# Catalog
## 2017-2018

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PRESIDENT’S WELCOME

Dear Students,

It is with great excitement that I write to welcome you to the Highlands College family! Over the next couple of years, you will experience some of the greatest moments of your life. You will be challenged, grow into your God-given potential, and be equipped to step into your ministry calling. Before you begin your journey at Highlands College, I want to encourage you with our goals for you as a Highlands College student.

At Highlands College, our goal is that students would graduate as leaders who are committed to the Great Commission by being active in the local Church. To do that, we know our students must be known for great things.

As a Highlands College student, you will develop a commitment to the authority of scripture. Through knowledge, interpretation, and integration of scripture into your life, we believe you will graduate Highlands College with unshakable faith, prepared to deliver the gospel in effective ways to your generation.

Throughout your journey at Highlands College, you will also develop a genuine pursuit of a Christ-centered life. To develop a pure heart, our students are involved in a healthy, life-giving community where you will develop your personal devotional life with God, Godly character, an active lifestyle, and find opportunities to invest in meaningful relationships. We desire that you stay 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 eternal perspective. If you devote yourself to your calling, to developing leadership and vocational skills, and to stewarding 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. I want to challenge you to go all-in and finish strong so that you can be equipped to fulfill your God-given purpose.

For His Glory,
Mark Pettus
President
THE HIGHLANDS COLLEGE MANIFESTO

As iron sharpens iron, we shape and mold students, through biblical education with the highest standards of excellence.

In this place of intellect, discipleship, virtue, and truth, we prepare tomorrow’s leaders to possess a servant’s heart; instilling within them the enduring legacy of their calling, renewing their minds, and placing upon them the full armor of God.

Having given them everything they need to remain bold in their testimony and resolute in their faith; we send them out into the world—where the harvest is plentiful, but the workers are few—to be the branch that extends from the vine, to be well-versed in the fruit of the Spirit, and to reach higher heights.

It is by His grace that we have the facilities, curriculum, and dedicated staff to graduate students who have the courage to press ahead and the stamina to run the race in such a way as to get the prize, to change the world, and to live a life of eternal impact.
THE HISTORY OF HIGHLANDS COLLEGE

Highlands College (HC) began as an internship ministry of Church of the Highlands in 2001 after Pastor Chris Hodges identified and committed to the development of a group of individuals with a heart for full-time ministry who desired to gain knowledge and experience that would launch them into their callings. Named and modeled after the ministry program, ‘24/7’, based in Colorado Springs, Colorado, it soon developed into a rigorous internship ministry that offered college-age students practical ministry experience, with the goal of getting them placed into full-time jobs.

In the fall of 2011, in the wake of fresh vision, the internship ministry expanded to a collegiate program incorporating academics and giving students the opportunity to earn a degree through a partnership with Point University. Thus, Highlands College was founded. The school offers a 48-semester hour program for students 18-24 leading to the Advanced Certificate of Ministry and Leadership. The college also offers an evening school program leading to a Certificate of Ministry and Leadership (12 sem. hrs.) or a Certificate in Ministry (8 sem. hrs.), created to give adults an opportunity to transition into full-time ministry and for leaders of all ages to be trained in their calling.

While practicing informal assessment and making improvements each year, in 2015, the Board of Directors of Highlands College decided to pursue accreditation with the Association for Biblical Higher Education (ABHE). At the beginning of 2016, Highlands College transitioned to a formal, comprehensive process of assessment, continuous improvement and strategic planning. With the Board of Directors approval of vision, mission, and goals and application to the Association for Biblical Higher Education (ABHE) (both in December of 2015) and subsequent approval of the institution for applicant status in February 2016, Highlands College developed objectives and measurement means to determine the success of achieving the Mission, to exist to be a biblical higher education institution to supply the church with leaders to fulfill the Great Commission. Highlands College continues the process of accreditation with the goal of offering its own degree.

Since its beginnings, Highlands College has seen much change and improvement, yet it steadily holds to its enduring vision of being a premier college, developing biblically-educated ministry leaders to advance the mission of the Church. The school is exceptionally staffed and committed to providing students excellent educational resources while promoting a life-giving environment based on biblical values. Marked by a culture of leadership, Highlands College is committed to cultivating holistically-healthy leaders and focus on developing them at every level. At the College, students have ample opportunity to grow as leaders and gain practical skills and expertise that
will set them up for success as they enter their vocational roles. They will gain hands-on training in their course of study through the living laboratory that Church of the Highlands provides while learning the various aspects of the Sunday experience. During their time at Highlands College, students will also develop interpersonal and communication skills, putting them into practice as they work on real-life projects that will equip them to succeed beyond the classroom. Upon graduating, students should emerge as capable ministry leaders marked by excellence and ready to be launched into their callings. Graduates of Highlands College are trained to live a life of eternal impact through their commitment to the authority of Scripture, the pursuit of a Christ-centered life, a passion for lifelong learning, a calling to ministry leadership, and to advance the Kingdom of God.

Church of the Highlands' large network of churches provides a pipeline of placement for Highlands College graduates. Currently, the College places 60% of students who enter the school's internship program into ministry jobs. The College is working on increasing that number.

**ACCREDITATION**

Highlands College holds applicant status with the Association for Biblical Higher Education Commission on Accreditation, located at 5850 T. G. Lee Blvd., Ste. 130, Orlando, Florida, 32822, (407) 207-0808. Applicant status is a pre-membership status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving candidate status within five years.
THE VISION, MISSION, AND GOALS OF HIGHLANDS COLLEGE

VISION
Highlands College will be a premier college developing biblically-educated ministry leaders to advance the mission of the church.

MISSION
Highlands College exists to be a biblical higher education institution that exists to supply the church with leaders to fulfill the Great Commission.

INSTITUTIONAL GOALS
Highlands College will
• Deliver premiere biblical higher education
• Provide excellent educational resources
• Promote a life-giving environment based on biblical values
• Champion ministry leadership culture
• Prepare students academically and experientially to live out their calling
• Cultivate holistic-healthy leaders
• Steward finances to empower gratitude for the future
• Launch leaders who are committed to the mission of the Church

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 meet the highest standards of excellence as they develop their intellect and increase their knowledge of God. Students become lifelong learners across a wide array of 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 elite hands-on ministry training and empowers students to take ownership in every area of church life. Students get the leadership training and opportunities to develop the skills needed to change the world.

CHARACTER FORMATION

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

SPIRITUAL DEVELOPMENT

Highlands College students strengthen their devotion to God through the local church, chapels, small groups, and their relationships with others. Students are discipled by world-class leaders and will serve on a mission trip, learning how to spread the gospel around the world.
STATEMENT OF FAITH

HOLY BIBLE

The Holy Bible alone 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 co-eternal (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 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 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 of Calvary was sinless and is 100% sufficient to cleanse mankind of all sin. Jesus allowed Himself to be punished 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 OF 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 (Joel 2:28-29;

**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).

**SACRAMENTS**

- 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 (Matthew 28:19; Acts 2:38; Mark 16:16; Acts 8:12, 36-38; 10:47-48).
- The Lord’s Supper - A unique time of communion in the presence of God when the elements of bread and grape juice (the 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).
- Marriage - We believe the Bible defines marriage as a covenant, a sacred bond between one man and one woman, instituted by and publicly entered into before God (Matthew 19:4-6).

**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 to serve others better.

• 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 (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).

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. His return 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).
Highlands College shares common religious doctrines, principles, disciplines, and practices with Church of the Highlands in Birmingham, AL, with which it is affiliated as an integrated auxiliary.
OVERVIEW OF PROGRAMS

Highlands College offers three different academic and ministry training programs: Traditional, Evening Core-Plus Certificate Program, and Core Certificate Program. Highlands College offers ministry training in various disciplines. Highlands College also serves as a satellite instructional location for Southeastern University (SEU) through which parallel-enrolled students can earn a Bachelor of Science in Christian Ministries degree (BSCM) or an Associate of Arts in Christian Ministries degree (AACM) from Southeastern University Access Program.

Each program is four semesters in length and typically takes two academic years to complete. A student who completes any program has learned the practical leadership skills and knowledge needed for a successful future in a ministry or a marketplace position. Detailed information on each program follows.

TRADITIONAL: FULL-TIME PROGRAM

The Traditional Program is a full-time program offered at the Greystone Campus, located at 1701 Lee Branch Lane, Birmingham, AL 35242 during the day. Recommended for students age 18 - 24 at program start, the Traditional program consists of the following components.

Traditional Program Weekly Schedule

Mondays and Wednesdays

1. Academic Classes - Students enrolled only in Highlands College typically take only one academic class at a time. Students also enrolled in Southeastern University are typically enrolled in two or more academic classes at a time. Academic courses for both institutions are scheduled Mondays and Wednesdays from 8:00 AM to 2:00 PM. Each class period is an hour and twenty minutes in length.

2. Athletics – All Highlands College students participate in weekly intramurals on Monday afternoons from 2:00 PM to 5:00 PM.

3. HC Groups – All Highlands College students participate in an assigned HC Group, a small group, which meets for twelve weeks on Monday evenings at various locations.
Tuesdays and Thursdays

1. Ministry Leadership Class – All Highlands College students participate in a Ministry Leadership class each Tuesday from 1:30 PM to 3:00 PM.
2. Chapel – All Highlands College students attend Chapel each Thursday from 1:30 PM to 3:00 PM.
3. Student Practicum classes – Tuesday and Thursday mornings are typically reserved for the Practicum classes. The Practicum preceptor determines the scheduling and location of the Practicum class. Although most Preceptors scheduled class hours on Tuesday and Thursday, they occasionally schedule Friday or weekend classes. Preceptors will communicate the semester’s schedule at the beginning of each semester.

Additional Required Commitments

1. Workout Electives, Expedition, Half Marathon
2. Participation in Conferences and special events
3. Sunday Experience
4. Mission Trip

Illustration 1 is a visual overview of the Traditional program. Illustration 2 is a sample completion plan for the Traditional program. The Course Descriptions section of the Catalog lists full information on each course and component.

Appendix 1 is the school calendar which is a useful tool for schedule planning as it identifies most of the activities that will occur throughout the year.

Refer to the Admissions section of this Catalog for complete admissions requirements and processes.

**EVENING: CORE-PLUS PROGRAM**

The Core-Plus Certificate Program is an evening program for the adult learner aged 25 and older to gain ministry training. The program is designed to prepare its students for a career change into ministry. This career change could require relocation and an adjustment to income which will require support and understanding from the applicant’s family and which should be discussed before entering the Core-Plus Program.

The ministry training components and requirements of the Core-Plus Certificate Program are conducted at Church of the Highlands. It is expected that applicants will
become active members of the Church of the Highlands Dream Team to receive additional hands-on training.

**Core-Plus Certificate Weekly Schedule**

**Tuesdays**

1. Ministry Training Lab 6:00 – 7:00 pm – All Core-Plus Students participate in a Ministry Training Lab.
2. Ministry Leadership Class – All Core-Plus Students participate in a Ministry Leadership class each Tuesday from 7:30 – 9:00pm.

**Additional Required Activities**

1. A self-scheduled weekly personal fitness time
2. Completion of a 10K race
3. Small Groups
4. Sunday Experience
5. Mission Trip

Illustration 3 is a visual overview of the Core-Plus Certificate Program. Illustration 4 is a sample completion plan for the Core-Plus Certificate Program. The Course Descriptions section of the Catalog lists full information on each course and component.

**Appendix 1** is the school calendar which is a useful tool for schedule planning as it identifies most of the activities that will occur throughout the year.

Refer to the Admissions section of this catalog for complete admissions requirements and processes.

**EVENING: CORE PROGRAM**

The Core Certificate Program is an evening program designed for the adult learner aged 25 and older to gain ministry training who does not plan on pursuing vocational ministry. Graduates of the Core program may not participate in the College’s Internship Program. These classes are designed to have minimal disruption on the student’s present employment/lifestyle.

Students may enroll in the Core Certificate Program at these campuses of Church of the Highlands: Auburn, Gadsden, Greystone, Huntsville, Montgomery, and Tuscaloosa. The Core Certificate Program consists of the following components.
1. **Academics** - The foundation of the Core program is four core courses designed to address the essential organizational, ministry theology, and leadership skills necessary in today’s ministry environment. Core-Plus and Core students attend the same academic classes.

2. **Highlands College Experience** - Core program students are encouraged, but not required, to round out their Highlands College experience through voluntary participation in service opportunities and activities designed to strengthen and deepen the student’s relationship with God, challenge and sharpen the student in mind, body, and spirit.

A student who successfully completes the Core program earns the Certificate of Ministry (CM).

**Core Certificate Weekly Schedule**

**Tuesdays**

1. Ministry Leadership - All Core Certificate students participate in a Ministry Leadership Class from 7:30 to 9:00 PM

**Additional Recommended Activities**

1. A self-scheduled weekly personal fitness time and 10K
2. Sunday Experience
3. Small Groups
4. Mission Trip

Illustration 5 is a visual overview of the Core Certificate. Illustration 6 is a sample completion plan for the Core Certificate. The Course Descriptions section of the Catalog lists full information on each course and component.

Appendix 1 is the school calendar which is a useful tool for schedule planning as it identifies most of the activities that will occur throughout the year.

Refer to the Admissions section of this Catalog for complete admissions requirements and processes.
ILLUSTRATION 1 – TRADITIONAL PROGRAM OVERVIEW

Advanced Certificate of Ministry and Leadership (ACML)

**Academics 24 credit hours**

<table>
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<th>Biblical Studies 12 credit hours</th>
<th>Practices of Ministry 9 credit hours</th>
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<td>English</td>
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<td>Theological Christian Worldview</td>
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<td></td>
<td>New Testament Survey</td>
<td>Evangelism &amp; Discipleship</td>
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<td></td>
<td>Exegesis &amp; Hermeneutics</td>
<td>Introduction to Preaching</td>
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<td></td>
<td>Survey of Christian Theology</td>
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**Ministry Training 16 credit hours**

**Core Ministry Courses 8 credit hours**

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<thead>
<tr>
<th>MINL 112 - Ministry Purpose &amp; Personal Leadership</th>
<th>MINL 312 - Personal Leadership &amp; Ministry Practices I</th>
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<td>MINL 212 - Ministry Philosophy &amp; Team Leadership</td>
<td>MINL 412 - Ministry Practices II &amp; Leadership Comprehensive</td>
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</tbody>
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**Practicum 8 credit hours**

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<th>Dream Center</th>
<th>Kids</th>
<th>Students</th>
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<tbody>
<tr>
<td>Events</td>
<td>Pastoral Leadership</td>
<td>Worship Leadership</td>
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**Highlands College Experience 8 credit hours**

<table>
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<tr>
<th>HC Groups</th>
<th>Self-funded Mission Trip</th>
<th>Athletics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday Experience</td>
<td>Expedition &amp; Half Marathon</td>
<td>Chapel</td>
</tr>
</tbody>
</table>
ILLUSTRATION 2 – TRADITIONAL PROGRAM SAMPLE

COMPLETION PLAN

**Semester 1**
ENGL 101 English Composition*
BIBL 100 Exegesis & Hermeneutics*
MINL 112 Ministry Purpose & Personal Leadership
HCGP-S1 HC Group
HCC Chapel
ATHL-FT Athletics
Practicum
Sunday Experience

**Semester 2**
BIBL 101C Old Testament Survey*
BIBL 102C New Testament Survey*
MINL 212 Ministry Philosophy & Team Leadership
HCGP-S2 HC Group
HCC Chapel
ATHL-FT Athletics
Practicum
Sunday Experience

**Semester 3**
THEO 201 Christian Theology*
MINS 203 Evangelism/Discipleship*
MINL 312 Personal Leadership & Ministry Practices I
HCGP-S3 HC Group
HCC Chapel
ATHL-FT Athletics
Practicum
Sunday Experience

**Semester 4**
THEO 204 Christian Worldview*
PREA 201 Introduction to Preaching*
MINL 412 Ministry Practices II & Leadership Comprehensive
HCGP-S4 HC Group
HCC Chapel
ATHL-FT Athletics
Practicum
Sunday Experience

Before graduation, all students must take a self-funded mission trip. Mission trips are unexcused absences, so should not be scheduled during the academic year.

*Denotes an academic course. Degree-seeking students complete all their academic course work through Southeastern University and typically take four academic classes per semester. Upon successful course completion at Southeastern University, the student earns transfer credit for the corresponding Highlands College academic course.
ILLUSTRATION 3 – CORE-PLUS OVERVIEW

Certificate of Ministry and Leadership (CML)

<table>
<thead>
<tr>
<th>Ministry Training</th>
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</thead>
<tbody>
<tr>
<td>Core Ministry Courses 8 credit hours</td>
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<tr>
<td>MINL 112 - Ministry Purpose &amp; Personal Leadership</td>
<td>MINL 312 - Personal Leadership &amp; Ministry Practices I</td>
</tr>
<tr>
<td>MINL 212 - Ministry Philosophy &amp; Team Leadership</td>
<td>MINL 412 - Ministry Practices II &amp; Leadership Comprehensive</td>
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</table>

<table>
<thead>
<tr>
<th>Ministry Training Labs</th>
<th>4 credit hours</th>
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<tbody>
<tr>
<td>Dream Center</td>
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<td>Events</td>
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</table>

<table>
<thead>
<tr>
<th>Highlands College Experience</th>
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<tr>
<td>Small Groups</td>
<td>Self-funded Mission Trip</td>
</tr>
<tr>
<td>Sunday Experience</td>
<td>10K run</td>
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</table>
ILLUSTRATION 4 – CORE-PLUS SAMPLE COMPLETION PLAN

**Semester 1**
MTL 100 Ministry Training Lab  
MINL 112 Ministry Purpose & Personal Leadership  
Directed Study  
HC Experience

**Semester 2**
MTL 200 Ministry Training Lab  
MINL 212 Ministry Philosophy  
Team Leadership  
Directed Study  
HC Experience

**Semester 3**
MTL 300 Ministry Training Lab  
MINL 312 Personal Leadership & Ministry Practices I  
Directed Study  
HC Experience

**Semester 4**
MTL 400 Ministry Training Lab  
MINL 412 Ministry Practices II & Leadership Comprehensive  
Directed Study  
HC Experience

Before Semester 4, all students must take a self-funded mission trip. Mission trips are unexcused absences, so should not be scheduled during the academic year.
ILLUSTRATION 5 – CORE OVERVIEW

Certificate of Ministry (CM)

Ministry Training

Core Ministry Courses 8 credit hours

| MINL 112 - Ministry Purpose & Personal Leadership | MINL 312 - Personal Leadership & Ministry Practices I |
| MINL 212 - Ministry Philosophy & Team Leadership | MINL 412 - Ministry Practices II & Leadership Comprehensive |

Highlands College Experience – recommended, but not required for graduation

| Small Groups | Self-funded Mission Trip | Athletics |
| Sunday Experience | 10K run |  |
ILLUSTRATION 6 – CORE SAMPLE COMPLETION PLAN

**Semester 1**
MINL 112 Ministry Purpose & Personal Leadership
HC Experience*

**Semester 2**
MINL 211 Ministry Philosophy
Team Leadership
HC Experience*

**Semester 3**
MINL 312 Personal Leadership & Ministry Practices I
HC Experience*

**Semester 4**
MINL 412 Ministry Practices II & Leadership Comprehensive
HC Experience*

*Recommended
The campus of Highlands College serves as a satellite instructional location for Southeastern University. The presence of Southeastern University on the Highlands College campus gives students a unique educational opportunity: the possibility to attend both institutions in parallel-enrollment.

Southeastern University offers the Bachelor of Science in Christian Ministries degree (BSCM) and the Associate of Arts in Christian Ministries degree (AACM) in multiple formats.

Prospective students desiring parallel enrollment must independently apply for admission at both Highlands College and Southeastern University. There is no single application process for simultaneous matriculation to both institutions.

Most Southeastern University students who are parallel-enrolled in Highlands College are eligible to attend Highlands College without paying an additional tuition charge. Under certain circumstances, parallel-enrolled students may have to pay tuition charges from each institution. Refer to the Financial Information section of this Catalog for detailed instances under which a Southeastern University student may have to pay a separate tuition charge for Highlands College.

Enrolled students of Southeastern University are eligible for federal financial aid under Title IV. Parallel enrollment in both Highlands College and Southeastern University does not adversely affect the student’s FAFSA or eligibility for federal financial aid under Title IV because Highlands College is not a degree-granting institution and is not an accredited institution.

Southeastern University and Highlands College are separate and distinct institutions. Acceptance in either institution does not imply or assure acceptance for enrollment in the other. Students who are seeking an academic degree must be enroll at Southeastern University. Students who are seeking an Advanced Certificate of Ministry and Leadership, a Certificate of Ministry and Leadership, or a Certificate of Ministry, either with or without an academic degree, must enroll at Highlands College.

In addition to the information provided in this section, Appendix 2 contains answers to frequently-asked questions about parallel enrollment in both Highlands College and Southeastern University.
Although it is our goal to provide accurate information regarding parallel enrollment in Southeastern University, do not rely on this catalog as a regulatory or authoritative source for policies and regulations of Southeastern University. The authoritative source for Southeastern University is the Southeastern University Catalog, available online at http://seu.catalog.acalog.com.
ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

Technical Standards for Admission

Highlands College is a rigorous and intense college experience that places specific requirements and demands on the students enrolled. The objective of Highlands College is to prepare Traditional and Core-Plus graduates to enter full-time ministry. The technical standards set forth by Highlands College are to establish and identify the essential qualities considered necessary for students admitted to the college, to achieve the knowledge, skills, and competencies of an individual moving into a full-time ministry position. These qualities form the basis of the Technical Standards for admission to Highlands College.

All Students admitted to Highlands College must meet the following abilities and expectations. In the event a student is unable to fulfill these Technical Standards with or without reasonable accommodation, the College will not admit the student. Compliance with the College’s Technical Standards does not guarantee a student’s eligibility for Highlands College.

Candidates for selection to Highlands College will be required to verify they understand and meet these Technical Standards or that they believe that, with certain accommodations, they can meet the Standards. The Admissions Committee will evaluate a student who states he/she could meet the college’s technical standards with accommodation and confirm that the stated condition qualifies under applicable laws as a disability under applicable laws eligible for reasonable accommodations.

If a student states he/she 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. Determination includes a review whether the accommodations requested are reasonable, considering whether accommodations would jeopardize the educational process of the student or the institution, including all coursework, ministry training, student life requirements and internships is 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 to hear sufficiently to affect an adequate exchange of information with team
members, congregation, and others. A student must be able to read and write English effectively to fulfill academic requirements, and to maintain accurate records as needed to ministry.

- **PSYCHOMOTOR SKILLS:** A student must possess the physical skills, talents, and abilities to perform the essential physical tasks functions of academics and areas in ministry training. Student can sing and play an instrument.

- **SOCIAL SKILLS:** Students must possess the physical and emotional health required for the application of his/her intellectual abilities and the employment of sound judgment in an appropriate and prompt manner. Students must display compassion, sensitivity, and concern for others, and maintain professional integrity always.

- **COGNITIVE SKILLS:** These abilities include an aptitude for rapid problem solving, the capability to independently access, and interpret, and respond to academic and ministry information independently, and pastoral scenarios.

**TRADITIONAL PROGRAM ADMISSION REQUIREMENTS**

**Age**

The recommended age range for students beginning the Traditional program is 18 to 24. The Vice President of Ministry Life can grant permission in certain circumstances for students to enter the program who are as young as 17 and as old as 27. Applicants who are younger than 17 or older than 28 are not eligible to enroll in the Traditional program.

**Secondary Education**

All candidates for admission must meet one of the following qualifications.

1. Graduated of an accredited four-year high school or equivalent homeschool having earned a standard diploma certifying readiness for a 2 or 4 year college experience
2. Successfully completed the General Educational Development (GED) certificate
3. Other state-recognized equivalency of a high school diploma.

**Documentation of Secondary Education**

Applicants must submit an official transcript or other formal certification verifying completion of the secondary education requirement directly to Highlands College.
Photocopies and documents marked “Issued to Student” are unofficial and will not be accepted. See “Transcript Submission,” below, for additional information.

Grade Point Average Requirements

Applicant must have earned a minimum cumulative grade point average (GPA) of 2.0 on a four-point scale as evidenced by their transcript.

Applicants who do not meet this requirement may provide alternative satisfaction by demonstrating a minimum 2.0 GPA on a four-point scale in 12 or more semester hours of completed coursework at the postsecondary level.

Applicants who meet either requirement may be required to complete the ACT Compass placement test and/or may be granted enrollment on a Probationary Admission status, see Probationary Admission description below.

Prior College Enrollment

Applicants who have previously attended college should request that all institutions attended send official transcripts to Highlands College. See “Transcript Submission” instructions below for additional information.

Applicants who are pursuing parallel enrollment in Southeastern University must send official transcripts to both Highlands College and Southeastern University.

Standardized Test Scores

Highlands College does not require submission of standardized test scores such as the ACT or the College Board’s SAT.

CORE-PLUS ADMISSION REQUIREMENTS

Expectations

The Core-Plus Certificate Program is an evening program for the adult learner aged 25 and older to gain ministry training. The program is designed to prepare its students for a career change into ministry. This career change could require relocation and an adjustment to income which will require support and understanding from the applicant’s family, who should participate in discussion before entering the Core-Plus Program.
The ministry training components and requirements of the Core-Plus Certificate Program are conducted at Church of the Highlands. It is expected that applicants will become active members of the Church of the Highlands Dream Team to receive additional hands-on training.

Age

The recommended minimum age for students beginning the Core-Plus program is 24. The Vice President of Ministry Life can grant permission in certain circumstances for students to enter the program who are 18 to 23 years old. There are no maximum age restrictions placed on applicants to the Core-Plus program.

Secondary Education

All candidates for admission must meet one of the following qualifications:
1. Graduated of an accredited four-year high school or equivalent homeschool having earned a standard diploma certifying readiness for a 2 or 4 year college experience
2. Successfully completed the General Educational Development (GED) certificate
3. Other state-recognized equivalency of a high school diploma.

Documentation of Secondary Education

HC does not require the submission of an official transcript or other formal certification verifying completion of the secondary education requirement provided the student attests that the requirement is satisfied.

Prior College Enrollment

Applicants who have attended college previously should request that all institutions attended send official transcripts to Highlands College. See “Transcript Submission” instructions below for additional information.

Standardized Test Scores

Highlands College does not require submission of standardized test scores such as the ACT or the College Board’s SAT.

**CORE ADMISSION REQUIREMENTS**

Age
The recommended minimum age for students beginning the Core program is 24. The Vice President of Ministry Life can grant permission in certain circumstances for students to enter the program who are 18 to 23 years old. There are no maximum age restrictions placed on applicants to the Core program.

**Secondary Education**

All candidates for admission must meet one of the following qualifications:
1. Have graduated from an accredited four-year high school or equivalent homeschool having earned a standard diploma certifying readiness for a 2 or 4 year college experience
2. Successfully completed the General Educational Development (GED) certificate
3. Other state-recognized equivalency of a high school diploma.

**Documentation of Secondary Education**

HC does not require the submission of an official transcript or other formal certification verifying completion of the secondary education requirement provided the student attests that the requirement is satisfied.

**Prior College Enrollment**

Applicants who have attended college previously should request that all institutions attended send official transcripts to Highlands College. See “Transcript Submission” instructions below for additional information.

**Standardized Test Scores**

Highlands College does not require submission of standardized test scores such as the ACT or the College Board’s SAT.

**APPLICATION PROCEDURE**

The application for admission is found on the Highlands College website, [www.thehighlandscollege.com](http://www.thehighlandscollege.com). Navigate to the “Admissions” section of the site and follow the instructions provided. Application may also be made in person at a variety of campus-based Preview Days. Events are conducted throughout the year at most campus locations of Church of the Highlands. Scheduled event dates may be found on the college website.

The application process consists of the following steps.
1. A completed online application form with required supporting documentation,
2. A signed consent to conduct a background investigation form,
3. A completed personal reference, and
4. The receipt of official transcripts.

The Director of Admissions will notify applicants of the outcome of their application.

Applications are valid for one year from the initial date of application. Applicants accepted for admission who do not enroll within one year of their application must submit a new application.

Admissions Process

Once the application package, including all required supporting documentation, is complete, Highlands College will make an admission decision. The College makes admissions decisions on completed application packages on a bi-weekly basis.

Probationary Admission

Highlands College offers Probationary Admission in the following limited circumstances:
   1. An applicant who is a strong candidate for admission but needs additional time to obtain the required documentation or
   2. An applicant who does not meet the academic requirements

Probationary Admission students must submit all required documentation and earn a minimum cumulative grade point average of at least 2.0 by the end of their first semester. If such a student meets these requirements, then the student will then be placed in “good standing” status. If a student does not meet these requirements, the Registrar will withdraw the student from the College, and the student may reapply five months from the conclusion of their probationary semester.

Application Denial and Reapplication

The College will notify applicants who are not accepted.

Applicants denied admission may reapply five months from the date the prior application was submitted.

TRANSCRIPT SUBMISSION

All official transcripts should be mailed directly to the college.
Registrar
Highlands College
1701 Lee Branch Lane
Birmingham, AL 35242

For institutions that offer electronic submission of official documents, submit transcripts to Registrar@thehighlandsCollege.com. Only official transcripts are accepted. Photocopies and documentation released directly to the student are *unofficial* and do not satisfy the submission requirements.
GENERAL INFORMATION

ACCREDITATION

Highlands College is not a degree-granting institution and is not accredited.

Highlands College holds applicant status with the Association for Biblical Higher Education Commission on Accreditation, 5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, (407) 207-0808. Applicant status is a pre-membership status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving candidate status within five years.

To pursue an accredited degree at the Highlands College campus, students must enroll in Southeastern University. Southeastern University is a Christ-centered institution of higher learning based in Lakeland, Florida. Southern Association of Colleges and Schools SACS Commission on Colleges accredits Southeastern University to award degrees at the associates and baccalaureate, master's, and doctorate degrees. Please refer to the Southeastern University Catalog for additional information.

STUDENT SERVICES

Please refer to the Student Services section of the Highlands College Student Handbook for information regarding the available range of student services.

PUBLIC SAFETY

Highlands College seeks to provide students, staff, and guests an environment that is as safe as practicable during day-to-day operations and during natural and other disasters. All students should familiarize themselves with the Public Safety section of the Highlands College Student Handbook for the safety plans and procedures designed for student protection.

STUDENT CONDUCT

Please refer to the Standards of Conduct section of the Highlands College Student Handbook for detailed information on student conduct.

STUDENT ORIENTATION

All new and returning students must attend Student Orientation which is scheduled immediately before the start of each semester.
New Student Orientation
For new students, Orientation assists with the transition to Highlands College. Orientation familiarizes new students with the campus, introduces campus resources and offices, and provides essential information for student success.

Returning Student Orientation
For returning students, Orientation each semester can establish personal and staff expectations, discuss key events scheduled to occur, and provide any updates occurring in academic and ministry training.
ACADEMIC POLICIES

ACADEMIC CALENDAR

Appendix 1 is the 2016-2017 Academic Calendar.

ACADEMIC FREEDOM

At Highlands College, we believe The Holy Bible is the authoritative Word of God. The Word of God is infallible and should be the foundational guide for study and reason. An individual’s right to study and reason without restraint is a fundamental freedom that is recognized and protected, both for students and the institution. However, there are limitations on such freedom. Limitations arise when values and mores of society are in opposition to the beliefs and values of the institution.

Academic freedom does not restrain an individual’s right to question but encourages intellectual debate without fear of censorship and retaliation.

ACADEMIC INTEGRITY

Academic Integrity is essential to the vision and mission of Highlands College to develop world-class leaders who possess intellect, virtue, and truth according to a biblical worldview.

In cases of alleged academic dishonesty, appropriate designated authorities within the College will inquire into, and if necessary, review such cases according to the principles, policies, and procedures outlined in the Student Handbook and Catalog.

Academic Dishonesty

Academic dishonesty occurs when a student or students engage in any of the following behaviors.

Plagiarism: Any attempt to represent the words or ideas of another whether published or unpublished as one’s own.

Cheating: Using or attempting to use unauthorized materials or study aids for personal assistance in academic work or examinations. Cheating includes, but is not limited to, the following actions.

• Looking at an examination paper or answer sheet of another student
• Obtaining, prior to the administration of a test, unauthorized information regarding the test
• Possessing or distributing a test prior to its administration
• Using any unauthorized materials or equipment during an examination
• Cooperating or aiding in any of the above

**Fabrication:** Any altered, contrived or invented information that would be deceptive in any academic exercise, written or otherwise.

**Misrepresentation of Academic Records:** Altering of any portion of Student Records.

**Facilitating Academic Dishonesty:** Aiding another violate the Academic Integrity Policy of this Institution.

**Unfair Advantage:** Attempting 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 course without prior approval from all instructors involved.

**Sabotage:** Any deliberate act that would 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:** Failure to address academic dishonesty promptly with the other student and/or mentor.

**PROCEDURES FOR VIOLATIONS OF ACADEMIC INTEGRITY**

If an instructor within a course or outside a course believes that a student has breached academic integrity, the instructor should follow this procedure.

1. Prepare a letter of documentation describing reasons for suspicion of an infraction.
2. Meet with the student(s) and discuss the suspicion, to the instructor's satisfaction, whether a violation has occurred. Both the instructor and student may choose to have a witness present at the discussion. Both parties should be notified that a witness will be present and given the opportunity to his or her own
witness. The instructor should thoroughly discuss the evidence of the offense and the report to be sent to the Director of Academics.

3. If the suspicion is found to be unwarranted, the letter may be included in the student’s file with a note describing the resolution or conclusion of the issue.

4. If the instructor verifies the suspicion, the Director of Academics, in consultation with the instructor, determines an appropriate penalty.

5. The student(s) will be informed of the penalty and has the right to appeal.

6. The instructor and, if necessary, the Director of Academics, will meet with the student to discuss the penalty and any appeal. The student has the right to invite a student colleague, his faculty advisor or another faculty member, or a staff member to the meeting.

7. The Director of Academics will place all letters, emails, and reports generated by the various meetings in the student's file.

8. The Provost may impose one or more of the following penalties for a confirmed instance of academic integrity/dishonesty. Any previous infractions will be considered in the imposition of such penalties.
   a. A failing grade on the examination, paper, or project
   b. A failing grade in the course
   c. Suspension from the College for a determined period
   d. Dismissal from the College

Right to Appeal

The student has the right to appeal the Academic Integrity penalty. The appeal must come within two weeks of the receipt of the decision. To appeal the penalty, the student should follow this procedure.

1. The student submits a letter with supporting documentation to the Vice President of Academics and the Director of Academics.
2. The Provost and the Director of Academics convene a committee consisting of two faculty members appointed by the Vice President of Academics and the Director of Academics from among the faculty not currently teaching the student. The committee shall also include two representatives of the student’s choice.
3. The Committee may:
   a. Reverse the finding and dismiss the penalty or
   b. Confirm the finding and impose the penalty.
ATTENDANCE POLICY

Class Attendance Policy

As an institution of higher learning, Highlands College places a premium on student attendance. A student’s attendance is vital to ensure that the student can learn from instruction presented by the instructor, feedback and questions offered by classmates, and the opportunities presented for direct experience. Students are expected to maximize their attendance in each course and scheduled event and to honor both God and those in authority by being punctual.

Students must attend a minimum of 75% of the number of instructions for each course, regardless of the length of the class, the number of instructions per week, or the amount of time each class may meet.

Three instances of tardiness in any course equals one absence. Students who exceed the maximum number of absences allowed for any class will be withdrawn from that class and will be awarded a grade of either “WP” or “WF” depending upon their grade at the time of withdrawal.

A synopsis of the number of allowable absences for many course types appears below, but the absolute authority for each course’s attendance policy is the syllabus published for that course. It is the student’s responsibility to monitor his or her record of attendance in each class.

Classification of Absences

At Highlands College, any absence is classified as "unexcused" or "excused."

**Unexcused Absence:** An unexcused absence is one in which the student, through ignorance or neglect, fails to attend as scheduled. Students with unexcused absences are usually not permitted to submit any work missed because of the 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 the academic year.

**Excused Absence:** An excused absence is one in which the student is unable to attend as scheduled due to a personal illness or injury or family emergency. Students with excused absences are usually permitted to submit any work missed because of the absence. Planned absences, to be counted as excused, need to be documented on a completed and signed Absence and Leave Request Form, available on Populi in the
Shared Files section. Students who see a medical practitioner should obtain a “return to work/school” form from the practitioner.

**Number of Absences Allowed**

Students may accrue up to three absences in any academic or ministry leadership course, either ‘excused’ or ‘unexcused’ and remain enrolled in the course. Upon the fourth absence, however, the student will automatically be withdrawn from the class, receiving a grade of "WP" or "WF" depending on the student's grade at that time.

**GOOD ACADEMIC STANDING**

All students of Highlands College must maintain a cumulative grade point average (CGPA) of at least 2.0 to remain in good academic standing. The Provost will place students whose CGPA falls below 2.0 on Academic Probation. Students who are unable to raise their CGPA to at least a 2.0 after the probationary semester are subject to academic dismissal.

**ACADEMIC PROBATION**

If a student's cumulative grade point average (CGPA) is below 2.0 after any semester, the Provost will place the student on Academic Probation. Academic Probation status automatically disqualifies the student from graduation until the student returns to good academic standing, Academic Probation status may additionally disqualify the student from participating in certain College activities. Activity organizers will specify if an event requires the student to be in good standing status for participation.

Students on Academic Probation have one semester in which to raise their CGPA to the minimum of 2.0. Students may attempt to improve their CGPA by retaking any course awarded a grade of "F" or "WF," by completing new coursework, or a combination of the two. Such students should seek the counsel of the Registrar or their academic advisor to plan their schedule to maximize the opportunity to return to good standing status.

**COURSE RETAKE POLICY**

Students in good standing earning a final grade of F or WF in any course may retake that course without advance authorization.

Both instances of the course will appear on the student's transcript, and the student's grade point average calculation will include the original grade earned in that course.
Students must pay applicable tuition and fees for all courses repeated. Course repeats will likely result in a longer enrollment timeframe to complete the Certificate Program.

**DISMISSAL POLICY**

**Academic**

Students placed on Academic Probation have one semester in which to bring their cumulative grade point average (CGPA) to a minimum of 2.0. Students who are unsuccessful in achieving a minimum CGPA of 2.0 after their probationary semester are subject to Academic Dismissal.

The Office of Registrar will notify students subject to academic dismissal and will convene an Academic Review Committee to determine the student’s status. Students are strongly encouraged to appear before the Academic Review Committee to present their case personally, but they are not required to do so. The Academic Review Committee will convene and decide even if the student voluntarily withdraws from the College. The decision of the Committee is final and is not subject to appeal. The Committee will decide one of two possible outcomes.

1. **Continuation of Academic Probation (CAP)**

   Students given this opportunity have a second semester to earn a CGPA of at least 2.0. If a student is unable to earn this CGPA by the conclusion of the second semester of academic probation, the Provost will automatically dismiss the student from the College without further review.

   Students who voluntarily withdraw from the College prior to a finding of CAP will be shown in “withdrawn” status and are eligible to apply for readmission to the College at any time.

2. **Academic Dismissal (AD)**

   The Registrar will remove students dismissed from Highlands College from enrollment. Dismissed students may apply for readmission to the College after a minimum of one year from the date of dismissal.

   Students who voluntarily withdraw before a finding of an AD will be shown in "dismissed" status and are not eligible to apply for readmission until one year from the date of dismissal. If a student earns re-admittance to the College, the Registrar will remove the status of "dismissed."
Dismissal for Reasons other than Academic

Students may also be subject to dismissal for reasons other than academic. The Standards of Conduct section of the Student Handbook details policies for non-academic dismissals.

LEAVE OF ABSENCE

Students who need to cease their studies temporarily for medical, personal, or employment reasons may apply for a Leave of Absence. The maximum total Leave of Absence time that may be approved is two semesters per enrollment, but they need not be concurrent. A leave of Absence granted for a portion of a semester counts as one full semester’s Leave of Absence. Students who require an absence of more than two semesters or who take leave when the College has not approved their Leave of Absence request must withdraw from the College and apply for readmission when they are ready to resume their studies.

Students may apply for a Leave of Absence at any time. Students approved for a Leave of Absence after the start of a semester will receive a grade of "W," Withdrawn, for any course(s) not completed as of the date of application. The Provost will determine eligibility for tuition refunds for an approved Leave of Absence based on the published tuition refund policy.

The Provost of Academics is the approval authority for Leave of Absence request. Decisions are final and are not subject to appeal. Leave of Absence forms are available in Shared Files section in Populi, from the Registrar’s office, or by email request sent to Registrar@thehighlandsCollege.com.

STUDENT PRIVACY

Populi allows students to control the visibility of personal information, i.e., email address, phone number, etc. to other enrolled students. Students can find out how to control the visibility of personal information in Populi help or can contact the Registrar for additional assistance.
FINANCIAL INFORMATION

FEES

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<td>Enrollment Deposit</td>
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CERTIFICATE PROGRAM TUITION

<table>
<thead>
<tr>
<th>Program</th>
<th>Semester</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional</td>
<td>$2,750</td>
<td>First day of class</td>
</tr>
<tr>
<td>Core-Plus</td>
<td>$1,000</td>
<td>First day of class</td>
</tr>
<tr>
<td>Core</td>
<td>$750</td>
<td>First day of class</td>
</tr>
</tbody>
</table>

Core Plus tuition will increase to $1250 in the spring of 2018 and to $1500 in the fall of 2018.

Tuition includes the following items.
Traditional

A full-time course load of 12 credit hours per semester for a total of 24 credit hours each academic year

Core Plus

3 credit hours per semester for a total of 6 credit hours each academic year

Core

2 credit hours per semester for a total of 4 credit hours each academic year

Highlands College may grant a student permission to take a different class load than is prescribed above. In these instances, Highlands College will inform the student of the costs associated with such an arrangement.

Tuition Refunds

The School Calendar lists a Drop/Add date for each term. A student may be eligible for a refund only if the student formally withdraws on or before the listed Drop/Add date. A student is considered formally withdrawn only after submitting a completed withdrawal form to the Registrar. The form is found in the Shared Files section of Populi.

DEGREE TUITION

Most students who are simultaneously pursuing an academic degree through Parallel Enrollment with Southeastern University do not pay a separate tuition charge for Highlands College.

Exceptions to this Policy

Parallel enrolled students may be subject to a separate tuition charge for Highlands College in any one of the following cases:

- Parallel enrolled students who are not enrolled in a corresponding Ministry Practicum course with Southeastern University (PMIN 2302 - Student Ministry Practicum) will be assessed the appropriate non-degree-seeking student rate shown above for enrollment in that semester’s Ministry Leadership and/or Practicum courses
- Parallel enrolled students who are taking less than a six-credit hour course load with Southeastern University.
• Parallel enrolled students who are enrolled in Southeastern University's online degree program exclusively.

BILLING AND PAYMENT

• New students will be invoiced tuition for the upcoming semester following confirmation of their enrollment in the College.
• Continuing students will be invoiced tuition for the upcoming semester approximately 45-90 days prior to the start of the semester.
• All invoices are due in full on the first day of class.

STUDENT HOUSING FEES

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Administrative Fee</td>
<td>$100</td>
<td>1st semester</td>
</tr>
<tr>
<td>Housing Administrative Fee</td>
<td>$50</td>
<td>Each semester following 1st semester</td>
</tr>
<tr>
<td>Student Apartment Rental</td>
<td>$325 - $425</td>
<td>Monthly</td>
</tr>
<tr>
<td>Housing Late Payment Fee</td>
<td>$100</td>
<td>Balance unpaid after 5th month</td>
</tr>
<tr>
<td>Housing Key Replacement</td>
<td>$110</td>
<td></td>
</tr>
</tbody>
</table>

FINANCIAL AID

Highlands College is not accredited. Therefore, Highlands College and its students are not eligible to participate in any Federal Title IV, Veterans Administration, or individual state-recognized tuition benefit or reimbursement program including but not limited to all plans under Section 529 of the Internal Revenue Code.

Scholarships and Other Financial Assistance

Highlands College offers four competitive scholarships each academic year. Complete information on each of these scholarships can be found on the school’s website:

• The Robert D. Hodges Memorial Scholarship
• The William S. Hornsby Memorial Scholarship
• The Emmanuel, God with Us, Scholarship
• The Highlands College Presidential Scholarship.
Students may be eligible for private, independent grants and/or scholarships from corporations, churches, etc. Students applying for or who have received any such awards are strongly encouraged to ensure that the awarding authority does not require accreditation as a condition of such award.
REGISTRAR

The Office of Registrar serves students with orientation assistance, transfer credit evaluation and acceptance, transcript requests, verification of enrollment, graduation application and commencement, official academic records, and student schedule. Contact the Registrar at registrar@thehighlandscollege.com or (205) 731-3797.

GRADING

At the end of the term/semester, instructors assign a grade for every course, Directed Study, Practicum, and scheduled leadership activity that carries academic credit. Highlands College calculates grade point average (GPA) on the conventional 4-point scale and does not round course averages.

GRADES, GRADE SCALE, AND GRADE POINT AVERAGE (GPA)

Highlands College awards grades using conventional 10-point breaks on a scale of 4.0.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
<th>GPA</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 and above</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80 to 89</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>2.0</td>
<td>Acceptable</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>1.0</td>
<td>Marginal</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60</td>
<td>0.0</td>
<td>Failing</td>
</tr>
<tr>
<td>I</td>
<td>-</td>
<td>-</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IP</td>
<td>-</td>
<td>-</td>
<td>In Process</td>
</tr>
<tr>
<td>P</td>
<td>60 and above</td>
<td>4.0</td>
<td>Pass (Pass/Fail Classes Only)</td>
</tr>
<tr>
<td>W</td>
<td>-</td>
<td>-</td>
<td>Withdrawn by drop/add date</td>
</tr>
<tr>
<td>WP</td>
<td>60 and above</td>
<td>-</td>
<td>Withdrawn after drop/add date, passing</td>
</tr>
<tr>
<td>WF</td>
<td>&lt; 60</td>
<td>0.0</td>
<td>Withdrawn after drop/add date, failing</td>
</tr>
</tbody>
</table>
“I” – Incomplete
A grade of “I” indicates that the student did not submit or complete all required coursework by the end of the term. A grade of “I” is not automatic and instructors have no obligation to grant additional time for students to complete the work. Even if an instructor does grant additional time, the fact that the work was completed/submitted late may affect the grade awarded by the instructor as noted in Late Policy in Course Syllabus. It is essential that students communicate with the instructor. Students who find themselves in a position in which they will be unable to complete/submit work on-time should immediately notify and receive guidance from their instructor.
A grade of “I” is temporary and expires once replaced with a permanent grade. Under no circumstances will a grade of “I” appear on a student’s record for more than 60 days from the end of the term awarded.

“IP” – In Process
A grade of “IP” indicates that the course is still in progress or the Registrar has not yet finalized by the Registrar or course instructor. Students who have questions regarding a grade of “IP” should contact the Registrar.

“P” – Pass
Some courses are graded on a ‘pass/fail’ basis as opposed to a conventional A, B, C, etc. The student earns a grade of “P” (pass) based on evidence of completed assignments, regular attendance, and participation activities as evaluated by the instructor. A grade of “P” does affect the student’s grade point average, and carries the equivalent weight of a grade of “A.” Failure to earn a grade of “P” in a pass/fail course results in a grade of “F.”

“W” – Withdrawn before term start or during the drop/add period
A grade of “W” indicates that a student formally dropped a course either before the start of the term or during the drop/add period. A grade of “W” does not affect the student’s GPA. Additionally, the student may qualify for a refund of tuition (see Tuition Refunds).

“WP” – Withdrawn after drop/add deadline, passing
A grade of “WP” indicates that a student was unenrolled from the class, with a passing average, after the drop/add deadline. Students awarded this grade do not qualify for a refund of tuition under any circumstances. As the student was maintaining a passing average, however, there are no adverse effects on the student’s GPA.

“WF” – Withdrawn after drop/add deadline, failing
A grade of “WF” indicates that a student was unenrolled from the class, with a failing average, after the drop/add deadline. Students awarded this grade do not qualify for a refund of tuition under any circumstances. Additionally, a grade of “WF” does count
toward the hours attempted by the student and carries the equivalent weight as if the student had completed the class with a grade of “F.”

GRADE REPORTS

Students can view grade reports under the Student Tab in Populi after the instructor has posted all grades and the Registrar has finalized the course. Completed courses that the Registrar has not yet finalized will show a grade of “IP”, In Process. The grade report will list the student’s semester GPA and the student’s cumulative GPA (CGPA).

Southeastern University grades will appear on the grade report after Southeastern University officially notifies Highlands College of course completion. Transfer Credits appear in the “Transfer Credits” section under the “Student” tab.

GRADE DISAGREEMENTS

Current Term/Semester - While Enrolled in the Course

If a student disagrees with a grade received for an examination, assignment or another course component, the student should first meet with the course instructor to discuss the disagreement. 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 authority. For academic courses, the student submits the request to the Director of Academics, and for all other courses, the student submits the request to the Director of Ministry Development and Director of Student Life. The appropriate authority may then elect to meet with the instructor, meet with the student, or meet with both prior to rendering a decision. The decision of the Director is final and is not subject to appeal.

After the Term/Semester Has Ended

If a student identifies an error in a grade or wishes to dispute the grade received for a course component once the term/semester has concluded, the following procedures and time limits apply.

1. If there is documentary evidence that a grade was entered incorrectly into Populi, a data entry error, the student should present such evidence to the course instructor or the appropriate authority.
   a. For academic courses, the student submits the request to the Director of Academics, and for all other courses, the student submits the request to the Vice President for Ministry Development and Student Life. Once the
instructor or appropriate authority has verified the data entry error in Populi, he/she will notify the Registrar who will correct the Populi entry.

b. If a student can substantiate by documentary evidence that a data entry error has occurred, there is no time limit imposed on the grade correction.

2. In cases where there is no documentary evidence that a data entry error has occurred, the student may make a written request for a grade review to the course instructor no later than one semester after the term/semester in question.
   a. If the instructor elects to change the grade, he/she will provide written notification to the Registrar and his/her vice president, explaining the rationale behind the change.
   b. The Registrar will then update the grade in Populi.
   c. The time limit for changes under this provision is no later than one semester after the term/semester in question.
   d. If the instructor elects not to change the grade or if the College no longer employs the instructor, the student may make a written request for review to the appropriate authority
   e. For academic courses, the request is submitted to the Director of Academics and for all other courses, the request is submitted to the Vice President for Ministry Development and Student Life. The student’s request should identify
      i. The rationale for the requested change, and
      ii. An explanation of why he/she did not raise the issue during the course.

Following review and consideration, the Vice President/Provost will decide whether the grade is to be changed. The Vice President’s/Provost’s decision is final and not subject to appeal. If the Vice President/Provost decides to change the grade, the Vice President/Provost will notify the Registrar of the decision in writing. The Registrar will then update the grade in Populi.

TRANSFER OF CREDITS

Applicants

Applicants who have previously attended college should request their prior college send official transcripts to the Registrar.

Registrar, Highlands College
1701 Lee Branch Lane
Birmingham, AL 35242
Highlands College will evaluate transcripts for possible transferable credit. For results of the evaluation, contact the Registrar or review the Transfer Credits section of the Admissions tab in the student’s Populi account.

**Credit Transfer in from Southeastern University**

Highlands College will transfer credit into the student’s curriculum if an academic review indicates a reasonable parallel in scope and content between the course taken at the original institution and the course currently offered at Highlands College.

Students pursuing an associate’s degree or bachelor's degree at Southeastern University will complete courses that very closely match the curriculum of the Highlands College Certificate Program.

Highlands College will accept as transfer credit courses from Southeastern University that have a grade of “D” or higher or a grade of “C” or higher for Critical Reading and Writing I. These transfer credits will factor into the student’s grade point average.

**Credit Transfer in from Other Institutions**

Highlands College will transfer credit into the student’s curriculum if an academic review indicates a reasonable parallel in scope and content between the course taken at the original institution and the course currently offered at Highlands College.

After a thorough review, Highlands College may accept as transfer credit a course or courses from other institutions. Courses deemed eligible for transfer from institutions other than Southeastern University must very closely match the curriculum of the Highlands College Certificate Program and must have a grade of “C” or higher. These transfer credits will not factor into the student’s grade point average.

**Credit Transfer Out**

Highlands College will provide official transcripts at the student’s written request to any institution of higher learning (see Transcript Requests). Students should be aware that, as Highlands College is not accredited, generally, courses completed at Highlands College are not eligible for credit transfer to any other educational institution.

**COURSE REGISTRATION**

Each semester Traditional Program students typically take two academic courses, one class per term; one Ministry Leadership class; one Practicum; and multiple Highlands College experience courses.
Each semester Core-Plus Certificate students take one Ministry Leadership course and one Directed Study course.

Each semester Core Certificate students take one Ministry Leadership course.

The Registrar sets student schedules before the start of each term. Once the Registrar has created the roster for courses, the student can view his course schedule in Populi. If a scheduling error is detected, i.e., the student has already earned credit for a course, the student should notify the Registrar immediately for a schedule correction.

It is the student’s responsibility to check their schedule prior to the start of each term. If a schedule change is necessary, any absences occurring prior to the publication of the student’s new schedule will count as absences in that class. Refer to the Attendance Policy for additional information.

**COURSE LOAD**

A Traditional Program student typically takes two academic courses -- one class per term, one Ministry Leadership class, one Practicum, and multiple HC experiences courses. It is the student’s responsibility to check his/her schedule before the start of each term, and if a scheduling error is detected, a student should notify the Registrar immediately for a schedule correction.

**DROP/ADD POLICY**

To change a schedule, students must complete a Course Drop/Add form and submit it to the Registrar for processing.

Students who wish to alter their schedule by adding additional classes, dropping scheduled classes, or swapping classes are advised to do so under the guidance of their Academic Advisor or the Registrar. Adding additional classes may increase the student’s tuition cost for the term. Dropping scheduled classes will likely prolong the student’s anticipated date of graduation. Swapping classes may also prolong the student’s anticipated date of graduation since the College does not offer each course in the curriculum every term.

Drop/add dates for each semester and term are published in the College calendar. Courses may not be added after the drop/add date. Courses dropped after the drop/add date are ineligible for a refund of tuition, and, if a grade of “WF” is awarded as a result, will negatively impact the student’s grade point average.
COURSE WITHDRAWAL

Students who add, drop, or swap classes are advised to seek advice from their Academic Advisor or the Registrar. Adding classes may increase the tuition cost for the term, dropping classes will likely prolong date of graduation, and swapping classes may also prolong graduation due to limitations in course availability. Courses dropped after the drop/add dates are ineligible for a refund and could result in a “WF” which will negatively impact the student’s grade point average.

CHANGE OF PROGRAM

A change of Program occurs when a student desires to do ANY of the following.

• Changes enrollment from current program to any other program, i.e., Traditional Program to Core Certificate Program, Core-Plus Certificate Program to Core Certificate Program, etc.
• Changes their present enrollment relationship with Point University or Southeastern University, i.e., withdraw from Point University or Southeastern University or become newly-enrolled in Southeastern University.

Students desiring to initiate a Change of Program should complete the Change of Program form available on Populi in the Shared Files section and process it with the Registrar. Due to the differences in program requirements, the student should process the requested change in person with the Registrar so that the Registrar can advise the student on the requirements for program completion and the implications for tuition.

WITHDRAWING FROM HIGHLANDS COLLEGE

Student enrollment automatically renews each semester unless a student

• Graduates,
• Withdraws,
• Is dismissed, or
• Is withdrawn for non-payment of tuition.

It is the responsibility of each student who decides to withdraw to complete a withdrawal form. Withdrawal forms are available in the Shared Files section in Populi, from the Registrar’s office or by email request sent to registrar@thehighlandscollege.com.
GRADUATION REQUIREMENTS FOR ALL STUDENTS

Each student is responsible for completing all requirements established for the program in which enrolled. Academic Advisors are available to help students identify unsatisfied requirements, but the ultimate responsibility for fulfillment lies with the student. The following paragraphs describe the primary requirements for graduation.

1. GRADE POINT AVERAGE (GPA)

A student must earn a cumulative grade point average (CGPA) of 2.0 for graduation. Grades from courses completed at Point University and Southeastern University and transferred into the Highlands College curriculum do affect the CGPA. Students interested in applying for the internship are strongly encouraged to maintain a minimum CGPA of 3.0.

Students whose CGPA drops below 2.0 at the end of the semester in which graduation would have otherwise occurred will be placed on Academic Probation status and will have the opportunity to continue their enrollment for an additional semester to meet the CGPA requirement. Refer to the Academic Probation section of the Catalog for complete details.

2. FINANCIAL REQUIREMENT

All students must either have a zero balance or maintain current payment status in a payment plan approved by the Vice President of Finance to participate in the graduation ceremony. Students who owe a balance to the College will not receive their graduation certificate and are ineligible to receive or send transcripts until the student pays the balance.

3. ACADEMICS

Students must earn a passing grade or have approved transfer credit for all courses in the academic curriculum.

4. MINISTRY LEADERSHIP

Students must earn a passing grade in four complete semesters of Ministry Leadership courses.
ADDITIONAL TRADITIONAL PROGRAM GRADUATION REQUIREMENTS

Practicum

Students must earn a passing grade in four complete semesters of their selected Practicum. Students who change Practicum after the first term of their first semester of enrollment must complete four semesters in their new Practicum before graduation to meet this requirement, even if the student has met all other requirements for graduation.

Mission Trip Requirement

All students are required to take at least one mission trip before completing their 4th Semester at Highlands College. Mission trips are at the student's expense. Church of the Highlands and Highlands College offer mission trips.

If a student chooses to participate in a mission trip hosted by a different church or organization, the student must secure advance approval of the trip from the Student Life Coordinator to ensure the completed trip will satisfy the mission trip requirement. Mission trips are considered unexcused absences. Students should not schedule mission trips during the academic year.

Prospective graduates who have fulfilled all academic requirements, but who have not completed the Mission Trip Requirement will not be allowed to participate in the commencement ceremony, and will not receive their diploma or have graduate status indicated on their transcript until all requirements for graduation have been satisfied.

ADDITIONAL CORE-PLUS GRADUATION REQUIREMENTS

Directed Study

Students must earn a passing grade in four complete semesters of their selected Directed Study. Students who change Directed Study after the first term of their first semester of enrollment must complete four semesters in their new Directed Study to meet this requirement, even if the student has met all other requirements for graduation.

Mission Trip Requirement

Students must satisfactorily complete an approved mission trip. The mission trip must occur during the student’s term of enrollment and before completing the fourth
semester of Highlands College. Mission trips are at the student’s expense. Church of the Highlands and Highlands College offer mission trips.

If a student chooses to participate in a mission trip hosted by a different church or organization, the student must secure advance approval of the trip from the Student Life Coordinator to ensure the completed trip will satisfy the mission trip requirement. Mission trips are considered unexcused absences. Students should not schedule mission trips during the academic year.

Prospective graduates who have fulfilled all academic requirements, but who have not completed the Mission Trip Requirement will be allowed to participate in the commencement ceremony, but will not receive their diploma or have graduate status indicated on their transcript until all requirements for graduation have been satisfied.

TRANSCRIPT REQUESTS

Students may request a transcript of their Highlands College academic record from the Registrar at any time. Transcript request forms are available from the Office of the Registrar.

UNOFFICIAL TRANSCRIPTS

Unofficial transcripts may be released directly to the student and may be requested in person at the Registrar’s office, by submitting a Transcript Request form, by phone (with personal identifying information), or by email from the student's address of record. Also, students may generate their unofficial transcript directly from their Populi account. Unofficial transcripts do not bear a stamped seal and state that they are unofficial.

OFFICIAL TRANSCRIPTS

Official transcripts bear the stamped seal of Highlands College and may only be released to a third party directly. Official transcripts may not be released directly to the student. The Student must request one by completing a signed transcript request form. Highlands College reserves the right to deny processing of official transcript requests if the student has an outstanding balance on their student account.
TRADITIONAL PROGRAM PRACTICUMS

Practicums constitute the live experience portion of ministry training. All Traditional Program students should familiarize themselves with the requirements and procedures outlined in this section of the Catalog.

GENERAL REQUIREMENTS

Students must successfully complete four semesters in their selected Practicum to fulfill the requirements for graduation. Preceptors will generally schedule students for an average of 12 hours per week of Practicum class and/or direct Practicum experience.

PRACTICUM SELECTION: NEW STUDENTS

Practicum Selection: New Students
All new students will receive an overview, “Snapshots,” of all available Practicums during their first four weeks. After this time, students will participate in “Signing Day” and will choose the Practicum discipline in which they want to enroll.

After Signing Day, students will be given a Preceptor for the Practicum and meeting times and locations for that Practicum. Practicum classes will commence at that time.

PRACTICUM ENROLLMENT: CONTINUING STUDENTS

The Ministry Training Coordinator will provide all continuing students information identifying their assigned preceptor and the regarding meeting time(s) and location(s) for their Practicum. The information provided will also detail the start date for Practicum meetings for that semester.

CHANGE OF PRACTICUM: FIRST SEMESTER STUDENTS

Students who desire to switch to a different Practicum should first discuss their intent with the Ministry Training Coordinator. Practicum changes should be prayerfully and carefully considered, as an approved change after the student’s first term of enrollment will delay the student’s graduation from Highlands College.

Students in their first semester of enrollment are permitted, without penalty, to request a change of Practicum after the first eight weeks of their first semester. To request a Practicum change, submit a Change of Practicum form to the Ministry Training Coordinator. The Change of Practicum form can be obtained from the Highlands College office or printed from the Shared Files section of Populi.
CHANGE OF PRACTICUM: STUDENTS IN THEIR SECOND SEMESTER OR LATER

Students who desire to switch to a different Practicum should first discuss their intent with the Ministry Training Coordinator. Practicum changes should be prayerfully and carefully considered, as an approved change after the student’s first term of enrollment will delay the student’s graduation from Highlands College.

Students in their second semester of enrollment or after are only permitted to request a change of Practicum either after the conclusion of the current semester or before the start of a new semester. To request a Practicum change, submit a Change of Practicum form to the Ministry Training Coordinator. The Change of Practicum form are available from the Highlands College office or printed from the Shared Files section of Populi.
CORE PLUS DIRECTED STUDIES

Directed studies constitute the live experience portion of the Core-Plus Certificate ministry training. All Core-Plus program students should familiarize themselves with the requirements and procedures outlined in this section of the Catalog.

APPLYING FOR A DIRECTED STUDY

All new students, immediately before or soon after the start of the semester, will receive information from the Ministry Training Coordinator requiring them to complete an online application for their Directed Study of choice. The Ministry Training Coordinator will notify the student of approval for entry in the Directed Study. If the Ministry Training Coordinator does not approve the student for entry in the Directed Study, the student may

• Apply for a different Directed Study or
• Change their program of enrollment from the Core-Plus program to the Core program, which has no Directed Study requirement.

GENERAL REQUIREMENTS

Students must successfully complete four semesters in their selected Directed Study to meet the requirements for graduation. Working under the direction of a Directed Study Advisor, students record their experience in the Directed Study by completing assigned benchmarks.

CHANGE OF DIRECTED STUDY

Students who desire to switch to a different Directed Study should first discuss their intent with the Ministry Training Coordinator and complete a Directed Study Transfer form. To request a change, submit a Change of Directed Study form to the Ministry Training Coordinator. The Change of Directed Studies form is available in the Highlands College office or in the Shared Files section of Populi.
ADVISING SERVICES

ACADEMIC ADVISING

The Director of Academics directs the Academic Advising program. Traditional Program students may find their assigned advisor under the Student tab in Populi. Academic advisors serve to provide advice and assist students in monitoring their progress in achieving their overall educational objective. Advisors are available to meet with students by appointment.

Students should meet with an academic advisor on a regular basis to ensure the program pursued is a good fit based on the student’s interests, skills, and educational goals and that they can complete their program of enrollment in the desired timeframe. Students bear ultimate responsibility in making decisions relative to their educational pursuits and ensuring that all program requirements are met prior to graduation.

Students who have concerns regarding their class schedule should immediately contact the Registrar or their advisor to ensure that any necessary class changes may be made within the College’s “drop/add” period. Academic advisors typically schedule advising sessions each semester with students entering their third semester or later. Students may request to meet with their advisor at any time.

PERSONAL COACHING

The College experience can and should be one of the most exciting times in the life of a student, but as with any growth experience, it can come with many challenges. Personal coaching is available to students with spiritual, emotional, and physical needs. We are not a counseling facility; therefore, we will direct students who have personal or family issues to a licensed counselor.

LEARNING RESOURCES

HIGHLANDS COLLEGE LIBRARY

The HC Library is open Monday through Thursday from 10:00 A.M. - 2:00 P.M. There are three main areas in the collection: General, Reference, and Commentaries. Our resources are in the subject areas of, but not limited to, Biblical Study, Theology, Ministry, Missions, Evangelism and Discipleship, Pastoral Care, Preaching, English Language, U.S. History, and Humanities. We invite students, faculty, and staff to use the library. Refer to Library Link on Populi for further information.
The HC Library is a member of The American Theological Library Association (ATLA). ATLA is a professional association providing support for theological and religious studies for libraries. ATLA provides a line of electronic resources to support the scholarly study of religion and theology. This database combines the premier indexing with an online full-text collection of major religion and theology journals.

Vision

While Highlands College currently has a significant collection of valuable resources, the vision is to increase substantially the collection aimed at becoming an exceptional resource center for the ongoing expansion of Highlands College.

Mission

The Library serves as a partner with the faculty, staff, and students in their educational endeavor to provide a core collection of scholarly resource materials that undergird the vision and mission of Highlands College.

Goals

The goals of the Highlands College library are as follows.

- To enable both students and faculty to achieve a higher level of learning and study and to expose them to valuable information that might otherwise be missed.
- To facilitate student competency, critical thinking and life-long learning skills.
- To aid users in locating, evaluating, and effectively using library resources.

A well-balanced library will include books, periodicals, media, and software organized with careful planning at an affordable pace. An excellent library will be constructed by planned acquisition rather than accidental accumulation. The goal is a well-constructed library that will serve as the basis for being taught by others through excellent resources.

Circulation Policy

Students are required to return library materials on time and in good condition. If a resource is returned damaged, the student will be charged the replacement price.

Check-Out

Library hours: 10:00 am - 2:00 pm Monday-Thursday
  Borrowing limit: 3 resources
  Loan Period: 1 week
Renewals: All materials checked out may be renewed up to one week longer. Assistance is required to check out a book. No resources may be checked out if the student has items overdue.

Check-In
Library resources are to be returned to the library during office hours (10:00-2:00 p.m. Monday-Thursday). Please do not re-shelve library books. Place them on the Book Truck located next to the shelving.

References
Students may not check out reference material. Students can sign them out to use on campus, but must return them at the close of the school day by 4:00 p.m. Faculty may check out a limited number of reference material for a three-day period.

Bibliographies
Every course has a Bibliography of resources that are available in the library provided by the instructor.

Holding Materials
A “hold” may be placed on any resource that is checked out. When this item becomes available, the student will be notified.

Late Fees
Late fees will be incurred @ $.20 per day for overdue resources. For outstanding charges of $10.00 or more, students will lose their borrowing privileges. A student will not be able to access their records until all late fees are paid. Please speak with the librarian if you feel a penalty has been unjustly assessed.

Overdue Notices
Populi generates overdue notices to students two (2) days before the due date, the day of, and the next three (3) days after; one (1) week after the deadline and two (2) weeks after. If a student does not return material within four (4) overdue notices – the student’s academic record will be placed on hold.

Lost or Damaged Materials
When the resource is marked Lost, an email is sent to the email address in the Lost resource setting but not to the student. Students who lose or destroy library property are required to pay the replacement price of an item; minimum $10.00 charge.

Donation Policy
Highlands College welcomes donations for the library collection that meet the standard for academic research. The resources will be evaluated before acceptance based on their condition, quality, and relevance of the school’s curriculum. Resources with markings or highlighting will not be accepted. Please email requests to sherrill@thehighlandscollege.com if you wish to donate items to the library.

COMMUNITY RESOURCES

Samford University Library
The Samford University Library is open to the public. The University is located at 800 Lakeshore Drive, Birmingham, AL 35229, Bldg. #49. Library hours fluctuate throughout the year. Please note that the library has hours that change from semester to semester as well as during finals so it is always good to check the website before making the trip.

There is limited access to electronic resources. Patrons are prompted by a proxy to sign in to access full text and licensed resources. They must stop by the Ask Us desk when they come in.

Noise Expectations
The first floor is designated for group study, while the second and third floors are for quiet individual study. There is a patron lounge on the lower level of the library that has a snack and drink machine. Further, Einstein Bagel is located on the first level.

Students will not be able to reserve study rooms. However, there is ample room on the first level to accommodate the needs for students to gather for group study.

ONLINE RESOURCES

Alabama Virtual Library (AVL) – Free online library
The Alabama Virtual Library provides all students, teachers, of the State of Alabama with online access to library and information resources. It consists of a group of online databases that have magazine, journal, and newspaper articles for research. A core group of resources is available to students in Alabama.

To Begin Process, go to http://www.avl.lib.al.us/about/index.php
- Student Resources
  - College & University
    - Academic Search Premier
    - Search Options – for example “Bible Doctrine”
      - Narrow the search to a specific Doctrine
    - Students can copy and paste information from the source.
    - A bibliography will be available. Copy and put in proper MLA format.
Data Base Descriptions. There are approximately sixty database searches. Following is an example of databases:

- **Academic Search Premier (EBSCO)**
  Full text and images from over 4,600 journals (more than 3,900 peer-reviewed titles) covering biology, chemistry, engineering, physics, psychology, and religion & theology. Audience: college, public
- **Alabama Libraries**
- **Alt Health Watch (EBSCO)**
- **Artemis Literary Sources (Gale)**
- **Book Collection: Nonfiction (EBSCO)**
- **Britannica Learning Zone (Britannica)**
- **Britannica Academic (Britannica)**
- **Britannica Library (Britannica)**
- **Contemporary Literary Criticism (Artemis Literary Sources - Gale)**
- **Current Events (SIRS Discoverer)**
- **Dictionary of Literary Biography (Artemis Literary Sources - Gale)**

**American Theological Library Association**
The HC Library is a member of The American Theological Library Association (ATLA). ATLA is a professional association providing support for theological and religious studies for libraries. ATLA provides a line of electronic resources to support the scholarly study of religion and theology. This database combines the premier indexing with an online full-text collection of major religion and theology journals. All students can access ATLA databases through Populi.
COURSE DESCRIPTIONS

ALL PROGRAMS: MINISTRY TRAINING COURSES

MLT - Ministry Training Lab

The Ministry Training Lab is designed to help students gain an understanding of all major components of local church ministry. This course will help students see how all areas of the church work together to benefit each other. The same way the Church is "one body with many parts." This lab meets on Tuesday evenings from 6pm to 7pm.

Ministry Leadership Courses
All courses earn 1 credit hour.

MINL 112 – Ministry Leadership: Ministry Purpose
A study of the tools and components necessary to produce a self-disciplined life in ministry.

MINL 113 – Ministry Leadership: Personal Leadership
A study of the fundamental components necessary to establish a consistent and clear biblical foundation for leadership.

MINL 212 – Ministry Leadership: Ministry Leadership
A study of the theories behind key areas of practical church ministry and their purpose within the organization.

MINL 213 – Ministry Leadership: Team Leadership
A study of team leadership philosophy and how to build, structure, communicate, and empower successful teams.

MINL 312– Ministry Leadership: Professional Leadership
A study of elements of professionalism including emotional intelligence, time management, professional communication, and biblical worldview.

MINL 313 – Ministry Leadership: Ministry Practices I
A study of the practical duties and responsibilities of the ministerial role.

MINL 411 – Ministry Leadership: Ministry Practices II
A topical study and examination of a healthy church structure model including church government, finances, and metrics.
MINL 412 – Ministry Leadership: Leadership Comprehensive
A practical application project using the material and content learned in the prior Ministry Training courses.

TRADITIONAL PROGRAM: ACADEMIC COURSES

Biblical Studies (BIBL)

BIBL 100 - Principles of Exegesis & Hermeneutics 3 Credit Hours

Principles of Exegesis and Hermeneutics is a skills class designed to provide a basic understanding of the formation and transmission of the Bible and to equip the student with a basic understanding and tools for studying, interpreting, and communicating the truth of Scripture. Students will gain an appreciation of the importance of discovering the historical and textual context and use study helps such as commentaries, Greek-English concordances, etc. The most important skill a student can develop is to find the intended meaning of a passage in its specific context and communicate that meaning to others. There will be an overview of the different types of literature and the genres that comprise the Bible, guidelines for studying each genre, discussion of inspiration and canonization. The student will learn to study and apply Scripture with two tasks in mind: exegesis, what the text originally meant, and hermeneutics, hearing that same meaning in our day.

BIBL 101 - Old Testament Survey 3 Credit Hours

Old Testament Survey is a comprehensive survey of the Pentateuch and the historical books of the Old Testament. The emphasis is on the historical, cultural, and geographical background. Literary and theological themes of these books will be noted. The history (His Story) of the Old Testament is God calling people into a relationship with Himself as well as a relationship with one another in community.

BIBL 102 - New Testament Survey 3 Credit Hours

New Testament Survey is a comprehensive study of the Gospels, Acts, the Epistles of Paul and Peter in addition to John’s writings with an emphasis on the content and the historical, cultural, and geographical background of this literature. The course will focus on the people, places, and events described in these books with consideration given to the teaching and miracles of Jesus recorded in them.
English (ENGL)

**ENGL 101 – English Composition**  
3 Credit Hours

English Composition is an introduction to reading and writing with an emphasis placed on the Christian’s responsibility to use language logically, effectively, and ethically. This course seeks to equip future ministry leaders with the ability to communicate clearly and effectively using a variety of written and spoken methods.

Ministry Studies (MINS)

**MINS 203 – Introduction to Evangelism and Discipleship**  
3 Credit Hours

Introduction to Evangelism and Discipleship is designed to train and prepare the student to be proficient at sharing with others what it means to be a Christian. The course is structured to equip the student on how to follow-up and nurture new believers in the Christian faith. Consequently, the course will require that the student engage in sharing his or her faith throughout the course in the hopes that the student will grow from these experiences.

Theology (THEO)

**THEO 201 Survey of Christian Theology**  
3 Credit Hours

The Survey of Christian Theology course reflects upon the overall task of theology and the being, nature, and work of God as revealed in the Old and New Testaments. The focus is on Jesus as Messiah and Son of God; His life, death, and resurrection and the implications this has for human self-understanding and relationship with God. An introduction to the doctrines of the Holy Spirit, ecclesiology, and eschatology, with an emphasis on exploring the relation of those doctrines to the daily and weekly life of the people of God, will be explored as well.

**THEO 204 Theological Christian Worldview**  
3 Credit Hours

The Theological Christian Worldview course is designed to deepen and broaden the student’s understanding of the various worldviews found in western culture and society. Students will study the principals of a biblical worldview alongside worldviews embraced by others so that students will become better prepared to carry the value of their biblical worldview into other cultures and societies around the world.
Preaching (PREA)

**PREA 201 – Introduction to Preaching**  
3 Credit Hours

The Introduction to Preaching course is designed to provide a basic introduction to the purpose and forms of preaching, as well as introductory tools and resources for the task of preaching. It is also designed to build an appreciation for preaching and preachers and to give the student direction and practice for building practical homiletic skills.

**TRADITIONAL PROGRAM: PRACTICUM COURSES**

Each Practicum Courses earn 2 credit hours.

**PAUD 112 – Audio Engineering Practicum**  
**PAUD 212 – Audio Engineering Practicum**  
**PAUD 312 – Audio Engineering Practicum**  
**PAUD 412 – Audio Engineering Practicum**

The Audio Engineering Practicum equips each student with practical knowledge, ministry exposure, and hands-on experience helpful in facilitating an audio engineering or audio support position in a ministry setting. In the Audio Engineering Practicum, a student will receive training in the following areas.

- Learning and Operating State-of-the-Art Equipment and Technology
- Live Audio Scenarios
- Face to Face Training with Audio Professionals

**PCRE 112 – Creative Practicum**  
**PCRE 212 – Creative Practicum**  
**PCRE 312 – Creative Practicum**  
**PCRE 412 – Creative Practicum**

The Creative Practicum incorporates two elements of visual ministry: graphics which emphasizes effective and attractive promotional and informative illustrations and video which emphasizes the capture of relatable and relevant video of how God is working in individuals’ lives. In the Creative Practicum, students will receive training in the following areas.

- Concept & Design Church Series Art, Print, and Graphic Pieces
- Basics of Graphic Design
- Video Concepts and Production
- Basics of Editing
• Shooting & Editing Videos

**PDIG 112 – Digital Practicum**  
**PDIG 212 – Digital Practicum**  
**PDIG 312 – Digital Practicum**  
**PDIG 412 – Digital Practicum**

The Digital Practicum trains students how to utilize web technologies effectively within the Church. Students will learn the important components of design and usability. In the Digital Practicum, students will receive training in the following areas.

- Design Usability
- User Interaction & Experience
- Web Design & Front End Development
- Markup Languages HTML & CSS

**PDRC 112 – Dream Center Practicum**  
**PDRC 212 – Dream Center Practicum**  
**PDRC 312 – Dream Center Practicum**  
**PDRC 412 – Dream Center Practicum**

Based out of the Birmingham Dream Center, students will experience the heart and hub of Church of the Highlands local outreach. They will have the opportunity to plan and lead in local outreach events, study strategy and theory of local missions, and be on the ground floor of meeting needs and sharing the gospel. In the Dream Center Practicum, students will receive training in the following areas.

- Local Missions
- Evangelism
- Events
- Team Building
- Gospel Strategy

**PEVE 112 – Events Practicum**  
**PEVE 212 – Events Practicum**  
**PEVE 312 – Events Practicum**  
**PEVE 412 – Events Practicum**

The Events Practicum will provide students with the opportunity to participate in the planning and hosting of national conferences, Highlands’ conferences, and church-wide events. The Events Practicum will teach creative planning and energetic hosting with a
team who places priority on valuing people and serving with excellence. Whether it is ministry or marketplace, the Events Practicum is a practical focus that will apply every taught principle in real situations. In the Events Practicum, students will receive training in the following areas.

- Event Planning
- Budget Planning
- Time Management
- Communication
- Leadership and Team Building

PKID 112 – Kids Practicum
PKID 212 – Kids Practicum
PKID 312 – Kids Practicum
PKID 412 – Kids Practicum

The Kids Practicum will teach students how to create an environment where children are consistently exposed to the real love of Jesus. The students will learn to invest in the lives of children through worship, videos, skits, small groups, greeting, games and more. In the Kids Practicum, students will receive training in the following areas.

- Creating Safe and Fun Environments
- Communication
- Team Leadership
- Creative Development
- Small Groups

PPAS 112 – Pastoral Leadership Practicum
PPAS 212 – Pastoral Leadership Practicum
PPAS 312 – Pastoral Leadership Practicum
PPAS 412 – Pastoral Leadership Practicum

The Pastoral Leadership Practicum is designed to train students in how to build and lead teams, communicate effectively, and lead an organization or department within the church. The Pastoral Leadership Practicum is for anyone who desires to be a church planter, campus pastor, or associate pastor. In the Pastoral Leadership practicum, students will receive training in the following areas:

- Team Building
- Communication
- Organizational leadership
• Project management
• Pastoral Care
• Small Groups
• Dream Team
• Next Steps

**PPRO 112 – Production Practicum**  
**PPRO 212 – Production Practicum**  
**PPRO 312 – Production Practicum**  
**PPRO 412 – Production Practicum**

The Production Practicum provides students the opportunity to learn from a production team who reaches thousands of people by delivering the Word and worship through camera, lighting, and other visual elements. In the Production Practicum students will gain appreciation and understanding of all aspect of production. In the Production Practicum, students will receive training in the following areas.

• Live Service  
• Equipment Operation  
• Service Flow & Communication  
• Live Productions & Strategies

**PSTU 112 – Students Practicum**  
**PSTU 212 – Students Practicum**  
**PSTU 312 – Students Practicum**  
**PSTU 412 – Students Practicum**

The Students Directed Study at Highlands is designed to train and equip leaders to be successful in leading youth to grow in their relationship with Christ and become fully devoted followers of Jesus Christ and serve daily in their Godly purpose to make an eternal difference. The win for the students Directed Study is to select and equip students who have a calling on their lives for children/families and train them to be successful in student ministries. Students will receive training in the following areas.

• Building Teams  
• Communicating  
• Event/Conference Planning  
• Small Groups  
• Team and Organizational Leadership

**PWOR 112 – Worship Leadership Practicum**
PWOR 212 – Worship Leadership Practicum
PWOR 312 – Worship Leadership Practicum
PWOR 412 – Worship Leadership Practicum

The Worship Leadership Directed Study exists to prepare students to be spiritually and musically developed as a worship leader who is ready to lead congregations and develop teams. Effective worship is key to an incredible weekend service experience and is essential to creating an environment for an encounter with the Holy Spirit. Through our Infuse program, qualified Highlands College students can join the Highlands worship team and train through vocal rehearsal and instruction, improve musical skills, participate in songwriting or serve alongside our Highlands audio engineers while learning the basics. The win for the Worship Leadership Directed Study is to help Highlands College students discover their purpose and calling in worship and train them to become effective members of the worship team. In the Worship Leadership Directed Study, students will receive training in the following areas.

- Leading Worship Teams
- Creating Worship Sets
- Music Theory
- Songwriting
- Teams and Organizations

TRADITIONAL PROGRAM: HC EXPERIENCE COURSES

ATHT – Athletics/Intramurals/Personal Workouts 0.4 Credit Hours

This Course assists students in developing their physical health by requiring a commitment to a weekly workout plan, intramural sports, physical assessments, and the completion of Expedition during the spring semester and a 10K during the fall semester.

HCC – Chapel 0.4 Credit Hours

Students participate weekly in Chapel where the Highlands College family comes together for worship, prayer, and the Word.

HCGP-S1 – HC Groups-First Semester 0.6 Credit Hours
HCGP-S2 – HC Groups-Second Semester 0.6 Credit Hours
HCGP-S3 – HC Groups-Third Semester 0.6 Credit Hours
HCGP-S4 – HC Groups-Fourth Semester 0.6 Credit Hours
Students participate weekly in a small group consisting of fellow Highlands College students. Curriculum varies by semester. All students in their first semester attend a Freedom curriculum group, and all students in their second semester attend a Relationships group.

**TRSU – Sunday Experience (Traditional) 0.6 Credit Hours**

This course fulfills the student’s requirement as a member of the Church of the Highlands Dream Team to serve one Sunday service each week with their respective team.
EVENING: CORE-PLUS COURSES

EVATH– Athletics/Intramurals/Personal Workouts  0.0 Credit Hours

This Course is designed to assist students in developing their physical health by requiring a commitment to a weekly workout plan, and a 10K during the fall semester.

EVHCGP HC Groups  0.0 Credit Hours

Each Student will participate in or lead a small group each semester of their Highlands College journey. Students will come together, build lifelong relationships, experience freedom, and learn how to build and strengthen Godly character. Evening students can find a small group by going to the Small Group Directory at Church of the Highlands.com. If leading a group, students must register their groups in the Small Directory.

1st Semester - Freedom Group (required)
2nd Semester - Financial Group (required)
3rd Semester - Lead a Small Group
4th Semester - Lead a Small Group

EVSE– Sunday Experience (Evening)  0.0 Credit Hours

This course fulfills each student’s requirement as a member of the Church of the Highlands Dream Team to serve one Sunday service each week with their respective team.

Directed Studies
Each Directed Study course earns 0.5 credit hours.

DDRC 112 – Dream Center Directed Study
DDRC 212 – Dream Center Directed Study
DDRC 312 – Dream Center Directed Study
DDRC 412 – Dream Center Directed Study

(Offered at Greystone and Montgomery locations only.) Based out of the Birmingham Dream Center, students will experience the heart and hub of Church of the Highlands local outreach. They will have the opportunity to plan and lead in local outreach events, study strategy and theory of local missions, and be on the ground floor of meeting needs and sharing the gospel. In the Dream Center Directed Study, students will receive training in the following areas.
• Local Missions  
• Evangelism  
• Events  
• Team Building  
• Gospel Strategy

**DEVE 112 – Events Directed Study**  
**DEVE 212 – Events Directed Study**  
**DEVE 312 – Events Directed Study**  
**DEVE 412 – Events Directed Study**

The Events Directed Study provides students with the opportunity to participate in the planning and hosting of national conferences, Church of the Highlands’ conferences, and other church-wide events. The Events Directed Study teaches creative planning and energetic hosting with a team who prioritizes valuing people and serving with excellence. Whether it is ministry or marketplace, the Events Directed Study is a practical focus that will apply every taught principle into real situations. In the Events Directed Study, students will receive training in the following areas.

• Event Planning  
• Budget Planning  
• Time Management  
• Communication  
• Leadership and Team building

**DKID 112 – Kids Directed Study**  
**DKID 212 – Kids Directed Study**  
**DKID 312 – Kids Directed Study**  
**DKID 412 – Kids Directed Study**

The Kids Directed Study teaches students how to create an environment where children are consistently exposed to the real love of Jesus. The students will learn to invest in the lives of children through worship, videos, skits, small groups, greeting, games and more. In the Kids Directed Study, students will receive training in the following areas.

• Creating Safe and Fun Environments  
• Communication  
• Team Leadership  
• Creative Development  
• Small Groups
DPAS 112 – Pastoral Leadership Directed Study
DPAS 212 – Pastoral Leadership Directed Study
DPAS 312 – Pastoral Leadership Directed Study
DPAS 412 – Pastoral Leadership Directed Study

The Pastoral Leadership Directed Study trains students in how to build and lead teams, communicate effectively, and lead an organization or department within the church. The Pastoral Leadership Directed Study is for anyone who desires to be a church planter, campus pastor, or associate pastor. In the Pastoral Leadership Directed Study, students will receive training in the following areas.

- Team Building
- Communication
- Organizational Leadership
- Project Management
- Pastoral Care
- Small Groups
- Dream Team
- Next Steps

DSTU 112 – Students Directed Study
DSTU 212 – Students Directed Study
DSTU 312 – Students Directed Study
DSTU 412 – Students Directed Study

The Students Directed Study at Highlands is designed to train and equip leaders to be successful in leading youth to grow in their relationship with Christ and become fully devoted followers of Jesus Christ and serve daily in their Godly purpose to make an eternal difference. The win for the students Directed Study is to select and equip students who have a calling on their lives for children/families and train them to be successful in student ministries. Students will receive training in the following areas.

- Building Teams
- Communicating
- Event/Conference Planning
- Small Groups
- Team and Organizational Leadership

DWOR 112 – Worship Leadership Directed Study
DWOR 212 – Worship Leadership Directed Study
DWOR 312 – Worship Leadership Directed Study
DWOR 412 – Worship Leadership Directed Study

The Worship Leadership Directed Study exists to prepare students to be spiritually and musically developed as a worship leader who is ready to lead congregations and develop teams. Effective worship is key to an incredible weekend service experience and is essential to creating an environment for an encounter with the Holy Spirit. Through our Infuse program, qualified Highlands College students can join the Highlands worship team and train through vocal rehearsal and instruction, improve musical skills, participate in songwriting or serve alongside our Highlands audio engineers while learning the basics. The win for the Worship Leadership Directed Study is to help Highlands College students discover their purpose and calling in worship and train them to become effective members of the worship team. In the Worship Leadership Directed Study, students will receive training in the following areas.

- Leading Worship Teams
- Creating Worship Sets
- Music Theory
- Songwriting
- Teams and Organizations
INTERNSHIP AND PLACEMENT

INTERNSHIP GENERAL INFORMATION

A limited number of internships are available each year to interested, qualified students. If chosen, students accepted as interns will obtain a wealth of first-hand leadership experience in the ministry field working 20 hours per week under the direct supervision of a full-time church staff member. Also, successful completion of the internship qualifies the intern for the College’s placement services.

The application process is open to all prospective graduates of the Highlands College Traditional Program and Core-Plus Certificate Program. Students enrolled in the Core Certificate Program are not eligible to participate in the Internship Program.

The number of available internships is limited, so the application process is competitive. The students’ Highlands College cumulative grade point average (CGPA) carries significant weight with the selection committee, so students are strongly encouraged to maintain a minimum CGPA of 3.0. Prospective graduates with a CGPA below 3.0 are still eligible to apply.

To be considered for an internship, students must be willing to be placed outside of Church of the Highlands also, be accepted by host sight. Students must make initial application in their last semester before graduation. No initial applications will be accepted or considered after graduation. Students selected for the internship have up to six months following graduation to begin their internship.

Students not selected for the Internship Program may reapply once. The second application must be made in the semester immediately following their initial application period.

An overview of acceptance and program requirements appears below. Complete details about the Internship Program are available by contacting the Highlands College Placement Office.

Intern Responsibilities

1. Intern under an approved church staff member for minimum of 20 hours a week
2. Work a job for a minimum of 20 hours a week
3. Attend regular Small Group meetings with the other interns
4. Complete all assigned benchmarks
MINISTRY PLACEMENT

Highlands College offers Placement Services for qualifying graduates. The College’s Placement Office works closely with thousands of churches through multiple networks, including the ARC network and the Grow network.

To be recommended for placement applicants must be a graduate of HC and must have three out of four confirmations form preceptor, COTH staff, Student Development, and/or Placement services. These must happen before the student's internship begins.

Graduates who complete the Highlands College Internship Program are immediately eligible for placement. Exceptional interns may receive placement consideration before full completion of their internship.

To receive placement eligibility confirmation must be received from 3 out of 4 of the following: Director of Student Development, Director of Placement Services, preceptor/Highland Staff, and intern supervisor.

Students can obtain additional information regarding Placement Services from the Placement Office.
HIGHLANDS COLLEGE ORGANIZATION

BOARD OF DIRECTORS

The Board of Directors will govern and set policy to support the vision and mission of Highlands College and provide a critical link to the wider community.

ADVISORY BOARD

The Advisory Board will support the long-term endowment goals of Highlands College and represent the vision of the College to the community.

MINISTRY ADVISORY BOARD

The Ministry Advisory Board will support, endorse, and represent the vision and mission of Highlands College to the Church and ministry community.

PRESIDENT

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

ACADEMIC GOVERNANCE

The Board of Directors has the responsibility and ultimate authority in all matters. The Provost is responsible for the academic governance of Highlands College and for leading the Faculty.

FACULTY COMMITTEES

Two faculty committees have input into academic decision making. The Core Faculty Committee gives input to the Director of Academics and the Provost about developing courses, course content, and academic policy. The Core Faculty will meet monthly. The Graduation Committee reviews applicants for graduation and provides a list of qualified applicants to the Provost for presentation to the Board of Directors. The Graduation Committee will meet once a semester to nominate candidates for graduation.
BOARD, ADMINISTRATION, AND FACULTY

BOARD OF DIRECTORS
Ken Polk – Chairman
Mark Pettus – Highlands College President
Ronnie Bennett
Gina Cox
Glenn Siddle

EXECUTIVE TEAM

Chris Hodges
Chancellor
M.Min. Southwestern Christian University

Mark Pettus
President
B.S. University of Alabama, Birmingham

Hayes Kearbey
Vice President of Student Development

Tim Spurlock
Provost
M.Ed. Lamar University

Jordan Williamson
Vice President of Enrollment Management & Ministry Partnerships

Kay Hargrave
Vice President of Advancement
B.A. Psychology
M. Ed. Counseling Psychology

FACULTY AND STAFF

Debbie Lindsey
Administrative Assistant
Aron Ritchie  
**Director of Admissions**  
Degree in Theology Life Christian University

Courtney Hancock  
**Director of Marketing and Recruiting**  
B.A. Samford University

Chris Hanna  
**Curriculum Development Coordinator**  
M.Div. Samford University

Scott Johnson  
**Director, Evening Program**  
M.A.T.S Liberty University

Donna Knottek  
**Director, Research and Assessment**  
B.S.I.E. Texas Tech University

J. Lee Ellison  
**Ministry Training Coordinator**  
B.S. Oral Roberts University

Jillian Hand  
**Internship Coordinator**  
B.B.A. Sam Houston State University

Matthew Brumfield  
**Director of Student Accounts**  
B.S. University of Alabama

Perry Cash  
**Registrar**  
M.S.B.A. Boston University

Sarah Seales  
**Student Success Coordinator**

Seth Hand  
**Student Life Coordinator**
A.A. Point University

Sherrill Larson  
**Director of Academics**  
M.Div. The King's University

Toni Ford  
**Director of Student Development**  
M.A. University of Alabama  
M.A., M.A. University of Montevallo

Katie J. Hodges  
**Recruiting Coordinator**  
B.A. University of Alabama

**ADJUNCT PROFESSORS**

Kevin Bussey  
M.A. University of Alabama, Birmingham,  
M.Div. Southwestern Baptist Theological Seminary

Gina Cox  
J.D. University of Virginia

Jeanette Darby  
M.A., M.A., Murray State University

Trailon ‘Trey’ Johnson  
M.Div. Samford University

John Ball  
M.A. of Theological Studies  
Liberty University Theological Seminary
FACILITIES

Main Campus
The main campus of Highlands College is in Birmingham at the Greystone campus of Church of the Highlands.

Greystone Campus
1701 Lee Branch Lane
Birmingham, AL 35242

This facility is near the intersection of U.S. Highway 280 and Alabama Highway 119. All Traditional students and Greystone Evening students take classes at this location.

Additional Evening Locations

Our Evening Program is also available at the following campuses of Church of the Highlands

Auburn Campus
2001 East Samford Avenue
Auburn, AL 36830

Gadsden Office Complex
948 Gilbert Ferry Road
Gadsden, AL 35954

Huntsville Office Complex
7262 Governors West NW, Suite 111
Huntsville, AL 35806

Montgomery Office Complex
322 Catoma St.
Montgomery, AL 36104

Tuscaloosa Campus
721 Rice Mine Rd., NE
Tuscaloosa, AL 35406
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Highlands College does not receive funds under an applicable program of the U.S. Department of Education and is not subject to FERPA. Southeastern University does receive funds under an applicable program of the U.S. Department of Education and is subject to FERPA.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;
Other schools to which a student is transferring;
Specified officials for audit or evaluation purposes;
Appropriate parties about financial aid to a student;
Organizations conducting certain studies for or on behalf of the school;
Accrediting organizations;
To comply with a judicial order or lawfully issued subpoena;
Appropriate officials in cases of health and safety emergencies; and
State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact the office at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Or you may locate the office at the following URL:
APPENDIX 1: ACADEMIC CALENDAR
2017-18 HIGHLANDS COLLEGE ACADEMIC CALENDAR

2017 Fall Semester

- 21 Days of Prayer: August 6 – August 26
- Housing Orientation/Move-in: August 10
- SEU Orientation: August 11
- Traditional Orientation: August 14 – 15
- Traditional and Evening Chapel: August 15
- Traditional Class Begin – Term A: August 16
- Physical Fitness Test: August 21
- Evening Orientation/Classes Begin: August 22
- Traditional Drop/Add Deadline: August 22
- Evening Drop/Add Deadline: August 28
- Small Groups Begin: September 4
- Labor Day (Holiday): September 4
- Preview Day: September 14
- ReCreate Women’s Conference: September 28 - 30
- Preview Day: October 12
- Term A Ends: October 13
- Term B Begins: October 16
- Drop/Add Deadline ALL: October 19
- ONE Retreat: October 27 - 28
- Priority Application Deadline for Spring: November 1
- Preview Day: November 9
- Last Day to Withdraw: November 16
- Half Marathon: November 17
- Thanksgiving Break: November 20 - 24
- Small Groups End: November 22
- Morning Session: December 4
- John Maxwell Live: December 6
- Freedom Conference: December 8 – 9
- Fall Semester Ends: December 15
- Winter Break: December 15 – January 8
- Spring Admissions Deadline: December 22
### 2018 Spring Semester

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Housing Orientation</td>
<td>January 4</td>
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<tr>
<td>21 Days of Prayer and Fasting</td>
<td>January 7 - 27</td>
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<tr>
<td>Traditional Orientation</td>
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<td>Traditional and Evening Chapel</td>
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<td>Evening Orientation</td>
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<td>Classes Begin – Term A</td>
<td>January 10</td>
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<td>Preview Day</td>
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<tr>
<td>Dr. Martin Luther King Holiday – No Classes</td>
<td>January 15</td>
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<td>Physical Fitness Test</td>
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<td>Traditional Drop/Add Deadline</td>
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<td>Evening Drop/Add Deadline</td>
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<td>Dream Team Parties</td>
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<td>Last Day to Withdraw</td>
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<td>Marriage Conference</td>
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<td>Expedition</td>
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<td>Term A Ends</td>
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<td>Spring Break</td>
<td>March 11 - 16</td>
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<td>Classes Begin – Term B</td>
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<td>Evening Term B Begins</td>
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<td>Easter</td>
<td>April 1</td>
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<td>Preview Day</td>
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<td>ARC Conference</td>
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<td>Last Day to Withdraw</td>
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<td>Freedom Conference</td>
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<td>Last Day of Classes</td>
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<td>Graduation</td>
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<td>Preview Day</td>
<td>June 14</td>
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### Calendars

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APPENDIX 2: HIGHLANDS COLLEGE & SOUTHEASTERN UNIVERSITY

How does Highlands College differ from Southeastern University?

Highlands College specializes in ministry training, so it only offers certificate programs. To earn a degree, students must also enroll in a degree-granting institution. Southeastern University offers an Associate of Arts degree in Christian Ministries and a Bachelor of Science degree in Christian Ministries at the Greystone Campus of Highlands College. Southeastern University, is a private Christian liberal arts university based in Lakeland, Florida, is an accredited university established in 1935 in New Brockton, Alabama.

Does enrollment at one school automatically enroll me in the other?

No. Each school has their own admissions application and procedure that prospective students must complete. Admission into Southeastern University does not automatically enroll a student in Highlands College or vice-versa.

Am I required to enroll in both schools?

No. Students are encouraged to enroll in both Highlands College and Southeastern University, but it is not a requirement. Each school has students who are only enrolled in that institution. Simultaneous enrollment in both institutions is called parallel enrollment.

How can I afford to attend both schools? Do I pay tuition to each school?

In most cases, parallel-enrolled students pay tuition to Southeastern University and are eligible to attend Highlands College for no additional cost! For complete information please refer to the Financial Information section of the Highlands College Catalog.

What is the advantage of enrolling in both schools?

Southeastern University’s highly-qualified academic instruction in the Christian ministry discipline starts as the educational foundation leading to an accredited associate’s or bachelor’s, masters or degree. Highlands College offers specialized hands-on ministry and leadership training. In addition, Highlands College immerses students in student life experiences such as small groups, athletics, and chapel services, each designed to enrich their life spiritually, physically, and to form lasting bonds their classmates. Graduates of Highlands College have the unique opportunity to apply for
internship under an established church staff member. Upon satisfying the individual requirements of each program, parallel-enrolled students will receive a ministry and leadership certificate from Highlands College and either an associate’s or bachelor’s degree from Southeastern University.

**Is Southeastern University accredited?**
Southern Association of Colleges and Schools (SACS) Commission on Colleges accredits Southeastern University to award associates, baccalaureate, masters, and doctorate degrees. (SACS is the regional accrediting body which also accredits UAB, Auburn Univ., Univ. of Alabama, etc.)

**What degrees are available?**

At the Birmingham program location, students of Southeastern University pursue the Associate of Arts degree in Christian Ministries. Students may also have the option to pursue a Bachelor of Science degree in Christian Ministries. Each degree is offered as a full-time day program or as an accelerated evening program.

**I have completed some college credit previously. Can it be considered for transfer credit?**

Yes. The Registrar’s office of each institution regulates the policy for evaluation of credit for transfer. Parallel-enrollment applicants should be sure to request a copy of their transcript be sent to each school—Highlands College and Southeastern University as they are not permitted to share students’ information between institutions.

**Are credits earned at Southeastern University eligible for transfer to another school? What about Highlands College?**

Southeastern University is a regionally-accredited institution of higher learning and as such is generally eligible for transfer credit review by other colleges and schools. It should be noted, however, that the acceptance of credit for transfer from any institution is wholly at the discretion and policy of the reviewing institution; no guarantee of acceptance of credit is assured or implied. Please refer to the Access Program Catalog for additional information.

Highlands College is not accredited to award academic credit. Courses completed at Highlands College are generally not eligible for transfer credit consideration by other institutions of higher learning.
Am I eligible to apply for federal financial aid (Title IV)?

Only Southeastern University (SEU) students qualify to apply for federal financial aid under Title IV. Southeastern University has a financial aid staff who can assist you with the application process and can describe the types of aid available at the institution. Since Highlands College does not currently qualify for federal financial aid programs, students enrolled only in Highlands College do not qualify to apply for federal financial aid.
HIGHLANDS COLLEGE
ADDENDUM TO THE 2017-2018 CATALOG
JANUARY 2018

Highlands College publishes a catalog annually and the catalog includes academic policies, procedures, programs, courses, and faculty. Highlands College makes every effort to make the catalog accurate as of the date of publication; however, all policies, procedures, fees, and charges are subject to change at any time.

The purpose of this Addendum is to provide information about policy changes that occurred after publication of the 2017-2018 Highlands College catalog. This addendum is to be used in conjunction with the 2017-2018 Highlands College catalog. All changes and additions listed here take precedence over the information contained in the 2017-2018 Highlands College catalog. All information contained in this addendum is subject to change without advance notice.

The following updates and additions to the 2017-2018 Highlands College catalog are effective as of January 1, 2018.

*Insert in the ADMISSIONS section on page 34, 35, and 36 before “Prior College Enrollment”:

**Prior Highlands College Enrollment**

Applicants who were previously enrolled in Highlands College must reapply for admission and are subject to the admissions policies in effect at the time of reapplication. Once a student is readmitted, Highlands College will review the student’s prior coursework at Highlands College to determine if it will be recognized for program completion.

Highlands College will review the student’s prior coursework according to the following guidelines:

- Highlands College courses taken prior to Fall of 2016 will not be recognized for program completion.
- Highlands College courses taken during or after Fall of 2016 will be recognized for program completion if they meet both of the following criteria:
  - The syllabi for each course are identical and
The student earned a grade of C or better in the course.

Insert in the REGISTRAR section on page 56 before “Credit Transfer Out”:

Prior Coursework at Highlands College

Students may seek to return to Highlands College after a break in enrollment. Once a student is readmitted, Highlands College will review the student’s prior coursework at Highlands College to determine if it will be recognized for program completion.

Highlands College will review the student’s prior coursework according to the following guidelines.

- Highlands College courses taken prior to Fall of 2016 will not be recognized for program completion.
- Highlands College courses taken during or after Fall of 2016 will be recognized for program completion if they meet both of the following criteria:
  - The syllabi for each course are identical and
  - The student earned a grade of C or better in the course.

Insert in the ACADEMIC POLICIES section on page 47 before “STUDENT PRIVACY”:

RETURNING TO HIGHLANDS COLLEGE AFTER A BREAK IN ENROLLMENT

Students may seek to return to Highlands College after a break in enrollment. Once a student is readmitted, Highlands College will review the student’s prior coursework at Highlands College to determine if it will be recognized for program completion.

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  o The syllabi for each course are identical and
  o The student earned a grade of C or better in the course.

*Edit GRADUATION REQUIREMENTS FOR ALL STUDENTS on page 59:*

**Item 4. MINISTRY LEADERSHIP** now reads as follows.

Students must earn a grade of C or better in four complete semesters of Ministry Leadership courses.

*Insert in the FINANCIAL INFORMATION section on page 49 before TUITION REFUNDS:*

If a Traditional student fails a Ministry Leadership course, the student may request permission from the Executive Vice President of Academics to retake the Ministry Leadership course when the course is offered to Evening students. If permission is granted, the student must pay the prevailing per credit hour rate for the program in which the student is enrolled.

If an Evening student fails a Ministry Leadership course, the student may retake the course in a subsequent term. The student must pay the prevailing per credit hour rate for the program in which the student is enrolled.