that particular semester. The following semesters, the tuition and fees will change to the normal MBA tuition and fee schedule.

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

ADMISSIONS REQUIREMENTS – DOCTOR OF MINISTRY

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

1. Application for Admission. Application can be retrieved online at http://www.beulah.edu, completed and faxed, mailed or dropped off. To initiate an application by phone, graduate students may contact the Admissions Office (404-627-2681/1-888-777-2422).

2. $75 non-refundable application fee is required with the application.

3. Other requirements:
   • Applicants must have a Master of Divinity degree or an approved equivalent
   • Three years of active ministry subsequent to a graduate theological degree
   • Writing sample
   • Endorsement of ministerial overseers and constituents
   • Grade Point Average of 3.2 on a 4.00 point scale

SPECIFIC ADMISSION INFORMATION

• Completed and signed original documents are required for all application forms.
• Faxed transcripts are considered unofficial documents and are not acceptable for admission to the university.
• Completed applications with all necessary documentation are reviewed on a regular basis.
• It is the individual applicant’s responsibility to monitor the status of his / her application file and ensure the applicant’s records will be evaluated and he/she will receive notice of admission status by mail.
• Applicants interested in applying for Financial Aid should contact the Financial Aid Office at 404-627-2681.

ADMISSION NOTIFICATION

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

RE-ADMISSION

Students who do not enroll for at least two consecutive semesters must apply for readmission. Admission status is subject to the terms of any previous academic or disciplinary suspension or probation. Students may be required to provide official transcripts from all educational institutions attended since enrollment at Beulah. Admission decisions for re-applicants will be based on the current admission criteria of the respective degree program at the time the reapplication is submitted.
Students who break enrollment and apply for readmission will be required to follow the current degree completion plan in effect at the time of re-entry to the University.

APPLICATION DEADLINE

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Preferred Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>August 10</td>
</tr>
<tr>
<td>Spring</td>
<td>December 10</td>
</tr>
<tr>
<td>Summer</td>
<td>April 10</td>
</tr>
</tbody>
</table>

INTERNATIONAL STUDENTS ADMISSION INFORMATION

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

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

1. Have application and admission requirements complete and on file in the Admissions Office at least four (4) weeks prior to registration. Applicants changing status within the United States cannot enroll until the change of status has been approved by the United States Citizenship and Immigration Services.
   Change of Status forms are:
   - I-901 (SEVIS Form) www.fmjfee.com/i901fee/

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Preferred Mailing dates for I-20s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>January – May September 14</td>
</tr>
<tr>
<td>Summer</td>
<td>May – July January 18</td>
</tr>
<tr>
<td>Fall</td>
<td>August - December May 10</td>
</tr>
</tbody>
</table>

2. Applicant desiring to live in student housing is required to have a medical exam certificate on file.

3. For acceptance into BHU, incoming international students will be required to submit the following to Beulah Heights University:
   a. Application for Admission
   b. Transcript from an accredited college, or university
   c. Documentation of ability to financially support applicant while in the United States. The form must show the documents of support in American dollars. Applicant must have a legitimate sponsor willing to sponsor for the duration of studies and is capable of doing so. An Affidavit of Financial Support form must be completed and submitted with appropriate supporting documents.
   d. A deposit of $3,000 US dollars (non-dorm student) or $4,500.00 US dollars (dorm student), which will be applied toward the first semester expenses. The balance will remain on the student’s account as escrow money during the term of enrollment at BHU. Escrow money can be applied to the student’s BHU charges after the second year of enrollment. The escrow balance is forfeited if the student transfers or drops out under two years.
An I-20 will not be issued until the deposit has been paid in full, applied to the student’s account, and cleared.

Upon receipt of a, b, c, and d as listed above and other required documentation, the student will receive a letter of acceptance along with a transfer form.

4. If student VISA is denied, the deposit will be refunded. An administration fee of twenty-five dollars ($25.00) will be subtracted from the deposit. If the student has a sponsor who supplied the deposit, the refund will be mailed to the sponsor. The student will not receive any portion of the amount supplied by a sponsor.

5. Refund process: If the student cannot enroll in BHU at the start of the semester and desires a full refund less the administration fees, the student must submit a written request with signature to the BHU Business Office for the refund. The refund will be mailed to the student’s address on file.

6. Students who choose to live in student housing will forfeit dorm fees if they move out before the end of the semester.

7. Test of English as a Foreign Language (TOEFL) is required for international students with grade below “C” in the English language (213 CBT; 500 written).

8. Upon receipt of Form I-20 from BHU, the applicant must proceed with the following:
   a. As soon as possible, applicant must make an appointment with the U.S. Embassy in his or her country. The Embassy should issue a U.S. Visa valid for at least one year.
   b. As soon as possible after arriving in Atlanta, applicant is to report to the International Admission office at BHU bringing the following: Form I-20, Visa, Passport, and I-94 card.
   c. Applicant must request to be advised by the appropriate department chairperson or an assigned academic advisor.

9. Transferring-In: Transfer students will need to meet requirements before transfer is approved. Upon receiving the completed documents stated above, the transferring student will receive an acceptance letter and a transfer form. These documents must be submitted to the previous institution and the signed original returned to BHU. The student’s I-20 will be issued by BHU upon receipt of the I-20 from the previous institution. A faxed copy from the institution is acceptable. The original must be mailed to BHU from the institution. A student transferring into Beulah Heights University must complete one full semester or lose the full deposit/tuition.

10. Transferring-out: A student will not be permitted to transfer from BHU prior to the completion of the current semester. Transferring or changing status during the semester will cause the student to lose the deposit, and the student will be responsible for any monies due to the university.

11. Maintaining Status: The requirements for admission established by Beulah Heights University in alignment with the laws and regulation of immigration states a student will commit to being a full time student. Three classes or more will classify a student as full time who enrolls in the Masters of Arts, Masters of Divinity or Master of Business Administration program.

An international student who does not maintain a full class load (9 hours Masters Degree) is considered out of status. If there is no acceptable reason for dropping below the required classes the student is “terminated” for failure to maintain classes as required by the rules and regulation of immigration.

The admissions officer or DSO submits a letter of termination to the President of the university, Principle Designated School Official, Dean of Students, and Vice President of Finance detailing the reason for termination of the student.

12. Summer vacation: An international student must submit a signed release form for approval to use the summer semester period for vacation. During this time, the student is not governed by the international full class rule and may choose to take as few or as many classes as he so chooses.

13. Grounds for termination: An international student can be terminated by the institution or SEVIS (Student and Exchange Visitor Information System) for the following reasons:
   - Absent from country for five months.
Authorized drop below full course time exceeded
Authorized early withdrawal
Change of status approved
Change of status denied
Change of status withdrawn
Death
Expulsion
Failure to enroll
Failure to report while on OPT
No show – Manual termination
Otherwise failing to maintain status
School withdrawn
Suspension
Transfer student no show
Unauthorized drop below full course
Unauthorized withdrawal
Violation of change of status requirements

INSTRUCTIONS FOR INTERNATIONAL STUDENTS

1. Admission: A nonimmigrant student may be admitted for duration of status. This means that the student is authorized to stay in the United States for the entire length of time during which he or she is enrolled as a full-time student in an educational program and any period of authorized practical training plus sixty days. While in the United State, the student must maintain a valid foreign passport unless he or she is exempt from passport requirements.

   The student may continue from one educational level to another, such as progressing from high school to a bachelor’s program or a bachelor’s program to a master’s program, etc., simply by invoking the procedures for school transfers.

2. School: For initial admission, the student must attend the school specified on his or her visa. If student has an I-20 A-B form from more than one school, it is important to have the name of the school he or she intends to attend specified on the visa by presenting a Form I-20 A-B from that school to the visa issuing consular officer. Failure to attend the specified school will result in the loss of student’s status and subject student to deportation.

3. Reentry: A nonimmigrant student may be readmitted after a temporary absence of five months or less from the United States, if the student is otherwise admissible. Student may be readmitted by presenting a valid foreign passport, a valid visa, and either a new Form I-20 A-B or a page 3 of the Form I-20 A-B (the I-20 ID Copy) properly endorsed for reentry if the information on the I-20 form is current.

4. Transfer: A nonimmigrant student is permitted to transfer to a different school provided the transfer procedure is followed. To transfer schools, student should first notify the school he or she plans to attend. Transfer will be effective only if student return the Form I-20 A-B to the designated school within 15 days of beginning attendance at the new school. The designated school official will then report the transfer to the Immigration and Naturalization Service.

5. Extension of Stay: If student cannot complete the educational program after having been in student status for longer than the anticipated length of the program plus a grace period in a single educational level, or for more than eight consecutive years, he or she must apply for extension of stay. An application for extension of stay on a Form I-538 should be filed with the Immigration and Naturalization Service district office having jurisdiction over the school at least 15 days but no more than 60 days before the expiration of student’s authorized stay.

6. Employment: An F-1 status student is not permitted to work off campus or to engage in business without specific employment authorization. After the first year in F-1 student status, student may apply for
employment authorization on Form I-538 based on financial needs arising after receiving student status, or the need to obtain practical training.

7. Notice of Address: If student move, he or she must submit a notice within 10 days of the change of address to the Immigration and Naturalization Service. (Form AR-11 is available at any INS office).

8. Arrival/Departure: When student leave the United States, he or she must surrender his or her Form I-94 Departure Record. Please see back side of form I-94 if visiting Canada, Mexico, or adjacent islands other than Cuba for less than 30 days.

9. Financial Support: Student must demonstrate that he or she is financially able to support himself or herself for the entire period of stay in the United States while pursuing a full course of study. Student is required to attach documentary evidence of means of support.

10. Authorization to Release Information by School: To comply with requests from the United States Immigration & Naturalization Service for information concerning immigration status, student is required to give authorization to the named school to release such information from his or her records. The school will provide the Service student’s name, country of birth, current address, and any other information on a regular basis or upon request.

11. Penalty: To maintain nonimmigrant student status, student must be enrolled as a full-time student at the school student was authorized to attend. Student may engage in employment only when he or she has received permission to work. Failure to comply with these regulations will result in the loss of status and subject student to deportation.

ORIENTATION FOR FIRST-TIME STUDENTS

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

Note: Orientation for the MBA program is a one-hour credit course. See course description for specific details.

VETERANS

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

REGISTRATION INFORMATION

Registration is required each semester. All students will be assigned a permanent student Identification number. All students are required to register online. A Student Portal is available for students to access by logging in with a User ID and Password. Academic advising is strongly recommended for all students prior to registering for classes each semester.

ACADEMIC HOLD, BUSINESS HOLD, LIBRARY HOLD

A hold will be placed on a student’s academic or business account due to the following situations: (1) GPA below 2.25, MBA 3.0, (2) No college/university transcript on file, (3) failure to submit material for admission, and (4) outstanding account balance. The student is eligible to enroll upon satisfaction of these requirements.

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

**LATE REGISTRATION**

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

**REGISTRATION INELIGIBILITY**

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

**ACADEMIC INFORMATION**

Beulah Heights University offers the following programs and majors:

- **Certificate for Nonprofit Development and Management** – 18 credit hours
- **Master of Arts degree in Religious Studies** – 42 credit hours
- **Master of Arts degree in Leadership Studies** – 42 credit hours
- **Master of Divinity** – 90 credit hours
- **Master of Divinity with concentration in Leadership Studies** – 102 credit hours
- **Master of Business Administration** – 40 credit hours
- **Doctor of Ministry** – 36 hours

**ACADEMIC DEFINITIONS**

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

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

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

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

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

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

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

**Electives:** Courses chosen voluntarily by a student contributing to a balanced program of education with the chosen curriculum.
Full time / Half Time Equivalent: Graduate full-time, nine semester credit hours / half time, six semester credit hours.

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

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

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

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

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

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

ACADEMIC ADVISING

Academic advising is available to all students through the chairperson or a designated full-time faculty member of their division of study and is offered as a courtesy to students. Prior to or during students’ first registration at BHU, students should consult their advisor for advising and guidance concerning completion requirements and in their selection of classes. Students will be provided a course evaluation status sheet that details the courses which must be completed in order to graduate.

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

ACADEMIC CALENDAR

The academic year consists of 15 weeks fall and spring semesters and an 8 week summer term/MBA cohort. The academic calendar is posted in semester schedules and on the website.

ACADEMIC GOOD STANDING

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

ACADEMIC PENALTIES

Academic Probation: Students who fail to raise their GPA to the required academic level will be placed on Academic Suspension. Students who desire to return to BHU in the future must contact the Registrar’s Office in writing. The Registrar will in turn submit the student’s appeal to the appropriate program director or Associate Dean for review.

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

Academic Suspension: Students who are enrolled for nine or more hours and fail all courses will be Academically Suspended. Students who are readmitted to Beulah Heights University after serving a period of Suspension and who fail to raise their GPA to the required academic level (see above) by the end of the returning semester will permanently suspended.
**Academic Warning:** Students failing to attain and maintain the scholastic standing required will be placed on Academic Warning. At the end of the semester, students who fail to raise their GPA to a satisfactory level will be placed on Academic Probation.

**ADVANCED STANDING**

**Master of Arts**

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

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

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

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

**Criteria**

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

**Designated Courses**

*The courses designated for advanced standing credit are as follows:*

**Master of Arts Religious Studies (Up to 9 hours from BHU course work):**
- Bi 501 Old Testament
- Bi 502 New Testament
- Th 503 Systematic Theology I

**Master of Arts Leadership Studies (Up to 9 hours from BHU course work):**
- Bi 501 Old Testament
- Bi 502 New Testament
- Th 503 Systematic Theology I

**Advanced Standing Credit from Non-BHU Course Work:**

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

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

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

Master of Divinity

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

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

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

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

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

Criteria

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

Designated Courses

The courses designated for advanced standing credit are as follows:

Master of Divinity (Up to 21 hours):

<table>
<thead>
<tr>
<th>Bi 501</th>
<th>Old Testament Survey</th>
<th>Th 610</th>
<th>Holy Spirit Throughout the Bible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bi 502</td>
<td>New Testament Survey</td>
<td>ATh 612</td>
<td>Introduction to Evangelism</td>
</tr>
<tr>
<td>Th 503</td>
<td>Systematic Theology I</td>
<td>Bi 601</td>
<td>Interpretation of the Old Testament</td>
</tr>
<tr>
<td>Th 513</td>
<td>Systematic Theology II</td>
<td>Bi 602</td>
<td>Interpretation of the New Testament</td>
</tr>
</tbody>
</table>

Credit from Non-BHU Course Work:

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

ATTENDANCE AND PROGRESS

The Beulah Heights University faculty takes a serious view of classroom attendance. To perform well on examinations and other assignments, students need more than class notes. Insights and perspectives may surface
in class that will be of significance. Students are expected to contribute to class discussions when directed. Class attendance, punctuality, and completion of course requirements are vital to the academic and Christian character of the student. Classes are conducted with the assumption that every student will be present for every class. Faculty have authority to set their own attendance policy with respect to the published attendance policy limit as outlined below. Absences are determined based on the following guidelines:

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

Once a student reaches the limit of missed classes, the instructor is required to report student’s absence status to the Registrar for further evaluation.

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

**AUDITING A COURSE (NON-ACADEMIC CREDIT)**

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

**AUTHORITY OF INSTRUCTOR**

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

**CHANGE OF MAJOR**

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

**CHOOSING A MAJOR**

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

**COURSE GRADING INFORMATION (EFFECTIVE FALL 2007)**

Students enrolled in the Master of Arts and Master of Divinity programs must maintain a 2.25. Students enrolled in the Master of Business Administration program must maintain a 3.0 minimum GPA.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Standard</th>
<th>Scale</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A +</td>
<td>Excellent</td>
<td>98 – 100</td>
<td>4.0 grade points</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
<td>94 – 97</td>
<td>3.7 grade points</td>
</tr>
</tbody>
</table>
A - Excellent 90 – 93 3.5 grade points
B + Good 88 – 89 3.3 grade points
B Good 84 – 87 3.1 grade points
B - Good 80 – 83 2.9 grade points
C + Average 78 – 79 2.7 grade points
C Average 74 – 77 2.5 grade points
C - Average 70 – 73 2.3 grade points
D + Passing 68 – 69 2.1 grade points
D Passing 64 – 67 1.9 grade points
D - Passing 60 – 63 1.7 grade points
F Failure Below 60 0 grade points
WP Withdrawal Passing 0 0 hours attempted
WF Withdrawal Failing 0 (punitive) 0 hours attempted
INC Incomplete 0 0 hours attempted
Au Audit 0 0 Not counted

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

COURSE IDENTIFICATION SYSTEM
Course identifications contain alpha and numerical components. The letters of the alphabet indicate which field of study the course addresses. The numerical component determines the classification level, i.e. graduate, 500 – 600, post graduate 900.

COURSE SYMBOL/DEPARTMENT OF INSTRUCTION

<table>
<thead>
<tr>
<th>ATh</th>
<th>Applied Theology</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>Language</td>
</tr>
<tr>
<td>MBA</td>
<td>Business Admin</td>
</tr>
<tr>
<td>Sp</td>
<td>Speech</td>
</tr>
<tr>
<td>Bi</td>
<td>Bible</td>
</tr>
<tr>
<td>LS</td>
<td>Leadership Studies</td>
</tr>
<tr>
<td>Mi</td>
<td>Missions</td>
</tr>
<tr>
<td>Th</td>
<td>Theology</td>
</tr>
</tbody>
</table>

COURSE LOAD (MAXIMUM)
Students may enroll in a maximum of 9 hours at one time. Exceptions must be approved by the Dean for Academic Affairs, Department Chair, or Registrar.

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

COURSE SYLLABI
A course syllabus is prepared for each course taught each semester and is available on the web site. Students are required to bring the course syllabus to class on the first day. Course syllabus may be accessed from the faculty directory on the BHU web site.

CUMULATIVE GRADE POINT AVERAGE
The cumulative grade point average (GPA) is determined by dividing a student’s total overall quality points earned by the total number of overall hours of credit attempted.

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

EXAMINATIONS

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

EXTENSION SITES

Beulah Heights University holds college courses at various locations in the metro Atlanta area. These locations provide students with the opportunity to take a course at a more convenient location.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Among its several purposes, the Family Educational Rights and Privacy Act of 1974 (FERPA) was enacted to protect the privacy of students’ education records, to establish the rights of students to inspect and review their education records, and to provide students with an opportunity to have inaccurate or misleading information in their education records corrected. FERPA also permits the disclosure of so-called directory information by an institution without a student’s prior consent.

Students have the right to file complaints with the Department of Education’s Family Policy Compliance Office concerning alleged failures by an institution to comply with FERPA. Students must provide written consent to authorize release of record information to a third party. A release form may be obtained from the Registrar’s office.

GRADE APPEAL

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

1. Schedule an appointment with the instructor who has assigned the grade. Discuss the matter with the instructor, asking him/her to review the basis for assigning the grade. If the disagreement about the grade is resolved in this discussion, the instructor will submit the proper documentation to the Registrar.

2. If not resolved in Step 1 above, the student may schedule an appointment with the Department Chairperson to review the basis for assigning the grade. The Department Chairperson may wish to consult individually with the student and instructor. If the disagreement about the grade is resolved in this discussion, grade change action (when needed) should originate at this time. EXCEPTION: In a situation where the grade in question involves a dispute between a student and a Department Chairperson, the appeal may move directly to step 3.

3. If the matter is still not resolved, the student may request to have his or her appeal reviewed by the Academic Affairs Committee. The Vice President for Academic Affairs will convene a meeting of the Academic Affairs Committee.

4. A final review will be made by the Academic Affairs Committee who may uphold the assigned grade or declare the grade invalid. If the grade is declared invalid, the Vice President for Academic Affairs will inform the instructor of the final decision and require instructor to submit the proper grade change documentation to the Registrar.

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

GRADE REPORTS
Students will receive progress reports after the end of each semester containing current and cumulative GPA and final grade for each course taken during the semester.

**INCOMPLETE**

At the instructor’s discretion, a student in good academic standing may be given the grade of INC (incomplete) for a course in which requirements have not been met due to an emergency or hardship. Students may consult with the instructor for assignments to complete within thirty (30) days from the last day of class. The student’s final grade will be reduced by one letter grade. If the remaining work has not been completed within 30 days of the last day of class, the grade of INC will be changed to F and will be listed as such on the student’s transcript. No coursework may be submitted for a course after thirty days from the last date of class unless in extenuating circumstances for which medical or other official documentation is provided.

**MAJORS**

Upon initial enrollment, a student may declare one of the following majors: Master of Arts in Religious Studies or Leadership Studies, Master of Divinity or Master of Divinity with Concentration in Leadership, Master of Business Administration.

**MAJOR (UNDECLARED)**

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

**QUALITY POINTS**

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

**REPEATING A COURSE**

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

**SCHEDULE CHANGE**

A schedule change is defined as adding and dropping any number of courses, but maintaining enrollment. Students may change their class schedule the first week of the term, which is referred to as the Drop/Add period. After the Drop/Add deadline, schedule changes are not permitted. Tuition and fee charges for a dropped class are based on the start of the term, not on the class start date. Schedule changes made before the official semester start date have no financial impact.

**TEXTBOOKS AND MATERIALS**

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

Complete academic records for each student are maintained by the Academic Office. A transcript is available within five (5) business days upon submission of a written request and payment of transcript fee. Students may contact the Academic Office and request rush processing for a higher fee. Normal processing time for RUSH service is twenty-four (24) hours. See the financial section of this catalog for specific cost information. A transcript will not be issued for individuals with delinquent accounts.

TRANSFER OF CREDIT

Transfer Credit is credit awarded in a graduate program for course work completed at a graduate level. BHU awards transfer credits from graduate course work at accredited colleges or universities. Transferring credits refers to the practice of applying credit hours earned at one educational institution toward the completion of an academic program at another institution.

Official transcript(s) are to be evaluated by the Registrar; Chair, Division of Graduate Studies; Vice President and Dean for Academic Affairs, and/or a designated representative. The transfer must equate to a similar course where the student earned at least a grade of “B” and must have been earned within the past ten (10) years. The requests must be made at the time of matriculation and a maximum of one-third (1/3) of the required degree program credits may be by transferred from an accredited or approved higher education institution. Transcripts containing college credits acquired through the various branches of the military should be submitted along with the student’s other transcripts. The transcript will be reviewed to determine the number of hours and the specific courses for which transfer credit will be allowed.

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

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

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

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

Master of Divinity
A maximum of 30 credit hours can be transferred for the Master of Divinity program. The minimum hours for a Master of Divinity degree is 60 or 66 for Leadership consecration.
The total hours awarded for a combination of Advanced Standing and Transfer Credit may not interfere with the minimum number of hours that must be completed at BHU for graduation. The minimum hours for a Master of Divinity degree is 60 hours, with leadership concentration, 66 hours.

**Master of Business Administration**

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

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

**Doctor of Ministry**

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

**WITHDRAWAL**

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

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

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

An “F” grade will automatically be assigned to any course withdrawn after the 8th week, except under approved circumstances for which official documentation is provided.

To withdraw from a course, an official withdrawal form must be completed and submitted to the Academic Office. This form is available from the Receptionist, the Academic Office, and the BHU web site (Student Resources). Choosing to stop attending class does not constitute withdrawal.

Refunds for course withdrawals are pro-rated. See the refund policy in the policy section of this catalog for specific refund details.

**GRADUATION INFORMATION**

**APPLICATION FOR DEGREE**

All potential candidates for degrees are required to complete an application for the degree(s) and pay appropriate graduation fee(s). The application for a degree is posted on the BHU web site during Spring, Summer and Fall semesters. The deadline for submission is October 1. Late applications are subject to a late penalty.

To assist students with preparation for graduation, academic advising is available throughout the semester. All candidates for graduation are required to consult with an advisor prior to submitting application for graduation. After the application has been filed, any status changes must be reported to the Registrar. All graduation requirements must be satisfied by April 1 of graduating year.

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

Students with up to six (6) semester credit hours remaining are permitted to march in the Spring commencement based on a signed agreement that all requirements will be met by the end of the Summer semester. Before entering into this agreement, students must consider that the university makes every effort to offer all courses needed but cannot guarantee that all courses needed will be offered during the Summer term. Course offerings are based solely on instructor availability and a minimum of eight (8) students enrolled in each course. In the event requirements are met at a later time, a new graduation application must be filed and a graduation reorder fee will be assessed.

**CURRICULUM REQUIREMENTS (CATALOG YEAR)**

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

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

**ISSUANCE OF DEGREES**

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

Degrees will be conferred at the end of the summer semester (August) winter semester (December) and Spring semester (May), at which time diplomas will be granted. No degree will be awarded until the end of the semester in which all graduation requirements have been met and for which a degree application has been properly submitted. Students must complete a form of intent to participate in commencement exercises as participation is mandatory unless excused by proper officials.

**REGALIA AND ANNOUNCEMENTS**

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

**REQUIREMENTS FOR GRADUATION**

- Completion of all courses required to satisfy major and program
- Minimum 2.25, Master of Arts, Master of Divinity; Minimum 3.0, Master of Business Administration and Doctor of Ministry
- Graduation fee paid in full (Due Spring semester)
- All library books to be returned and all library fines paid in full
- Tuition account paid in full by April 1 of graduating year
- Minimum of 27 semester credits earned at BHU, Master of Arts; minimum of 60/68, Master of Divinity
- Last semester must be completed at BHU
- Exit survey
STUDENT’S RESPONSIBILITY FOR SATISFYING ACADEMIC REQUIREMENTS

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

FINANCIAL INFORMATION

FINANCIAL AID

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

FINANCIAL AID PROCEDURES AND REQUIREMENTS

Students may receive financial aid and/or scholarships each year upon completion of the following steps:

1. Complete and submit the Beulah Heights University Financial Aid Application.
2. Complete and submit the Free Application for Federal Student Aid (FAFSA).

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

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

The Central Processing System determines the student’s financial need based on the information provided on this form. Additionally, students are asked to complete the Beulah Heights University Financial Aid Application and submit the completed form to the Financial Aid Director no later than June 15.

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

Students must maintain satisfactory academic progress in the chosen course of study, which includes a GPA of 2.25.

FEDERAL FINANCIAL AID

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

The Direct Loans are low interest loans made to students by the U. S. Department of Education. These loans are insured by the federal government. The interest rate is variable and will change each year (July 1) based on the T-bill, but will never exceed 8.25 percent for subsidized Stafford and 9.0 for unsubsidized Stafford.
A need-based Federal Direct Loan is called a “subsidized” Stafford Loan. The government pays the interest on the loan while student is in school or in deferment. A non need-based Federal Direct Loan is called an “unsubsidized”. Student is responsible for the interest while in school and during deferment periods.

Independent students or dependent students whose parents are unable to get a PLUS Loan may borrow a maximum of $20,500 (only $8,500 of this amount may be in subsidized loans). The maximum loan amount for a graduate student is $138,500.

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

Federal Direct PLUS loans are for graduate students and parents who want to borrow money to help with their children’s education expenses. These loans provide additional funds for educational expenses.

Federal Direct PLUS loans enable students and parents with good credit histories to borrow, if students are enrolled at least halftime.

For Federal Direct PLUS loans the interest is variable, but not higher than 9 percent. Variable interest rates are set each July. Repayment of PLUS loans generally begins within 60 days after the final loan disbursement. There is no “grace period” on this loan.

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

Title IV and Recipient’s Attendance

The following is the procedure to determine whether a Title IV aid recipient attended Beulah Heights University during a semester and stopped attending classes: If the financial aid recipient misses more than twelve class hours for any course (4 classes/2 classes for the summer and MBA) and fails to contact the college, the college must assume that the person has unofficially withdrew from the classes. The instructor must forward that person’s name and last date of attendance to the Academic and Financial Aid Offices. An administrative withdrawal will be completed and filed by the Registrar on behalf of the student and reported to the Financial Aid Office.

Refund calculations are prepared by the Financial Aid Office and forwarded to the Business Office. Monies will be forwarded to the federal government.

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

Tuition Assistance Programs

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

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

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

TUITION AND FEES INFORMATION

Tuition is the primary means of paying for the cost of instruction and daily administration cost. Tuition is accompanied by various fees that cover special areas of administration. Once registration takes place, the student is officially enrolled and committed to attend. Tuition and fees are immediately assessed and payment is required unless an official cancellation takes place.
Tuition
Graduate Tuition
  Master of Arts ($386 per credit hour) ................ $1158.00
  Master of Divinity ($386 per credit hour) ........ $1158.00
  Master of Business Administration ($464 per credit hour) $1392.00
  Doctor of Ministry ($464 per credit hour)........... $1392.00
Auditing Class Tuition (Dmin students are not eligible) 50% of regular tuition
Directed Study Tuition (Dmin students are not eligible) $340 per semester hour

Fees / Other
MA, Mdiv - Non-refundable Application fee ............... $35.00
MBA - Non-refundable Application fee .................. $75.00
DMin - Non-refundable Application fee .................. $75.00
Dmin - Non-refundable one-time program fee .......... $500.00
Non-refundable Registration fee ....................... $30.00
  Late registration fee ................................ $50.00
Directed Study administration fee per course ........ $200.00
Online course administration fee per course ........ $100.00
Student activity fee ................................ $20.00 (MBA and Dmin excluded)
Books per semester (estimate for fulltime course load) $150.00

Other Fees
Change of major fee .................................. $50.00
Change of schedule fee during late registration .... $50.00
Graduation fees (includes appropriate academic regalia)
  MA. .................................................. $250.00
  MDiv.................................................. $250.00
  MBA .................................................. $250.00
  DMIN................................................. $250.00
Re-entry fee (after absence from BHU for one year) $15.00
Returned check fee ................................ $30.00
Technology fee ...................................... $50.00
Transcript........................................... $3.00 ($10.00 Rush)

Please note: Tuition and fees are subject to change without notice.

Student Resident Costs
  Men’s & Women’s Dormitories... $2500.00

Fees may vary at the time dormitory plan is purchased.

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

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

PAYMENT OPTIONS
  1. Payment in Full: The student may pay the account in full.
2. **Financial Assistance:** The eligible student may pay the account through Federal Financial Aid, Scholarship Awards, or approved tuition assistance programs. Each of these options must be processed through the Financial Aid Office.

3. **Deferred Payment Plan:** The student may pay the account in payments as outlined below:
   a. At registration, all fees are paid plus 1/3 total tuition (Fall and Spring semesters) or ½ tuition (Summer term).
   b. The student may authorize BHU to debit the remaining installments directly to student’s VISA, MasterCard or American Express accounts on the first of each month. Installments would equal 1/3 of the original total tuition (Fall and Spring semesters) or ½ the original total tuition (Summer term).
   c. The student must have pre-approval from the Comptroller if the student does not have an available credit card or check card to meet the authorization requirement.
   d. Pay finance charges at a rate of 1.5% on any unpaid balance beginning 30 days after registration. Finance charges must be paid by the 15th of the last scheduled automatic payment.
   e. Combination of Options: The student receiving financial aid assistance that does not cover the entire account balance will need to combine payment options to satisfy the account balance.
   f. Financial assistance plus payment in full allows the student to apply all financial aid available and then pay the balance in full.
   g. Financial assistance plus deferred payment allows the student to apply all financial aid available and then pay the balance according to the deferred payment plan. (Finance charges will apply.)

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

Finance charges are billed to anyone having an outstanding balance. Statements from the Business Office will be mailed monthly to individuals on the deferred payment plan. The statements will be mailed on or about the 15th day of each month serving as a reminder to the student that the debit/payment is due on the first of the month. All financial obligations from previous semesters must be satisfied before the student will be allowed to register for subsequent semesters, receive grades, request transcripts, or take final exams.

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

## WITHDRAWAL REFUND

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

Students withdrawing from one or more courses must complete the required form for the withdrawal to be official. Refunds, if applicable, will be subject to the official withdrawal date on the completed form. Forms are available on the BHU website (Beulah.edu).

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

## STUDENT LIFE

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

**PARKING**

Vehicles parked on campus by students must be registered with Administration and must display a parking decal.

**CENTER FOR STUDENT SUCCESS**

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

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

Students can receive assistance in personal development, supplemental academic support, as well as career and ministry placement assistance.

**CHAPEL**

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

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

**COUNSELING**

**Pastoral Care:** Beulah Heights University offers personal and spiritual assistance to its students. Matters on which students may receive assistance may include spiritual and ministry standards and interpersonal relationships. Assistance is provided by the Vice President for Student Life and Enrollment Management.

**Professional Counseling:** Beulah Heights University maintains professional Christian counseling for students needing professional counseling services. For assistance you may contact the Office of Student Life.

**DORMITORY INFORMATION**

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

**Cooking in the Dormitory:** Dormitories have kitchenette facilities. Students are responsible for their own cooking utensils, dishes, groceries, preparation, and cleanup. No cooking is permitted in rooms.

**Dormitory Cleanliness:** Residents are expected to keep their rooms clean. No open food may be stored in rooms. Dormitory supervisors are authorized to make random inspections according to campus regulations.

**Electrical Appliances:** T.V’s, stereos, cassette players, and other small electrical appliances are permitted in the dormitory rooms. Students are expected to observe building code regulations concerning extension cords. Heavy electrical appliances are not permitted.

**Room Furnishings:** Room furniture is furnished by the College. However, such items as linens, towels, wash cloths, clothes hangers, alarm clocks, study lamps, and other incidental items are the responsibility of the student. All
beds in the dormitory are twin size. This information does not apply to family housing. BHU assumes no responsibility whatsoever in case of fire, theft, or accident involving personal items.

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

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

**Vacation Periods:** All campus regulations are in force during vacation periods that occur in the course of the school year. A charge is made for those who wish to live in the dormitory for vacation periods which do not fall within the 16 week semester.

**DRESS STANDARDS**

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

**HEALTH SERVICES**

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

**LIBRARY**

The Barth Memorial library, located in Woods Hall, provides a large, well-lit and adequately-equipped place for study. The library contains a growing collection of excellent resources (over 45,000 volumes) for reference, research, and circulation. An easy to use computerized on-line catalog is available along with a computer lab that is provided at no additional cost to BHU students. BHU alumni may use the library for an annual fee of $25.00. Persons that are not enrolled at BHU may use the library only with special permission and will not be allowed to borrow resources. GALILEO, an online collection of databases can be accessed from the BHU Library. Students and faculty will have access to authoritative, subscription-only information that isn't available through free search engines or Web directories.

**SPECIAL ACTIVITIES**

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

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

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

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

**Ministry and Leadership Seminars:** As a supplement to the normal classroom setting, ministry and leadership events are held regularly for students and staff. Nationally renowned speakers such as the late Larry Burkett, H.B. London, Gerald Brooks, and the John Maxwell leadership development team have conducted seminars and conferences on the BHU campus.
Thanksgiving Dinner: In recognition of those students who are away from family on Thanksgiving Day and especially for international students, the student government serves Thanksgiving dinner to all students.

SPIRITUAL LIFE
It is the desire of the Board of Trustees that Beulah Heights University be characterized by the pervading presence of the Holy Spirit. They recognize that a theological school, however faithful at its birth to the truth of God’s Word, can, over a course of years, decline from emphasis upon the prominence of the Word of God and the humble dependence upon the Holy Spirit. For this reason, strongest emphasis is placed upon cultivating and maintaining the spiritual life of the college, faculty, staff, and students.

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

POLICIES AND DISCLOSURES

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

CODE OF CONDUCT
Faculty, administration, and staff, as well as students enrolled at Beulah Heights University are required to sign the Code of Conduct. This action indicates that each member of the college family is willing to comply with the moral and spiritual standards of the college. They are also committing themselves to the scriptural principles of a daily walk with Christ.

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

To insure that a high Christian standard is maintained by faculty, staff, and students, and to encourage an atmosphere conducive to spiritual and academic excellence, the following activities are not accepted: use of alcoholic beverages, tobacco, illegal drugs, sexual immorality, and other activities that are inconsistent with biblical principles. This includes music, which may reflect the influence of either the occult or drug culture.

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

Therefore, as a member of the BHU family, and having read the Code of Conduct as it appears in the admission information provided you must pledge without reservation to the following lifestyle commitment:
“As a Christian, I believe the Bible to be the verbally inspired and inerrant Word of God. I accept its teachings as the final authority in all matters of faith and conduct; and as a student and/or faculty and staff member at BHU, I will maintain the moral and spiritual ideals of the college, render respect to those who are my peers, subordinates, and those in authority over me; conform to its social, academic, and spiritual requirements; and recognize my responsibility to live an exemplary Christian life in keeping with the admonitions of Scripture (see 1 Cor. 6:19, 20; 2 Cor. 6:14; Rom. 12:1-2; 1 Thess. 4:1-3, 5:22; Gal. 5:16-26; Eph. 5:18; Col. 3:17; Rom. 13:14).”

**DIRECTED STUDY**

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

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

**Restrictions for a Directed Study Course**

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

**DUE PROCESS / GRIEVANCE**

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

a. Discussion of the problem with the Vice President of Student Life and Enrollment Management is encouraged as the first step.

b. Discussion of the problem with the Academic Dean is the second step. If he does not believe a discussion with the Academic Dean is appropriate, he should proceed directly with the step described below.

c. If the matter is not resolved to the student’s satisfaction through discussion, the student may proceed to the formal grievance stage by presenting a written grievance to the President.

**PLAGIARISM**

Plagiarism is completely unacceptable conduct. If not detected and challenged, it robs the student and the college of integrity and Christian testimony. It bypasses the learning process and makes credit the goal rather than character. It is unfair to other students.

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

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

WITHDRAWAL POLICY

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

To withdraw, the student must submit a completed withdrawal form to the Office of the Registrar. This form can be printed from the web site and mailed or faxed to the Administration Office.

Students who do not officially withdraw (verbally or in writing) are not eligible to receive a withdrawal refund. When a student officially withdraws from the institution, any refund of tuition will be governed by the refund policy as outlined under Withdrawal Refund Policy. Refunds generated form institution withdrawals are calculated from day one to week eight, covering 61% of the semester in Fall/Spring semesters and week four in Summer.

WITHDRAWAL REFUND POLICY

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

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

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

1. Some fees may be refunded based on the prorated withdrawal fee scale up to 50% of the semester.
2. Time computations will include the first day of class through the day the student brings an official withdrawal notice to the Registrar’s Office.
3. The tuition refund policy only applies to students who have officially notified the university within the refund period.
4. Students who drop a course before the end of the fourth week of a semester will receive a refund for their tuition on a pro-rata basis depending on the date of the course withdrawal. Students who need to add or drop courses are strongly encouraged to do so by the end of the official first week of the semester. Course additions will only be allowed during week one (drop/add period).

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

**Course Withdrawals**

The refund schedule for course withdrawals is as follows:

<table>
<thead>
<tr>
<th>If a Student Withdraws from a Course:</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>During Week One - Drop/Add period (before class has met)</td>
<td>100%</td>
</tr>
<tr>
<td>During Week One (after class has met)</td>
<td>95%</td>
</tr>
<tr>
<td>During Week Two</td>
<td>85%</td>
</tr>
<tr>
<td>During Week Three</td>
<td>65%</td>
</tr>
<tr>
<td>During Week Four</td>
<td>50%</td>
</tr>
<tr>
<td>During Week Five through the end of the semester</td>
<td>0%</td>
</tr>
</tbody>
</table>

**No withdrawals are permitted after week 12.**

**Institutional Withdrawal**

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

The refund schedule for institutional withdrawals is as follows:

<table>
<thead>
<tr>
<th>If Student Withdraws from the Institution:</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before the first day of classes</td>
<td>100%</td>
</tr>
<tr>
<td>Week One (if class has started)</td>
<td>95%</td>
</tr>
<tr>
<td>Week Two</td>
<td>90%</td>
</tr>
<tr>
<td>Week Three</td>
<td>75%</td>
</tr>
<tr>
<td>Week Four</td>
<td>75%</td>
</tr>
<tr>
<td>Week Five</td>
<td>50%</td>
</tr>
<tr>
<td>Week Six</td>
<td>50%</td>
</tr>
<tr>
<td>Week Seven</td>
<td>50%</td>
</tr>
<tr>
<td>Week Eight</td>
<td>50%</td>
</tr>
</tbody>
</table>
All classes/courses are subject to the same withdrawal refund policy, which includes modulars, directed study, internships, and online.

**ADMINISTRATIVE WITHDRAWAL POLICY**

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

**Online Students**

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

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

1. In cases of a withdrawal due to disciplinary action, no refunds will be granted for any part of the semester.
2. A student’s account will not be considered final for at least 30 days after the student has completely withdrawn from the school. During this time the student’s obligations will be reviewed and any necessary adjustments will be made, since some charges are posted only once a month. This applies to withdrawals at the end of a semester as well as during a semester.
3. The college reserves the right to hold any refund for up to 30 days so that the necessary review of the student’s account can be made.
4. There are no refunds for early lease terminations. Extenuating circumstances may be directed to the Vice-President of Student Life and Enrollment Management. Withdrawals under disciplinary action will not be entitled to an honorable dismissal. No student housing refunds are granted for any part of the semester for individuals withdrawing under disciplinary action.
5. Refund calculations for students receiving federal financial aid are as follows:
   a. Federal regulations require schools participating in the Student Financial Aid Programs to use the federal refund policy as set forth in the Higher Education Amendments of 1998, Public Law 105-244 for students who receive financial aid when they withdraw from the college. This policy applies to tuition, fees, books charged with book voucher, and room, and board.
   b. For withdrawals prior to the first day of classes, a student receives a 100% refund. If a student withdraws from Beulah Heights University and is receiving federal financial aid, a portion of those funds may have to be returned to the federal aid programs, and/or lender for Stafford Loans based on the following:
      If a student withdraws before completing 60% of the semester (week 4), the student is only entitled to federal student aid based on the percentage of time that was completed. Pro-rata refunds are calculated and determined by percentage of the semester that has been completed up to and including the official date of withdrawals.
   c. Based on this calculation, the college determines the amount of financial aid that is unearned and is responsible for returning any portion necessary to the appropriate financial aid programs and/or lender. Financial aid funds are returned to the federal programs in the following order:
      Unsubsidized Federal Stafford Loan, Subsidized Stafford Loan, Federal Pell Grant and Federal SEOG. Any remaining credit balances will then be returned to the college and/or student.
Withdrawal from the college could result in a balance owed to the college for federal aid that is returned to the federal programs and/or lender. No refunds are given once the student has earned 100% of Title IV funds which is calculated based on completion of 61% to 100% of the semester.

**EQUAL OPPORTUNITY POLICY**

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

**PARTNERSHIP INFORMATION**

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

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

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

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

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

**Giving Options**

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

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

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

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

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

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

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

Checks, Money Orders, & Credit Cards
Individuals, churches, and other organizations can forward their financial support to the college by check, money orders, or credit cards. Contributions are tax deductible.

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

SUMMARY OF PROGRAMS OFFERED

- Master of Arts in Leadership Studies 42
- Master of Arts in Religious Studies 42
- Master of Divinity 90
- Master of Divinity - Leadership Studies 102
- Master of Divinity – Chaplaincy Certificate 90
- Master of Business Administration 40
- Doctor of Ministry 36
- Certificate for Nonprofit Development and Management 18 (Effective January 2013)

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

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

The Master of Divinity program (90 hours) requires 57 hours of core curriculum courses plus 33 hours of electives. The Master of Divinity with Concentration in Leadership (102 hours) allows students to take twice the amount of leadership courses while still applying themselves to a full program of biblical and theological studies. The total number of leadership courses is 8 for a total of 24 hours. The Master of Divinity degree program is an especially
suitable program for those students preparing for church-related careers, Christian counseling, chaplaincy, and who desire to pursue post-graduate education opportunities. Students have the opportunity to strengthen their background with electives in the biblical languages, exegetical skills, and leadership.

PROGRAMS

MASTER OF ARTS
LEADERSHIP STUDIES

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

Program Requirements

Core Curriculum          27
Concentration            15
Total Hours              42

Master of Arts Core Curriculum (27 Hours)

ATh 609  Research Writing in Religious Studies
ATh 609 must be taken the first year.
Bi 501   Old Testament
Bi 502   New Testament
Th 503   Systematic Theology I

Th 513   Systematic Theology II
Th 601   History of Christian Thought I
Th 602   History of Christian Thought II
Th 607   Hermeneutics

LS 699   Leadership Studies Capstone

Choose from the following list for the first year course of study.

Master of Arts Leadership Studies Requirements (15 Hours)

Students will choose 15 hours of curriculum study from the following electives:

LS 590   Oak Seed Executive Leadership I
LS 591   Oak Seed Executive Leadership II
LS 601   Ethical Considerations of Leadership
LS 602   Global Dimensions of Leadership
LS 603   Organizational Communication
LS 604   Conflict Resolution
LS 605   Critical Thinking and Creative Problem Solving

LS 606   Organizational Administration
LS 607   Managing Organizational Change
LS 609   Church Planting
LS 610   Financial Administration
LS 611   Women in Leadership
LS 617   Leading in Crisis

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

Course Cycle – Master of Arts Leadership Studies

Fall - August

ATh 609 Research Writing in Religious Studies
MASTER OF ARTS
RELIGIOUS STUDIES

Program Objectives
- Exhibit an understanding of hermeneutical principles by using proper methodology in biblical interpretation.
- Build a strong emphasis on understanding the Bible.
- Recognize and evaluate in light of biblical revelation the major schools of thought in historical and contemporary theology.
- State and defend a worldview that is consistent with biblical revelation and stated in theological terms.

Program Requirements
Core Curriculum 27
Concentration 15
Total Hours 42

Core Curriculum Requirements (27 Hours)

- ATh 609 Research Writing in Religious Studies
- Bi 501 Old Testament
- Bi 502 New Testament
- Bi 503 Systematic Theology I
- Th 503 Systematic Theology I
- Th 513 Systematic Theology II
- Th 601 History of Christian Thought I
- Th 602 History of Christian Thought II
- Th 607 Hermeneutics

Master of Arts Religious Studies Bible / Theology Requirements – 9 hours

Students will choose 9 hours of curriculum study from the following list: 9 hours Bible, 6 hours electives (excluding leadership courses).

- Bi 601 Interpretation of the Old Testament
- Bi 602 Interpretation of the New Testament
- Bi 603 Isaiah
- Bi 604 Daniel
- Bi 605 Mark
- Bi 606 Romans
- Bi 615 Early Hebrew History
- Bi 616 Biblical Wisdom Literature
- Bi 619 Survey of Matthew
- Bi 621 Survey of John
- Bi 622 Survey of Revelation
- Bi 623 Survey of Genesis

Master of Arts Religious Studies Electives (6 Hours)

Students will choose 6 hours of curriculum study from the following list.

- ATh 601 Introduction to Pastoral Care
- ATh 602 Introduction to Preaching
- ATh 603 Ethics and Society
- ATh 604 Contextual Education Practicum
- ATh 610 Introduction to World Mission
- ATh 611 Ethics of Pastoral Leadership
- ATh 612 Introduction to Evangelism
- ATh 613 Theological Research and Writing
- ATh 614 Spiritual Formation
- ATh 616 Worship
**Couse Cycle - Master of Arts Religious Studies**

**Fall Semester - August**
- ATh 609 Research Writing in Religious Studies
- Bi 501 Old Testament
- Bi 502 New Testament
- Th 503 Systematic Theology I
- Th 601 History of Christian Thought I

**Spring Semester - January**
- Th 607 Hermeneutics
- ATh 698 Religious Studies Capstone Course
- Th 513 Systematic Theology II
- Th 602 History of Christian Thought II

---

**MASTER OF DIVINITY**

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

**Program Objectives**
- Build a strong emphasis on understanding the Bible.
- Strengthen biblical background and exegetical skills through courses in biblical languages.
- Instill a working knowledge of church history and systematic theology.
- Instill and develop ministry skills.
- Instill and develop leadership skills.

**Program Requirements**

**Master of Divinity**

<table>
<thead>
<tr>
<th>Core Curriculum</th>
<th>51</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biblical Language/s</td>
<td>6</td>
</tr>
<tr>
<td>General Electives</td>
<td>9</td>
</tr>
<tr>
<td>Bible/Theology Electives</td>
<td>12</td>
</tr>
<tr>
<td>Leadership Electives</td>
<td>12</td>
</tr>
</tbody>
</table>

**Total Hours** | 90
Master of Divinity with Chaplaincy Concentration (Effective Fall 2013)

Core Curriculum 51
Biblical Language/s 6
Bible Electives 12
Chaplaincy 21
**Total Hours 90**

Master of Divinity with Leadership Concentration

Core Curriculum 51
Biblical Language/s 6
General Electives 9
Leadership Electives 24
**Total Hours 102**

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

ATH 613 Theological Research and Writing (This course must be taken the first year of studies)
ATH 614 Spiritual Formation
Bi 501 Old Testament
Bi 502 New Testament
L 60x Greek L 607, L 608 or Hebrew L 605, L 606
Th 503 Systematic Theology

Master of Divinity – Core (51 Hours)

_All students are required to complete these courses, which are divided among the three semesters during the academic year._

Bi 501 Old Testament  
Bi 502 New Testament  
Th 503 Systematic Theology I  
Th 513 Systematic Theology II  
Th 601 History of Christian Thought I  
Th 602 History of Christian Thought II  
Th 607 Hermeneutics  
ATH 601 Introduction to Pastoral Care  
ATH 610 Introduction to World Missions  
ATH 611 Ethics of Pastoral Leadership  
ATH 612 Introduction to Evangelism  
ATH 613 Theological Research and Writing  
ATH 614 Spiritual Formation  
ATH 699 Capstone  
Bi 615 Early Hebrew History  
Bi 616 Biblical Wisdom Literature  
Th 610 Holy Spirit Throughout the Bible

Master of Divinity – Biblical Language (6 Hours)

_Students will choose from Greek and Hebrew languages._

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

Master of Divinity – Bible (Bi) 12 hours

_Students will choose from courses with a Bi or Th prefix._

Bi 603 Isaiah  
Bi 604 Daniel  
Bi 605 Mark  
Bi 606 Romans  
Bi 617 Old Testament Exegesis  
Bi 618 New Testament Exegesis  
Bi 619 Survey of Matthew  
Bi 621 Survey of John  
Bi 622 Survey of Revelation  
Bi 623 Survey of Genesis
Master of Divinity – Leadership (LS) (12 hours for the basic Master of Divinity program)
(LE) (24 hours for the Leadership concentration)

Students will choose from the leadership (LS) courses. 12 hours for the basic Master of Divinity program and 24 hours for the Master of Divinity with Concentration program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LS 590</td>
<td>Oak Seed Executive Leadership</td>
<td>LS 609</td>
<td>Church Planting</td>
</tr>
<tr>
<td>LS 601</td>
<td>Ethical Considerations of Leadership</td>
<td>LS 610</td>
<td>Financial Administration</td>
</tr>
<tr>
<td>LS 602</td>
<td>Global Dimension of Leadership</td>
<td>LS 611</td>
<td>Women in Leadership</td>
</tr>
<tr>
<td>LS 603</td>
<td>Organizational Communication</td>
<td>MBA 601</td>
<td>Servant Leadership</td>
</tr>
<tr>
<td>LS 604</td>
<td>Conflict Resolution</td>
<td>MBA 625</td>
<td>Professional Communication Development</td>
</tr>
<tr>
<td>LS 605</td>
<td>Critical Thinking and Creative Problem Solving</td>
<td>MBA 640</td>
<td>The Legality of Business</td>
</tr>
<tr>
<td>LS 606</td>
<td>Organizational Administration</td>
<td>MBA 678</td>
<td>International Business</td>
</tr>
<tr>
<td>LS 607</td>
<td>Managing Organizational Change</td>
<td>MBA 662</td>
<td>Marketing</td>
</tr>
<tr>
<td>LS 608</td>
<td>Leadership, Technology, Job Design, Socio-technical Systems and Innovation</td>
<td>MBA 680</td>
<td>Entrepreneurship</td>
</tr>
</tbody>
</table>

Master of Divinity – General Electives (9 Hours)

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

PREREQUISITES

The following courses have prerequisites:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATh 604</td>
<td>Contextual Education Practicum</td>
<td>Master of Divinity core courses (51 credits)</td>
</tr>
<tr>
<td>L 606</td>
<td>Hebrew II</td>
<td>605 Hebrew I</td>
</tr>
<tr>
<td>L 608</td>
<td>Greek II</td>
<td>607 Greek I</td>
</tr>
<tr>
<td>Bi 617</td>
<td>Old Testament Exegesis</td>
<td>L 605 Hebrew I</td>
</tr>
</tbody>
</table>

Course Cycle – Master of Divinity

90 Credit Hours Required

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

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

Fall Semester – Cycle I August

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bi 501</td>
<td>Old Testament</td>
</tr>
<tr>
<td>Bi 502</td>
<td>New Testament</td>
</tr>
<tr>
<td>Th 503</td>
<td>Systematic Theology I</td>
</tr>
<tr>
<td>Th 601</td>
<td>History of Christian Thought I</td>
</tr>
<tr>
<td>ATh 611</td>
<td>Ethics of Pastoral Leadership</td>
</tr>
<tr>
<td>ATh 612</td>
<td>Introduction to Evangelism</td>
</tr>
<tr>
<td>ATh 614</td>
<td>Spiritual Formation</td>
</tr>
<tr>
<td>Bi 616</td>
<td>Biblical Wisdom Literature</td>
</tr>
<tr>
<td>L 605</td>
<td>Hebrew 1</td>
</tr>
<tr>
<td>L 607</td>
<td>Greek 1</td>
</tr>
</tbody>
</table>

Electives

ATh 602  Introduction to Preaching
ATh 604  Contextual Education Practicum
LS 604  Conflict Resolution
LS 607  Managing Organizational Change
MI 555  Mobilizing the Local Church for Missions
Sp 609  Expository Preaching

Spring Semester - Cycle II January

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Th 607</td>
<td>Hermeneutics</td>
</tr>
<tr>
<td>Th 513</td>
<td>Systematic Theology II</td>
</tr>
<tr>
<td>Th 602</td>
<td>History of Christian Thought II</td>
</tr>
<tr>
<td>ATh 610</td>
<td>Introduction to World Missions</td>
</tr>
<tr>
<td>ATh 613</td>
<td>Theological Research &amp; Writing</td>
</tr>
<tr>
<td>L 606</td>
<td>Hebrew 2</td>
</tr>
<tr>
<td>L 608</td>
<td>Greek 2</td>
</tr>
</tbody>
</table>

Electives

ATh 616  Worship
Bi 618  New Testament Exegesis
Bi 621  Survey of John
Bi 604  Daniel
Bi 623  Survey of Genesis
LS 603  Organizational Communication
LS 605  Critical Thinking & Creative Problem Solving
LS 609  Church Planting
LS 610  Financial Management
Summer Semester – May: Cycle 1

Core
ATh 601 Introduction to Pastoral Care
Bi 615 Early Hebrew History
Bi 616 Biblical Wisdom Literature
Th 610 Holy Spirit Throughout the Bible

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

Cycle II

Fall Semester (August)

Core
Bi 501 Old Testament
Bi 502 New Testament
Th 503 Systematic Theology I
Th 601 History of Christian Thought I
ATh 611 Ethics of Pastoral Leadership
ATh 612 Introduction to Evangelism
ATh 614 Spiritual Formation
L 605 Hebrew 1
L 607 Greek 1
ATh 609 Research Writing

Electives
ATh 602 Introduction to Preaching
Bi 519 Survey of Matthew
Bi 623 Survey of Genesis
LS 604 Conflict Resolution
LS 606 Organizational Administration
LS 611 Women in Leadership
Sp 609 Expository Preaching
Th 606 Women in Theology
Th 607 Hermeneutics

Spring Semester (January)

Core
ATh 699 Capstone
Th 607 Hermeneutics
Bi 602 Interpretation of the New Testament
Th 513 Systematic Theology II
Th 602 History of Christian Thought II
ATh 610 Introduction to World Missions
ATh 613 Theological Research & Writing
L 606 Hebrew 2
L 608 Greek 2

Electives
ATh 604 Contextual Education Practicum
Bi 606 Romans
Bi 618 New Testament Exegesis
Bi 622 Survey of Revelation
Bi 603 Isaiah
LS 601 Ethical Consideration in Leadership
LS 603 Organizational Communication
LS 605 Critical Thinking & Creative Problem Solving
LS 609 Church Planting
Mi 555 Mobilizing the Local Church for Missions
Sp 615 Contemporary Biblical Preaching
Th 608 Introduction to World Religions

Summer Semester – May: Cycle II

Core
ATh 601 Introduction to Pastoral Care
Bi 615 Early Hebrew History
Th 610 Holy Spirit Throughout the Bible
ATh 609 Research Writing

Electives
ATh 616 Worship
Bi 621 Survey of John
Bi 617 Old Testament Exegesis
LS 607 Managing Organizational Change
LS 610 Financial Management
Th 603 Church Scholars (Kierkegaard)
Th 605 Church Scholars (Barth)
Chaplaincy (MDiv & Certificate)

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

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

Chaplaincy Certificate

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

**CHAPLAINCY CERTIFICATE - 18 Credits**

Certificate Requirements (6 courses)

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

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

Master of Divinity in Chaplaincy

**MASTER OF DIVINITY IN CHAPLAINCY**

Program Objectives

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

Program Requirements
Master of Divinity in Chaplaincy
Core Curriculum 51
Biblical Language/s 6
Bible Electives 12
Chaplaincy 21
Total Hours 90

The following classes should be taken the first semester (Fsl/Spring)
ATh 613 Theological Research and Writing (This course must be taken the first year of studies)
ATh 614 Spiritual Formation
Bi 501 Old Testament
Bi 502 New Testament
Th 503 Systematic Theology I

Master of Divinity – Core (51 Hours)
All students are required to complete these courses, which are divided among the three semesters during the academic year.
Bi 501 Old Testament
Bi 502 New Testament
Th 503 Systematic Theology I
Th 513 Systematic Theology II
Bi 601 Interpretation of the Old Testament
Bi 602 Interpretation of the New Testament
Th 601 History of Christian Thought I
Th 602 History of Christian Thought II
ATh 601 Introduction to Pastoral Care
ATh 610 Introduction to World Missions
ATh 611 Ethics of Pastoral Leadership
ATh 612 Introduction to Evangelism
ATh 613 Theological Research and Writing
ATh 614 Spiritual Formation
Bi 615 Early Hebrew History
Bi 616 Biblical Wisdom Literature
Th 610 Holy Spirit Throughout the Bible

Master of Divinity – Bible (Bi) 12 hours
Students will choose from courses with a Bi or Th prefix.
Bi 603 Isaiah
Bi 604 Daniel
Bi 605 Mark
Bi 606 Romans
Bi 617 Old Testament Exegesis
Bi 618 New Testament Exegesis
Bi 619 Survey of Matthew
Bi 621 Survey of John
Bi 622 Survey of Revelation
Bi 623 Survey of Genesis

Master of Divinity in Chaplaincy
ATh 601 Introduction Pastoral Care
ATh 604 Contextual Education Practicum**
ATh 611 Ethics of Pastoral Leadership
ATh 620 Introduction to Global Chaplaincy
ATh 621 Prison / Jail Chaplaincy
ATh 622 Ministry Response to Crises and Disasters
ATh 623 Sports / Athletics Chaplaincy
ATh 624 Grief and Loss Counseling
ATh 625 Healthcare Chaplaincy
LS 604 Conflict Resolution
LS 617 Leading in Crises

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

PREREQUISITES
The following courses have prerequisites:

- ATh 604 Contextual Education Practicum
  Prerequisite: Master of Divinity core courses (51 credits)

- Bi 601 Interpretation of the Old Testament
  Prerequisite: Bi 501 Old Testament

- Bi 602 Interpretation of the New Testament
  Prerequisite: Bi 502 New Testament

- L 606 Hebrew II
  Prerequisite: 605 Hebrew I

- L 608 Greek II
  Prerequisite: 607 Greek I

- Bi 617 Old Testament Exegesis
  Prerequisite: L 605 Hebrew I

Course Cycle – Master of Divinity in Chaplaincy

90 Credit Hours Required

Typical Four Year Course Cycle

First Year – 24 credits

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATh 613</td>
<td>Th 607 Hermeneutics</td>
</tr>
<tr>
<td>Bi 501</td>
<td>ATh 610 Introduction to World Missions</td>
</tr>
<tr>
<td>Bi 502</td>
<td>Bi 615 Early Hebrew History</td>
</tr>
</tbody>
</table>

Summer/Fall

- ATh 612 Introduction to Evangelism
- Bi 616 Biblical Wisdom Literature

Second Year – 24 credits

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Th 503</td>
<td>Th 513 Systematic Theology II</td>
</tr>
<tr>
<td>ATh 614</td>
<td>ATh 620 Introduction to Global Chaplaincy</td>
</tr>
</tbody>
</table>

Summer/Fall

- Th 610 Holy Spirit Throughout the Bible
- Bi Any Bible Course (#1)

Third Year – 24 credits

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Th 601</td>
<td>Th 602 History of Christian Thought II</td>
</tr>
<tr>
<td>Bi</td>
<td>Bi Any Bible Course (#3)</td>
</tr>
<tr>
<td>LS 617</td>
<td>LS 604 Conflict Resolution</td>
</tr>
<tr>
<td>or ATh 622</td>
<td>or ATh 622 Sports/Athletics Chaplaincy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>or ATh 622</td>
<td></td>
</tr>
</tbody>
</table>

Summer/Fall

- ATh 621 Introduction to Pastoral Care
- Bi Any Bible Course (#4)

Fourth Year – 18 credits

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATh 621</td>
<td>ATh 699 Capstone Course</td>
</tr>
<tr>
<td>ATh 611</td>
<td>ATh 625 Healthcare Chaplaincy</td>
</tr>
<tr>
<td>Bi, ATh, Th, LS</td>
<td>ATh 624 Grief and Loss Counseling</td>
</tr>
</tbody>
</table>
In addition, 6 credits must be earned for ATh 604 Contextual Education Practicum by completing the first or second level of Clinical Pastoral Experience (CPE), which is offered at Grady Hospital as well as other healthcare facilities in the Atlanta area.

COURSE DESCRIPTIONS

Master of Arts and Master of Divinity

Biblical Wisdom Literature - Bi 616
This course is a survey of Job, Psalms, Proverbs, Ecclesiastes and Song of Solomon. This material will be explored in relation to its ancient Near East historical and cultural setting, and involves a study of the nature of Hebrew poetry. The main themes of each book will be evaluated in the theological light of the New Testament.

Capstone Courses (LS 698, ATh 698, ATh 699)
During the last semester of study before graduation from each program of study, and before being awarded a degree, the student will be required to complete this course in which the student produces a substantial writing assignment (generally 50-60 pages). This research paper will demonstrate comprehension and synthesis of the material covered over the course of the program of study and will address an area of interest, ministry, or future employment context, relating biblical concepts to ministry or leadership topics. A grade of C or better must be achieved in this course to earn a degree.

Church Planting - LS 609
This course will look at biblical basis, the historical background and the planting process of birthing churches in a number of contexts. Special emphasis will be placed on understanding the role of the church planter and the local and cultural context of the church plant.

Church Scholars: Soren Kierkegaard - Th 603
This course is an intensive study of the thought of Korean Kierkegaard. Special emphasis will be placed on Kierkegaard’s’ moral philosophy of religion and philosophy of human nature.

Church Scholars: Wesleyan Theology - Th 604
This course will focus on the primary writings of John Wesley, with an introduction to the works of Charles Wesley, and the rise of the Wesleyan Movement. Wesley will be placed within the larger theological context of Western Christendom, but with special emphasis placed on the development of his thought. Interaction over sections of primary readings will form a vital part of the course.

Church Scholars: Karl Barth - Th 605
This course will focus on a selected portion of the primary writings of Karl Barth’s theological views placed within a larger framework of his thought.

Conflict Resolution - LS 604
This course equips students to apply biblical principles to personal, pastoral and group conflict, and considers effective models for leading congregational change with preventive measures to minimize conflict. Attention is given to understanding personality distinctives, implementing change and decision making leadership.

Contemporary Biblical Preaching - Sp 615
This course is designed to introduce various contemporary models of preaching in theory and to give the students the opportunity to practice these various models. Emphasizing sermon structure, students will be expected to acquire numerous ways of proclamation to enhance their pulpit ministry and to present topical sermons within the new models studied.

Contextual Education Practicum - A Th 604
Introduction into practical elements of ministry with special emphasis placed on career planning and field experience. This course requires a pre-project paper on the chosen project’s relativity to the student’s career path. The field experience is done “hands-on” in a ministry location with guidance by a ministry supervisor and the course instructor. Prerequisites: All Master of Divinity core courses (57).

**Critical Thinking and Creative Problem Solving - LS 605**
This course addresses critical thinking and how to use the cognitive skills or strategies that increase the probability of a desirable outcome. Students learn to interpret, analyze, and evaluate ideas and arguments and to develop strategies for critical thinking & problem solving. Students also learn how leaders acclimate to the reality that change is constant and how effective problem solving examines many ways to productively deal with change.

**Daniel - Bi 604**
This course will be an exposition, emphasizing the background issues, purpose, structure, and interpretation of prophetic literature and theological contributions of Daniel.

**Elements of Greek I - L 607**
This is an introductory course on the fundamental essentials of Koine Greek as reflected in the New Testament and the early Christian writings. The course will therefore focus on teaching the students basic vocabulary, grammar, and syntax required to read the New Testament.

**Elements of Greek II - L 608**
This is an intermediate course for students who have completed the prerequisite L 607 Elements of Greek I course who are interested in furthering their vocabulary, grammar, and syntactical Koine Greek skills. Prerequisite: L 607 Greek I

**Elements of Hebrew I - L 605**
This is an introductory course on the essentials of Hebrew grammar, syntax, and vocabulary preparation for assisting the student in reading and understanding the Hebrew Bible/Old Testament.

**Elements of Hebrew II - L 606**
This is an intermediate course for students who have completed the prerequisite introductory course on the L 605 Elements of Hebrew I and desire further work in the areas of Hebrew grammar, syntax, vocabulary, criticism, and the reading of the Hebrew Bible/Old Testament. Prerequisite: L 605 Hebrew I

**Ethical Considerations of Leadership - LS 601**
This course focuses on how values and ethics are established and managed in ministry and how they are influenced by the personal beliefs, values and ethical standards of the individual leader. This study examines how an organization with Christian leaders can induce changes in the values and ethical behaviors of the communities and cultures within which they reside and operate.

**Ethics and Society - A Th 603**
This course introduces students to a general knowledge of the development of the literature of Christian ethics. It focuses on the impact of social sciences that inform the task of critical inquiry into the moral life through learning to analyze ethos and lay bare the roots of fundamental character of a community’s moral life.

**Early Hebrew History - Bi 615**
This course surveys the history and literature of Israel from Abraham through the end of the United Kingdom and studies the socio-political-religious culture which shapes the literature of this period. The course also deals with important issues such as the early formation of the canon and the authority of the Old Testament scriptures, and provides insights from related geographical, historical, and archaeological perspectives.

**Ethics of Pastoral Leadership - A Th 611**
This course examines the appropriate ethical conduct of Christian workers based upon the text of the New Testament. Of particular interest will be such contemporary issues as gender behavior in the workplace, confidentiality and liability, abortion, euthanasia, living wills, stem cell research, and genetic engineering.

**Expository Preaching - Sp 609**
In this course, a variety of texts from Scripture will be studied in order to understand structure, content, theology and contemporary relevance. A series of expository sermons will be developed by the students in order that the holistic mechanics of each sermon may be examined.

Financial Administration - LS 610
This course examines the challenges faced by ministers in small to medium-sized congregations. The course will deal with integrity in handling offerings, raising special offerings, planning for financial growth, budgeting, managing church debt, IRS reporting, IRS audits, records of contributions and designated giving.

Global Dimensions of Leadership - LS 602
This course will examine various models of leadership and their appropriateness for use within a community of faith. Once foundational material is presented, an analysis and critique of each model is performed resulting in practical application in ministerial settings.

Grief and Loss Counseling A Th 624
This course will focus on the role of the chaplain during times of grief and loss, whether loss of life, career, or property. It will explore the psychological/emotional response of people to loss and how the chaplain can bring a healing presence during times of chaos and confusion.

Healthcare Chaplaincy A Th 625
This course will focus on the needs, challenges and practices of healthcare chaplaincy. It will include the role of chaplains in hospitals, nursing homes, hospices and home healthcare settings. The student will explore the unique challenges associated with healthcare chaplaincy and the role of the chaplain with respect to patients, relatives of patients, and healthcare workers.

Hermeneutics - Th 607
A study of basic principles and specific guidelines of interpretation some attention is given to the historical schools of interpretation, but the focus of the course is on historical-grammatical interpretation and legitimate application of the Scriptures. General principles, such as reliance on the Holy Spirit, biblical context, ancient culture, and different literary genre are studies in this course.

History of Christian Thought I - Th 601
This course is a study of the early church scholars and how each impacted Christian theology and doctrine. It deals with early church councils and the writings of church fathers.

History of Christian Thought II - Th 602
This course is a continuation of the study early church scholars and how each impacted Christian theology and doctrine. It deals with the Reformation and the history of various contemporary theologies.

Holy Spirit Throughout the Bible - Th 610
This course surveys the role of the Holy Spirit throughout the Old Testament and New Testament. Special consideration is given to the function of the Holy Spirit within the Triune Godhead, His activity in regard to Creation, to miracles, and to His work in the lives of believers.

Inclusive Theology - Th 609
This is a graduate course which introduces the students to techniques for constructing their theological framework and worldviews around issues and challenges of doctrinal tradition and ecumenical movements in the contemporary Church.

Interpretation of the Old Testament - Bi 601
This course is an examination of the content, canon, text and interpretation of the Old Testament, including an introduction to various critical approaches to biblical studies. This course answers the questions who, what, when, why, to what extent, and how, of the Old Testament. Prerequisite: Bi 501 Old Testament

Interpretation of the New Testament - Bi 602
This course is an examination of the content, canon, text and interpretation of the New Testament, including an introduction to various critical approaches to biblical studies. This course answers the questions who, what, when, why, to what extent, and how, of the New Testament. Prerequisite: Bi 502 New Testament

**Introduction to Evangelism - A Th 612**
In this course you will study the biblical basis and theology of evangelism; as well as methods of developing evangelism as a part of the total mission of the congregation. Other aspects of the course include a comparison of evangelistic work of churches in different parts of the world and a survey of approaches needed to specific immigrant cultural groups in large cities.

**Introduction to Global Chaplaincy - A Th 620**
This course is designed to train and equip pastors, pastoral counselors, and lay workers for ministry in specialized settings such as hospitals, nursing homes, jails and prisons, rescue missions and shelters, law enforcement agencies, business and industry, detention centers, benevolence organizations, social services agencies, and other institutions. Students will be exposed to the theological and practical ramifications of specialized ministries in these settings and in a pluralistic and secular environment. The various aspects of chaplaincy to be taught include: defining Chaplaincy Ministry, History of Chaplaincy, Theology of Chaplaincy, Chaplain as Person, and various core skills such as Stress Management & Debriefing, Confidentiality, Workplace Etiquette, Suicide, Death Notifications, Grief, and more.

**Introduction to Pastoral Care - A Th 601**
This course will study ministry to the physically, emotionally or relationally ill, crisis ministry and ministry to the dying and bereaved.

**Introduction to Preaching - A Th 602**
This course is designed to bring together the theoretical and practical aspects of sermon development. Students explore a theological understanding of preaching along with a psychological and sociological analysis of the formal elements of sermon development, construction and delivery.

**Introduction to World Missions - A Th 610**
This is an introduction to the task of world mission in the light of biblical, theological, and historical foundations. Current mission trends and realities will be examined. The course will also highlight the role of the local church in world missions.

**Isaiah - Bi 603**
This course will be an exposition, emphasizing the background issues, purpose, structure, and interpretation of prophetic literature and theological contributions of Isaiah.

**Leadership, Technology, Job Design, Socio-technical Systems and Innovation - LS 608**
Presents technology as the study of tools and methods and explores how leaders help followers interact with tools and methods to accomplish the organization’s objectives. This includes job design, human-computer interaction, understanding how new technology should cause current tools and methods to change, and how to help followers through the adoption and diffusion of the innovation process. The course also presents the organizational culture challenges that occur when technology begins to run the organization.

**Leading Through Times of Crises - LS 617**
This course provides an introduction to crisis management in organizations. It examines the types of crises encountered, potential impact on the organization and its stakeholders, and strategies for prevention, management, and recovery. Current events and cases will be presented to explore the ethical, legal, and human implications of these crises. Effective date Fall 2011.

**Managing Organizational Change - LS 607**
This course leads students through a biblical, organizational and psychological understanding of leadership, motivation, planning, evaluation, change principles and organizational development.

**Mark - Bi 605**
This course will be an exposition, emphasizing the background issues, purpose, structure, and interpretation of prophetic literature and theological contributions of Mark.
Ministry in Crises and Disasters - A Th 622
This course is designed to equip chaplains in addressing the spiritual, emotional, and physical needs of individuals following a major natural or manmade crisis, such as a tornado or a terrorist attack. It will explore theories of shock, coping mechanisms, and post traumatic stress as a result of a critical event affecting a large population. Further it will equip chaplains as part of a first responder team, as well as ministry to first responders as they cope with spiritual and emotional needs.

Mobilizing the Local Church for Missions - Mi 555
This identifies and highlights the theological and practical foundations for missions. The course addresses the methods proven to educate and mobilize the local church for involvement which moves beyond financial and material gifts. Students will learn the long term value of short-term mission projects and how to keep congregations engaged in meaningful mission activity.

New Testament - Bi 502
This course gives a broad overview of the entire New Testament in the context of history, geography, and culture of its time. The chief events, characters, and teachings of each book will be studies in reaction to God’s ongoing plan.

New Testament Exegesis (Discontinued effective Fall 2012) - Bi 618
This course is designed to help the student read and interpret the New Testament. Using the tools of biblical exegesis and redaction criticism, in particular, students will examine the historical and background issues, as well as theological approaches in the texts. Particular attention will be given to theological implications and how they apply to contemporary issues of today’s church. Prerequisite: L 607 Greek I

Oak Seed Executive Leadership - LS 590
To train successful global leaders in biblical principles, practical leadership, business and economic development skills that are transferable cross-organizationally.

Old Testament - Bi 501
This course gives a broad overview of the entire Old Testament in the context of history, geography and culture of its time demonstrating how each book fits into the whole story of redemption.

Old Testament Exegesis (Discontinued effective Fall 2012) - Bi 617
This course is designed to examine particular themes, motifs and passages from the books of the Old Testament using the tools of exegesis for proper translation, interpretation and application of the texts. Particular attention will be given to the historical background, composition and structure of the texts. Prerequisite: L 605 Hebrew I

Organizational Administration - LS 606
This graduate level course is designed to sharpen managerial skills for leadership in ministry settings. It will deal with principles of good leadership based upon biblical norms, streamlining the organization for effectiveness, staff development, planning for the future, and leading with vision.

Organizational Communication - LS 603
This course examines organizational communication including dyadic, small group, formal and informal communication, as well as the relationship of communication to organizational satisfaction and effectiveness. In addition, students study how communication defers in leader-member exchange and mass-communication of charismatic leader/large group interaction.

Prison/Jail Chaplaincy - A Th 621
This course will focus on the needs, challenges and practices of prison/jail chaplaincy. It will include the role of chaplains in prisons, jails, and other law enforcement arenas. This course will address both ministry to inmates and their families, as well as to law enforcement officers. It will explore the unique role of the chaplain in the law enforcement and rehabilitation contexts and foundational theoretical concepts relative to this role.

Research Writing in Biblical Studies - A Th 609
An introductory survey of basic research and writing skills that is required of graduate students. Topics will include library research, theological tools, internet research, writing formats, documenting sources and common writing errors.

**Romans - Bi 606**
This course will be an exposition, emphasizing the background issues, purpose, structure, and interpretation of prophetic literature and theological contributions of Romans.

**Spiritual Formation - A Th 614**
In this course you will explore ways to develop ministry or educational experiences which will enable spiritual development and formation in various age groups. Areas covered include learning theory, human developmental growth and Christian nurture theories. As you understand them you will be encouraged to integrate them into your own ministry model.

**Sports Chaplaincy A Th 623**
This course is designed to train and equip pastors, pastoral counselors, and lay workers for ministry in the specialized setting of sports. The chaplaincy focus of this course will include collegiate and professional sports programs and the issues and challenges related to serving athletes, coaches, managers, administrators, etc., who are connected with a sports program. It will address emotional, financial, marital, and moral issues often associated with high profile sports programs at both the amateur and professional levels.

**Survey of Genesis - Bi 623**
This course examines the structure of the book of Genesis, its theological message and the implications of its message today. The student will be led through an analysis of this foundational book of the Hebrew canon, including an intensive look at the first four narratives.

**Survey of John - Bi 621**
This course is designed to help students examine the Fourth Gospel’s relationship, style and theology, to the Synoptic Gospels; and a portrait of Jesus as presented in the text. Particular attention will be given to authorship, purpose and the writer’s doctrine of spirituality.

**Survey of Luke / Acts - Bi 620**
This course will allow the students an opportunity to explore primary themes such as the role of women, wealth and poverty and the fulfillment of Old Testament prophecies. Close attention will focus on the authorship, history, literary style and theological implications of the texts.

**Survey of Matthew - Bi 619**
This course will examine the theological approaches and the history of the book and the writer of the book of Matthew. Analysis and synthesis will be used to explore the motifs, literary style and Matthew's relationship to the Old Testament and the other Synoptic Gospels.

**Survey of Revelation - Bi 622**
In this course you will study the nature of apocalyptic literature in the New Testament era and examine the structure and message of the Book of Revelation against its historical background. Emphasis will be placed upon the significance of this book for church in the world today.

**Systematic Theology I - Th 503**
This course serves as an introduction to the nature and source of theology, the inspiration and verification of the Scriptures, the doctrine of God, the creation and doctrine of man, and the doctrine of the angels. Study includes God attributes, God’s names and trinitarianism.

**Systematic Theology II - Th 513**
This course examines Christology (the doctrine of Christ), that includes the names of Christ, His nature, humiliation, exaltation, and offices, as well as the soteriology (doctrine of salvation).

**Theological Research and Writing - A Th 613**
This course will enable the student to conduct meaningful theological research as well as give attention to the planning, preparation and writing of graduate-level research papers. Attention will be given to grammar, clarity and style. The format and documentation of scholarly writing will also be addressed.

**Worship - A Th 616**
This foundational course explores the history of the Western World’s worship renewal movements in the last half century and deals with shifting focus on the Word and the Ordinances of Communion and Baptism; in comparison to renewal movements in the Two-Thirds World. Also covered will be the theology of contemporary music, acoustics, and the theological focus of contemporary weddings and funerals.

**Women in Leadership - LS 611**
This course will explore the roles, responsibilities and challenges of women in leadership or those called to leadership positions, from a biblical perspective. Particular attention will be given to help students learn their leadership style along with providing strategies for leadership skill development.

**Women in Theology - Th 606**
This course examines the historical roots, key ideas and trajectories of women in theology and philosophy, the passions and contradictions of these women and their effects on various social practices and religious institutions.

**Introduction to World Religions - Th 608**
This course will study the historical ethnic religions with special emphasis on their comparison and encounter with Christianity.
MASTER OF BUSINESS ADMINISTRATION

Rise to new levels with Beulah Heights University! Our objective is to assist individuals with elevating and enhancing their managerial proficiency by integrating academic and practical training with Christian values and morals. The MBA program is designed to offer what you need for where you’re going.

Here at Beulah, we honor and value the personhood of all human beings and treasure the opportunity to assist human beings with actualizing and possessing their vocational aspirations and dreams. The MBA curriculum objective therefore, is designed to enhance the experiences, skills, and organizational leadership qualities an individual brings to the program and equip him or her with techniques and tools for a technologically advancing global market.

By equipping and educating business students in a holistic manner, we intend to provide students with the skills necessary to engage and impact a global market. The program therefore examines the areas of values and decision-making, information gathering and formation, and skill acquisition and assessment. The Master of Business Administration forty-hour accelerated program provides master’s level training to prepare today’s men and women for business leadership.

Program Objectives

Students will:

◆ Develop skills of leadership, teamwork, and management.
◆ Develop the necessary skills for effective oral and written communication, presentation, and critical thinking.
◆ Demonstrate the ability to strategically analyze, synthesize, and evaluate internal and external business operations to gain sustained competitive advantage.
◆ Demonstrate the ability to manage information technology and effectively communicate business decisions.
◆ Appreciate corporate responsibility from a Christian worldview

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 600</td>
<td>Orientation</td>
<td>1</td>
</tr>
<tr>
<td>MBA 601</td>
<td>Servant Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MBA 625</td>
<td>Professional Communication Development</td>
<td>3</td>
</tr>
<tr>
<td>MBA 635</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MBA 637</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 640</td>
<td>The Legality of Business</td>
<td>3</td>
</tr>
<tr>
<td>MBA 644</td>
<td>Managerial Economics</td>
<td>3</td>
</tr>
<tr>
<td>MBA 650</td>
<td>Business Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MBA 655</td>
<td>Decision Analysis Systems</td>
<td>3</td>
</tr>
<tr>
<td>MBA 662</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MBA 671</td>
<td>Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>MBA 678</td>
<td>International Business</td>
<td>3</td>
</tr>
<tr>
<td>MBA 680</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MBA 690</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 40 hours

Note: Check for pre-requisites before enrolling in a course.
Course Cycle – Master of Business Administration

**Term I**
- MBA 600 Orientation
- MBA 601 Servant Leadership
- MBA 625 Professional Communication Development

**Term II**
- MBA 635 Organizational Behavior
- MBA 637 Human Resource Management

**Term III**
- MBA 640 The Legality of Business
- MBA 644 Managerial Economics

**Term IV**
- MBA 680 Entrepreneurship
- MBA 655 Decision Analysis Systems

**Term V**
- MBA 662 Marketing
- MBA 650 Business Accounting

**Term VI**
- MBA 678 International Business
- MBA 671 Corporate Finance

**Term VII**
- MBA 690 Strategic Management

---

**Course Descriptions**

**Business Accounting - MBA 650**
This course focuses on the study of accounting concepts and standards applicable to financial information. Emphasizes will be placed on managerial functions of cost control and reporting, budgeting, profit planning, and projections used in decision-making.

**Corporate Finance - MBA 671**
This course considers the financial management decision-making role within the organization and explains how to measure and compare risks across investment opportunities. Subjects include valuation and integrate risk, return and the firm’s choice of capital structure. It analyzes the many ways in which organizations decide on securities and how it will raise capital from investors.

**Decision Analysis Systems - MBA 655**
This course is designed to provide the student with the theoretical knowledge and practical skills necessary to understand methodologies that supports the business functions. The objective is to build a basic understanding of the value and uses of information systems for business operation, management decision-making, and strategic advantage. The student will use commercial software packages to apply graphical and numerical outputs relevant in today’s business world.

**Entrepreneurship - MBA 680**
This course addresses the issues faced by managers who wish to turn opportunity into viable organizations that create value, and empowers students to develop their own approaches, guidelines, and skills for being entrepreneurial managers. Students are required to complete a business plan which identify potentially valuable opportunities, obtain the resources necessary to pursue an opportunity, and to create an entrepreneurial organization. Manage the entrepreneurial organization once it has been established. Grow the business into a sustainable enterprise. Create and harvest value for the organization’s stakeholders. This course examines biblical passages that discuss the qualities and requirements of a good steward from a holistic perspective.

**Human Resource Management - MBA 637**
This course is designed to examine the relationships between the traditional human resource functions and the various business functions related to balancing efficiency and effectiveness. Issues to be covered in both domestic and global environments include, but are not specifically limited to, staffing, employee training and development,
compensation and benefits, legal issues, union & non-union issues, safety and health issues, cross cultural and expatriate issues.

**International Business - MBA 678**
This examines how the institutions of international trade, investment and financing affect a firm’s strategy and operations and what the firm might be able to do to influence the evolution of these institutions. Emphasis is given to the knowledge and attitudes required for the development of intercultural/multicultural management skills in order to understand the complexities of a diverse economic, political and legal system.

**The Legality of Business - MBA 640**
This course examines and evaluates the legal environment and ethical challenges of management and organizations. Much emphasis is placed on key elements within a church’s ability to recognize the importance and circumstances in meeting its obligations to its staff and community.

**Managerial Economics - MBA 644**
This course uses economic analysis to support business strategy decisions that promote competitiveness in an environment of changing domestic and international market conditions. It also will explore relevant economic optimization and demand to see how integration affects pricing and production decisions within the market.

**Marketing - MBA 662**
This course analyzes key marketing concepts, such as consumer/business buying behavior, market research, brand management, product development, pricing strategies, and the design of marketing channels. Topics include market segmentation, foreign market assessment, pricing, promotion and distribution.

**Orientation - MBA 600**
Introduction to Graduate Studies Orientation will prepare the students for graduate work in Professional Studies through a thorough overview of the program and orientations in student services, financial aid, accounting, and the library. The students will also select a class representative for this course and form learning teams. This is a one-hour credit course.

**Organizational Behavior - MBA 635**
This course is an advanced introduction to the major theories and issues in the study of human behavior in work organizations. Analyzes the interaction of individual, group, and organizational dynamics that influence human behavior in organizations and determines appropriate management approaches to foster a productive work environment. Included are the topics of strategies used to understand motivation and individual behavior, decision making, the dynamics of groups, work teams, communication, leadership, power and politics, conflict resolution, work design, organizational structure and culture, and managing change.

**Professional Communication Development - MBA 625**
Executives in professional organizations are expected to solve problems and make decisions, but ultimately, they must not only make excellent decisions but also communicate them effectively to a variety of stakeholders. The emphasis will be on the development of professional skills and perspectives, such as business writing, coaching and counseling, conflict resolution from a biblical perspective, effective business protocol, interviewing, intercultural awareness and sensitivity, negotiating agreement and public speaking.

**Servant Leadership - MBA 601**
This course follows a holistic approach that deals with the head and the hands. This is a foundational course that will blend the academic leadership theory of servant leadership with applied biblical integration. The Beulah Heights University Department of Business Administration Studies embraces the biblically-based Servant Leadership as the normative approach to leadership. Students learn practical lessons, applying principles they are learning in the course while team building with fellow classmates on how to lead an organization on biblically principles.

**Strategic Management - MBA 690**
This course examines the strategic management process and implementation of successful business strategies in the highly competitive and dynamic global environment. It centers on different themes within an organization while developing good decision-making skills. Learners will involve themselves in looking at core business functions, strategic game plans and global operations.

DOCTOR OF MINISTRY

The DMIN program is a three-year program with four components: core courses, context-based covenant group, focus area electives, and project/dissertation.

Program Objectives

Students will:

- Students will engage in the process of self-assessment and reflection, both personally and professionally, within a ministry context in order to analyze and enhance their ministry effectiveness.
- Students will demonstrate enhanced ability to integrate effective and appropriate research design, methodology, and analytical evaluation techniques with biblical and theological reflection to enhance the practice of ministry.
- Students will develop a “needs assessment” and “strategic approach” for identifying and addressing a specific challenge and/or issue within their identified ministry and community context.
- Students will complete a thorough implementation project for the strategic ministry model developed for their ministry context and be able to communicate and collaborate with stakeholders in the implementation of the model.

Program Requirements

All courses are 3 credits unless otherwise noted.

Core Curriculum 18
Context-Based Covenant Groups 3
Project and Dissertation 6
Dmin Electives 9
Total Hours 36

Core Courses

DM 901  Doctor of Ministry Orientation and Assessment
DM 902  Foundations for Ministry Leadership: Scripture, History, and Theology
DM 903  Executive Coaching for Transformational Ministry
DM 904  Leadership and Peacemaking: Conflict and Reconciliation
DM 906  Leading Worship and Discipleship: Equipping a People, Communicating the Word
DM 909  Holistic Mission: Evangelism, Justice, and Mercy Ministries with Global Awareness

Context-Based Covenant Groups

DM 911  Context-Based Covenant Groups – 1 credit
DM 912  Context-Based Covenant Groups – 1 credit
DM 913  Context-Based Covenant Groups – 1 credit
Electives  9 credits
Elective courses in the student’s area of focus [up to 9 hours may be transferred and applied to the electives if they are from an accredited school and meet the requirements of the student’s focus of study and program structure]

Project and Dissertation
DM 931  Doctor of Ministry Project/Dissertation  – 1 credit
DM 932  Doctor of Ministry Project/Dissertation  – 1 credit
DM 933  Doctor of Ministry Project/Dissertation  – 1 credit
DM 934  Doctor of Ministry Dissertation  – 3 credit
Program Total  36

Course Cycle – Doctor of Ministry
First Year
DM 901  Doctor of Ministry Orientation and Assessment  3
DM 902  Foundations for Ministry Leadership: Scripture, History, and Theology  3
Elective  3
DM 911  Context-Based Covenant Groups: Assessment  1
DM 931  Doctor of Ministry Project/Dissertation: Research  1

Second Year
DM 903  Executive Coaching for Transformational Ministry  3
DM 906  Leading Worship and Discipleship: Equipping People, Communicating the Word  3
Elective  3
DM 912  Context-Based Covenant Groups: Project  1
DM 932  Doctor of Ministry Project/Dissertation: Prospectus  1

Third Year
DM 904  Leadership and Peacemaking: Conflict and Reconciliation  3
DM 909  Holistic Mission: Evangelism, Justice, and Mercy Ministries with Global Awareness  3
Elective  3
DM 913  Context-Based Covenant Groups: Dissertation  1
DM 933  Doctor of Ministry Project/Implementation  1
DM 934  Doctor of Ministry Dissertation  3
Program Total  36

Course Descriptions

Doctor of Ministry Orientation and Assessment - DM 901
This introductory course gives a general overview of the program and provides specific instruction and guidance toward fulfilling the requirements of the program. This includes: course progression, APA writing requirements, statistical analysis, covenant group stipulations, dissertation planning, etc. Students will meet with their individual faculty advisors and begin preliminary discussion of project/thesis topic.

Context-based Covenant Group DM 911
DM 911, 912, 913 are 1 hour each and consist of a comprised group of individuals, preferably supervisors, co-workers, and individuals who will hold you accountable, that covenant with you to discuss, analyze, assess, and critique your ministerial perspective, action, and vision. This requires the student to meet with the group on a monthly base and write an overview of their session.

Electives
The elective courses are to be taken in a common area of concentration reflecting the area of research which the student will engage in for his or her project and dissertation. There are two options for the student regarding the elective credits: First, the student may take courses in the current graduate program (either on the BHU campus or Online) in the concentration of biblical studies, applied theology, or leadership studies. These classes are currently offered at the master’s level of instruction, but to facilitate the DMIN program additional reading with a reflection paper and an additional ten pages of writing will be added to the research paper required in the elective course. Second, the student may enroll in doctoral level courses from another accredited university in the area of their concentration and may transfer those credits into the BHU DMIN program. (The total elective courses will be 9 credit hours.)

**Executive Coaching for Transformational Ministry - DM 903**
This course will expose students to the executive coaching model. The students will be expected to learn the practices of executive coaching techniques including developing authentic peer relationships, employing the Socratic method of listening and asking questions, providing focus, feedback, and reflection in a coaching context.

**Foundations for Ministry Leadership: Scripture, History, and Theology - DM 902**
This course will address the theological, philosophical, and historical tenets of ministerial leadership by exploring Scripture, the historical development of ecclesiastical leadership paradigms, and some contemporary models of ecclesiastical leadership. The servant leadership model of Jesus will also be explored as a methodology for contemporary ministerial leadership in the twenty-first century.

**Holistic Mission: Evangelism, Justice, and Mercy Ministries with Global Awareness - DM 909**
This course will explore the role of the church in addressing social justice issues within the United States and around the world and engage in mercy ministries that empower and liberate the mind, soul, and spirit of oppressed, marginalized, disenfranchised, and dispossessed people. This exploration shall invite the students examine acts of mercy and justice as loving acts of evangelism. It will address the concept of holistic mission as it relates to the church or parachurch ministries in the world of the twenty-first century.

**Leadership and Peacemaking: Conflict and Reconciliation - DM 904**
This course will address the role and function of ecclesiastical leaders as peacemakers and the manner in which this role and function can be used in conflict management and the reconciliation of parties. The theology, philosophy, and ethical dynamics associated and ascribed to the role of the “peacemaker” will be explored and examined with the context of a transitioning global context. This exploration will therefore examine and discuss the diverse techniques being taught and practiced within the 21st century on issues of conflict resolution and reconciliation.

**Leading Worship and Discipleship: Forming a People, Communicating the Word - DM 906**
This course will highlight the role of the minister within the worship experience, church discipleship, and communicator of the Word. It will examine and discuss biblical principles and precepts related to facilitating the liturgical embodiment of a community at worship and how that worshipful community lives out its divine calling. It therefore provides individuals with a forum to enhance their skills in these areas and provide them with methodologies and techniques for teaching others to function in these roles within the church or parachurch setting.

**Project/Dissertation Colloquium Process**
At two junctures in the student’s project/dissertation a colloquium of faculty and students will be used to evaluate and approve the student’s proposals and work.

**Research Module Workshop**
Each student must attend a research module workshop conducted by the BHU library while the student attends a main campus course. The research module will provide orientation about the nature of theological research on the Doctor of Ministry level. Further, the research module will provide the students information and preliminary experience with the research resources of BHU. This includes a comprehensive orientation to the variety of library learning resources, literature review resources, holdings of the library that are particularly helpful for DMIN research, and computer accession of library holdings. The research module is preparatory for DMIN projects.
Nonprofit Development and Management (Effective January 2013)

Certificate – 18 Credits

The Graduate Certificate in Nonprofit Development and Management is a blended online and classroom experience. A unique program, it is one of a few graduate certificate programs offered at a Christian College to focus on the nonprofit sector. According to the Georgia Center for Nonprofits, nonprofit organizations are the fastest growing corporations in Georgia. As this sector continues to grow, it will require increased training, skills, and management tools to maximize performance, as well as, to compete in the field and in the philanthropic world.

Beulah Heights University has designed its Nonprofit Development and Management Certificate to meet the needs faced by both faith-based and secular nonprofit sectors. The program’s focus is to integrate development and management in the nonprofit sector to increase awareness and knowledge, enabling individuals to analyze and problem solve issues related to nonprofit organizations, both in the ministry and the marketplace. This program will give current practitioners, and those who want to impact community transformation, an edge in performance. Our faculty is composed of accomplished field practitioners and academicians.

BHU’s nonprofit management certificate combines both online and classroom formats in a blended learning experience. Students meet in class on the BHU campus twice a month for two months and the remainder of the course work will be completed online. Each class will be 8 weeks long. The program will be 18 credit hours, emphasizing courses in nonprofit management to include nonprofit financial management, poverty and development, legal issues affecting nonprofit organizations and fundraising, etc. The certificate program is designed for you to complete in just 12 months.

The cost of the entire certificate program is only $5,000. We want to give individuals that are interested in the nonprofit sector the opportunity to enhance their knowledge at an affordable rate so they can impact the lives of others through their education and service to the community. The graduate certificate program is eligible for federal financial aid.

NONPROFIT DEVELOPMENT CERTIFICATE - 18 Credits

Certificate Requirements (6 courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 501</td>
<td>Financial Management for Nonprofit</td>
</tr>
<tr>
<td>Bus 530</td>
<td>Human Resources Management for Nonprofit</td>
</tr>
<tr>
<td>Bus 540</td>
<td>Philanthropy and Fundraising</td>
</tr>
<tr>
<td>Bus 570</td>
<td>Public Policy Roles and Legal Issues in Nonprofit Organizations</td>
</tr>
<tr>
<td>Bus 580</td>
<td>Strategic Management for Nonprofit Organizations</td>
</tr>
<tr>
<td>Bus 595</td>
<td>Theology of Poverty and Development</td>
</tr>
</tbody>
</table>

Course Descriptions

Financial Management for Nonprofit BUS 501
This course deals with financial management decision-making within the context of the nonprofit organization. Subjects include valuation concepts, including financial ratio analysis, short term financial management, including the management of current assets and liabilities, a discussion of leverage and its relationship to the capital structure, and an introduction to financial markets and financial institutions for nonprofit.

Humans Resources Management for Nonprofit Organizations BUS 530
This course is designed to focus on the staffing, training and development needs, salary and compensation packet for staff in a nonprofit organization. In addition, it will address legal issues and supervisor/employee relationship related to employment in the nonprofit sector.

Philanthropy and Fundraising BUS 540
This two-part course will first examine the historical perspective on philanthropy and charitable giving and the evolution in the western world. A biblical perspective on fundraising will be explored. The second part of the
The course will focus on diversified fundraising strategies, including grant proposal writing. Students will have an opportunity to design a comprehensive fundraising plan and write a grant proposal for their organization.

**Public Policy Roles and Legal Issues in Nonprofit Organization BUS 570**
This two-part course is a comprehensive study of the relationship between nonprofits and state, local and federal governments as to how it relates to commercial law as it affects day-to-day business management. Emphasis is placed on development of a non-profit organization's ability to recognize the importance and circumstances under which a legal professional should be contacted for advice and/or assistance.

**Strategic Management for Nonprofit Organizations BUS 580**
This course will focus on the planning and analysis of nonprofit organizations, using the strategic planning process as a method of assessing the past and future and developing action strategies. Best practices models will be studied. It will also focus on strategic management to build the organization’s capacity and manage diversified resources.

**BUS 595 Theology of Poverty and Development**
This course will provide students with a theological and historical perspective on poverty and challenges of poverty that they encounter. In responding to poverty alleviation, various models of community development will be explored. Students will be required to conduct a field project that examines an economically challenged community and develop a strategy that can address this issue.
**Contact Information:**

Dr. James B. Keiller, Vice President and Dean for Academic Affairs  
404-627-2681 ext. 102  
james.keiller@beulah.org

Dr. Mark Hardgrove, Chair of the Graduate Division, Associate Dean for Academic Affairs  
404-627-2681, ext. 103  
mark.hardgrove@beulah.org

Dr. Johnathan Alvarado, Associate Professor, Dean of Chapel, Acting Dir. of D.Min.  
404-627-2681, ext. 129  
johnathan.alvarado@beulah.org

Dr. Angelita Howard, Director of Online Learning  
404-627-2681, ext. 148  
angelita.howard@beulah.org

Shawn Adams, Vice President for Student Life and Enrollment Management  
404-627-2681, ext. 159  
shawn.adams@beulah.org

Peter Karanja, Associate Vice President of Operations  
404-627-2681, ext. 152  
peter.karanja@beulah.org

John Dreher, Registrar, Academic Advisor, Primary Designated School Official (PDSO)  
404-627-2681, ext. 117  
john.dreher@beulah.org

Charlotte Dudley, Director of Admissions  
404-267-2681, ext. 109  
charlotte.dudley@beulah.org

Bernadette Asher, Senior Accountant  
404-627-2681, ext. 155  
bernadette.asher@beulah.org

Robin Harrell, Financial Aid Director  
404-627-2681, ext. 105  
robin.harrell@beulah.org
Dr. Betty Palmer, Chair of Leadership Studies  
404-627-2681, ext. 150  
betty.palmer@beulah.org

Walter Turner, Chair of Religious Studies  
404-627-2681, ext 154  
walter.turner@beulah.org