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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 are devoted to your personal calling, develop leadership and vocational skills, and steward your time and resources at Highlands College, then we know you will grow more than you ever thought possible.

We have big dreams for your future at Highlands College. 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
II. PROGRAM OVERVIEW

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 successfully completes any program is equipped with the practical leadership skills and knowledge needed for a successful future in a ministry or a marketplace position. Detailed information on each program follows.

The Traditional Program

The Traditional Program is a full time program offered at our Greystone Campus located at, 1701 Lee Branch Lane, Birmingham, AL 354242 during the day. Recommended for students aged 18 to 24 at program start, the Traditional program consists of the following components.

4 Pillars

Academic Instruction - Highlands College students meet the highest standards of excellence as they develop their intellect and increase their knowledge of God. Becoming lifelong learners across a wide array of disciplines, strengthening their understanding of a Christ-centered calling within engaging classroom settings.

Ministry Training - Highlands College students are equipped to be the hands and feet of Jesus through elite hands-on ministry training. Empowered to take ownership in every
area of church life, students receive the encouragement and invaluable leadership opportunities needed to change the world.

**Character Formation** - Highlands College students are challenged to live a life of excellence while continuing to improve their personal health and leadership. 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 personal 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.

**Traditional Program Weekly Schedule**

**Mondays and Wednesdays**

1. **Academic Classes** - Students enrolled only in Highlands College are typically enrolled in 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 which are held 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 on page 14 is a visual overview of the Traditional program. Illustration 2 on page 15 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 PROGRAM:
Core-Plus Certificate Program

The Core-Plus 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. This will require support and understanding from the applicant’s family, who should be included in discussion before entering the Core-Plus program.

The ministry training components and requirements of the Core-Plus program are conducted at Church of the Highlands and must be completed in their entirety. It is expected that applicants will become active members of the Church of the Highlands Dream Team in order to receive this hands-on training.
4 Pillars

**Academic Instruction** - Highlands College students meet the highest standards of excellence as they develop their intellect and increase their knowledge of God. Becoming lifelong learners across a wide array of disciplines, strengthening their understanding of a Christ-centered calling within engaging classroom settings.

**Ministry Training** - Highlands College students are equipped to be the hands and feet of Jesus through elite hands-on ministry training. Empowered to take ownership in every area of church life, students receive the encouragement and invaluable leadership opportunities needed to change the world.

**Character Formation** - Highlands College students are challenged to live a life of excellence while continuing to improve their personal health and leadership. 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 personal 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.

A student who successfully completes the Core-Plus Certificate program earns the Certificate of Ministry and Leadership (CML) and may have the opportunity to participate in the College’s Internship Program. Internship opportunities are specific to students who actively serve at Church of the Highlands.

**Core-Plus Certificate Weekly Schedule**

**Tuesdays**
1. Ministry Training Lab 6:00 – 7:00 pm – Required for 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 for Highlands College Experience

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

Illustration 3 on page 16 is a visual overview of the Core-Plus Certificate program. Illustration 4 on page 16 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.

The Core Certificate 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.

The Core Certificate program is offered 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 for Highlands College Experience**

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

Illustration 5 on page 17 is a visual overview of the Core Certificate. Illustration 6 on page 17 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.

**Degree Option: Parallel Enrollment in Southeastern University**
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.**

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

Students who are enrolled with 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 accredited by any agency recognized under the U.S. Department of Education.

Southeastern University and Highlands College are separate and distinct institutions. **Acceptance for enrollment in either institution does not imply or assure acceptance for enrollment in the other. Students seeking an academic degree must be accepted for enrollment in Southeastern University. Students 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 be accepted for enrollment in 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, this Catalog should not be relied upon 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](http://seu.catalog.acalog.com)
Illustration 1 – Traditional Program Overview

Illustration 2 – Traditional Program Sample Completion Plan

Semester 1

ENGL 101 English Composition*
BIBL 100 Exegesis & Hermeneutics*
MINL 112 Ministry Purpose &
   Personal Leadership

HCGP-S1HC Group
HCCChapel
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-S2HC Group
HCCChapel
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

Prior to graduation, the student must also participate in a self-funded Mission Trip.

*An asterisk denotes an academic course. Degree-seeking students complete all of their academic course work through Southeastern University and are typically scheduled for four academic classes per semester. Upon successful course completion at Southeastern University, the student earns transfer credit for the corresponding Highlands College academic course.
Certificate of Ministry and Leadership (CML)
- Core-Plus Program -

Ministry Training
12 credit hours total

Core Ministry Courses - 8 hrs
- MINL 111 - Ministry Leadership (1st semester)
- MINL 211 - Ministry Leadership (2nd semester)
- MINL 311 - Ministry Leadership (3rd semester)
- MINL 411 - Ministry Leadership (4th semester)

Directed Studies - 4 hrs
- Dream Center
- Events
- Kids
- Pastoral Leadership
- Production
- Students
- Worship Leadership

The Highlands College Experience
Required for graduation
- Sunday Experience
- Mission Trip
- 10K
- Athletics
- Small Groups

Illustration 3 – Core-Plus Certificate Overview

Illustration 4 – Core-Plus Certificate 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

Prior to graduation, the student must also participate in a self-funded Mission Trip.
**Certificate of Ministry (CM)**

- Core Program -

**Ministry Training**

8 credit hours total

<table>
<thead>
<tr>
<th>Core Ministry Courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINL 111 - Ministry Leadership (1st semester)</td>
</tr>
<tr>
<td>MINL 311 - Ministry Leadership (3rd semester)</td>
</tr>
<tr>
<td>MINL 211 - Ministry Leadership (2nd semester)</td>
</tr>
<tr>
<td>MINL 411 - Ministry Leadership (4th semester)</td>
</tr>
</tbody>
</table>

---

**The Highlands College Experience**

*Recommended - not required for graduation*

<table>
<thead>
<tr>
<th>Sunday Experience</th>
<th>10K</th>
<th>Athletics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Trip</td>
<td></td>
<td>Small Groups</td>
</tr>
</tbody>
</table>
Illustration 6 – Core Program 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

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.

The HC Library is a member of The American Theological Library Association (ATLA). ATLA is a professional association providing support of 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

III. GENERAL INFORMATION

Accreditation
Highlands College is not a degree-granting institution and is not accredited by any agency recognized by the U.S. Department of Education.

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 a College degree at the Highlands College campus, students must be enrolled in Southeastern University. Southeastern University is a Christ-centered institution of higher learning based in Lakeland, Florida. Southeastern University is accredited by the Southern Association of Colleges and Schools SACS Commission on Colleges, 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, each semester’s Orientation serves to establish personal and staff expectations, discuss key events scheduled to occur, and provide any updates occurring in academic and ministry training.

### IV. FINANCIAL INFORMATION

**Tuition, Fee, and Application**

<table>
<thead>
<tr>
<th>Application fee</th>
<th>$50</th>
<th>Due with Application Nonrefundable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment deposit</td>
<td>$250</td>
<td>Applied toward tuition</td>
</tr>
<tr>
<td>Non-Degree seeking students only</td>
<td></td>
<td>Due 30 days before the start of the semester</td>
</tr>
</tbody>
</table>

**Tuition, Non-Degree-Seeking Students**

<table>
<thead>
<tr>
<th>Program</th>
<th>Semester Cost</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional</td>
<td>$2,750</td>
<td>first day of class</td>
</tr>
</tbody>
</table>
Semester cost includes the following items.

1. Traditional – a full time course load of 12 credit hours per semester for a total of 24 credit hours each academic year and textbooks.
2. Core Plus – 3 credit hours per semester for a total of 6 credit hours each academic year and textbooks.
3. Core – 2 credit hours per semester for a total of 4 credit hours each academic year and textbooks.

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, Degree-Seeking Students**

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

*Exceptions to this policy are made in the following cases:*

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

1. Parallel enrolled students who are not enrolled in a corresponding Ministry Practicum course with Southeastern University (MINI 104A/B/C/D or MINI 204A/B/C/D) will be assessed the appropriate non-degree-seeking student rate shown above for enrollment in that semester’s Ministry Leadership and/or Practicum courses.
2. Parallel enrolled students who are taking less than a six credit hour course load with Southeastern University.
3. Parallel enrolled students who are enrolled in Southeastern University’s online degree program exclusively.

**Graduation**
Graduation Fee | $25 Nonrefundable

**Student Housing & Miscellaneous**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Housing Administrative Fee</td>
<td>$100</td>
<td>1st semester</td>
</tr>
<tr>
<td>Housing Administrative Fee</td>
<td>$50</td>
<td>every semester after the 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>For balances unpaid after the 5th of the month</td>
</tr>
<tr>
<td>Housing Key Replacement Cost</td>
<td>$110</td>
<td></td>
</tr>
<tr>
<td>Returned check fee</td>
<td>$35</td>
<td></td>
</tr>
<tr>
<td>Replacement ID Card</td>
<td>$15</td>
<td></td>
</tr>
<tr>
<td>Replacement Diploma</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>Replacement Diploma Cover</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>Mission Trip</td>
<td>Cost varies by location and length</td>
<td></td>
</tr>
</tbody>
</table>

**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.

**Billing and Payment**

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

Highlands College is not accredited by any agency recognized by the U.S. Department of Education, and, 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.

1. The Bob Hodges Memorial Scholarship
2. The Billy Hornsby Memorial Scholarship
3. The Emmanuel, God with Us, Scholarship
4. 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.

V. ADMISSIONS

Admission Requirements for Traditional Program

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
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 course work 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 attended college previously 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 should note that official transcripts must be sent 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.

**Admission Requirements for Core-Plus Certificate Program**

**Expectations:**

The Core-Plus Program is designed to prepare its students for a career change into ministry. This career change could require relocation and an adjustment income. This will require support and understanding from the applicant’s family, who should be included in discussion prior to entering the Core-Plus program.

The ministry training components and requirements of the Core-Plus program are conducted at Church of the Highlands and must be completed in their entirety. It is expected that applicants will become active members of the Church of the Highlands Dream Team in order to receive this hand-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
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.

Admission Requirements for Core Certificate Program

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. Graduated of an accredited four-year high school or equivalent homeschool
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.

**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.

**Application Procedure**

The application for admission is found on the Highlands College website, 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,
1. A completed personal reference, and
1. 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.

Admissions decisions on completed application packages are made on a biweekly 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
1. 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 student will be withdrawn from the College. Students withdrawn from Probationary Admission status may reapply five months from the conclusion of their probationary semester.

Application Denial and Reapplication

The College will notify applicants who are not accepted for admission.

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

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. The Registrar can be contacted at Registrar@thehighlandsCollege.com or (205) 731-3797.

Grading - Every course, Directed Study, Practicum, and scheduled leadership activity carries academic credit and is assigned a grade at the conclusion of the term/semester. 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 to 79</td>
<td>2.0</td>
<td>Acceptable</td>
</tr>
<tr>
<td>D</td>
<td>60 to 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>P</td>
<td>-</td>
<td>4.0</td>
<td>In Process (Instructor has not finalized course.)</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, passing</td>
</tr>
<tr>
<td>WF</td>
<td>&lt;60</td>
<td>0.0</td>
<td>Withdrawn after drop/add, 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 either still in progress or has not yet been 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. A grade of “P” (pass) is 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 was originally enrolled in a course, but formally dropped 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.

**Transfer of Credits**

*Applicants*

Applicants who have attended college previously should request that official transcripts be sent 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 by any agency recognized by the U.S. Department of Education, as a general rule, 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. student is scheduled for a course that has been completed, 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.

**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 has the opportunity to learn from instruction presented by the instructor, feedback and questions offered by classmates, and the opportunities presented for direct experience. Being punctual and in attendance honor God and those in authority. Attendance requirements are as follows:
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. **Excused absences still count as an absence.**

Three instances of tardiness in any course is counted as an 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” in accordance with their grade at the time of withdrawal.

Students may accrue up to three absences in any academic or ministry leadership course, either excused or unexcused and still 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 upon the student’s grade at the time. 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/her record of attendance in each class.

**Classification of Absences**

At Highlands College, any absence will be classified as “unexcused” or “excused.” A brief description of each follows.

1. **Unexcused Absence:** An unexcused absence is one in which the student, through ignorance or neglect, simply fails to attend as scheduled. An unexcused absence counts as an absence. Students with unexcused absences are generally not permitted to submit any work missed as a result of the absence. Examples of unexcused absences include alarm clock failure, traffic, inoperative vehicle, forgetfulness, and oversleeping.

2. **Excused Absence:** An excused absence is one in which the student is unable to attend as scheduled due to personal illness or injury or family emergency. An excused absence counts as an absence. Students with excused absences are generally permitted to submit any work missed as a result of the absence. All 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 and submit it with the signed Absence and Leave Request Form upon their return.

**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 prior to 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 conduct a change in 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 due to the fact that each course in the curriculum is not offered every term, possibly subjecting the student to limitations in course availability.

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.

1. 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.
2. Changes their present enrollment relationship with Southeastern University, i.e. withdraw from 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, processing with the Registrar must be done in person so the student can be advised on the requirements for program completion and the implications for tuition.

**Continued Enrollment**

*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. Students whose CGPA falls below 2.0 will be placed on Academic Probation. Students who are unable to raise their CGPA to at least a 2.0 at the conclusion of the probationary semester are subject to academic dismissal.

*Academic Probation*

Student’s with a cumulative grade point average (CGPA) is below 2.0 at the conclusion of any semester, the student will be placed 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 original grade earned in that course will continue to be calculated in the student’s grade point average.

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.

**Academic Dismissal**

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 at the conclusion of their probationary semester are subject to academic dismissal.

The Vice President of Academics 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 make a determination 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:

**Continuation of Academic Probation (CAP)**

Students given this opportunity have a second semester to earn a CGPA of at least 2.0. Students who are unable to earn this CGPA by the conclusion of a second semester of academic probation are automatically expelled 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.

**Academic Dismissal (AD)**

Students dismissed from Highlands College are removed from enrollment. Dismissed students may apply for readmission to the College after a minimum of one year from the date of expulsion.

Students who voluntarily withdraw prior to a finding of AE will be shown in “dismissed” status and are not eligible to apply for readmission until one year from the date of dismissed. The status of “expelled” can only be removed through successful readmission into the College.

**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 their Leave of Absence request is disapproved 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. Eligibility for tuition refunds for an approved leave of absence will be in accordance with the published tuition refund policy.

The Vice President 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.

Withdrawing from Highlands College
Student enrollment automatically renews each semester until the student

1. Graduates,
2. Withdraws,
3. Receives academic or disciplinary dismissal, or
4. 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.

**GPA Requirement**

A cumulative grade point average (CGPA) of 2.0 is required for graduation. Students should be aware that the grades earned in courses completed at 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 in 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.

**Financial Requirement**

All students must have a zero tuition balance. Students who owe a balance to the College will not receive their graduation certificate, participate in the graduation ceremony and are ineligible to receive or send transcripts until their account is paid in full.

**Additional Traditional Program Graduation Requirements**

**Academics**

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

**Ministry Leadership**

Students must earn a passing grade in four complete semesters of Ministry Leadership courses.

**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 prior to graduation to meet this requirement, even if all other requirements for graduation have been met.

**Mission Trip Requirement**

All students are required to take at least one mission trip BEFORE completing their 4th Semester of Highlands College. Mission trips are at the student's expense. Mission trips are offered through Church of the Highlands and Highlands College. 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.
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 Certificate Graduation Requirements

**Academics**

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

**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 all other requirements for graduation have been met.

**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 personal expense. Mission trips are offered through Church of the Highlands and Highlands College.

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.

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.
Additional Core Certificate Graduation Requirements

**Academics**

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

**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** 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. In addition, students may generate their own unofficial transcript directly from their Populi account. Unofficial transcripts do not bear a stamped seal and will be clearly identified as unofficial.

- **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 and must be requested 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.

**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 visibility of personal information in Populi help or can contact the Registrar for additional assistance.

**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 in order 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 in connection with 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.
VII. 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. In addition, 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.

In order 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 students internship begins.

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

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

Additional information regarding Placement Services can be obtained by contacting the Placement Office.

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**VIII. PRACTICUMS AND DIRECTED STUDIES**
Traditional Certificate Students: 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

All new students will receive an overview, “Snapshots”, of all available Practicums during their first four weeks. At the conclusion of 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 at the conclusion of 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 prior to 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 Certificate Students: 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 prior to 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 if the student is approved for entry in the Directed Study. If the student is not approved for entry in the Directed Study, the student may do one of the following.

1. Apply for a different Directed Study or
2. 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.

IX. ACADEMIC POLICIES

Attendance

Highlands College students are expected to attend all scheduled classes and arrive on time at all scheduled classes and events. In the event of a planned absences, students are responsible for communicating with their instructor. All absences, both planned and unexpected, must be documented on an Absence and Leave Request Form available in the Shared Files section of Populi and submitted to the Registrar.

Due to the brevity of the term calendar, the number of allowable absences is minimal. Complete information regarding the number of allowable absences and the penalty for exceeding this number is covered in the Registrar section of this Catalog under “Attendance Policy.”

Grade Disagreements

Current Term/Semester - While Enrolled in the Course

If a student disagrees with a grade received for an examination, assignment or other 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 vice president. For academic courses, the request is submitted to the Vice President of Academics and for all other courses, the request is submitted to the Vice President for Ministry Development and Student Life. The Vice President 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 Vice President 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 Vice President. For academic courses, the request is submitted to the Vice President of Academics and for all other courses, the request is submitted to the Vice President for Ministry Development and Student Life. Once the instructor or Vice president has verified the data entry error in Populi, he/she will notify the Registrar who will correct the Populi entry. There is no time limit imposed on grade corrections which can be substantiated by documentary evidence that a data entry error has occurred.

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. The Registrar will then update the grade in Populi. The time limit for changes under this provision is no later than one semester after the term/semester in question. If the instructor elects not to change the grade or if the instructor is no longer employed by the College, the student may make a written request for review to the appropriate Vice President. For academic courses, the request is submitted to the Vice President 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.
      iii. Following review and consideration, the Vice President will decide whether the grade is to be changed. The Vice President’s decision is final and not subject to appeal
      iv. If the Vice President decides to change the grade, the Vice President will notify the Registrar of the decision in writing. The Registrar will then update the grade in Populi.
Academic Dishonesty

Highlands College supports an academic environment consistent with its values and mission. 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 Highlands College Student Handbook.

What Constitutes Academic Dishonesty

Academic dishonesty occurs when an individual or group acts for the purpose of dishonestly obtaining and/or distributing testable information prior to, during, or after an examination. Examples of dishonest activities include, but are not limited to, the following actions.

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

Plagiarism

Plagiarism is any attempt to represent the words or ideas of another whether published or unpublished as one's own. Examples of such activities include, but are not limited to, the following actions.

1. Using the words of a published source in a written assignment without appropriate documentation
2. Representing as one's own the ideas and/or arguments from another source, including an Internet source
3. See http://owl.english.purdue.edu/owl/resource/589/01/ for a more comprehensive discussion of issues related to plagiarism.

Alteration of Academic Records

Examples include, but are not limited to, the following actions.

1. Changing documentation in the Records Office by computer or any other means
2. Changing entries in an instructor's grade book
3. Changing an answer to an already-graded academic exercise in order to falsely negotiate for a higher grade
Reusing Work Completed for Another Course

Work produced for one course cannot be used to satisfy an assignment in another course. If work in one course is used to inform part of an assignment in another course, e.g., building on previous research, the student must cite his work in the same way as any other source.

Sabotage

Examples include, but are not limited to, the following actions.

1. Stealing, destroying, or altering another’s academic work
2. Hiding, intentionally improperly shelving, mutilating, or otherwise abusing library materials to keep others from using them

Substitution

Substitution is using a proxy, or acting as a proxy in an academic exercise. Examples of substitution include, but are not limited to, the following actions.

1. Taking an examination for another student
2. Doing homework assignments for another student

Procedures to be followed in Cases of Academic Dishonesty

If an instructor has reason to believe that academic dishonesty has occurred, the instructor will follow this procedure.

1. Prepare a letter describing reasons for suspicion of the infraction.
2. Discuss the letter with the student(s).
3. If the suspicion is proved 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 suspicion is verified, the Director of Academics, in consultation with the instructor, determines an appropriate penalty.
5. The student is informed of the penalty and has a right to appeal.
6. The instructor and, if necessary, the Director of Academics, meets with the student to discuss the penalty and any appeal. The student has the right to invite a student colleague, his faculty advisor or other faculty member, or a staff member to this meeting.
7. All letters, emails, and reports generated by the various meetings will be placed in the student’s file. One or more of the following penalties may be imposed once academic
dishonesty has been confirmed. 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. Expulsion from the College

**Right to Appeal**

The student has the right to appeal the Academic Dishonesty penalty. The appeal must come within two weeks of receipt of the decision. To appeal the student must 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 Vice President of Academics 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 faculty not currently teaching the student. The committee shall also include two representatives of the student’s choice.
3. The Committee may:
   1. Reverse the finding and dismiss the penalty or
   1. Confirm the finding and impose the penalty.

**Advising Services**

**Academic Advising**

The Vice President 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 are encouraged to meet with an academic advisor on a regular basis to ensure the program pursued is a good fit based upon the student’s interests, skills, and educational goals and that their program of enrollment can be completed in the timeframe desired. 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 advisory 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.

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**X. 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 will take place on Tuesday evenings from 6pm to 7pm in four separate rooms divided by semesters."

**MINL 112 – Ministry Leadership: Ministry Purpose**

1 Credit Hour

A study of the tools and components necessary to produce a self-disciplined life in ministry

**MINL 113 – Ministry Leadership: Personal Leadership**

1 Credit Hour
A study of the fundamental components necessary to establish a consistent and clear biblical foundation for leadership

**MINL 212 – Ministry Leadership: Ministry Leadership**  
1 Credit Hour

A study of the theories behind key areas of practical church ministry and their purpose within the organization

**MINL 213 – Ministry Leadership: Team Leadership**  
1 Credit Hour

A study of team leadership philosophy and how to build, structure, communicate, and empower successful teams.

**MINL 312 – Ministry Leadership: Professional Leadership**  
1 Credit Hour

A study of elements of professionalism including emotional intelligence, time management, professional communication, and preparation for a successful internship experience.

**MINL 313 – Ministry Leadership: Ministry Practices I**  
1 Credit Hour

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 411 – 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 own 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. Emphasis is given to 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 relationship with Himself as well as 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 given to the content and to the historical, cultural, and geographical background of this literature. Attention will be given to the people, places and events described in these books, with particular 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 actually 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 Worldview course reflects upon the overall task of theology and the being, nature, and work of God as revealed in the Old and New Testaments. Focus is given to 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 that are encountered in western culture and society. A thorough study of the principals of a biblical worldview to life will be explored alongside worldviews embraced by others so that students will become better prepared to carry the value of their own 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 is designed to equip each student with a 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.
1. Learning and Operating State-of-the-Art Equipment and Technology
2. Live Audio Scenarios
3. 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 emphasizes effective and attractive promotional and informative illustrations; video 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.

1. Concept & Design Church Series Art, Print, and Graphic Pieces
2. Basics of Graphic Design
3. Video Concepts and Production
4. Basics of Editing
5. 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 in an effective manner within the Church. Students will learn the important component of design and usability. In the Digital Practicum, students will receive training in the following areas.

1. Design Usability
2. User Interaction & Experience
3. Web Design & Front End Development
4. 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.

1. Local Missions
2. Evangelism
3. Events
4. Team Building
5. 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 into real situations. In the events Practicum, students will receive training in the following areas.

1. Event Planning
2. Budget Planning
3. Time Management
4. Communication
5. 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.

1. Creating Safe and Fun Environments
2. Communication
3. Team Leadership
4. Creative Development
5. 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.

1. Team Building  
2. Communication  
3. Organizational leadership  
4. Project management  
5. Pastoral Care  
6. Small Groups  
7. Dream Team  
8. 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.

1. Live Service  
2. Equipment Operation  
3. Service Flow & Communication  
4. Live Productions & Strategies

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

The Student's Practicum provides training for students that desire to be involved with Junior High, High School and College aged students. Students are trained to be effective in leading, pastoring and event planning. In the Student’s Practicum, students will receive training in the following areas.

1. Building Teams
2. Communicating
3. Event/Conference Planning
4. Small Groups
5. 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 Practicum exists to help prepare students to be spiritually and musically developed as a worship leader, ready and enabled to lead congregations and develop teams. In the Worship Leadership Practicum, students will receive training in the following areas

1. Leading Worship Teams
2. Creating Worship Sets
3. Music Theory
4. Songwriting
5. Team and Organizational Leadership

Traditional Certificate Program: HC Experience Courses

ATHT – Athletics/Intramurals/Personal Workouts (Traditional) 0.4 Credit Hours

This Course is designed to assist 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
Chapel is a time where the Highlands College family comes together for worship, prayer, and the Word.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCGP-S1</td>
<td>HC Groups-First Semester</td>
<td>0.6</td>
</tr>
<tr>
<td>HCGP-S2</td>
<td>HC Groups-Second Semester</td>
<td>0.6</td>
</tr>
<tr>
<td>HCGP-S3</td>
<td>HC Groups-Third Semester</td>
<td>0.6</td>
</tr>
<tr>
<td>HCGP-S4</td>
<td>HC Groups-Fourth Semester</td>
<td>0.6</td>
</tr>
</tbody>
</table>

Students participate weekly in a small group consisting of fellow Highlands College students. Curriculum varies according to which semester the student is currently attending. All students in their first semester attend a Freedom curriculum group and all students in their second semester attend a Relationships group.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRSU</td>
<td>Sunday Experience (Traditional)</td>
<td>0.6</td>
</tr>
</tbody>
</table>

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.

**Core-Plus Certificate Program: Directed Study Courses**

Each Directed Study course earns 0.5 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>DDRC 112</td>
<td>Dream Center Directed Study</td>
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<tr>
<td>DDRC 212</td>
<td>Dream Center Directed Study</td>
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<tr>
<td>DDRC 312</td>
<td>Dream Center Directed Study</td>
</tr>
<tr>
<td>DDRC 412</td>
<td>Dream Center Directed Study</td>
</tr>
</tbody>
</table>

*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:

1. Local Missions
2. Evangelism
3. Events
4. Team Building
5. 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 will provide students with the opportunity to participate in the planning and hosting of national conferences, Highlands' conferences and church-wide events. The Events Directed Study 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 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.

1. Event Planning  
2. Budget Planning  
3. Time Management  
4. Communication  
5. 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 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 Directed Study, students will receive training in the following areas.

1. Creating Safe and Fun Environments  
2. Communication  
3. Team Leadership  
4. Creative Development  
5. 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 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 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.

1. Team Building
2. Communication
3. Organizational Leadership
4. Project Management
5. Pastoral Care
6. Small Groups
7. Dream Team
8. Next Steps

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

The Student's Practicum provides training for students that desire to be involved with Junior High, High School and College aged students. Students are trained to be effective in leading, pastoring and event planning. In the Student's Practicum, students will receive training in the following areas.

1. Building Teams
2. Communicating
3. Event/Conference Planning
4. Small Groups
5. 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 help prepare students to be spiritually and musically developed as a worship leader, ready and enabled to lead congregations and develop teams. In the Worship Leadership Directed Study, students will receive training in the following areas.
1. Leading Worship Teams
2. Creating Worship Sets
3. Music Theory
4. Songwriting
5. Team and Organizational Leadership

**DDRC 112 – Dream Center**
**DDRC 212 – Dream Center**
**DDRC 312 – Dream Center**
**DDRC 412 – Dream Center**

*offered at Greystone and Montgomery locations only*
Based out of either the Birmingham Dream Center or the Montgomery 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.

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

The Events Directed Study is one of the key areas of Highlands to create excellence in all special events. This ministry concentration is designed to develop Highlands College students into effective & qualified events team leaders to pull off an incredible events such as reCreate, Catalyst, Grow, Ignite, Freedom, etc. The win for the events Directed Study is to train Highlands College students with a calling on their lives for planning events in a consistent, high-quality manner from start to finish.

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

The Kids Directed Study is designed to train and equip leaders to be successful in leading children to grow in their relationship with Christ. The win for Kids Directed Study is to select and equip Highlands College students who have a calling on their lives to serve children and their families and train them to be successful in children’s ministry.

**DPAS 112 – Pastoral Leadership**
**DPAS 212 – Pastoral Leadership**
DPAS 312 – Pastoral Leadership Directed Study
DPAS 412 – Pastoral Leadership Directed Study

The lead pastor Directed Study is designed to train students in how to build and lead teams, communicate effectively, and lead an organization or department within the church. This Directed Study is for anyone who desires to be a church planter, campus pastor, or associate pastor.

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.

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

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 the area of worship and train them to become effective members of the worship team.

Core - Plus Certificate Program: HC Experience

EVATH– Athletics/Intramurals/Personal Workouts (Evening) 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.
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.

**XI. 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

**FACULTY AND STAFF**

Debbie Lindsey
Admin Asst
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 of Evening Program**  
M.A.T.S Liberty University

Donna Knottek  
**Director of 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**  
Student Life Coordinator

**Katie Hodges**  
Student Care Coordinator

**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 Liberty University  
Theological Seminary

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**XII. FACILITIES**

**Main Campus**
The main campus of Highlands College is located in the heart of Alabama 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 full-time students report to this facility for classes.

Additional Evening Locations

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

Tuscaloosa Campus
721 Rice Mine Rd., NE
Tuscaloosa, AL 35406

Auburn Campus
2001 East Samford Avenue
Auburn, AL 36830

Montgomery Office Complex
322 Catoma St.
Montgomery, AL 36104

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

Gadsden Office Complex
948 Gilbert Ferry Road
Gadsden, AL 35954
Appendix 2:
FAQ on 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?**
Southeastern University is accredited by the 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.