



Highlands College

**2023-2024
ACADEMIC CATALOG**



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Academic Calendar for 2023–2024

Fall Semester

August 8	Tuesday	Financial Deadline
August 13–14	Sunday–Monday	Orientation
August 15	Tuesday	Term A: Begins
August 18	Friday	Course Drop/Add Deadline
September 8	Friday	Term A: Course Withdrawal Deadline
September 25	Monday	Academic Classes
September 28	Thursday	No Academic Classes (Leadership Encounter Day)
October 5–6	Thursday–Friday	Midterms/Final Exams
October 6	Friday	Academic Classes
October 6	Friday	Term A: Ends
October 6	Friday	Semester: Course Withdrawal Deadline
October 6–7	Friday–Saturday	Expedition
October 10	Tuesday	Term B: Begins
October 13	Friday	Term B: Course Drop/Add Deadline
November 3	Friday	Term B: Course Withdrawal Deadline
November 18–25	Saturday–Saturday	Thanksgiving Break
December 4	Monday	Academic Classes
December 6	Wednesday	No Academic Classes (Impact Conference)
December 7–8	Thursday–Friday	Final Exams
December 8	Friday	Semester: Ends

Winter Break

December 9 – January 5

Spring Semester

January 2	Tuesday	Financial Deadline
January 9	Tuesday	Term A: Begins
January 12	Friday	Course Drop/Add Deadline
January 22	Monday	Academic Classes
January 25–27	Thursday–Saturday	Saturate
January 26	Friday	No Academic Classes
February 2	Friday	Term A: Course Withdrawal Deadline
February 29–March 1	Thursday–Friday	Midterms/Final Exams
March 1	Friday	Term A: Ends
March 1	Friday	Semester: Course Withdrawal Deadline
March 2–9	Saturday–Saturday	Spring Break
March 12	Tuesday	Term B: Begins
March 15	Friday	Term B: Course Drop/Add Deadline
March 25	Monday	Academic Classes
March 29	Friday	No Academic Classes (Good Friday)
April 5	Friday	Term B: Course Withdrawal Deadline
April 25	Thursday	No Academic Classes (Leadership Encounter Day)
April 29	Monday	Academic Classes
May 2–3	Thursday–Friday	Final Exams
May 3	Friday	Semester: Ends
May 4	Saturday	Commencement

Academic Catalog

This *Academic Catalog* describes the policies and academic programs of Highlands College in effect at the time of publication. It is **IMPORTANT** for each student to become familiar with the regulations in this Catalog and assume the proper responsibilities concerning them.

Highlands College admits students who are Christians of good character of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

About Highlands College

Welcome from the President

Welcome to the Highlands College family! Over the next few years, you will experience some of the greatest moments of your life. You will be challenged to grow into your God-given potential and be equipped to step into your ministry calling. As you begin your journey at Highlands College, we want to encourage you with our goals for you as a Highlands College student.

We aim to graduate leaders committed to the Great Commission by serving the local Church. To do that, we know our students must be known for their commitment to the authority of Scripture. Through knowledge, interpretation, and integration of Scripture into your life, we believe you will graduate from Highlands College with unshakable faith, prepared to deliver the gospel to your generation.

Throughout your journey at Highlands College, we pray you will pursue a Christ-centered life through your involvement in a healthy, life-giving community where you can build your personal devotional life with God, a Godly character, an active lifestyle, and find opportunities to invest in meaningful relationships. We hope you remain humble and hungry and pursue excellence by becoming a lifelong learner. Maintaining a teachable spirit throughout your time at Highlands College is vital to your success as a student.

Finally, as a Highlands College student, you will refine and understand your calling to ministry leadership and the advancement of the Kingdom. We want you to live with a clear purpose and an eternal perspective. If you devote yourself to your calling, develop leadership and vocational skills, and steward your time and resources at Highlands College, then we know you will grow more than you ever thought possible.

We have big dreams for your future at Highlands College. We challenge you to go all in and finish strong so that you may fulfill your God-given purpose.

For His Glory,
Mark Pettus
President

Our Story

Pastor Chris Hodges of Church of the Highlands founded Highlands College in 2011. Highlands College offers a 2-year or 4-

year program for students 17-24 years old, leading to an Associate of Arts, Bachelor of Arts, or Bachelor of Science. Since its beginnings, Highlands College has seen much change and improvement. Yet, it holds steadily to its enduring mission of being a biblical higher education institution that exists to supply the Church with leaders of competence, character, and spiritual maturity, holistically trained to lead lives of eternal impact by fulfilling the Great Commission. In 2015, the Highlands College Board of Directors decided to pursue accreditation. Highland College was granted initial accreditation on February 15, 2023.

Accreditation

Highlands College is initially accredited by the Association for Biblical Higher Education Commission on Accreditation (5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407-207-0808) to grant certificates and degrees at the Associate and Baccalaureate levels.

Administration

Board of Directors

The Board of Directors has responsibility and ultimate authority in the governance of Highlands College. The Board of Directors governs and guides Highlands College leadership to accomplish the vision and mission of Highlands College and provides a critical link to the broader community.

Chris Hodges, *Chairman*

Mark Pettus, *President*

Ronnie Bennett

Duane Donner

Colette Greene

Dr. John Maxwell

Scott Olson

Ken Polk

Darryl Rosser

Glenn Siddle

Courtney Winston

President

The President is the Chief Executive Officer of the College and is directly responsible to the Board of Directors. The President represents and provides leadership for the College.

Office of the President

Mark Pettus, *President/Chief Executive Officer*

Dr. Matthew Benson, *Vice President of Academic Instruction*

General Ed Casey, *Vice President of Character Formation*

Mark Clement, *Vice President of Marketing/Extended Education*

J. Lee Ellison, *Executive Director of Ministry Training*

Kay Hargrave, *Chief Advancement Officer*

Chris Herndon, *Chief Financial Officer*

Michael Hodges, *Vice President of Spiritual Development*

Jill Pettus, *Executive Director of Team Culture*

Katie Reeves, *General Counsel*

Dr. Mike Williams, *Executive Director of Institutional Assessment*

Jordan Williamson, *Chief Operating Officer*

Campus Location

3660 Grandview Parkway
Birmingham, Alabama 35243

Vision, Mission, and Goals

Vision

To educate, equip, and empower leaders in a ministry academy model, applying leading-edge methods in world-class facilities where students launch into their calling to expand the Kingdom of God.

Mission

Highlands College is a biblical higher education institution that exists to supply the Church with leaders of competence, character, and spiritual maturity, holistically trained to lead lives of eternal impact by fulfilling the Great Commission.

Goals

Highlands College will:

- Deliver premier biblical higher education
- Provide excellent educational resources
- Promote a life-giving environment based on biblical values
- Champion a ministry leadership culture
- Steward finances to empower graduates for their future
- Launch leaders who are committed to the mission of the Church
- Prepare students academically and experientially to live out their calling
- Cultivate holistically healthy leaders

Student Learning Objectives

The graduates of Highlands College will be known for their commitment to:

The authority of Scripture as evidenced by:
the knowledge, interpretation, and integration of Scripture
the possession of a biblical worldview

The pursuit of a Christ-centered life as evidenced by:
a personal devotional life with God
a godly character
a healthy, active lifestyle
an investment in life-giving relationships

The passion of lifelong learning as evidenced by:
the intentional pursuit of truth
creative problem solving

The calling of ministry leadership as evidenced by:
the discovery of, and devotion to, personal calling
the development of leadership and vocational skills

The advancement of the Kingdom as evidenced by:
service to the Church
stewardship of time and resources
commitment to finishing well

The Four Pillars of Highlands College

Academic Instruction

Highlands College students grow in the highest standards of excellence as they develop their intellect and increase their knowledge of God. Students become lifelong learners across

various disciplines, strengthening their understanding of their Christ-centered calling in engaging classroom settings.

Ministry Training

Highlands College equips students to be the hands and feet of Jesus through exceptional hands-on ministry training and empowers students to take ownership in every area of church life. Highlands College gives students leadership training and opportunities to develop the skills needed to make a difference in the world.

Character Formation

Highlands College challenges students to live a life of excellence by living a healthy, active lifestyle and growing their leadership abilities. Students develop Christ-like character through relationships with mentors and peers during their time at Highlands College.

Spiritual Development

Highlands College students strengthen their devotion to God through the local church, chapels, small groups, and relationships with others. Students are disciplined by spiritually mature church and academic leaders and will serve on a mission trip to broaden their perspective through serving in an unfamiliar environment.

Statement of Faith

Students, Faculty, and Staff agree with the beliefs expressed in this Statement; and commit to living in accordance with these beliefs.

Holy Bible

The Holy Bible, and only the Bible, is the authoritative Word of God. It alone is the final authority in determining all doctrinal truths. In its original writing, it is inspired, infallible, and inerrant. (II Timothy 3:16; II Peter 1:20-21; Proverbs 30:5; Romans 16:25-26)

Trinity

There is one God, eternally existent in three persons: Father, Son, and Holy Spirit. These three are coequal and coeternal. (I John 5:7; Genesis 1:26; Matthew 3:16-17, 28:19; Luke 1:35; Isaiah 9:6; Hebrews 3:7-11)

Jesus Christ

Jesus Christ is God the Son, the second person of the Trinity. On earth, Jesus was 100% God and 100% man. He is the only man ever to have lived a sinless life. He was born of a virgin, lived a sinless life, performed miracles, died on the Cross for mankind, and thus, atoned for our sins through the shedding of His blood. He rose from the dead on the third day according to the Scriptures, ascended to the right hand of the Father, and will return again in power and glory. (John 1:1, 14, 20:28; I Timothy 3:16; Isaiah 9:6; Philippians 2:5-6; I Timothy 2:5)

Virgin Birth

Jesus Christ was conceived by God the Father, through the Holy Spirit (the third person of the Trinity) in the Virgin Mary's womb; therefore, He is the Son of God. (Matthew 1:18, 25; Luke 1:35; Isaiah 7:14; Luke 1:27-35)

Redemption

Man was created good and upright, but by voluntary transgression he fell; his only hope of redemption is in Jesus Christ, the Son of God. (Gen. 1:26-31, 3:1-7; Romans 5:12-21)

Regeneration

For anyone to know God, regeneration by the Holy Spirit is absolutely essential. (John 6:44, 65; Matthew 19:28; Titus 3:5)

Salvation

We are saved by grace through faith in Jesus Christ: His death, burial, and resurrection. Salvation is a gift from God, not a result of our good works or of any human efforts. (Ephesians 2:8-9; Galatians 2:16, 3:8; Titus 3:5; Romans 10:9-10; Acts 16:31; Hebrews 9:22)

Repentance

Repentance is the commitment to turn away from sin in every area of our lives and to follow Christ, which allows us to receive His redemption and to be regenerated by the Holy Spirit. Thus, through repentance we receive forgiveness of sins and appropriate salvation. (Acts 2:21, 3:19; I John 1:9)

Sanctification

Sanctification is the ongoing process of yielding to God's Word and His Spirit in order to complete the development of Christ's character in us. It is through the present ministry of the Holy Spirit and the Word of God that the Christian is enabled to live a Godly life. (I Thessalonians 4:3, 5:23; II Corinthians 3:18, 6:14-18, II Thessalonians 2:1-3, Romans 8:29, 12:1-2, Hebrews 2:11)

Jesus' Blood

The Blood that Jesus Christ shed on the Cross for both our sinfulness and our sins, enabling all those who believe to be free from the penalty of sin, which is death. (I John 1:7; Revelation 1:5, 5:9; Colossians 1:20; Romans 3:10-12, 23, 5:9; John 1:29)

Jesus Christ Indwells All Believers

Christians are people who have invited the Lord Jesus Christ to come and live inside them by His Holy Spirit. They relinquish the authority of their lives over to him thus making Jesus the Lord of their life as well as Savior. They put their trust in what Jesus accomplished for them when He died, was buried, and rose again from the dead. (John 1:12; John 14:17, 23; John 15:4; Romans 8:11; Revelation 3:20)

Baptism in the Holy Spirit

Given at Pentecost, it is the promise of the Father, sent by Jesus after His Ascension, to empower the Church to preach the Gospel throughout the whole earth, one of the signs being speaking in other tongues along with other gifts. (Joel 2:28-29; Matthew 3:11; Mark 16:17; Acts 1:5,8, 2:1-4, 17, 38-39, 8:14-17, 10:38, 44-47, 11:15-17, 19:1-6)

The Gifts of the Holy Spirit

The Holy Spirit is manifested through a variety of spiritual gifts to build and sanctify the church, demonstrate the validity of the

resurrection, and confirm the power of the Gospel. The Bible's lists of these gifts are not necessarily exhaustive, and the gifts may occur in various combinations. All believers are commanded to earnestly desire the manifestation of the gifts in their lives. These gifts always operate in harmony with the Scriptures and should never be used in violation of Biblical parameters. (Hebrews 2:4; Romans 1:11, 12:4-8; Ephesians 4:16; I Timothy 4:14; II Timothy 1:6-7; I Corinthians 12:1-31, 14:1-40; I Peter 4:10)

The Church

The church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of Jesus' Great Commission. Every person who is born of the Spirit is an integral part of the church as a member of the body of believers. There is a spiritual unity of all believers in our Lord Jesus Christ. (Ephesians 1:22, 2:19-22; Hebrews 12:23; John 17:11, 20-23)

Sacrament of Water Baptism

Following faith in the Lord Jesus Christ, the new convert is commanded by the Word of God to be baptized in water in the Name of the Father and of the Son and of the Holy Spirit and by full immersion. (Matthew 28:19; Acts 2:38; Mark 16:16; Acts 8:12, 36-38; 10:47-48)

Sacrament of the Lord's Supper

A unique time of communion in the presence of God when the elements of bread and grape juice (the symbols of Body and Blood of the Lord Jesus Christ) are taken in remembrance of Jesus' sacrifice on the Cross. (Matthew 26:26-29; I Corinthians 10:16, 11:23-25)

Sacrament of Marriage

We believe that because God our Creator established marriage as a sacred institution between one man and one woman, marriage is a covenant only between one man and one woman, as clearly conveyed in God's inerrant Scriptures, including for example in Matthew 19:4-6 where in speaking about marriage Jesus referred to the fact that "he which made them at the beginning made them male and female." (Genesis 1:27, 5:2)

Sexuality

We believe sexuality and the divinely prescribed boundaries for its expression are covered clearly in the Holy Scriptures, which limit sexual expression to the marital relationship of one man with one woman. Homosexual acts, adultery, bestiality, and all forms of fornication are categorically condemned in the Holy Scriptures. We believe that sexuality is assigned by God at conception, male or female, whatever that may be, and the Holy Scriptures does not permit an individual to alter their sexual identity physically or otherwise. (Deuteronomy 23:1, 1 Corinthians 6:18; 1 Thessalonians 4:3; Romans 1:26-27; Proverbs 5:3-5, 8-13; 7:21-27; Galatians 5:19; Exodus 20:14; Deuteronomy 5:18; Matthew 5:27; 19:18; Luke 18:20; Romans 13:9; James 2:11; Leviticus 20:10-21; 1 Corinthians 10:8, 6:18; Jude 7)

Healing of the Sick

Healing of the sick is illustrated in the life and ministry of Jesus and included in the commission of Jesus to His disciples. It is given as a sign, which is to follow believers. It is also a part of Jesus' work on

the Cross and one of the gifts of the Spirit. (Psalm 103:2-3; Isaiah 53:5; Matthew 8:16-17; Mark 16:17-18; Acts 8:6-7; James 5:14-16; I Corinthians 12:9, 28; Romans 11:29)

God's Will for Provision

It is the Father's will for believers to become whole, healthy, and successful in all areas of life. But because of the fall, many may not receive the full benefits of God's will while on earth. That fact, though, should never prevent all believers from seeking the full benefits of Christ's provision in order to better serve others.

- Spiritual (John 3:3-11; II Corinthians 5:17-21; Romans 10:9-10)
- Mental and Emotional (II Timothy 1:7, 2:11; Philippians 4:7-8; Romans 12:2; Isaiah 26:3)
- Physical (Isaiah 53:4,5; Matthew 8:17; I Peter 2:24)
- Financial (Joshua 1:8; Malachi 3:10-11; Luke 6:38; II Corinthians 9:6-10; Deuteronomy 28:1-14; Psalm 34:10, 84:11; Philippians 4:19)

Resurrection

Jesus Christ was physically resurrected from the dead in a glorified body three days after His death on the Cross. In addition, both the saved and the lost will be resurrected; they that are saved to the resurrection of life and they that are lost to the resurrection of eternal damnation. (Luke 24:16, 36, 39; John 2:19-21, 20:26-28, 21:4; Acts 24:15; I Corinthians 15:42, 44; Philippians 1:21-23, 3:21)

Heaven

Heaven is the eternal dwelling place for all believers in the Gospel of Jesus Christ. All of God's children will reign forever in a new heaven and a new earth. (Matthew 5:3, 12, 20, 6:20, 19:21, 25:34; John 17:24; II Corinthians 5:1; Hebrews 11:16; I Peter 1:4; Revelation 21:1-5)

Hell

After living one life on earth, the unbelievers will be judged by God and sent to Hell where they will be eternally tormented with the Devil and the Fallen Angels. (Matthew 25:41; Mark 9:43-48; Hebrews 9:27; Revelation 14:9-11, 20:12-15, 21:8)

Second Coming

Jesus Christ will physically and visibly return to earth for the second time to establish His Kingdom. This will occur at a date undisclosed by the Scriptures. (Matthew 24:30, 26:63-64; Acts 1:9-11; I Thessalonians 4:15-17; II Thessalonians 1:7-8; Revelation 1:7)

Admission Requirements

Highlands College is designed to give students an experience that challenges them to grow in the same ways Jesus grew as a young man: in wisdom, stature, and favor with God and with man (Luke 2:52). Acceptance to Highlands College is an honor reserved for students who are ready for the challenge of committing at least two years of their life to prepare for their future in ministry.

Applicants must meet the following admissions requirements to be accepted into Highlands College.

1. Meet the age requirement of 17-24 years by the first day of the semester. Age exceptions may be permitted in very limited circumstances at the discretion of the Admissions Committee.
2. Be a United States Citizen.
3. Be a committed follower of Christ.
4. Demonstrate a strong sense of the call of God on their life.
5. Be a current, regular, and active member of a local church for at least three months.
6. Ensure access to sufficient financial resources to cover tuition, fees, housing, and living expenses.
7. Meet one of the following academic requirements.
 - ▶ 2.0 or higher cumulative grade point average (GPA) as of high school graduation with a standard diploma.
 - ▶ 2.0 or higher cumulative grade point average (GPA) from 24 or more postsecondary college courses semester hours.
 - ▶ Completed the General Educational Development (GED) Certificate.
 - ▶ Other state-recognized equivalencies of a high school diploma with a standard diploma.
8. Affirm agreement with the Highlands College Statement of Faith.
9. Complete the following admission requirements:
 - ✓ Online application
 - ✓ Application fee
 - ✓ Online reference form
 - ✓ Satisfactory background check
 - ✓ All required academic transcripts
 - ✓ Admissions interview
 - ✓ Student Information Release

The Admissions Committee will review the application information, and the Admissions Department will notify the applicant of a decision. In some cases, an applicant may be asked to provide additional evidence that they meet these requirements, or the Admissions Committee may apply additional conditions concerning the above entry requirements. These requests are in the applicant's best interest, based on our experience of the demands for a vocation and calling in ministry.

Application Process

The application process consists of a completed online application form with the submission of all program-specific requirements and supporting documentation. The application for admission is on the Highlands College website, www.highlandscollege.edu.

Once the application package, including all required supporting documentation, is complete, the Admissions Committee will review the application and make an admission decision. The Admissions Committee meets monthly to review completed applications.

The Admissions Department will notify applicants of the outcome of their application. Applicants accepted for admission who do not enroll in the application year for which they applied must complete a new application for admission for another application year.

Online Recommendation Form

Applicants must request an electronic recommendation form as part of their application. This recommendation should be completed by someone with a close, pastoral relationship with the applicant, such as a pastor, pastoral staff, small group leader, etc., who can testify to the applicant's relationship with Jesus, leadership skills, and Christian character. The recommendation may not come from a relative. Highlands College may call this individual for more information about the applicant to follow up concerning academic or behavioral issues disclosed in the application process.

Background Authorization Consent

Applicants 18 and older should complete the Background Check Consent Form in the Admission Application. Applicants 17 and under should complete the Minor Background Check Questionnaire. This form will be completed by applicants while completing the online application. After admissions application submission, a Parent Background Check Questionnaire will be emailed to their selected parent/guardian for completion.

If there are questions or issues regarding the applicant's background check, the Admissions Committee, in partnership with the Security Department, will decide whether the applicant qualifies to enroll.

Transcript Submission

Applicants must submit an official transcript or other formal certification verifying completion of the secondary education requirement. High school applicants should request one transcript at the time of application, followed by a final transcript upon graduation. All transcripts submitted, both in progress and final, must be official and sent directly to Highlands College from the high school. Transcripts issued to the student are considered unofficial and cannot be used for admission consideration. All high school graduates must request a final transcript that includes grade point average (GPA), graduation date, and reflects the equivalency to a high school diploma.

Official transcripts are also required from all colleges and universities attended (once enrollment is concluded). An in-progress official transcript may be submitted for preliminary evaluation if the applicant is presently enrolled; however, it must be followed by an official transcript showing all final grades once the applicant's final grades are posted.

Applicants accepted for admission will not be enrolled in classes until required official transcripts have been received. Highlands College will only accept official transcripts, not photocopies or documents marked "Issued to Student." All transcripts from a foreign institution must be translated, received in English, and evaluated by a transcript evaluation service.

Electronic submission of official documents may submit official transcripts to admissions@highlandscollege.edu. Official transcripts can also be mailed directly to the following address:

Highlands College
ATTN: Admissions Department
3660 Grandview Parkway
Birmingham, Alabama 35243

All transcripts from a foreign institution or coursework earned outside the United States must be translated, received in English, and evaluated by a transcript evaluation service. This evaluation requirement also applies to transcripts for coursework earned outside of the United States who operate under the umbrella of an institution within the United States. Applicants must use one of the following transcript evaluation services for academic transcript(s) evaluation.

www.jsilny.org
www.spantran.com
www.ece.org
www.wes.org

Grade Point Average Requirements

Applicants must have earned a minimum cumulative grade point average (GPA) of 2.0 on a four-point scale, as evidenced by their secondary education transcript(s). Applicants who do not meet this requirement may provide alternative satisfaction by demonstrating an overall 2.0 GPA on a four-point scale in 24 or more semester hours of completed coursework at the postsecondary level.

Applicants must have earned a minimum cumulative grade point average (GPA) of 2.0 on a four-point scale, as evidenced by their secondary education transcript(s). Applicants with 24 or more college credit hours must have earned a minimum cumulative grade point average (GPA) of 2.0 on a four-point scale, as evidenced by their post-secondary education transcript(s). Applicants who do not meet this requirement may provide alternative satisfaction by demonstrating an overall 2.0 GPA on a four-point scale in 9 or more semester hours of completed coursework at the post-secondary level in the most recent semester.

Standardized Test Scores

Submission of standardized test scores from either the American College Test (ACT) or Scholastic Aptitude Test (SAT) is OPTIONAL for both scholarship considerations. If an applicant wants a test score considered for a scholarship decision, the test scores must be sent directly from the testing agency or a student's high school to Highlands College. Student copies of score reports will not be considered official.

Highlands College Code Numbers: SAT: 7193 / ACT: 7829

Admission Interview

Once an applicant's admission application is complete, the Admissions Coach will contact the applicant to schedule a phone interview as a last step in the application process.

Student Information Release

Highlands College is committed to student safety, growth, and development as individuals prepare for ministry. During a student's enrollment, situations may arise where student information needs to be shared between Highlands College departments and small group leaders for the benefit of the student. Student privacy is essential, and Highlands College seeks to maintain appropriate discretion regarding information sharing.

Students will be required to formally acknowledge that in certain circumstances, limited personal information regarding a specific need may be shared carefully and with discretion with Highlands College departments, Church of the Highlands Campus Pastors, Staff, or Small Group leaders to benefit their growth and development in preparation for ministry during the post-acceptance process.

Technical Standards

Highlands College is a rigorous and comprehensive college experience that places specific requirements and standards on the students who enroll. The mission of Highlands College is to prepare its graduates to enter full-time ministry. Detailed technical standards deliver the essential qualities considered necessary for Highlands College students to achieve the knowledge, skills, and competencies needed for a career in full-time ministry. These qualities inform technical standards for admission to Highlands College.

All students admitted to Highlands College must be qualified to pursue fulfillment of the technical standards. If a student cannot fulfill these technical standards, with or without reasonable accommodation, the college will not admit the student. Compliance with the college's technical standards alone does not guarantee a student's eligibility for admission into Highlands College.

Candidates for selection to Highlands College must verify that they understand and can meet these technical standards with or without reasonable accommodations. If accommodations are requested, the Admissions Committee will evaluate all students who state they can meet the technical standards of the College with reasonable accommodations and confirm that the stated condition qualifies as a disability under applicable laws eligible for such.

If a student states they can meet the Technical Standards with reasonable accommodation, the College will determine whether it agrees that the student can meet the Technical Standards with reasonable accommodation. The determination includes reviewing whether the accommodations requested are reasonable and considering whether accommodations would jeopardize the student's or the institution's educational process, including all coursework deemed essential for graduation. These abilities and skills, as determined by Highlands College, are as follows:

- Observation Skills: A student must possess, hear, and recognize tone.

- **Communication Skills:** Students must be able to speak intelligibly and hear sufficiently to effectively exchange information with team members, church members, and others. A student must be able to read and write English effectively to fulfill college-level academic requirements and to maintain accurate records as needed in ministry.
- **Psychomotor Skills:** Students must possess the physical skills, talents, and abilities to perform the essential physical task functions of academics and areas in ministry training. For example, those interested in pursuing admission into the School of Worship must be able to sing and/or play an instrument.
- **Social Skills:** Students must possess the physical and emotional health required for the application of their intellectual abilities and the appropriate and timely employment of sound judgment. Students must display compassion, sensitivity, and concern for others and maintain professional integrity.
- **Cognitive Skills:** Students must possess an aptitude for rapid problem-solving and the capability to independently assess, interpret, and respond to pastoral scenarios and academic and ministry information.

Decision Appeals Committee desires to contact the reference for additional follow-up.

- Submit a typed one to three-page essay answering the following questions:
 - ▶ Why do you feel called to attend Highlands College?
 - ▶ Why do you think you will be successful at Highlands College?
 - ▶ What have you done and are continuing to do to prepare yourself spiritually, mentally, emotionally, and physically for the rigorous demands of Highlands College and eventual placement into full-time ministry?
 - ▶ Are there additional factors not included in your initial application that you would like the Admission Decision Appeals Committee to consider?

When Highlands College receives all appeal requirements, we will notify the applicant via email. The Admissions Department will inform the applicant regarding a decision on the appeal within 15 business days of receipt of all appeal documents. Appealing an admission decision does not guarantee acceptance into Highlands College. However, the Admissions Appellate Committee will consider the items mentioned above to determine if the additional information warrants acceptance.

The deadline to submit all items for an admission appeal is July 1. Applicants denied admission may reapply five months from the date the prior application was submitted for the following application year.

Probationary Admission

Highlands College offers Probationary Admission in the limited circumstance of offering admission to an applicant who does not meet the requirements for standard admission. Probationary Admission students must earn a minimum overall cumulative GPA of 2.0 by the end of their first semester. Students will be placed in “good standing” status if they meet this requirement. Students who do not meet this requirement will be dismissed from the program. Students may appeal the decision of dismissal. If an appeal is denied, the student may reapply for admission after a period of five months after their probationary semester.

Provisional Admission

Highlands College offers Provisional Admission in the circumstance of an applicant who is a strong candidate for admission but needs additional time to obtain the required admission application documentation. Provisionally admitted students must submit all the necessary admission application documentation before enrollment. Highlands College may revoke admission if required documentation is not received prior to enrollment.

Application Denial and Reapplication

The Admissions department will notify applicants who are not accepted for admission. An applicant denied admission can appeal the decision of the Admissions Committee if they feel additional information might influence the evaluation of their application.

If an applicant wishes to appeal an admission decision, they should submit the following items to admissions@highlandscoll.edu. The items for an appeal should be submitted via attachments in one email with the applicant’s name and “Admission Decision Appeal” in the email’s subject line.

- Submit one to three letters of recommendation from pastors/staff from the church where the applicant currently serves, including their contact information, if the Admissions

Financial Information

Obtaining a college education requires a significant financial investment. Highlands College attempts to make such an education affordable to students from various economic backgrounds through endowment income and the generous gifts of donors.

Tuition and Fees

Full-Time Tuition

Tuition (12 to 18 semester credit hours)	\$15,000
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Students are considered full-time with a semester load of 12 or more semester credit hours. Students have a maximum semester limit of 18 credit hours. Full-time tuition covers 12 to 18 credit hours. Students must seek permission to take more than the maximum credit hours in a semester or less than 12 credit hours.

Students must pay additional tuition for each credit hour they take over the limit. Highlands College will inform the student of the costs associated with such an arrangement in these instances. Students must have an overall cumulative GPA of 3.0 or above to be eligible for an overload of up to 21 credit hours and an overall cumulative GPA of 3.5 or above to be eligible for an overload of up to 24 credit hours.

Part-Time Tuition

Highlands College considers students who take less than 12 credit hours a semester as part-time students. Tuition is the per-credit-hour rate of all academic courses taken.

Tuition (per credit hour)	\$425
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Student Experience Fee

Student Experience Fee (per semester)	\$6,000
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The student experience fee covers the following:

- Student Housing
- Meal Plan
- Fitness Center
- iPads & E-books
- Uniforms & Intramurals
- Half-Marathon & Expedition Events

Off-Campus Housing

Housing is included in the student experience fee. Students may choose to live in off-campus housing when it is available at an additional cost. If a student does not live in Highlands College housing, partial credit is given toward their student experience fee.

Additional Fees

Application for Admission (Non-Refundable)	\$50
Course Repeat	\$300
Leave of Absence Request	\$250
Replacement Diploma	\$25
Replacement Diploma Cover	\$35
Replacement ID	\$10
Returned Check	\$35

Financial Deadline

New students will be invoiced their tuition and student experience fee for the upcoming semester following confirmation of their enrollment in the College. Continuing students will be invoiced tuition for the upcoming semester 45-90 days before the start of the semester.

All tuition and fees must be paid by the financial deadline. Refer to the Academic Calendar for the specific financial deadline for each semester.

If a student has not paid their tuition or the student experience fee by the financial deadline, they will not be enrolled in classes, have access to the course and course materials, attend Highlands College events, and move into housing.

Outstanding Balances

Students with outstanding balances can be cleared for enrollment only with a signed, approved payment plan and the payment of the first installment of the plan. Any student whose account becomes past due 30 days or more is placed on financial lock. This prevents future course enrollment and the ability to request transcripts or diplomas. Once the account is current, the financial lock will be removed.

All students must either have a zero balance or maintain a current payment status in an approved payment plan to participate in the graduation ceremony. Students who owe a balance will not receive their diploma and can only receive or send transcripts once the student pays the balance.

Refunds

The Academic Calendar lists a Drop/Add deadline for each semester. A student may be eligible for a tuition refund only if the student formally withdraws on or before this Drop/Add deadline. The student experience fee is not eligible for a refund.

Scholarships

Highlands College offers several competitive scholarships to full-time students. Scholarships are available to both incoming and returning students. Scholarship requirements are outlined in the Scholarship Agreement that students complete, and additional details for each scholarship are located on the College's website. The following scholarships are available to incoming students.

- Endowed Scholarship
- Exceptional Scholarship
- Academic Excellence Scholarship
- Demonstrated Achievement Scholarship

Scholarship Good Standing Policy

The Scholarship and Good Standing Policy exist for scholarship recipient accountability.

- Students must be in good standing.
- Students cannot be on financial lock (occurs when the student's account balance is past due for 30 days).
- Students are expected to maintain a minimum overall cumulative GPA of 2.5.

- ◆ If, after any semester, the student's overall cumulative GPA falls below 2.5, the student will begin a one-semester probationary period. During the probationary period, the student must raise their overall cumulative GPA to 2.5 or higher to continue to be eligible to receive scholarship funds.
- ◆ If the student does not raise their overall cumulative GPA to 2.5 or higher immediately following the probationary period, any remaining scholarship funds will not be dispersed, and the scholarship will terminate. The student may appeal scholarship termination to the Scholarship Committee.
- Students receiving the Academic Excellence Scholarship must maintain a minimum overall cumulative GPA of 3.0.
 - ◆ If, after any semester, the student's overall cumulative GPA falls below 3.0, the student will begin a one-semester probationary period. During the probationary period the student must raise their overall cumulative GPA to 3.0 or higher to continue to be eligible to receive scholarship funds.
 - ◆ If the student does not raise their overall cumulative GPA to 3.0 or higher immediately following the one-semester probationary period, any remaining scholarship funds will not be dispersed, and the scholarship will terminate. The student may appeal scholarship termination to the Scholarship Committee.

Financial Programs

In addition to scholarships, Highlands College offers financial programs. After applying for scholarships, students may apply for financial programs to be awarded based on financial need.

Highlands College does not participate in federal financial aid programs, such as Title IV, Veterans Administration, or individual state-recognized tuition benefit or reimbursement programs, including but not limited to all plans under Section 529 of the Internal Revenue Code.

Degree Programs

Programs of Study

Highlands College prepares students to become tomorrow's leaders by holistically training students in academic instruction, character formation, ministry training, and spiritual development. More than a traditional Bible college, Highlands College offers majors and concentrations in various ministry interests so students can discover their unique calling and graduate educated, qualified, and confident in their ability to lead a life of eternal impact.

Degree Programs. Highlands College defines a degree program as a Major. Highlands College defines a Concentration as 9 or more credit hours offered from the requirements for a Major. A Program of Study is a degree with a specified Major or Concentration.

Minors. Undergraduate students may take a specific grouping of 15 credit hours outside a student's major to complete a minor.

The requirements for graduation for all undergraduate programs are listed in this Catalog and on Degree Completion Plans. Each Degree Completion Plan includes a Course Sequence.

Undergraduate students declare a major when they are accepted to Highlands College. Students may process a change of major at any time following matriculation.

Change of Degree

A change of degree occurs when a student desires to change enrollment from a current degree program to any other degree program. Students who wish to initiate a degree change should complete a Change of Degree request. Forms are available from the Office of the Registrar.

Students must meet all requirements of the new degree before they may change to that program. Due to the differences in program requirements, the decision should be made in consultation with Student Accounts and the Office of the Registrar. Changing programs may extend the student's anticipated date of graduation. Approval to request a degree change is not definite and is subject to final approval. Decisions are final and may not be appealed.

School of Media

Technical Arts (B.A.)

Important: This degree plan is effective for those starting this degree program in fall 2023. This degree plan will remain in effect for students who do not break enrollment or who do not change degree programs or concentrations.

Core Requirements

Code	Title	Hours
Personal Development		
FRSH 101	Freshman Seminar	3
PMIN 101	Personal Leadership	2
PFIN 204	Personal Finance	3
Global and Social Awareness		
HIST 105	The History of the Christian Church	3
SOCI 103	Humans in Society	3
SOCI 204	Marriage and Family	3
THEO 324	The Mission of the Church	3
Effective Communication		
ENGL 103	College Composition	3
COMM 103	Public Speaking and Presenting	3
PMIN 107	Ministry Communication	2
COMM 215	Interpersonal Communication	3
Reasoning and Inquiry		
MATH 103	Topics in Mathematics	3
SCIE 201	Science in Perspective	3
Biblical Foundations		
BIBL 101	Biblical Introduction	3
BIBL 104	Biblical Interpretation	3
BIBL 212	Old Testament Introduction	3
BIBL 222	New Testament Introduction	3
BIBL 326	The Holy Spirit in Acts	3
Theological Framework		
THEO 203	Christian Beliefs	3
THEO 212	Christian Worldview	3
THEO 312	Christian Ethics	3
Spiritual Transformation		
THEO 121	The Disciplines of Christ	2
BIBL 224	The Teachings of Christ	2
PMIN 226	The Ministries of Christ	2
Church Administration		
PMIN 105	Church Structures	2
PMIN 205	Church Systems	2
PMIN 215	Church Projects	2
PMIN 305	Church Strategies	2
Total Hours		75

Major Requirements

Code	Title	Hours
WSHP 101	Worship Ministry Foundations	3
TECH 101	Technical Arts Foundations	3
TECH 203	Production Technologies	3
TECH 212	Live Video Production	3
TECH 222	Church Audio	3
TECH 232	Lighting for Worship	3
TECH 312	Advanced Live Video Production	3
TECH 322	Audio Reinforcement	2
TECH 332	Lighting Practices	3
TECH 411	Producing Live Events	3

Total Hours **29**

Code	Title	Hours
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Free Electives

Choose 18 credit hours of Free Electives **18**

Total Hours **18**

All applicable prerequisites must be met.

Graduation Requirements

- **122** Total hours
- **2.0** Overall grade point average
- **24** Hours must be upper-level courses (300-400 level)
- **Grade of 'C'** Minimum is required for all courses in the major
- **100%** Of the major must be taken through Highlands College
- **100** Hours must be completed through Highlands College
- **1800** Highlands College LEADS Now points
- **Graduation Application** Submission of Degree Completion Application must be completed within the last semester of a student's anticipated graduation date

Minor Requirements

Important: This minor plan is effective for those starting in fall 2023. This minor plan will remain in effect for students who do not break enrollment or who do not change minors.

Code	Title	Hours
TECH 101	Technical Arts Foundations	3
TECH 203	Production Technologies	3
TECH 212	Live Video Production	3
TECH 222	Church Audio	3
TECH 232	Lighting for Worship	3

Total Hours **15**

Completion Requirements

- **15** Total hours
- **Grade of 'C'** Minimum is required for all courses in the minor
- **100%** Of the minor must be taken through Highlands College

School of Media

Visual Arts (B.A.)

Important: This degree plan is effective for those starting this degree program in fall 2023. This degree plan will remain in effect for students who do not break enrollment or who do not change degree programs or concentrations.

Core Requirements

Code	Title	Hours
Personal Development		
FRSH 101	Freshman Seminar	3
PMIN 101	Personal Leadership	2
PFIN 204	Personal Finance	3
Global and Social Awareness		
HIST 105	The History of the Christian Church	3
SOCI 103	Humans in Society	3
SOCI 204	Marriage and Family	3
THEO 324	The Mission of the Church	3
Effective Communication		
ENGL 103	College Composition	3
COMM 103	Public Speaking and Presenting	3
PMIN 107	Ministry Communication	2
COMM 215	Interpersonal Communication	3
Reasoning and Inquiry		
MATH 103	Topics in Mathematics	3
SCIE 201	Science in Perspective	3
Biblical Foundations		
BIBL 101	Biblical Introduction	3
BIBL 104	Biblical Interpretation	3
BIBL 212	Old Testament Introduction	3
BIBL 222	New Testament Introduction	3
BIBL 326	The Holy Spirit in Acts	3
Theological Framework		
THEO 203	Christian Beliefs	3
THEO 212	Christian Worldview	3
THEO 312	Christian Ethics	3
Spiritual Transformation		
THEO 121	The Disciplines of Christ	2
BIBL 224	The Teachings of Christ	2
PMIN 226	The Ministries of Christ	2
Church Administration		
PMIN 105	Church Structures	2
PMIN 205	Church Systems	2
PMIN 215	Church Projects	2
PMIN 305	Church Strategies	2
Total Hours		75

Major Requirements

Code	Title	Hours
VISL 101	Visual Arts Foundations	3
VISL 212	Introduction to Graphic Design	3
VISL 222	Photography Principles	3
VISL 232	Introduction to Video	3
VISL 312	Digital Media	3
VISL 316	Advanced Graphic Design	3
VISL 332	Video Editing	3
VISL 338	Advanced Video Production	3
VISL 436	Content Writing and Editing	3

Total Hours **27**

Code	Title	Hours
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Free Electives

Choose 18 credit hours of Free Electives 18

Total Hours **18**

All applicable prerequisites must be met.

Graduation Requirements

- **120** Total hours
- **2.0** Overall grade point average
- **24** Hours must be upper-level courses (300-400 level)
- **Grade of 'C'** Minimum is required for all courses in the major
- **100%** Of the major must be taken through Highlands College
- **100** Hours must be completed through Highlands College
- **1800** Highlands College LEADS Now points
- **Graduation Application** Submission of Degree Completion Application must be completed within the last semester of a student's anticipated graduation date

Minor Requirements

Important: This minor plan is effective for those starting in fall 2023. This minor plan will remain in effect for students who do not break enrollment or who do not change minors.

Code	Title	Hours
VISL 101	Visual Arts Foundations	3
VISL 212	Introduction to Graphic Design	3
VISL 222	Photography Principles	3
VISL 232	Introduction to Video	3
VISL 312	Digital Media	3

Total Hours **15**

Completion Requirements

- **15** Total hours
- **Grade of 'C'** Minimum is required for all courses in the minor
- **100%** Of the minor must be taken through Highlands College

School of Ministry

Ministry Leadership (A.A.)

Important: This degree plan is effective for those starting this degree program in fall 2023. This degree plan will remain in effect for students who do not break enrollment or who do not change degree programs or concentrations.

Core Requirements

Code	Title	Hours
Personal Development		
FRSH 101	Freshman Seminar	3
PMIN 101	Personal Leadership	2
Global and Social Awareness		
HIST 105	The History of the Christian Church	3
SOCI 103	Humans in Society	3
Effective Communication		
ENGL 103	College Composition	3
COMM 103	Public Speaking and Presenting	3
PMIN 107	Ministry Communication	2
COMM 215	Interpersonal Communication	3
Reasoning and Inquiry		
MATH 103	Topics in Mathematics	3
Biblical Foundations		
BIBL 101	Biblical Introduction	3
BIBL 104	Biblical Interpretation	3
BIBL 212	Old Testament Introduction	3
BIBL 222	New Testament Introduction	3
Theological Framework		
THEO 203	Christian Beliefs	3
THEO 212	Christian Worldview	3
Spiritual Transformation		
THEO 121	The Disciplines of Christ	2
BIBL 224	The Teachings of Christ	2
PMIN 226	The Ministries of Christ	2
Church Administration		
PMIN 105	Church Structures	2
PMIN 205	Church Systems	2
PMIN 215	Church Projects	2
Total Hours		55

Concentration Requirements

Choose one Area of Study:		9
Family Ministry		
FMLY 101	Family Ministry Foundations	3
FMLY 202	Family Ministry Models	3
PSYC 206	Discipleship and Child Development	3
Global Ministry		
GLBL 101	Understanding Poverty	3
GLBL 202	Global Missions	3
GLBL 204	Local Ministries	3
Pastoral Ministry		
PSTR 101	Pastoral Ministry Foundations	3
PSTR 204	Pastoral Leadership I	3
PSTR 214	Pastoral Leadership II	3
Student Ministry		
SDNT 101	Student Ministry Foundations	3
SDNT 202	Student Ministry Models	3
SDNT 204	Student Ministry Strategies	3
Technical Arts		
TECH 101	Technical Arts Foundations	3
TECH 203	Production Technologies	3
TECH 212	Live Video Production	3
Visual Arts		
VISL 101	Visual Arts Foundations	3
VISL 212	Introduction to Graphic Design	3
VISL 232	Introduction to Video	3
Worship Ministry		
WSHP 101	Worship Ministry Foundations	3
WSHP 201	Music Theory	3
WSHP 212	Worship Platform Development	3

Total Hours 9

All applicable prerequisites must be met.

Graduation Requirements

- **64** Total hours
- **2.0** Overall grade point average
- **Grade of 'C'** Minimum is required for all courses in the concentration
- **100%** Of the concentration must be taken through Highlands College
- **46** Hours must be completed through Highlands College
- **1000** Highlands College LEADS Now points
- **Graduation Application** Submission of Degree Completion Application must be completed within the last semester of a student's anticipated graduation date

School of Ministry

Family Ministry (B.S.)

Important: This degree plan is effective for those starting this degree program in fall 2023. This degree plan will remain in effect for students who do not break enrollment or who do not change degree programs or concentrations.

Core Requirements

Code	Title	Hours
Personal Development		
FRSH 101	Freshman Seminar	3
PMIN 101	Personal Leadership	2
PFIN 204	Personal Finance	3
Global and Social Awareness		
HIST 105	The History of the Christian Church	3
SOCI 103	Humans in Society	3
SOCI 204	Marriage and Family	3
THEO 324	The Mission of the Church	3
Effective Communication		
ENGL 103	College Composition	3
COMM 103	Public Speaking and Presenting	3
PMIN 107	Ministry Communication	2
COMM 215	Interpersonal Communication	3
Reasoning and Inquiry		
MATH 103	Topics in Mathematics	3
SCIE 201	Science in Perspective	3
Biblical Foundations		
BIBL 101	Biblical Introduction	3
BIBL 104	Biblical Interpretation	3
BIBL 212	Old Testament Introduction	3
BIBL 222	New Testament Introduction	3
BIBL 326	The Holy Spirit in Acts	3
Theological Framework		
THEO 203	Christian Beliefs	3
THEO 212	Christian Worldview	3
THEO 312	Christian Ethics	3
Spiritual Transformation		
THEO 121	The Disciplines of Christ	2
BIBL 224	The Teachings of Christ	2
PMIN 226	The Ministries of Christ	2
Church Administration		
PMIN 105	Church Structures	2
PMIN 205	Church Systems	2
PMIN 215	Church Projects	2
PMIN 305	Church Strategies	2
Total Hours		75

Major Requirements

Code	Title	Hours
FMLY 101	Family Ministry Foundations	3
FMLY 202	Family Ministry Models	3
PSYC 206	Discipleship and Child Development	3
FMLY 212	Departmental Operations and Administration	3
FMLY 303	Family Ministry Strategies	3
FMLY 321	Child Learning and Curriculum I	3
PMIN 323	Pastoral Care I	3
FMLY 345	Safeguarding Ministry	3
FMLY 355	Professional Practices	3
FMLY 422	Child Learning and Curriculum II	3
PMIN 424	Pastoral Care II	3
FMLY 465	Readiness for Ministry	3

Total Hours **36**

Code	Title	Hours
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Free Electives

Choose 18 credit hours of Free Electives	18
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Total Hours **18**

All applicable prerequisites must be met.

Graduation Requirements

- **129** Total hours
- **2.0** Overall grade point average
- **30** Hours must be upper-level courses (300-400 level)
- **Grade of 'C'** Minimum is required for all courses in the major
- **100%** Of the major must be taken through Highlands College
- **100** Hours must be completed through Highlands College
- **1800** Highlands College LEADS Now points
- **Graduation Application** Submission of Degree Completion Application must be completed within the last semester of a student's anticipated graduation date

Minor Requirements

Important: This minor plan is effective for those starting in fall 2023. This minor plan will remain in effect for students who do not break enrollment or who do not change minors.

Code	Title	Hours
FMLY 101	Family Ministry Foundations	3
FMLY 202	Family Ministry Models	3
PYSC 206	Discipleship and Child Development	3
FMLY 303	Family Ministry Strategies	3
FMLY 321	Child Learning and Curriculum I	3

Total Hours **15**

Completion Requirements

- **15** Total hours
- **Grade of 'C'** Minimum is required for all courses in the minor
- **100%** Of the minor must be taken through Highlands College

School of Ministry

Global Ministry (B.S.)

Important: This degree plan is effective for those starting this degree program in fall 2023. This degree plan will remain in effect for students who do not break enrollment or who do not change degree programs or concentrations.

Core Requirements

Code	Title	Hours
Personal Development		
FRSH 101	Freshman Seminar	3
PMIN 101	Personal Leadership	2
PFIN 204	Personal Finance	3
Global and Social Awareness		
HIST 105	The History of the Christian Church	3
SOCI 103	Humans in Society	3
SOCI 204	Marriage and Family	3
THEO 324	The Mission of the Church	3
Effective Communication		
ENGL 103	College Composition	3
COMM 103	Public Speaking and Presenting	3
PMIN 107	Ministry Communication	2
COMM 215	Interpersonal Communication	3
Reasoning and Inquiry		
MATH 103	Topics in Mathematics	3
SCIE 201	Science in Perspective	3
Biblical Foundations		
BIBL 101	Biblical Introduction	3
BIBL 104	Biblical Interpretation	3
BIBL 212	Old Testament Introduction	3
BIBL 222	New Testament Introduction	3
BIBL 326	The Holy Spirit in Acts	3
Theological Framework		
THEO 203	Christian Beliefs	3
THEO 212	Christian Worldview	3
THEO 312	Christian Ethics	3
Spiritual Transformation		
THEO 121	The Disciplines of Christ	2
BIBL 224	The Teachings of Christ	2
PMIN 226	The Ministries of Christ	2
Church Administration		
PMIN 105	Church Structures	2
PMIN 205	Church Systems	2
PMIN 215	Church Projects	2
PMIN 305	Church Strategies	2
Total Hours		75

Major Requirements

Code	Title	Hours
GLBL 101	Understanding Poverty	3
GLBL 202	Global Missions	3
GLBL 204	Local Ministries	3
PMIN 243	Personal Evangelism	3
FINA 307	Ministry Finance Fundamentals	3
SOCI 322	Social Inequalities and Biblical Justice	3
PMIN 323	Pastoral Care I	3
PMIN 335	Culture-Driven Team Building	3
PMIN 344	Holistic Discipleship Ministry	3
GLBL 405	Navigating Organizational Partnerships	3
GLBL 422	Complex Spiritual Care	3
GLBL 465	Readiness for Ministry	3

Total Hours **36**

Code	Title	Hours
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Free Electives

Choose 18 credit hours of Free Electives 18

Total Hours **18**

All applicable prerequisites must be met.

Graduation Requirements

- **129** Total hours
- **2.0** Overall grade point average
- **30** Hours must be upper-level courses (300-400 level)
- **Grade of 'C'** Minimum is required for all courses in the major
- **100%** Of the major must be taken through Highlands College
- **100** Hours must be completed through Highlands College
- **1800** Highlands College LEADS Now points
- **Graduation Application** Submission of Degree Completion Application must be completed within the last semester of a student's anticipated graduation date

Minor Requirements

Important: This minor plan is effective for those starting in fall 2023. This minor plan will remain in effect for students who do not break enrollment or who do not change minors.

Code	Title	Hours
GLBL 101	Understanding Poverty	3
GLBL 202	Global Missions	3
GLBL 204	Local Ministries	3
PMIN 243	Personal Evangelism	3
SOCI 322	Social Inequalities and Biblical Justice	3

Total Hours **15**

Completion Requirements

- **15** Total hours
- **Grade of 'C'** Minimum is required for all courses in the minor
- **100%** Of the minor must be taken through Highlands College

School of Ministry

Pastoral Ministry (B.S.)

Important: This degree plan is effective for those starting this degree program in fall 2023. This degree plan will remain in effect for students who do not break enrollment or who do not change degree programs or concentrations.

Core Requirements

Code	Title	Hours
Personal Development		
FRSH 101	Freshman Seminar	3
PMIN 101	Personal Leadership	2
PFIN 204	Personal Finance	3
Global and Social Awareness		
HIST 105	The History of the Christian Church	3
SOCI 103	Humans in Society	3
SOCI 204	Marriage and Family	3
THEO 324	The Mission of the Church	3
Effective Communication		
ENGL 103	College Composition	3
COMM 103	Public Speaking and Presenting	3
PMIN 107	Ministry Communication	2
COMM 215	Interpersonal Communication	3
Reasoning and Inquiry		
MATH 103	Topics in Mathematics	3
SCIE 201	Science in Perspective	3
Biblical Foundations		
BIBL 101	Biblical Introduction	3
BIBL 104	Biblical Interpretation	3
BIBL 212	Old Testament Introduction	3
BIBL 222	New Testament Introduction	3
BIBL 326	The Holy Spirit in Acts	3
Theological Framework		
THEO 203	Christian Beliefs	3
THEO 212	Christian Worldview	3
THEO 312	Christian Ethics	3
Spiritual Transformation		
THEO 121	The Disciplines of Christ	2
BIBL 224	The Teachings of Christ	2
PMIN 226	The Ministries of Christ	2
Church Administration		
PMIN 105	Church Structures	2
PMIN 205	Church Systems	2
PMIN 215	Church Projects	2
PMIN 305	Church Strategies	2
Total Hours		75

Major Requirements

Code	Title	Hours
PSTR 101	Pastoral Ministry Foundations	3
PSTR 204	Pastoral Leadership I	3
PSTR 214	Pastoral Leadership II	3
PSTR 225	Professional Practices	3
PMIN 323	Pastoral Care I	3
PSTR 314	Pastoral Leadership III	3
PMIN 335	Culture-Driven Team Building	3
PSTR 331	Strategy and Innovation	3
PMIN 341	Evangelism and Discipleship	3
PMIN 402	Effective Preaching	3
PMIN 424	Pastoral Care II	3
PSTR 465	Readiness for Ministry	3

Total Hours **36**

Code	Title	Hours
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Elective Requirements

Choose 18 credit hours of Free Electives 18

Total Hours **18**

All applicable prerequisites must be met.

Graduation Requirements

- **129** Total hours
- **2.0** Overall grade point average
- **30** Hours must be upper-level courses (300-400 level)
- **Grade of 'C'** Minimum is required for all courses in the major
- **100%** Of the major must be taken through Highlands College
- **100** Hours must be completed through Highlands College
- **1800** Highlands College LEADS Now points
- **Graduation Application** Submission of Degree Completion Application must be completed within the last semester of a student's anticipated graduation date

Minor Requirements

Important: This minor plan is effective for those starting in fall 2023. This minor plan will remain in effect for students who do not break enrollment or who do not change minors.

Code	Title	Hours
PSTR 101	Pastoral Ministry Foundations	3
PSTR 204	Pastoral Leadership I	3
PSTR 214	Pastoral Leadership II	3
PMIN 323	Pastoral Care I	3
PMIN 341	Evangelism and Discipleship	3

Total Hours **15**

Completion Requirements

- **15** Total hours
- **Grade of 'C'** Minimum is required for all courses in the minor
- **100%** Of the minor must be taken through Highlands College

School of Ministry

Student Ministry (B.S.)

Important: This degree plan is effective for those starting this degree program in fall 2023. This degree plan will remain in effect for students who do not break enrollment or who do not change degree programs or concentrations.

Core Requirements

Code	Title	Hours
Personal Development		
FRSH 101	Freshman Seminar	3
PMIN 101	Personal Leadership	2
PFIN 204	Personal Finance	3
Global and Social Awareness		
HIST 105	The History of the Christian Church	3
SOCI 103	Humans in Society	3
SOCI 204	Marriage and Family	3
THEO 324	The Mission of the Church	3
Effective Communication		
ENGL 103	College Composition	3
COMM 103	Public Speaking and Presenting	3
PMIN 107	Ministry Communication	2
COMM 215	Interpersonal Communication	3
Reasoning and Inquiry		
MATH 103	Topics in Mathematics	3
SCIE 201	Science in Perspective	4
Biblical Foundations		
BIBL 101	Biblical Introduction	3
BIBL 104	Biblical Interpretation	3
BIBL 212	Old Testament Introduction	3
BIBL 222	New Testament Introduction	3
BIBL 326	The Holy Spirit in Acts	3
Theological Framework		
THEO 203	Christian Beliefs	3
THEO 212	Christian Worldview	3
THEO 312	Christian Ethics	3
Spiritual Transformation		
THEO 121	The Disciplines of Christ	2
BIBL 224	The Teachings of Christ	2
PMIN 226	The Ministries of Christ	2
Church Administration		
PMIN 105	Church Structures	2
PMIN 205	Church Systems	2
PMIN 215	Church Projects	2
PMIN 305	Church Strategies	2
Total Hours		75

Major Requirements

Code	Title	Hours
SDNT 101	Student Ministry Foundations	3
SDNT 202	Student Ministry Models	3
SDNT 204	Student Ministry Strategies	3
SDNT 206	Student Ministry Curriculum	3
PMIN 335	Culture-Driven Team Building	3
PMIN 341	Evangelism and Discipleship	3
PMIN 323	Pastoral Care I	3
SDNT 345	Safeguarding Ministry	3
PMIN 402	Effective Preaching	3
PMIN 424	Pastoral Care II	3
SDNT 455	Professional Practices	3
SDNT 465	Readiness for Ministry	3

Total Hours **36**

Code	Title	Hours
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Free Electives

Choose 18 credit hours of Free Electives	18
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Total Hours **18**

All applicable prerequisites must be met.

Graduation Requirements

- **129** Total hours
- **2.0** Overall grade point average
- **30** Hours must be upper-level courses (300-400 level)
- **Grade of 'C'** Minimum is required for all courses in the major
- **100%** Of the major must be taken through Highlands College
- **100** Hours must be completed through Highlands College
- **1800** Highlands College LEADS Now points
- **Graduation Application** Submission of Degree Completion Application must be completed within the last semester of a student's anticipated graduation date

Minor Requirements

Important: This minor plan is effective for those starting in fall 2023. This minor plan will remain in effect for students who do not break enrollment or who do not change minors.

Code	Title	Hours
SDNT 101	Student Ministry Foundations	3
SDNT 202	Student Ministry Models	3
SDNT 204	Student Ministry Strategies	3
SDNT 206	Student Ministry Curriculum	3
PMIN 341	Evangelism and Discipleship	3

Total Hours **15**

Completion Requirements

- **15** Total hours
- **Grade of 'C'** Minimum is required for all courses in the minor
- **100%** Of the minor must be taken through Highlands College

School of Worship

Worship Ministry (B.A.)

Important: This degree plan is effective for those starting this degree program in fall 2023. This degree plan will remain in effect for students who do not break enrollment or who do not change degree programs.

Core Requirements

Code	Title	Hours
Personal Development		
FRSH 101	Freshman Seminar	3
PMIN 101	Personal Leadership	2
PFIN 204	Personal Finance	3
Global and Social Awareness		
HIST 105	The History of the Christian Church	3
SOCI 103	Humans in Society	3
SOCI 204	Marriage and Family	3
THEO 324	The Mission of the Church	3
Effective Communication		
ENGL 103	College Composition	3
COMM 103	Public Speaking and Presenting	3
PMIN 107	Ministry Communication	2
COMM 215	Interpersonal Communication	3
Reasoning and Inquiry		
MATH 103	Topics in Mathematics	3
SCIE 201	Science in Perspective	3
Biblical Foundations		
BIBL 101	Biblical Introduction	3
BIBL 104	Biblical Interpretation	3
BIBL 212	Old Testament Introduction	3
BIBL 222	New Testament Introduction	3
BIBL 326	The Holy Spirit in Acts	3
Theological Framework		
THEO 203	Christian Beliefs	3
THEO 212	Christian Worldview	3
THEO 312	Christian Ethics	3
Spiritual Transformation		
THEO 121	The Disciplines of Christ	2
BIBL 224	The Teachings of Christ	2
PMIN 226	The Ministries of Christ	2
Church Administration		
PMIN 105	Church Structures	2
PMIN 205	Church Systems	2
PMIN 215	Church Projects	2
PMIN 305	Church Strategies	2
Total Hours		75

Major Requirements

Code	Title	Hours
Major Core		
WSHP 101	Worship Ministry Foundations	3
TECH 101	Technical Arts Foundations	3
WSHP 201	Music Theory	3
WSHP 203	Lyrics and Theology	3
WSHP 212	Worship Platform Development	3
WSHP 303	Worship Leadership	3
WSHP 305	Creating Worship Environments	3
WSHP 325	Voice Study	3
WHSP 335	Instrument Study	3
WSHP 341	Live Music Technologies	3
WSHP 426	Advanced Vocal Techniques	3
or WSHP 436	Advanced Instrument Techniques	3
WSHP 441	Recording Technologies	3

Total Hours **36**

Code	Title	Hours
Free Electives		
Choose 18 credit hours of Free Electives		18

Total Hours **18**

All applicable prerequisites must be met.

Graduation Requirements

- **129** Total hours
- **2.0** Overall grade point average
- **30** Hours must be upper-level courses (300-400 level)
- **Grade of 'C'** Minimum is required for all courses in the major
- **100%** Of the major must be taken through Highlands College
- **100** Hours must be completed through Highlands College
- **1800** Highlands College LEADS Now points
- **Graduation Application** Submission of Degree Completion Application must be completed within the last semester of a student's anticipated graduation date

Minor Requirements

Important: This minor plan is effective for those starting in fall 2023. This minor plan will remain in effect for students who do not break enrollment or who do not change minors.

Code	Title	Hours
WSHP 101	Worship Ministry Foundations	3
WSHP 201	Music Theory	3
WSHP 203	Lyrics and Theology	3
WSHP 212	Worship Platform Development	3
WSHP 303	Worship Leadership	3

Total Hours **15**

Completion Requirements

- **15** Total hours
- **Grade of 'C'** Minimum is required for all courses in the minor
- **100%** Of the minor must be taken through Highlands College

Student Services

Student Success

Student Success supports students with the resources and information necessary to achieve their academic, ministry, character, and spiritual goals. Resources include student support, student care, financial coaching, and the Navigator program. Every student enrolled is assigned a Navigator. The navigator will resource the student with tools to overcome obstacles and achieve their goals by meeting regularly with the student. For more information, contact studentsuccess@highlandscollege.edu.

Student Leadership Council

The Student Leadership Council is a diverse group of students representing the student body's interests. They are elected and empowered in various ways, including overseeing student events, activities, and initiatives. Also, the council provides feedback on the strengths and areas for improvement of the College, including formal student complaints.

Highlands College LEADS Now

The Highlands College LEADS Now program places value on, guides participation in, and provides accountability for, experiences and activities outside the classroom to graduate well-rounded students who possess competence, character, and spiritual maturity. The program supports the four pillars of Highlands College and advances the Highlands College Student Learning Objectives.

Students must earn points in the following areas to fulfill graduation requirements.

- (L)eaders of Character
- (E)ngaged in Learning
- (A)dvancing the Kingdom
- (D)isciples for Life
- (S)ubmitted to Scripture

Library

The Library partners with faculty and staff to provide a core collection of scholarly resources along with various public and technological services that support the College's vision and mission and students' educational endeavors.

The Library is located on the third floor. For further information about the Library, including current hours of operation and a list of services provided, students can direct inquiries to library@highlandscollege.edu or schedule an appointment at www.mywconline.com.

Writing Center

The Writing Center supports students in all aspects of their writing to support the educational goals of Highlands College. This includes helping students write clearly, think critically, and speak effectively. Students are encouraged to pursue excellence in their writing to honor and glorify Christ in their communication skills. Through individual consultations, resources, and workshops, the Writing Center fosters a culture of writing in an academic setting to empower students to thrive in ministry.

When students visit the Writing Center, they receive one-on-one attention from a faculty member to develop their writing ideas, structure, organization, drafting, revising, editing, and grammar components. No pre-work is required, and all types of assignments are welcome.

The Writing Center is located on the third floor in Learning Studio 306. For further information about the Writing Center, students can direct inquiries to writingcenter@highlandscollege.edu. Students can schedule a Writing Center appointment at www.mywconline.com.

Resolution Process

If a student cannot resolve a concern with another student, Highlands College Faculty or team member, or a Church of the Highlands Pastor or staff member, the student should follow the resolution process described below. Students should follow the procedure listed in the Academic Catalog to address grade appeals and grade disputes directly with their Instructor. Students should address housing matters with their Resident Assistant. If concerns remain, the student should then follow this resolution process.

The purpose of a resolution process is to provide a relational and equitable process to resolve student concerns. Highlands College is committed to the scriptural principles found in Matthew 18:15-17. A direct approach between the offended person and the offender, "speaking the truth in love," when appropriate, will resolve most issues. Therefore, when appropriate, the student should first attempt to discuss the matter privately with the other person to resolve the matter.

Students should express concerns by submitting a Resolution Form within 14 days of the occurrence. The student will receive an immediate acknowledgment of receipt of the information and can expect a timely response. Every measure is taken to respect the student's concerns and protect the confidentiality of all information submitted. Students with specific concerns regarding their experience at Highlands College are encouraged to use this form to make those known. The Resolution Committee will review and respond promptly to all completed forms. Anonymous submissions will not receive a response.

The Resolution Committee is a small group of Highlands College team members. Depending upon the nature of the concern and the response level needed, a Resolution Committee member may respond directly to the student. The Resolution Committee may also elevate the matter to the Office of the President for review. Highlands College cannot guarantee that it will resolve every issue raised to the satisfaction of a student or a group of students.

Academic Policies

Student Privacy

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable U.S. Department of Education program.

Highlands College does not receive funds from the U.S. Department of Education and is not subject to FERPA. However, ethical principles for the confidentiality of student records are important to Highlands College. The College has established policies and procedures that align with FERPA regulations.

FERPA gives parents certain rights concerning their children's education records. When a student turns 18 years old or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student. For more information, contact the Office of the Registrar.

Credit Hour Determination

The term credit hour is the unit used to measure coursework at Highlands College. The Faculty and Administration determine the credit hours awarded for courses in accordance with the vision, mission, and student learning objectives of Highlands College. This measure meets the Carnegie Collegiate Student Hour Guidelines, related Federal definitions, and requirements, and the Association for Biblical Higher Education Commission (ABHE) on Accreditation standards, policies, and guidelines. The number of credit hours assigned to a course should reflect the Course Learning Outcomes (CLOs), time spent in class, and the amount of outside-of-class work expected.

The following are principles and working definitions, conforming to sound and commonly accepted practices, regarding the credit hour and the basis for its determination.

- The Faculty and Administration are responsible for the content, quality, and effectiveness of the curriculum; therefore, they are responsible for credit hour determination.
- Time spent in Classroom Instruction, Direct Instruction (Non-Classtime), and Outside-Of-Class Student Work determines the number of credit hours awarded to courses.
- Classroom Instruction and Direct Instruction (Non-Classtime) times are equivalent for credit hour determinations.
- The Carnegie Collegiate Student Hour equals one semester hour of academic credit for 750 minutes of combined Classroom Instruction/Direct Instruction (Non-Classtime) plus 1,500 minutes of Outside-Of-Class Student Work.
- The ratio of Classroom Instruction/Direct Instruction (Non-Classtime) and Outside-Of-Class Student Work is 1:2.
- The determination is the same for all course formats, lengths, levels, and locations.

Class Attendance

One of the most vital aspects of a residential university experience is attendance and punctuality in the classroom. Class activities for

each course have been specifically designed to enable students to meet the course's objectives. Students are expected to be present when class begins and to remain the entire class session. Attendance is collected and recorded for each class, and instructors reserve the right to factor lateness, early departures, and class attendance into a student's grade. Missions trips are not excused absences and should not be scheduled when classes are in session.

Classification of Absences

Each absence is classified as either "unexcused" or "excused." All absences, including excused absences, count as absences. Absences may be considered excused for illnesses, emergencies, or unforeseen circumstances. An excused absence permits the student to make up any in-class work or assignments. If a student is absent for any reason, they are expected to confer with their professor concerning the possibility of being allowed to make up missed work. Students should inform instructors of planned absences.

An unexcused absence is one in which the student does not attend a class. Students earn an "F" for work missed due to an unexcused absence. Examples of unexcused absences include alarm clock failure, traffic, inoperative vehicle, forgetfulness, and oversleeping. All mission trips are unexcused absences. Students should not schedule mission trips during class sessions. Any absence, even those for a reason that would otherwise be excused, is considered unexcused if the student does not communicate with the instructor within a week of the absence.

Students must monitor their own class attendance to know when they are approaching or have exceeded the maximum allowed. Students who exceed the maximum number of absences allowed for a class earn a Failure due to Absences grade of "FA." The course grade is changed to "FA" only at the END of the semester.

The grade "FA" is recorded regardless of the student's grade in the course at the time the student violates the relevant absence standard. A course in which the student earns a grade of "FA" counts toward the student's attempted credit hours, adversely affects the student's GPA, and carries the same weight as if the student had earned a grade of "F."

Number of Absences Allowed

Attendance is required at 80 percent of the sessions of a course in order to pass that course. The maximum allowable excused and unexcused absences (20 percent) are:

2 Credit Hour 8-Week Course	3
2 Credit Hour 16-Week Course	6
3 Credit Hour 8-Week Course	3
3 Credit Hour 16-Week Course	6

Students who miss more than 20 percent may appeal to the Academic Review Committee if they believe extenuating circumstances were present. The student should submit a letter with supporting documentation to the Academic Review Committee to appeal.

Grading

At the end of the term/semester, instructors assign a grade for every course that carries academic credit. Highlands College calculates grade point average (GPA) on a 4-point scale.

Grade	Definition	Points
A+	Superior	4.3
A	Excellent	4.0
A-	Excellent	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C	Acceptable	2.0
D	Low Quality	1.0
F	Failure	0.0
FA	Failure due to Absences	0.0

President's and Dean's List

Highlands College publishes a Dean's List and a President's List at the end of each Fall and Spring semester to give recognition for outstanding academic achievement. A student must have taken at least 12 semester hours to be eligible. The Dean's List requires an overall semester GPA of 3.70-3.99, and the President's List requires an overall 4.0 semester GPA.

Academic Integrity

Academic integrity is essential to the vision and mission of Highlands College to develop world-class leaders who possess intellect and virtue and who love the truth according to a biblical worldview. In cases of alleged academic dishonesty, Highlands College will investigate and review according to the principles, policies, and procedures outlined in the Student Handbook and this Academic Catalog. Academic dishonesty occurs when students engage in any of the following behaviors.

- Plagiarism (Refer to the Plagiarism section of this catalog.)
- Misuse of Artificial Intelligence (Refer to the Artificial Intelligence section of this catalog.)
- Cheating: Using or attempting to use unauthorized materials, study aids, or people for personal assistance in academic work or examinations, including, but not limited to, the following actions:
 - ✦ Looking at an examination paper or answer sheet of another student
 - ✦ Obtaining, before the administration of a test, unauthorized information regarding the test
 - ✦ Possessing or distributing an exam or exam questions
 - ✦ Using any unauthorized materials or equipment during an examination
 - ✦ Cooperating or aiding in any of the above
- Fabrication: Altering, contriving, or inventing information that would be deceptive in any academic exercise, written or otherwise. Misrepresentation of attendance or absence.
- Misrepresentation of Academic Records: Altering of any portion of Student Records
- Facilitating Academic Dishonesty: Aiding another to violate the Academic Integrity Policy of this Institution
- Unfair Advantage: Using improper means to attempt to gain a more favorable advantage on an academic assignment or exercise

- Multiple Submissions: Using the same work to fulfill requirements for more than one assignment or course without prior approval from all instructors involved
- Sabotage: Deliberately acting to obstruct, destroy, damage, or inhibit the use of materials or equipment
- Substitution: Using a proxy or acting as a proxy in an academic assignment or exercise
- Tolerating Academic Dishonesty: Failing to address academic dishonesty promptly

Penalties for Violations of Academic Integrity

The College may impose one or more of the following penalties for a confirmed instance of academic integrity or dishonesty, including previous infractions.

- A failing grade on the assignment in question
- A failing grade in the course
- Suspension from the College for a determined period
- Dismissal from the College

Right to Appeal

The student has the right to appeal an Academic Integrity penalty. The appeal must come within two weeks of the receipt of the decision. To appeal the penalty, the student should submit a letter with supporting documentation to the Academic Review Committee. The Academic Review Committee may choose to do one of the following.

- Reverse the finding and dismiss the penalty or
- Confirm the finding and impose the penalty or
- Confirm the finding and modify the penalty

Plagiarism

Highlands College fosters student development and upholds academic integrity. Plagiarism is a serious violation of the Academic Integrity Policy, and students need to understand the consequences of engaging in such behavior. By embracing academic integrity, students are not only safeguarding their own educational experience but also contributing to the integrity and reputation of Highlands College. Highlands College categorizes plagiarism into three levels, each with its corresponding actions and consequences, to promote growth and prevent further plagiarism.

Low-Level Plagiarism

Low-level plagiarism involves improper citation or the use of source content (either human- or AI-generated) without proper attribution. This is a learning opportunity for students to enhance their understanding of academic integrity. The following is a list of actions that are regarded as low-level plagiarism:

- Citation of information not utilized in the submission (a.k.a. "padding reference list")
- Inserting verbatim phrases of 2-3 distinctive words or inserting small parts of media or other materials without proper attribution
- Substituting synonyms into a sentence from a source rather than rewriting the complete sentence while not giving proper attribution

- Reordering the clauses of a sentence while not giving proper attribution
- Imitating the sentence, paragraph, organizational structure, or writing style of a source or using a source's line of logic, thesis, or ideas without proper attribution
- Repeated Low-Level Plagiarism will be subject to Medium Level Plagiarism consequences.

Low-Level Consequences

- A corrective conference between the student and their course professor to address any areas of limited understanding.
- Completion and passing of Plagiarism Learning Modules and Quizzes in collaboration with the Writing Center to reinforce the importance of proper attribution.
- Assignment score reduction to reflect the severity of the plagiarism, up to the total grade value of the assignment.
- An opportunity for the student to resubmit the work, with proper attributions, for a reduced grade.

NOTE: Three (3) submissions with low-level plagiarism by any one student throughout their Highlands College enrollment may result in medium-level or high-level consequences and a referral to the Writing Center Director.

Medium Level Plagiarism

Medium-level plagiarism represents a greater degree of improper use of others' work. In these cases, we aim to guide students toward a deeper understanding of academic integrity and originality. The following is a list of actions that are considered medium-level plagiarism:

- Engaging in Low-Level Plagiarism three times in one or more courses
- Combining paraphrasing with verbatim sentences to create a paragraph or more of the text (a.k.a. "mosaic plagiarism")
- Direct plagiarism of phrases, but not entire paragraphs or works, that lack proper attribution and are presented as the student's work.
- Failure to cite in-text (parenthetical or footnotes) resources multiple times in a single submission that are listed on the reference list.
- Failure to cite any references, either in-text or in a reference list, when references were used to construct the assignment.
- Paraphrase of another's work without proper attribution
- The first instance of a student turning in partial or total work that the student has used in a previous or current course without permission from the instructor (a.k.a. self-plagiarism)
- Most of the work is unoriginal or comes from another source, even if properly cited.

Medium Level Consequences

- Assignment submission receives a score of zero to emphasize the seriousness of the offense.

- Completion and passing of Plagiarism Modules and Quizzes to reinforce the concepts of proper citation and originality.
- The Plagiarism Faculty Committee may choose to fail the student for the course, providing a clear message about the consequences of continued plagiarism.

NOTE: Should a student submit a second assignment containing medium-level plagiarism, they will be subject to high-level consequences and a referral to the Writing Center Director.

High-Level Plagiarism

High-level plagiarism involves significant instances of copying or submitting someone else's work as one's own. Highlands College considers this a critical breach of academic integrity that requires more severe consequences. The following is a list of actions that are regarded as high-level plagiarism:

- Engaging in Medium-Level Plagiarism more than once in one or more courses
- Copying and pasting (both direct and mosaic plagiarism) of entire paragraphs or works presented as the student's own work.
- Second instance (or more) that student has turned in partial or total work that student has used in a previous or current course without permission from instructor (a.k.a. self-plagiarism)
- Submitting content from another source as one's work

High-Level Consequences

- Failure of the course to emphasize the importance of upholding academic integrity and personal responsibility.
- A High-Level Plagiarism notation is attached to the student's transcript to serve as a reminder of the incident and its impact on their academic record.

The Use of Artificial Intelligence

Highlands College entrusts students with the ethical responsibility of using Artificial Intelligence (AI) in a manner that enhances their intellectual and academic abilities. AI should supplement, not replace, personal effort and active engagement in the learning process. It is important to remember that human work comes before and after AI work, ensuring that AI serves as a tool to augment abilities, not substitute for intellectual contributions.

Highlands College treats AI assistance in the same manner as collaboration with other people. Students may talk about ideas with people, as well as AI assistants. However, all submitted academic work must be produced by the students. An assignment should only include either original content written by the student or properly cited source content.

AI detection tools are used to identify the use of AI in assignments. Assignments are then flagged to determine if AI was used appropriately. For instances where the flagged assignment contains inappropriate use of AI, the following is intended to create a life-giving, developmental process where a student's character and competency may be developed.

Developmental Process

Highlands College follows a developmental process to help students recognize if or when they have misused AI in the completion of course assignments. This process includes a conversation with the instructor, who considers version history and knowledge gained by the student to determine the appropriate outcome. The developmental process aims to equip students with knowledge about the acceptable uses of AI that they can apply toward the successful completion of future assignments. Students should take care and foresight when using AI, as it may constitute a violation of academic integrity. (Refer to the Penalties for Violations of Academic Integrity section in this catalog.) Questions about AI use on assignments should be directed to instructors for clarification.

Academic Progress

Student Classification

Students at Highlands College are classified based on earned semester credit hours.

Classification	Credit Hours Earned
Freshman	0–31
Sophomore	32–63
Junior	64–95
Senior	96–and above

Academic Standing

Students must maintain an overall cumulative GPA of at least 2.0 to remain in good academic standing.

Transfer Credits

Highlands College will evaluate courses and degrees from accredited institutions for possible transfer of credit. Highlands College only awards transfer credit for prior foundational studies coursework. Highlands College may transfer credit for eligible academic courses if an academic review indicates a reasonable parallel in scope and content between the courses completed at the original institution and the course currently offered at Highlands College. Credit will be accepted for those courses that are undergraduate level in which applicants have made a grade of C- or better.

Although credit hours earned elsewhere count toward graduation requirements, these credits earned are not used in calculating the GPA. If Highlands College awards transfer credit for eligible coursework, there is no reduction in tuition costs. For the results of the evaluation, contact the Office of the Registrar.

Credit for Previous Coursework at Highlands College

Students may seek to return to Highlands College after a break in enrollment and be readmitted. Highlands College will review the student's prior coursework to determine if the coursework is acceptable for degree completion.

The Office of the Registrar will review the student's prior coursework according to the following guidelines.

- The syllabi for each course are substantially comparable.
- The student earned a grade of C or better in the course.

Course Registration

The Office of the Registrar enrolls students in courses before the start of each semester. Students are encouraged to contact the Office of the Registrar with questions or concerns regarding the registration process and the scheduling of classes.

It is the student's responsibility to verify the accuracy of their schedule before the start of each term. If a schedule change is necessary after the beginning of the term, any absences occurring before the change will count as absences in that class.

Full-time tuition covers 12 to 18 credit hours. Students must seek permission to take more than the maximum credit hours in a semester or less than 12 credit hours. Students must have an overall cumulative GPA of 3.0 or above to be eligible for an overload of up to 21 credit hours and an overall cumulative GPA of 3.5 or above to be eligible for an overload of up to 24 credit hours.

Course Drop or Add

At the beginning of each semester, there is a short time period for students to request adjustments to their class schedules. Students can locate the course drop/add deadline dates on the Academic Calendar. Students who want to drop/add a course during this window must contact the Office of the Registrar. Financial adjustments may be necessary.

Students should carefully consider dropping or adding a course. The decision should be made in consultation with Student Accounts and the Office of the Registrar. Dropping scheduled courses may extend the student's anticipated date of graduation.

Course Withdrawal

If a student withdraws from a course after the course drop/add deadline, then the student is ineligible for a tuition refund. No financial adjustments will be made. Students can locate the dates for the course withdrawal deadline on the Academic Calendar. Students can obtain course withdrawal forms from the Office of the Registrar. Students must continue to attend class until they return the completed course withdrawal form to the Office of the Registrar. Students who withdraw will receive a grade of "W." After the course withdrawal deadline, students cannot withdraw from a course and will remain enrolled until the course's end date.

Leave of Absence

Students who need to interrupt their studies temporarily for medical, personal, or employment reasons may request a Leave of Absence. A leave of absence permits the student to cease attendance for a specified time and not have to apply for readmission. Students may request a leave of absence at any time and may be granted a leave of absence for one or two semesters. However, when the leave of absence ends, and the student returns, they must still meet all admission requirements.

Students on academic probation who are approved to take a leave of absence will remain on academic probation when they return. Students requesting a leave of absence before the course withdrawal deadline may receive a grade of "W." A student who requires an absence of more than two semesters must withdraw from the College and apply for readmission when the student seeks to resume their studies.

Students should contact the Office of the Registrar to submit a leave of absence. Students must submit a \$250 fee with their

request for a leave of absence. Approval for a leave of absence is not automatic. The Academic Review Committee must approve all leave of absence requests. Decisions are final and are not subject to appeal.

A student who does not receive approval for a leave of absence must notify the Office of the Registrar of their intent to stay enrolled or withdraw from the College within seven days. If the student does not notify the College, they will automatically be withdrawn.

Course Incomplete

Students who cannot complete coursework by the last day of class due to unavoidable circumstances such as personal illness/injury or family emergencies may appeal to their instructor for a temporary course grade of "I." The authority to grant an incomplete lies entirely with the instructor.

Denial of the request for an incomplete may include but is not limited to, the student's inability to earn a passing grade with completion of the remaining requirements and an insufficient reason for the request. Students must initiate the request for an incomplete directly to the instructor by the last day of class.

Based on the circumstances, the instructor will establish a new deadline for completing the remaining coursework. The instructor may grant up to two weeks beyond the last day of the term or semester. The instructor will post a final grade within one week from the deadline established for the incomplete. The GPA is unaffected by the incomplete until a final grade is posted after the deadline.

Grade Appeal

Course assignment grade appeals must be addressed before the end of the course. If a student disagrees with a course assignment grade, the student should follow this procedure.

- Meet with the course instructor to discuss the disagreement before the end of the course.
- If the student does not receive a satisfactory explanation or resolution of the grade in question, the student may then submit a written request for review to the appropriate department Dean before the end of the course.

The department Dean may then choose to meet with the instructor, the student, or both before making a decision. The decision is final and is not subject to appeal.

Grade Dispute

If a student identifies an error in a course assignment grade or wishes to dispute a course grade after the end of the course, the following procedures and time limits apply.

- The student's request should identify the rationale for the requested review and explain why they did not raise the issue during the course.
- The student should request to meet with the course instructor to discuss the assigned course grade and present supporting evidence to the course instructor no later than two weeks after the last day of the term or semester.
- If the student does not receive a satisfactory explanation or resolution of the course grade in question, the student may then submit a written request for review to the appropriate department Dean within one week after the instructor's decision.

The department Dean may then choose to meet with the instructor, the student, or both before making a decision. The decision is final and is not subject to appeal. If the department Dean is also the course instructor, the student may appeal in writing to the Academic Review Committee.

Course Repeat

Students who earn a final grade of "F" or "FA" in any course or a final grade below a "C" in a student's major or minor coursework will be required to repeat the course. There is a \$300 Course Repeat Fee.

Both course instances will appear on the student's transcript, and the student's GPA calculation will include the original grade earned in that course unless the Grade Forgiveness Policy is applied. A student may repeat an individual course only once (for a total of two attempts). Under exceptional circumstances, and upon approval, a student may be allowed to repeat a course for a second time (for a total of 3 attempts).

Highlands College offers a Grade Forgiveness Policy which may be used a maximum of four (4) times, only once for any course, which allows a student to use the forgiveness for four different courses. The transcript will show both the original grade and the course repeat grade, but only the grade points and credit hours earned in the repeated courses will be counted toward degree completion and averaged into the student's GPA.

Academic Probation

If a student's overall cumulative GPA falls below 2.0 at the end of any semester, the Office of the Registrar places the student on academic probation. Academic Probation status automatically disqualifies the student from graduation until the student returns to good academic standing.

Students on academic probation are allowed one semester to raise their overall cumulative GPA to a minimum of 2.0. Students may attempt to improve their overall cumulative GPA by repeating any course wherein they did not attain the required minimum grade and/or were awarded a grade of "F" or "FA" by completing new coursework or any combination of the above. Such students should seek counsel from the Office of the Registrar to maximize the opportunity to return to good standing.

Withdrawal from Highlands College

Student enrollment automatically renews each semester until one of the following events occurs.

- ▶ Graduation
- ▶ Withdrawal
- ▶ Academic or disciplinary dismissal
- ▶ Expulsion
- ▶ Non-payment of tuition or fees
- ▶ Prolonged non-attendance and inactivity exceeding 14 days
- ▶ A Leave of Absence non-return

A student who decides to withdraw from Highlands College must submit a Highlands College Withdrawal Request to the Office of the Registrar. Students can obtain forms from the Office of the Registrar. A withdrawal review conversation with the Office of the Registrar is strongly encouraged.

Students can locate the dates for the course withdrawal deadline on the Academic Calendar. Students who want to withdraw from

the College before this deadline must contact the Office of the Registrar. There may be financial adjustments or consequences.

Highlands College Withdrawal Requests submitted after the course withdrawal deadline will be reviewed and processed before the next semester starts. Requests after this deadline may carry financial and/or academic consequences.

Judicial Process

Discipline is the responsibility of every member of the community. Self-discipline is the highest form of discipline, which links inextricably with a growing Christian lifestyle. However, when an individual does not execute self-discipline, discipline becomes the responsibility of the college community. The following policies and procedures are not inclusive but describe the types of behavior that are inappropriate for a college community. Disciplinary action may occur if a student is found to violate the values and principles of the College.

Depending on the circumstance and situation, especially those of a more severe nature with an impact on the individual or the campus community, Highlands College may need to become involved immediately with the goals of discipline in mind. Many scriptures inform our process, including Gal 6:1-5, Heb 12:7-11, Matt 18:15-17, 21-35, Col 3:12-17.

Level One Infractions

Level One Infractions entail minor offenses that include but are not limited to the following:

1. Dress code violation
2. Curfew violation
3. Housing violation
4. Courtesy hours violation

Level One Sanctions

Level One Infractions are single-sanction offenses: a warning. The warning is a written notice to the student that the student is violating or has violated institutional regulations.

Level Two Infractions

Zero tolerance indicates that any student who violates this policy does not receive an additional warning. A first offense is a severe violation of the Community Covenant and will subject an individual to all appropriate disciplinary sanctions.

1. The accumulation of two or more Level One Infractions within a semester.
2. The use, possession, or distribution of these substances is strictly prohibited:
 - A. Alcoholic beverages (note: anyone over the age of 21 supplying alcohol to those under the age of 21 will be sanctioned more severely, as this constitutes a felony. Sanctions for suppliers may be sanctioned more severely).
 - B. Narcotics or other controlled substances, except as expressly permitted by law.
 - C. Tobacco products.

3. Inappropriate sexual behavior, including but not limited to premarital or extramarital sexual activity, acts of homosexuality, and/or any that may be categorized as distasteful or immoral of a sexual nature according to the guidelines and determination of Highlands College and the governing parties therein.
4. Deliberate refusal to comply with clearly stated policies or directives issued by any College official, including RA's and security personnel, performing their duties. This includes but is not limited to failing to evacuate a building during a fire alarm or refusing to present proper ID upon request.
5. Possession, distribution, propagation, or viewing of inappropriate material that includes but is not limited to:
 - A. Obscene or distasteful material as determined by the community standards of Highlands College.
 - B. Sexually explicit or pornographic content such as videos, movies, books, magazines, internet or webcam use, internet usage/sites, cell phones, etc.
 - C. Intentional distribution, exposure, propagation, and/or forwarding of illicit, explicit, and/or inappropriate materials with the intent to harass, disturb, discomfort, or bully another individual, including but not limited to
 - Inappropriate text messages, phone calls, emails, pictures, or other correspondence that is offensive, sexual, lewd, or distasteful.
 - D. Intentional exposure of body parts in any live or communicated fashion with or without the intent to harm, harass, or bully another person.
6. Aiding, abetting, or conspiring with another person to become involved in inappropriate behavior. Being present when another student violates College policy and behaving in such a way that constitutes permitting or condoning the violation.
7. Physical abuse, intimidation, fighting, harassment, pranks, and other physical conduct that either threatens or endangers the welfare, safety, and security of any person.
8. Verbal abuse, intimidation, harassment, coercion, pranks, or bullying that threatens the health, safety, and security of any person.
9. Acts of dishonesty, including but not limited to the following:
 - A. Cheating, plagiarism, or other forms of academic dishonesty. - Align with the Academic Dishonesty policy
 - B. Furnishing false information or lying to any College official, faculty member, or office.
 - C. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
 - D. Unauthorized taking or keeping of items of College property, items rented, leased, or placed on the campus, and items belonging to students, faculty, staff, or guests of the College.

10. Hazing is defined as an act that endangers a student's mental or physical health or safety or destroys or removes public or private property for initiation.
11. Violation of federal, state, or local law.
12. Possession of firearms, explosives, other weapons, or dangerous chemicals. Firearms, explosives, other weapons, and dangerous chemicals are not permitted on College premises.
13. Participation in a campus demonstration that disrupts the normal operations of the College and infringes upon the rights of other members of the College community. Breach of peace or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by or participated in by the College.
14. Conduct which is disorderly, lewd, or indecent.
15. Coarse, profane, or any other language that is offensive to others.
16. Propagation of unhealthy and unsound practices, including but not limited to:
 - A. Occult practices,
 - B. Witchcraft,
 - C. Anti-Christian practice,
 - D. Intended worship of a non-Christian deity,
 - E. Doctrinal practices, teachings, etc., that endanger the College community.
17. Any gambling activity. Gambling includes any gaming activity that includes wagering or exchanging money or material wealth.
18. Attending places of questionable amusement, including but not limited to bars, dance clubs, casinos, adult entertainment clubs, and X-rated establishments.
19. Abuse of the judicial system, including but not limited to the following:
 - A. Failure to obey the summons of a judicial body or College official.
 - B. Falsification, distortion, or misrepresentation of information before a judicial body.
 - C. Disruption or interference with the orderly conduct of a judicial proceeding.
 - D. Attempting to discourage an individual's proper participation in or use of the judicial system.
 - E. Attempting to influence the impartiality of a member of a judicial body before and during the judicial proceeding.
 - F. Harassment (verbal or physical) and intimidation of a member of a judicial body before, during, and/or after a judicial proceeding.
20. Failure to comply with the sanction(s) imposed under the Community Covenant.
21. Conduct that is not keeping with the values of the Highlands College community includes but is not limited to:
 - A. Attempts to circumvent regulations to enable disruptive, destructive, or inappropriate behavior.
 - B. A series of acts, attitudes, or pattern of behavior that does not keep with College values.
 - C. A habitual lack of regard for the community, students, or systems at the College.
22. Any violation of the visitation policy, including but not limited to the following:
 - A. Intentional violation of the visitation policy with suspected intent to engage in an illicit, explicit, or inappropriate activity.
 - B. The accumulation of 2+ violations of the visitation policy, even if no intent for inappropriate behavior is suspected.
 - C. Sleeping in the same bed with any person that is not a direct family member.
23. Being out overnight with members of the opposite sex.
24. Teaching or promoting any behavior or ideology that directly contradicts the Statement of Faith and/or Community Covenant. Continued enrollment in Highlands College is contingent upon adherence to and agreement with the Statement of Faith and Community Covenant.

Level Two Sanctions

Level Two Sanctions may vary given the nature and severity of the offense. Sanctions may include one or more of the following:

1. Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
2. Probation: A written reprimand for violation of specified regulations. Probation is for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - A. Loss of Privileges: Denial of specified privileges for a designated period.
 - B. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and monetary or material replacement.
 - C. Discretionary Sanctions: Work assignments, service to the College, or other related discretionary assignments. Any assignments must have the prior approval of the judicial body or judicial official.
 - D. Other Sanctions: Other sanctions may be imposed instead of or in addition to those specified above (imposition must relate to the nature of the violation), including but not limited to the following:
 - Educational or research projects,
 - Mandated counseling or therapy and/or
 - Substance abuse assessment.

3. College Suspension: Temporary separation of the student from the College for a definite period, after which the student is eligible to return. Conditions for the student's return may be specified. If these conditions are not met, the student will be dismissed. The suspension follows the Leave of Absence protocol in the catalog.
4. College Dismissal: Dismissal of the student from the College for a definite period, after which the student is eligible to reapply to the College. Conditions for the student's return may be specified. Dismissal follows the Withdrawal protocol in the catalog.

Level Three Infractions

A Level Three infraction is any severe or overt violation of the Community Covenant. It may also include the accumulation of two or more Level Two infractions within one semester.

Level Three Sanctions

A Level Three Infraction is a single-sanction offense: expulsion. A student who commits a Level Three offense will be permanently separated from the College.

Suspensions and Expulsions

Procedure

In the case of all expulsions and any suspension that occurs for the remainder of the academic semester, the student will not be allowed to finish classes for that semester and will be required to leave campus within 24 hours. At that time, the student is responsible for following the withdrawal process with the Office of the Registrar. The student will earn a grade of "W" with no credit earned in any courses.

Dismissal

Students on academic probation have one semester to bring their overall cumulative GPA to a minimum of 2.0. Students who are unsuccessful in earning a minimum overall cumulative GPA of 2.0 after their probationary semester are subject to academic dismissal.

Students subject to academic dismissal will have their records reviewed by the Academic Review Committee. Students can submit a written statement for the Academic Review Committee's consideration but are not required to do so.

The Academic Review Committee will decide the student's status, even if the student voluntarily withdraws from the College. The decision of the Academic Review Committee is final and is not subject to appeal. The Academic Review Committee will decide on one of two possible outcomes.

The Academic Review Committee may dismiss a student. The student's transcript will reflect the dismissal. Academic dismissal does not absolve the student of their financial obligation to the College, including rent due for any months remaining on a student housing agreement. Dismissed students may apply for readmission to the College following a minimum of one year from the date of dismissal.

The Academic Review Committee may allow a student to continue on academic probation. These students have a second semester to earn an overall cumulative GPA of at least 2.0. If a student does not earn an overall cumulative GPA of at least 2.0 by the end of the

second semester of academic probation, the student will immediately be subject to academic dismissal without further review.

Students who voluntarily withdraw from the College before being permitted to continue on academic probation are eligible to apply for readmission at any time. If accepted for readmission, however, the student will automatically be returned to academic probation status. If the readmitted student does not earn an overall cumulative GPA of at least 2.0 by the end of the first semester, the student will immediately be subject to academic dismissal without further review.

Students may not use voluntary withdrawal to evade dismissal. Students who voluntarily withdraw from the College before the Academic Review Committee ruling for dismissal will have their dismissed status reflected in their academic record and will not be eligible to apply for readmission until one year after the dismissal.

The College reserves the right to withdraw a student for cause at any time. The Standards of Conduct section of the Student Handbook details policies for non-academic dismissals.

Faculty

Marguerite M. Armistead

Professor of English Composition

B.A., Auburn University

M.A., Auburn University

John Ball

Dean of Biblical Studies

Associate Professor of Biblical Studies

B.B.A., Belmont University

M.A.T.S., Liberty University Baptist Theological Seminary

M.Div., Liberty University Rawlings School of Divinity

Dr. Matthew Benson

Vice President of Academic Instruction

Professor of Communication Studies

B.A., Samford University

M.Div., Beeson Divinity School

M.B.A., Samford University

M.A., University of Alabama at Birmingham

D.Min., Southeastern Baptist Theological Seminary

Stacey Benson

Dean of Foundational Studies

Associate Professor of Social Sciences

B.S., Samford University

M.A., University of Alabama at Birmingham

Dr. Kevin Bussey

Professor of Biblical Studies

M.A., University of Alabama at Birmingham

M.Div., Southwestern Baptist Theological Seminary

D.Min., Luther Rice Seminary

John Cespedes

Associate Professor of Biblical Studies

B.S., University of Alabama in Huntsville

M.B.A., Auburn University

M.A., Liberty University

J. Lee Ellison

Executive Director of Ministry Training

Assistant Professor of Ministry Training

B.S., Oral Roberts University

M.A.M.L., Southeastern University

Dr. Chris Hanna

Dean of Theological Studies

Professor of Theological Studies

B.A., University of Alabama at Birmingham

M.Div., Beeson Divinity School

Th.M., Midwestern Baptist Theological Seminary

Ph.D., Midwestern Baptist Theological Seminary

Scott Hill

Librarian

Associate Professor of History

B.A., Athens State University

M.A., University of Alabama

M.L.I.S., University of Alabama

Trey Johnson

Professor of Biblical Studies

B.A., Birmingham Southern College

M.Div., Beeson Divinity School

Dr. Sherrill Larson

Professor of Biblical Studies

M.Div., The King's University

D.Min., Oral Roberts University

Dr. Kristen Lushington

Writing Center Coordinator

Professor of English Composition

B.A., The University of Alabama

M.A., Royal Holloway University of London

Ph.D., The University of Alabama

Eric Parker

Associate Professor of Theological Studies

B.A., University of Alabama

M.Div., Beeson Divinity School

Briley Ray

Instructor of Church History

B.A., Union University

M.Div., Beeson Divinity School

Dr. Naomi Reese

Associate Professor of Theological Studies

B.S., Jacksonville State University

Th.M., Biola University

M.Div., Beeson Divinity School

Ph.D., Trinity International University

Dr. Mike Williams

Executive Director of Institutional Assessment

Registrar

Professor of Biblical Studies

B.S., University of South Alabama

M.Div., New Orleans Baptist Theological Seminary

D.Min., New Orleans Baptist Theological Seminary

Ed.D., Liberty University

Katie Wilson

Instructional Designer

Associate Professor of Mathematics

B.S., Auburn University

M.S., Auburn University

Course Descriptions

Each course is identified by a four-letter prefix and a three-digit number. The letters represent the academic area. The first digit will be 1, 2, 3, or 4 to indicate the course is a freshman, sophomore, junior, or senior-level course, respectively.

Biblical Studies (BIBL)

BIBL 101

Biblical Introduction

3 Credit Hours

Provides a study of the doctrine of the Bible through an introduction to the attributes of Scripture. Explores the authority, inspiration, inerrancy, and infallibility of the Bible, the history of doctrinal development, and scriptural support for the views proposed. Students will have the opportunity to articulate and defend each doctrine's theological relevance, its effect on their view of the Bible, and its application to ministry leadership.

BIBL 104

Biblical Interpretation

3 Credit Hours

Introduces the practical and theological aspects of interpreting the Bible. Explains the background on the formation, transmission, and translation of the Bible. Provides reliable strategies for understanding and applying Scripture. Explains the importance of historical and literary context using various tools and approaches in establishing a hermeneutic to determine the original meaning and contemporary application.

Prerequisite(s): BIBL 101

BIBL 212

Old Testament Introduction

3 Credit Hours

Examines the redemptive story of the Bible from Genesis to Malachi, emphasizing how that story shapes the Christian worldview and informs life decisions. Students will have the opportunity to study the Old Testament as the story of God, His calling of people into a relationship with Him and each other into a community.

Prerequisite(s): BIBL 101, BIBL 104

BIBL 222

New Testament Introduction

3 Credit Hours

Examines the redemptive story of the Bible from Matthew to Revelation, emphasizing how that story shapes the Christian's worldview and informs life decisions. Students will have the opportunity to study the New Testament as the story of God, His calling of people into a relationship with Him and each other into a community.

Prerequisite(s): BIBL 101, BIBL 104

BIBL 224

The Teachings of Christ

2 Credit Hours

Examines the life and teachings of Christ in the four Gospels. Provides background information, key themes, and the unique contributions found within each Gospel. Students will have the opportunity to examine Jesus' perspective of God's kingdom, His role within it, and His invitation for believers' participation.

Prerequisite(s): BIBL 101, BIBL 104, THEO 124

BIBL 312

Christ in the Old Testament

3 Credit Hours

Identifies the Old Testament plan of redemption fulfilled in the work of Christ. Introduces messianic identity, prophecies, typology, and other key themes. Explores the role of Christ as prophet, priest, and king. Explains how the life, mission, and purpose of Jesus are foreshadowed throughout the Old Testament.

Prerequisite(s): BIBL 101, BIBL 104, BIBL 212

BIBL 326

The Holy Spirit in Acts

3 Credit Hours

Examines the work of the Holy Spirit in the Book of Acts. Explores the methods used by the early church for missions, evangelism, and discipleship. Identifies major Lukan themes developed through key texts, including those describing the ministries of Peter, Paul, and Barnabas.

Prerequisite(s): BIBL 101, BIBL 104, BIBL 222

BIBL 328

Leadership in the Pastoral Epistles

3 Credit Hours

Provides an overview of I and II Timothy and Titus by emphasizing key themes and texts concerning the local church, ministry, and leadership. Examines background information to understand controversial passages and their application to current issues in ministry leadership. Students will have the opportunity to formulate an interpretive analysis of the Pastoral Epistles in relation to leadership qualifications, church government, salvation, and eschatology.

Prerequisite(s): BIBL 101, BIBL 104, BIBL 222

BIBL 332

Wisdom in the Bible

3 Credit Hours

Introduces the topic of wisdom as developed throughout the Old and New Testaments. Surveys Old Testament wisdom literature, the teachings of Jesus, and the book of James. Explores the spiritual, moral, and practical significance and implications found within the Biblical genre of Wisdom.

Prerequisite(s): BIBL 101, BIBL 104, BIBL 212, BIBL 222

Communication (COMM)

COMM 103

Public Speaking and Presenting

3 Credit Hours

Examines the established principles and cultivates the practices of effective verbal and nonverbal oral communication. Explains the methods used to research, prepare, and deliver speeches in various contexts. Explores and evaluates informative, persuasive, and special occasion public speaking.

COMM 215

Interpersonal Communication

3 Credit Hours

Presents the theories and practice of verbal and nonverbal communication with a focus on interpersonal relationships. Emphasizes the improvement of interpersonal skills and

improvements in communication competence in everyday social exchanges.

English (ENGL)

ENGL 103

College Composition

3 Credit Hours

Introduces reading and writing with an emphasis placed on critical thinking and the Christian's responsibility to use language logically, effectively, and ethically. Identifies personal writing assumptions, approaches, and techniques while utilizing the six steps in the writing process. Teaches the formatting principles of the Modern Language Association. Strengthens research skills and the synthesis of information from many types of scholarly resources. Introduces new writing concepts using different rhetorical strategies to assist students in writing and speaking professionally and with authority in ministry.

ENGL 302

Christian Poetry

3 Credit Hours

Surveys Christian poetry from around the world. Analyzes and implements various forms of writing. Promotes an appreciation for multiple forms of poetry, such as epic poems, English sonnets, free verse, haikus, and limericks. Creates the opportunity for students to write their own poetry. Encourages publication of student work through appropriate platforms.

Prerequisite(s): ENGL 103

Family Ministry (FMLY)

FMLY 101

Family Ministry Foundations

3 Credit Hours

Introduces the principles, vision, and mission of Family Ministry from birth to early adolescence. Explains the vital role of Family Ministry in the lives of children, families and the broader mission of the local church. Surveys the biblical foundation of contemporary approaches and offers students the opportunity to grow in their appreciation and commitment to this ministry area.

FMLY 202

Family Ministry Models

3 Credit Hours

Provides contemporary methods of effective family ministry in the local church. Surveys the planning and evaluating of weekend services, classroom management of different age groups, and implementing various ministry initiatives. Students will have the opportunity to integrate biblical principles and perspectives into the planning and implementation of ministry activities in Family Ministry.

Prerequisite(s): FMLY 101

FMLY 212

Departmental Operations and Administration

3 Credit Hours

Provides contemporary methods of effective family ministry in the local church. Surveys the planning and evaluating of weekend services, classroom management of different age groups, and implementing various ministry initiatives. Students will have the opportunity to integrate biblical principles and perspectives into the planning and implementation of ministry activities in Family Ministry.

Prerequisite(s): FMLY 101

FMLY 241

Evangelism in Family Ministry

3 Credit Hours

Explores creative evangelistic approaches and effective family ministry outreach programs. Provides the basic skills, knowledge, and principles of sharing the gospel with children through storytelling, interactive activities, and parent engagement. Students will have the opportunity to practice personal evangelism conversations, explore various family ministry contexts, and adapt the presentation of the gospel in meaningful ways to diverse environments.

FMLY 303

Family Ministry Strategies

3 Credit Hours

Provides strategies to engage the entire family. Examines the essential role of the Family Ministry Leader in the retention of families within the local church. Surveys opportunities to engage parents and guardians by leveraging unique moments, milestones, and conversations. Identifies resources for families across various social, cultural, and life-cycle issues.

FMLY 307

Biblical Principles for Parenting

3 Credit Hours

Explores the Biblical principles for parenting, family leadership, and the development of spiritually healthy families. Examines parental roles in the spiritual formation of children and in influencing, teaching, and growing a strong family unit. Students will have the opportunity to develop a strong understanding of biblical parenting and apply this knowledge to appreciate different parenting styles, gain insight into difficult issues faced by modern families, and confidently navigate pastoral conversations as Family Ministers.

FMLY 321

Child Learning and Curriculum I

3 Credit Hours

Explains the foundational approaches to effective curriculum and child learning development for classrooms from early childhood until early adolescence. Compares and contrasts different models, methods, and guiding principles for curriculum design and development. Identifies best practices and evaluates strategies to ensure the curriculum is biblically accurate, generationally relevant, developmentally appropriate, and theologically sound.

FMLY 323

Contemporary Issues in Family Ministry

3 Credit Hours

Investigates current issues in culture, society, and family ministry arenas. Analyzes barriers to engaging with children and families involved and how to best adapt ministry initiatives and pastoral conversations to address these issues. Develops a deeper understanding of inherent biases and how to build respectful, meaningful relationships across issues, recognize personal growth opportunities, and communicate God's love and truth in an effective, relevant, and culturally-sensitive approach.

FMLY 345

Safeguarding Ministry

3 Credit Hours

Provides policies and procedures to create a safe environment for all children. Evaluates existing protections and risk management strategies for the local church. Surveys protocols for crisis response, reporting, screening, and training for the unique safety needs of children. Students will have the opportunity to research, evaluate, and apply policies for child safety.

FMLY 355

Professional Practices

3 Credit Hours

Examines necessary leadership skills, principles, and cultural values of Family Ministry. Provides the skills of casting vision, setting goals, and planning strategically. Explains how to collaborate with various departments of the local church. Students will have the opportunity to integrate biblical principles, identify personal leadership strengths, reflect on growth opportunities, and develop skills in team leadership and dynamics.

FMLY 422

Child Learning and Curriculum II

3 Credit Hours

Applies critical thinking skills with relevant research, developmental understanding, and knowledge of biblical truth to teach the Bible to children. Explains appropriate active-learning techniques and creative communication methods to refine teaching skills and adapt current resources. Students will have the opportunity to collaborate with peers to design, evaluate, and present a Bible lesson for children.

Prerequisite(s): FMLY 321

FMLY 465

Readiness for Ministry

3 Credit Hours

Provides current research and generational trends in Family Ministry. Examines research methods and data reports to gain an understanding of current issues in society, ministry, and Christian life. Develops skills in reading research publications, interpreting data, identifying credible sources, and connecting how current research informs decision-making, influences initiatives, and shapes ministry activities. Emphasizes the importance of remaining a lifelong learner.

FMLY 475

Family Ministry Internship

3 Credit Hours

Provides an internship experience in an approved professional setting. Reinforces all Family Ministry program competencies and provides practical experiences for a local church setting.

Prerequisite(s): Students can begin the internship application process after the completion of 60 credit hours in the program.

Finance (FINA)

FINA 204

Personal Finance

3 Credit Hours

Provides an overview of personal financial planning that involves budgeting, saving, investments, retirement, and savings plans. Identifies methods by which students can begin practicing sound

financial habits. Investigates biblical principles of financial stewardship.

Prerequisite(s): Math 103

FINA 307

Ministry Finance Fundamentals

3 Credit Hours

Explores the processes, skills, and knowledge necessary for building and maintaining the operations of an outreach ministry. Identifies organizational and individual resources and solutions for financial processes, problems, and pastoring. Develops skills in planning, budgeting, grant-writing, administrating, and innovating within a budget while applying biblical, ethical, and professional standards of financial stewardship.

Freshman Seminar (FRSH)

FRSH 101

Freshman Seminar

3 Credit Hours

Introduces new students to an array of faculty from different disciplines that focus on issues central to the educational mission of Highlands College. Explores topics such as faith, identity, vocation, character, and responsible action. Promotes an awareness of the goals of Christian higher education as it relates to student growth and commitment to lifelong learning.

Global Ministry (GLBL)

GLBL 101

Understanding Poverty

3 Credit Hours

Broadens the definition and awareness of poverty within various communities and ministry contexts. Develops a deeper understanding of personal poverty and inherent biases and explores how to communicate God's love and truth in a holistic and culturally-sensitive approach. Students will have the opportunity to learn practical tools to adapt ministry approaches to resource and empower individuals and communities.

GLBL 202

Global Missions

3 Credit Hours

Surveys God's mission for the ministry leader in reaching the world and various roles in fulfilling the Great Commission. Explores the global landscape and points to unreached people groups, opportunities for strategic giving, and the historical impact of missions. Evaluate the effectiveness of various outreach and missions strategies. Introduces all aspects of planning a short-term mission trip, including funding, researching, developing partnerships, and adapting for local, national, or international impact.

Prerequisite(s): GLBL 101

GLBL 204

Local Ministries

3 Credit Hours

Explores the various lanes of local ministry initiatives and the strategies, skills, and knowledge behind them to effectively engage with the greater community and broaden the impact of the local Church. Discusses unique outreach ministries within arenas such as human trafficking, correctional programs, disaster response, and

community support services. Students will have the opportunity to research a specific approach to local outreach to better understand their own assignments within global compassion ministry.

Prerequisite(s): GLBL 101

GLBL 205

Introduction to International Studies

3 Credit Hours

Explores the complexities of international populations and global cultures and their influence on an individual's worldview. Develops a deeper understanding of international communities, learning how to more effectively communicate, collaborate, and innovate ministry approaches and conversations. Students will have an opportunity to research, develop, and present a Bible lesson contextualized to unique international settings.

GLBL 209

Introduction to World Religions

3 Credit Hours

Introduces the most widely recognized religions in the world today in a comparative analysis. Presents the uniqueness of each religion as well as its historical, cultural, and sociological contexts. Explores the contemporary practice of each religion, as well as the tenets and sacred texts of each religion, so that students may gain an ability to effectively community with and minister to members of various religions.

GLBL 305

Cults, The Occult, and New Religions

3 Credit Hours

Explores the origins and beliefs of various cults and occult movements. Analyzes the underlying psychological, sociological, and spiritual factors that influence individuals to engage in cults and occult practices. Evaluates the philosophical commonalities and differences between Christianity and these groups' search for meaning in order to effectively engage with and minister to individuals currently or previously involved with these groups to embrace the love and truth of Jesus Christ.

GLBL 347

Conversational Apologetics

3 Credit Hours

Explores the art of apologetics with a person-centered approach, focusing on effective techniques to communicate and defend the Christian faith in everyday conversations and ministry contexts. Investigates common questions, objections, and critiques raised against Christianity and develop Biblical and compelling responses. Students will have the opportunity to memorize foundational scriptures, analyze examples, and practice role-playing real-world scenarios to hone communication, evangelization, and apologetic skills.

GLBL 405

Navigating Organizational Partnerships

3 Credit Hours

Explores key principles and methods of strategically finding, choosing, and navigating partnerships, collaborating with organizations, and developing relationships with local community agencies. Refines the ministry leader's communication, presentation, and professional practices to establish clear expectations, assess partnership efficacy, safeguard the church, and advocate for the ministry with compelling confidence. Students

will have the opportunity to learn practical tools for sharing inspiring stories, contacting donors, and mobilizing the local church.

GLBL 422

Complex Spiritual Care

3 Credit Hours

Integrates pastoral care processes, advanced spiritual care issues, and biblical guidance to effectively care for people from vulnerable populations and unique ministry contexts. Develops interpersonal skills with individuals of diverse backgrounds and various complex material and spiritual poverty backgrounds. Explains the spiritual care and support provided by outreach ministry leaders and the resources of the local church and community. Identifies situations where professional counselors are required.

Prerequisite(s): PMIN 323

GLBL 465

Readiness for Ministry

3 Credit Hours

Integrates foundational knowledge of outreach ministry with a real-world opportunity to plan and execute an event and then connect attendees with the local church. Amplifies the impact of events by encouraging students to identify unique community needs, leverage marketing opportunities, implement innovative methodologies, utilize their resources, and foster relationships. Students will have the opportunity to present a brief summary and assessment of their event, reflecting on their experiences and understanding of their major coursework.

GLBL 475

Global Ministry Internship

3 Credit Hours

Provides an internship experience in an approved professional setting. Reinforces all Global Ministry program competencies and provides practical experiences for a local church setting.

Prerequisite(s): Students can begin the internship application process after the completion of 60 credit hours in the program.

History (HIST)

HIST 105

The History of the Christian Church

3 Credit Hours

Examines major periods, key figures, and practices from the history of the church. Provides students with the opportunity to gain historical research skills and apply the lessons of Christian history to contemporary issues in Christian ministry. Critiques church creeds, various heresies, and historical church councils to discover their contemporary relevance.

HIST 313

Great Leaders in History

3 Credit Hours

Examines the leadership of several important historical figures and the times and places in which they lived. Introduces modern theories of leadership to be applied to the individuals studied and emphasizes biography as an important historical genre.

HIST 325

History of Christianity in America

3 Credit Hours

Explores the origins, development, and significance of Christianity in colonial America and the United States, cultivating an awareness of the interaction between the church and society. Emphasizes revivalism, with particular attention given to the evangelical, holiness-Pentecostal, and charismatic movements and their influence on American Christianity and culture.

Mathematics (MATH)

MATH 103

Topics in Mathematics

3 Credit Hours

Explores the theology of mathematics and how mathematic principles reflect the nature and character of God. Applies mathematic principles in personal and ministry contexts. Explains how to use basic math skills to approach problems in a critical and analytical manner.

Pastoral Ministry (PSTR)

PSTR 101

Pastoral Ministry Foundations

3 Credit Hours

Introduces the foundational skills of pastoral leadership and explains how they can be used in a local church. Compares systems and processes for continual growth as a pastor and ministry leader. Provides the opportunity to develop a course of action to incorporate these skills and systems into pastoral ministry.

PSTR 204

Pastoral Leadership I

3 Credit Hours

Defines the essential skills and mentalities needed to be in church leadership at a local church. Explains the key principles of church leadership that allow for a healthy leader, staff, and church congregation. Identifies character traits needed to be an influential and effective church leader throughout conversations, transitions, conflict, and change.

Prerequisite(s): PSTR 101

PSTR 205

Introduction to Executive Leader Essentials

3 Credit Hours

Introduces the essential skills and qualifications needed to be an Executive Leader at a local church or business. Compares the different contexts that an Executive Leader operates within. Provides insights from current practicing Lead Team members at Church of the Highlands and practicing business leaders. Explains the day-to-day, week-to-week, month-to-month, and year-to-year schedule and practices of a Lead Team member at Church of the Highlands and business leaders.

PSTR 207

Introduction to Campus Pastor Essentials

3 Credit Hours

Introduces the essential skills and qualifications needed to be a Campus Pastor at a multi-site church. Compares the different contexts that a Campus Pastor operates within on any given weekend. Provides insights from current practicing Campus

Pastors at Church of the Highlands. Explains the day-to-day, week-to-week, month-to-month, and year-to-year schedule and practices of a Campus Pastor at Church of the Highlands.

PSTR 214

Pastoral Leadership II

3 Credit Hours

Explains the components of organizational leadership within the local church. Explores the organizational structure of a local church and compares the different levels that an organization scales and structure changes. Provides the opportunity to gain knowledge of the layers of a team within a local church and then apply that knowledge to build these specific layers.

Prerequisite(s): PSTR 101

PSTR 225

Professional Practices

3 Credit Hours

Examines the art of interpersonal and professional communication with the goal of providing students with an understanding of pastoral communication. Analyzes the principles of communicating with emotional intelligence and cultural awareness. Summarizes the skills of oral and written communication within the context of the local church.

PSTR 314

Pastoral Leadership III

3 Credit Hours

Dissects the different church management systems that are used for first-time guests and volunteer assimilation. Explores the insights given through data and metrics to make decisions. Examines the systems and processes used to lead a church congregation and church staff. Provides the opportunity to develop an assimilation system for church congregation and church staff.

Prerequisite(s): PSTR 204, PSTR 214

PSTR 331

Strategy and Innovation

3 Credit Hours

Categorizes the skills needed for pastors and ministry leaders to be strategic thinkers. Examines the system of goal setting and planning with an emphasis on innovation within a church plant setting. Explains the reasoning for data-based decisions for strategic leadership. Provides opportunities to utilize data to evaluate results and make decisions.

PSTR 465

Readiness for Ministry

3 Credit Hours

Provides students the opportunity to demonstrate Pastoral Ministry program competencies in a culminating project. Students will work on a self-directed project and present the project to a panel of church practitioners.

PSTR 475

Pastoral Ministry Internship

3 Credit Hours

Provides an internship experience in an approved professional setting. Reinforces all Pastoral Ministry program competencies and provides practical experiences for a local church setting.

Prerequisite(s): Students can begin the internship application process after the completion of 60 credit hours in the program.

Practical Ministry (PMIN)

PMIN 101

Personal Leadership

2 Credit Hours

Introduces the principles and practices of personal leadership. Focuses on developing character, influence, and critical thinking skills to become a self-led leader. Examines the practices of creating habits, personal goal setting, and time management.

PMIN 105

Church Structures

2 Credit Hours

Analyzes how a local church is designed, started, and structured. Provides an understanding of healthy church culture and assimilation processes.

PMIN 107

Ministry Communication

2 Credit Hours

Explores the practice of ministry communication and preaching, focusing on teaching God's word through various communication structures. Provides opportunities to apply these structures while preparing and executing a ministry moment within multiple environments.

PMIN 205

Church Systems

2 Credit Hours

Evaluates the central systems by which local churches operate while distinguishing the key ways that ministries are successful. Provides the opportunity to contextualize these systems and show how they support the mission of the local church.

PMIN 215

Church Projects

2 Credit Hours

Explores the mindsets and methods of project management within a local church. Examines the skills needed to be an efficient project manager. Provides the opportunity to apply these methods to build a well-rounded leader.

PMIN 226

The Ministries of Christ

2 Credit Hours

Analyzes the ministry methods and works of Christ as represented in the four gospels. Examines how these methods form our theology and daily practices. Surveys how to follow Christ's example and provides the opportunity to apply these methods to student's life and ministry.

Prerequisite(s): THEO 124, BIBL 224

PMIN 243

Personal Evangelism

3 Credit Hours

Builds on the knowledge and understanding of evangelism by exploring the content of the Gospel, the fall of man, and the Great Commission as assigned by Jesus. Provides the basic skills, knowledge, and principles of sharing the gospel with another individual through evangelism, prayer, and lifestyle. Explores different contexts in which the gospel might be shared and how to

adapt to those varying environments in the presentation of the gospel.

PMIN 305

Church Strategies

2 Credit Hours

Explores the ministry strategies within the local church and examines the collaboration between central and campus teams. Analyzes how these teams interact, support, and execute together.

PMIN 323

Pastoral Care I

3 Credit Hours

Defines the frequently experienced pastoral care scenarios as seen throughout the local church. Provides the skills needed to appropriately address these scenarios and lead through them with a biblical and practical understanding. Explains the foundational principles of pastoral care. Develops a plan of action to execute the skills of pastoral care.

PMIN 335

Culture-Driven Team Building

3 Credit Hours

Reviews biblical perspectives and practices for servant leadership, pastoring diverse teams, growing a sphere of influence, navigating conflict, embracing change, and cultivating a culture of humility, innovation, accountability, and spiritual growth. Explores the ministry leader's vital role in the local church's mission and how to effectively build and structure teams and collaborate with senior leadership and across departments to achieve the common goal of transforming lives and communities for Christ.

PMIN 341

Evangelism and Discipleship

3 Credit Hours

Explores the principles of evangelism within the context of a local church and the subsequent discipleship of believers. Analyzes the theory and practice of evangelism with the goal of creating disciples of Jesus Christ. Provides opportunities to evangelize and create disciples within a given ministry context and assess the effectiveness of execution.

PMIN 344

Holistic Discipleship Ministry

3 Credit Hours

Examines the principles, paradigms, and boundaries necessary for developing a long-term discipleship ministry with members from all areas of God's kingdom. Establishes biblical foundations for cultivating relationships, growing patience, developing resiliency, resourcing individuals, celebrating progress, encouraging accountability, and recognizing the interconnectedness of one's overall spiritual growth and health.

Prerequisite(s): PMIN 243

PMIN 402

Effective Preaching

3 Credit Hours

Explores the different styles of preaching and provides opportunities to present the different styles. Examines the structures and systems for preaching to multiple audiences. Analyzes the art and science of effective preaching through the principle of homiletics for expository preaching.

PMIN 424

Pastoral Care II

3 Credit Hours

Compares and contrasts the types of pastoral care scenarios and topics that are found throughout culture and the local church. Provides a biblical foundation for addressing these topics. Investigates the different pastoral care programs found within the local church and explores how to develop comprehensive pastoral care within a local church.

Prerequisite(s): PMIN 323

Psychology (PSYC)

PSYC 206

Discipleship and Child Development

3 Credit Hours

Explains effective discipleship strategies for children in light of child cognitive and emotional developmental theories. Surveys the Bible to shape strategies for child discipleship, spiritual formation, and relational transformation. Identifies best practices and evaluation strategies to ensure discipleship of children and resourcing of families through the ministry of the local church.

Science (SCIE)

SCIE 201

Science in Perspective

3 Credit Hours

Presents a foundation for understanding science from a Christian perspective. Traces the various philosophical traditions surrounding the growth of science and explores a variety of topics in the physical and biological sciences that will be used to illustrate the development of science. Investigates such topics as forces and motion, gravity, light, special relativity, properties of living systems, molecular and cellular biology, micro/macroevolution, and intelligent design theory. Includes a lab component that illustrates the human aspects of scientific investigation and provides a foundation for determining the strength of scientific claims.

SCIE 314

The Reconciliation of Reason and Wonder

3 Credit Hours

Examines the history of the relationship between science and faith. Explores the philosophical origins of truth. Describes how to discover the truths of God both from His word and within creation itself; that no matter where truth is found, it is God's truth and is reliable. Identifies methods for dealing with apparent disparities between faith and science and presents the Reconciliation View as a method to work through them.

Prerequisite(s): SCIE 201, THEO 203, THEO 212

Sociology (SOC)

SOCI 103

Humans in Society

3 Credit Hours

Analyzes topics such as culture, socialization, social groups, social institutions, stratification, sex, gender, and race. Identifies how sociology and the Christian faith are intertwined and how sociological theories have application in a ministry context. Identifies the importance of the sociological imagination to provide a greater understanding of life circumstances. Explores the three

basic sociological theories and how those can apply to almost all social phenomena.

SOCI 204

Marriage and Family

3 Credit Hours

Explores how today's Christians find a mate within a faith that esteems marriage but in a world that depreciates it. Surveys marriage tendencies around the globe and examines current trends in marriages and families. Provides a basis from which to build an understanding of marriage and the family from a biblical worldview.

Prerequisite(s): SOCI 103

SOCI 312

Social Psychology

3 Credit Hours

Introduces students to the major themes of social psychology by exploring how people think about, influence, and relate to others. Shows students how people view themselves and those around them and the accuracy of those views. Explores human attitudes and behaviors and provides an introduction to social influence and the idea of persuasion in the context of group influence and conformity.

Prerequisite(s): SOCI 103, SOCI 204

SOCI 322

Social Inequalities and Biblical Justice

3 Credit Hours

Investigates current issues in culture, society, and compassion ministry populations. Analyzes current conversations on these issues, barriers to engaging with individuals and populations involved, and how to best adapt ministry initiatives to reach these communities. Deepens understanding of biblical justice and its implications for Christian and compassion ministries, how to balance spiritual and social justice in a way that honors God and best serves people long term.

Prerequisite(s): SOCI 103

Student Ministry (SDNT)

SDNT 101

Student Ministry Foundations

3 Credit Hours

Explains the biblical foundations and theological principles, historical context, and timeline of student ministry in the United States, including past movements and key figures. Identifies ministry foundational pillars and how they intersect with current culture. Examines the contemporary landscape of student ministry by analyzing past and present trends while predicting future trends.

SDNT 202

Student Ministry Models

3 Credit Hours

Provides various models of student ministry. Compares and contrasts the current student ministry models throughout local churches to identify trends within the Christian landscape. Evaluates the strengths and weaknesses of current models in comparison with previous models. Analyzes successful student ministries and their strategies and inspects what makes these strategies successful.

Prerequisite(s): SDNT 101

SDNT 204

Student Ministry Strategies

3 Credit Hours

Identifies the contemporary strategies of student ministry in the local church. Surveys the planning and evaluating of these strategies and how they impact the discipleship journey of a student. Provides a student ministry strategy for a specific demographic. Students will have the opportunity to integrate biblical principles and perspectives in their ministry activities.

Prerequisite(s): SDNT 101

SDNT 206

Student Ministry Curriculum

3 Credit Hours

Explains the practice of curriculum and message writing in Student Ministry based on the ministry method and model. Evaluates the effectiveness and faithfulness of the written and oral curriculum to different demographics. Identifies a scope and sequence for curriculum along with specific timing across the calendar year. Provides the tools needed to create a curriculum and present messages written using the curriculum.

Prerequisite(s): SDNT 101

SDNT 301

Student Leadership Pipeline in Student Ministry

3 Credit Hours

Surveys the approaches and strategies to identify, develop, and empower student leaders within the local church. Provides how to identify leadership potential within a student and how to develop a student's leadership abilities through relationships, discipleship, and serving opportunities. Explains how to guide students on a leadership journey and take the next steps as Christ-followers.

SDNT 305

Growth and Scaling in Student Ministry

3 Credit Hours

Analyzes the dynamics of scaling a growing Student Ministry. Examines the methods, strategies, and operations best suited for each scale. Identifies leadership pipeline, team structure, and organizational charts based on each scale. Provides the opportunity to scale a Student Ministry based on a given size scale.

SDNT 307

Engaging the Family in Student Ministry

3 Credit Hours

Provides strategies to engage the entire family. Examines the essential role of the Student Ministry Leader in the retention of families within the local church. Surveys opportunities to engage parents and guardians by leveraging unique moments, milestones, and conversations. Identifies resources for families across various social, cultural, and life-cycle issues.

SDNT 345

Safeguarding Ministry

3 Credit Hours

Provides policies and procedures to create a safe environment for all students. Evaluates existing protections and risk management strategies for the local church, including protocols for crisis response, reporting, screening, and training for the unique safety needs of middle school and high school students. Students have the opportunity to research, evaluate, and apply policies.

SDNT 415

Current Research in Student Ministry

3 Credit Hours

Provides current research and generational trends in Student Ministry. Examines research methods and data reports to gain an understanding of current issues in society, ministry, and Christian life. Develops skills in reading research publications, interpreting data, identifying credible sources, and connecting how current research informs decision-making, influences initiatives, and shapes ministry activities. Emphasizes the importance of remaining a lifelong learner.

SDNT 455

Professional Practices

3 Credit Hours

Examines the operations that take place within various student ministries. Compares different student ministry operational strategies and contrasts their effectiveness within their given demographic. Explains the need to contextualize student ministry operations based on a specific demographic. Provides the resources needed to create and present a student ministry operational strategy.

SDNT 465

Readiness for Ministry

3 Credit Hours

Provides students the opportunity to demonstrate Student Ministry program competencies in a culminating project. Students will work on a self-directed project and present the project to a panel of church practitioners.

SDNT 475

Student Ministry Internship

3 Credit Hours

Provides an internship experience in an approved professional setting. Reinforces all Student Ministry program competencies and provides practical experiences for a local church setting.

Prerequisite(s): Students can begin the internship application process after the completion of 60 credit hours in the program.

Technical Arts (TECH)

TECH 101

Technical Arts Foundations

3 Credit Hours

Identifies the foundational principles of audio, video, lighting, acoustics, and software elements within live church production. Explains how each of these areas supports and empowers the other while gaining hands-on experience through practical assignments and projects. Collaborates with current practitioners to gain industry knowledge and experience.

TECH 203

Production Technologies

3 Credit Hours

Explores the technologies required to effectively produce live events, from hardware to software applications. Demonstrates common practices in live church production venues, permanent and temporary.

TECH 212

Live Video

3 Credit Hours

Introduces video fundamentals, including analog and digital technology, video signal analysis, and the evolution of the technology. Students will learn digital camera operation, basic shooting and lighting techniques, and basic editing and exporting.

Prerequisite(s): TECH 101

TECH 222

Church Audio

3 Credit Hours

Introduces students to basic principles of the behavior of sound in ministry environments, with an emphasis on signal flow, acoustics, sound reinforcement setups and installation, signal processing, as well as microphone selection and placement. Includes setting up sound systems and mixing live music.

Prerequisite(s): TECH 101

TECH 232

Lighting for Worship

3 Credit Hours

Introduces the fundamentals of stage lighting, including the history of lighting, illumination, lighting equipment, projection principles, color, elementary electricity, and light controls (digital and analog).

Prerequisite(s): TECH 101

TECH 312

Advanced Live Video Production

3 Credit Hours

Analyzes the equipment involved in video production. Exposes the student to the professional function of the video positions.

Prerequisite(s): TECH 212

TECH 322

Audio Reinforcement

3 Credit Hours

Develops students' skills in live sound reinforcement for the church, including assembling sound systems, setting stages for music production, and managing assets vital to the discipline of sound reinforcement. Emphasizes sound system design for live worship environments and the demonstration of skill in operating a live sound system.

Prerequisite(s): TECH 222

TECH 332

Lighting Practices

3 Credit Hours

Develops the artistic and practical skills necessary to effectively and esthetically light live productions. Explores the creative application and best practices of lighting designs in worship settings.

Prerequisite(s): TECH 232

TECH 411

Producing Live Events

3 Credit Hours

Applies the theory and practice in planning, directing, and producing various video productions, emphasizing skill development and production techniques.

TECH 414

Advanced Concepts in Video

3 Credit Hours

Reviews the advanced concepts of video and applies knowledge from all previous video courses. Provides the opportunity to analyze video hardware and software while operating in a live environment.

Prerequisite(s): TECH 212

TECH 424

Advanced Concepts in Audio

3 Credit Hours

Reviews the advanced concepts of audio and applies knowledge from all previous audio courses. Provides the opportunity to analyze audio hardware and software while operating in a live environment.

Prerequisite(s): TECH 222

TECH 434

Advanced Concepts in Lighting

3 Credit Hours

Reviews the advanced concepts of lighting and applies knowledge from all previous lighting courses. Provides the opportunity to analyze lighting hardware and software while operating in a live environment.

Prerequisite(s): TECH 232

TECH 455

Professional Practices

3 Credit Hours

Prepares students for professional success in their chosen field. Students will research their field, gaining critical knowledge and learning the best practices needed for post-graduation success.

TECH 465

Readiness for Ministry

3 Credit Hours

Focuses on the key elements of event production management, including preparing proposals for site and venue layouts, specifying infrastructure, and preparing budgets. Analyzes the management of operations and people in a coordinated manner to provide a successful event. Builds on skills and knowledge gained in all previous courses to deliver live events and see them through from conception to delivery and evaluation.

TECH 475

Technical Arts Internship

3 Credit Hours

Provides an internship experience in an approved professional setting. Reinforces all Student Ministry program competencies and provides practical experiences for a local church setting.

Prerequisite(s): Students can begin the internship application process after the completion of 60 credit hours in the program.

Theological Studies (THEO)

THEO 121

The Disciplines of Christ

2 Credit Hours

Provides the biblical and theological foundation for the practice of spiritual disciplines with special attention to Jesus's example. Explains how to integrate the spiritual disciplines. Equips students to lead others in the practice of the spiritual disciplines. Students

will have an opportunity to appreciate the work of God in their lives through the practice of each spiritual discipline during their time in the course.

THEO 203

Christian Beliefs

3 Credit Hours

Explains key theological themes within the Bible, noting significant contributions from major theologians on each major theme. Provides an overview of the following doctrines: God, Humanity, Christ, the Holy Spirit, Salvation, the Church, and the Future. Students will have an opportunity to discover key theological terms, relevant biblical passages, and influential theologians.

THEO 212

Christian Worldview

3 Credit Hours

Explains essential elements of a Christian worldview. Provides the biblical basis for a Christian worldview formation. Compares and contrasts other major worldviews encountered in American culture and abroad. Examines contemporary challenges to Christianity and evaluates responses to them. Develops an appreciation for the importance of Christian worldview to effective gospel ministry.

Prerequisite(s): THEO 203

THEO 312

Christian Ethics

3 Credit Hours

Provides theological and moral foundations for decision-making and a moral vision of the Christian life. Identifies standards for biblically informed moral practice. Surveys major issues, themes, and questions in Christian ethics. Explains how the Christian worldview and biblical themes address contemporary moral issues. Evaluates contemporary moral issues by the standards of biblical teaching.

Prerequisite(s): THEO 203, THEO 212

THEO 324

The Mission of the Church

3 Credit Hours

Examines the theological foundations for the mission of God (Missio Dei). Students will have the opportunity to gain an understanding of the vital role of the local church in advancing the Great Commission by exploring the biblical and theological themes, methodological approaches, and contemporary issues related to the mission of the Church.

Prerequisite(s): THEO 203, THEO 212

THEO 332

Created in the Image of God

3 Credit Hours

Provides biblical and theological teachings concerning humans in relationship to God, creation, and other humans. Explains what it means to be made in the image of God and the consequences of the Fall on human flourishing. Examines classical and contemporary understandings of humankind. Students will have the opportunity to integrate insights from various disciplines to form a proper theological anthropology.

Prerequisite(s): THEO 203, THEO 212

THEO 336

Spiritual Awakenings

3 Credit Hours

Explains the biblical and theological foundations of revival movements. Examines the history and theology of revival movements in the modern era. Provides the social context of key historical awakenings. Develops an appreciation for the work of the Holy Spirit in revival. Students will have an opportunity to learn how to promote renewal in the ministry of the local church.

Prerequisite(s): THEO 203, THEO 212

THEO 338

The Theology of C.S. Lewis

3 Credit Hours

Provides an overview of the life and theology of C.S. Lewis. Examines his theology on topics including but not limited to the Trinity, morality, problem of evil, nature of friendship, virtue, epistemology, miracles, spiritual warfare, soteriology, and eschatology. Analyzes how to meaningfully answer objections to the Christian faith. Surveys Lewis's fiction and non-fiction writings to identify sound reasons to believe in Christianity.

Prerequisite(s): THEO 203, THEO 212, THEO 312

Visual Arts (VISL)

VISL 101

Visual Arts Foundations

3 Credit Hours

Introduces the basic skills and knowledge required to excel in the Visual arts. Identifies methods for idea generation, how to effectively communicate using vocabulary specific to the field, and provides strategies for creative problem-solving. Analyzes workflows and techniques for project management and explores collaboration with others in an artistic team environment.

VISL 212

Introduction to Graphic Design

3 Credit Hours

Introduces the field of graphic design. Explores the history and principles of design and how to use design software to create visual compositions for print and digital media. Investigates research and analysis of target audiences and application of design principles to create effective designs.

Prerequisite(s): VISL 101

VISL 222

Photography Principles

3 Credit Hours

Introduces the art and science of photography. Demonstrates digital camera usage and editing software to create compelling images. Applies photography principles such as composition and lighting. Explores the history and aesthetics of photography and how to critique and analyze photographs.

Prerequisite(s): VISL 101

VISL 232

Introduction to Video

3 Credit Hours

Introduces video fundamentals. Demonstrates digital camera operation, basic shooting and lighting techniques, and basic editing and exporting.

Prerequisite(s): VISL 101

VISL 312

Digital Media

3 Credit Hours

Explores how to create professional-quality digital media using tools such as tablets and graphic design software. Identifies techniques for creating vector graphics, shading, and texture.

Prerequisite(s): VISL 101, VISL 212

VISL 316

Advanced Graphic Design

3 Credit Hours

Examines branding, packaging design, and layout design for print and digital media. Explores advanced techniques for typography, visual storytelling, and working with color and imagery.

Prerequisite(s): VISL 101, VISL 212, VISL 222,

VISL 318

Introduction to Typography

3 Credit Hours

Introduces typographic terms, technology, and the foundations and fundamentals of typography and visual structure as a medium for expressive, conceptual, and intellectual communication. Examines the history and current practice of type in various areas of communication design. Explores properties of typefaces, their context, and how typography helps readers read and navigate a text.

Prerequisite(s): VISL 212

VISL 332

Video Editing

3 Credit Hours

Demonstrates how to edit video using non-linear software. Identifies how to create a rough cut, fine-tune the timing and pacing of a video, add transitions, effects, audio, work with raw footage, and multi-camera edits. Provides color grading opportunities to enhance the visual look of a video. Explores effective communication of vision and collaboration with others throughout the video editing process.

Prerequisite(s): VISL 222, VISL 232

VISL 336

Storytelling for Video

3 Credit Hours

Presents the art of storytelling through video. Explores storytelling techniques, formats, scriptwriting, character development, and visual storytelling, in order to demonstrate engaging and effective stories.

VISL 338

Advanced Video Production

3 Credit Hours

Explains advanced techniques for producing professional-quality video content. Demonstrates how to plan and execute complex video projects, including multi-camera shoots and special effects, using non-linear editing software. Explores how to effectively manage and lead a video production team, including delegating tasks and communicating with a team.

Prerequisite(s): VISL 232

VISL 436

Content Writing and Editing

3 Credit Hours

Promotes effective writing skills in a variety of digital formats. Demonstrates the skills to grab attention and draw an audience in with transitions, word choice, voice, rhythm, and paragraph structure. Explores creating content for a social media brand strategy, writing an executive brief, or developing an email campaign with the right content, for the right audience, at the right time.

VISL 455

Professional Practices

3 Credit Hours

Prepares students for professional success in their chosen field. Students will research their field, gaining critical knowledge and learning the best practices needed for post-graduation success.

VISL 465

Readiness for Ministry

3 Credit Hours

Explores professional portfolio creation to showcase work to potential clients or employers. Identifies how to select, curate, and present content in a cohesive and compelling way. Provides students the opportunity to showcase their skills and creativity in a culminating project and demonstrate Visual Arts program competencies. Students will have the opportunity to work on a self-directed project and present the project to a panel of industry professionals.

VISL 475

Visual Arts Internship

3 Credit Hours

Provides an internship experience in an approved professional setting. Reinforces all Visual Arts program competencies and practical experiences in a church environment.

Prerequisite(s): Students can begin the internship application process after the completion of 60 credit hours in the program.

Worship Ministry (WSHP)

WSHP 101

Worship Ministry Foundations

3 Credit Hours

Explores the biblical foundations of worship and identifies where worship is represented throughout scripture. Explains how worship is used in the local church. Describes the historical and cultural context of worship in the Old and New Testament, including the practices of ancient Israel and the early church. Discovers the theological basis of worship as found in scripture.

WSHP 201

Music Theory

3 Credit Hours

Identifies the different areas of music theory. Applies the areas of music theory to a worship environment. Introduces the number system and emphasizes how the number system is used in a live worship experience. Identifies the skills needed to perform a worship experience using the number system, ear training, harmony, and melody.

WSHP 203

Lyrics and Theology

3 Credit Hours

Explores the theology and biblical basis for writing and composing worship songs. Identifies the theological structure for current worship songs. Compares and contrasts theological accuracy and integrity of worship songs in contemporary worship. Provides the opportunity to write, compose, and present a theologically accurate worship song.

WSHP 207

History of Worship Music

3 Credit Hours

Explores the cultural history of worship music and the transformation it has taken over time. Identifies key figures in the transformation of worship music across generations. Analyzes key attributes of worship music movements as influenced by cultural movements. Hypothesizes the future landscape of contemporary worship music.

WSHP 212

Worship Platform Development

3 Credit Hours

Identifies the techniques needed for worship experiences, including music directing, building a moment, sharing a testimony or ministry moment, rehearsal, and navigating team dynamics. Suggests a system for using the worship platform techniques. Applies the skills in a live environment needed to execute a worship experience.

Prerequisite(s): WSHP 101, WSHP 201, TECH 101

WSHP 303

Worship Leadership

3 Credit Hours

Examines the role and responsibilities of those in worship ministry within a local church setting. Explores the dynamics of building a worship team while identifying the core attributes of a healthy worship leader. Defines characteristics of healthy worship teams and includes insight into creating a healthy worship team culture.

WSHP 304

Songwriting and Composition

3 Credit Hours

Introduces the biblical basis for songwriting. Compares and contrasts the different types of worship songs, including contemporary, gospel, and hymns, and establishes a system for writing each kind of song. Explores the ability to orchestrate and compose lyrics into a melody with multiple instruments and musicians.

Prerequisite(s): WSHP 203

WSHP 305

Creating Worship Environments

3 Credit Hours

Examines how systems help to create excellent worship environments. Analyzes the creative process when developing worship environments while brainstorming, ideating, and innovating for future experiences. Applies a creative process for a worship environment using church management software. Inspects how to give and receive feedback when presenting a worship experience.

WSHP 307

Contextualization in Worship Music

Analyzes music genres within the context of a local community and applies insights on how to absorb those genres into a local church's worship ministry. Explores the essential relationship between worship ministry leaders and Senior Leadership and explains how to recognize the vision of Senior Leadership and adjust to their vision.

WSHP 325

Voice Study

3 Credit Hours

Explains the different elements and functions of the voice. Compares and contrasts how the elements of the voice support one another. Identifies techniques for vocal care to maintain vocal health and prevent injury. Explores the skills of pitch, tone, and control dynamics to craft the skill of worship leadership.

WSHP 335

Instrument Study

3 Credit Hours

Explores the different instruments used during a worship experience. Inspects the various chords, scales, and systems used to play these instruments. Summarizes how these instruments play a part in creating a worship environment. Applies chords, scales, and the number system as a musical system to follow when a part of a worship team.

WSHP 341

Live Music Technologies

3 Credit Hours

Identifies the differences between the various music technology systems and software. Explains the skills needed to be proficient in the various music technology systems. Compares and contrasts the benefits and downfalls of music software.

WSHP 426

Advanced Vocal Techniques

3 Credit Hours

Applies advanced vocal techniques to enhance vocal, including breath control, tone, resonance, cadence, blending, and vocal range. Explores the collaboration with other musicians and provides the opportunity to demonstrate the ability to establish vocal roles, create harmonies, and work as a part of a team.

Prerequisite(s): WSHP 325

WSHP 436

Advanced Instrument Techniques

3 Credit Hours

Applies advanced instrument techniques and knowledge of music theory to elevate skills on a chosen instrument. Explores how to select, arrange, and execute music for a worship experience. Examines how to lead a team while operating a selected instrument proficiently.

Prerequisite(s): WSHP 335

WSHP 441

Recording Technologies

3 Credit Hours

Explores the skills needed to record and produce music in a live and studio environment. Tests the ability to present a mastered audio recording of a studio or worship environment. Suggests a

system for recording and mastering audio while using the technology systems and software available.

WSHP 475

Worship Ministry Internship

3 Credit Hours

Provides an internship experience in an approved professional setting. Reinforces all Worship Ministry program competencies and provides practical experiences in a church environment.

Prerequisite(s): Students can begin the internship application process after the completion of 60 credit hours in the program.