



ACADEMIC CATALOG

2021 – 2022

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President's Welcome

Dear Students,

It is with great excitement that I 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 to 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.

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 from 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 develop your personal devotional life with God, Godly character, an active lifestyle, and find opportunities to invest in meaningful relationships. We desire that you stay humble and hungry and pursue excellence by becoming a lifelong learner. Maintaining a teachable spirit throughout your time at Highlands College is vital to your success as a student.

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

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

For His Glory,
Mark Pettus
President

The Highlands College Manifesto

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

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

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

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

Our Story

Pastor Chris Hodges of Church of the Highlands founded Highlands College in 2011. HC offers a 4-semester program for students 18-24 leading to an Associates of Arts in Ministry Leadership. HC also offers an evening program created to give adults an opportunity to transition into full-time ministry and for leaders of all ages to be trained in their calling.

In 2015, the Board of Directors of HC decided to pursue accreditation with the Association for Biblical Higher Education (ABHE). While HC is continuing the process of pursuing accreditation, HC students can earn an Associate of Arts in Christian Ministries degree from Southeastern University.

Since its beginnings, HC has seen much change and improvement, yet it steadily holds to its enduring mission of being a biblical higher education institution that exists to supply the Church with leaders of competence, character, and spiritual maturity, holistically trained to lead lives of eternal impact by fulfilling the Great Commission.

Accreditation

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

To pursue an accredited degree at the HC campus, students must enroll in Southeastern University (SEU). The Commission on Colleges of the Southern Association of Colleges and Schools accredits SEU to award degrees. Please refer to the SEU Catalog for additional information.

Vision

HC will be a ministry academy applying leading-edge methods in world-class facilities, where students graduate debt-free – educated, equipped, and empowered to expand the Kingdom of God in a complex and changing world.

Mission

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

Goals

Highlands College will:

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

Student Learning Objectives

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

The Authority of Scripture as evidenced by:

- The knowledge, interpretation, and integration of Scripture
- The possession of a biblical worldview

The Pursuit of a Christ-Centered Life as evidenced by:

- A personal devotional life with God
- A godly character
- A healthy, active lifestyle
- An investment in life-giving relationships

The Passion of Lifelong Learning as evidenced by:

- The intentional pursuit of truth
- Creative problem solving

The Calling of Ministry Leadership as evidenced by:

- The discovery of, and devotion to, personal calling
- The development of leadership and vocational skills

The Advancement of the Kingdom as evidenced by:

- Service to the Church
- Stewardship of time and resources
- Commitment to finishing well

The Four Pillars of Highlands College

Academic Instruction

Highlands College students grow in the highest standards of excellence as they develop their intellect and increase their knowledge of God. Students become lifelong learners across a wide array of disciplines, strengthening their understanding of their Christ-centered calling in engaging classroom settings.

Ministry Training

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

Character Formation

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

Spiritual Development

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

Statement of Faith

Holy Bible

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

Trinity

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

Jesus Christ

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

Virgin Birth

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

Redemption

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

Regeneration

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

Salvation

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

Repentance

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

Sanctification

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

Jesus' Blood

The Blood that Jesus Christ shed on the Cross of Calvary was sinless and is 100% sufficient to cleanse mankind of all sin. Jesus allowed Himself to be punished for both our sinfulness and our

sins, enabling all those who believe to be free from the penalty of sin, which is death. (I John 1:7; Revelation 1:5, 5:9; Colossians 1:20; Romans 3:10-12, 23, 5:9; John 1:29)

Jesus Christ Indwells All Believers

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

Baptism in the Holy Spirit

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

The Gifts of the Holy Spirit

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

The Church

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

Sacrament of Water Baptism

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

Sacrament of the Lord's Supper

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

Sacrament of Marriage

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

Sexuality

We believe sexuality and the divinely prescribed boundaries for its expression are covered clearly in the Holy Scriptures, which limit sexual expression to the marital relationship of one man with one woman. Homosexual acts, adultery, bestiality, and all forms of fornication are categorically condemned in the Holy Scriptures. We believe that sexuality is assigned by God at conception, male or female, whatever that may be, and the Holy Scriptures does not permit an individual to alter their

sexual identity physically or otherwise. (Deuteronomy 23:1, 1 Corinthians 6:18; 1 Thessalonians 4:3; Romans. 1:26-27; Proverbs. 5:3-5, 8-13; 7:21-27; Galatians. 5:19; Exodus 20:14; Deuteronomy 5:18; Matthew 5:27; 19:18; Luke 18:20; Romans 13:9; James 2:11; Leviticus 20:10-21; 1 Corinthians 10:8, 6:18; Jude 7)

Healing of the Sick

Healing of the sick is illustrated in the life and ministry of Jesus and included in the commission of Jesus to His disciples. It is given as a sign, which is to follow believers. It is also a part of Jesus' work on the Cross and one of the gifts of the Spirit. (Psalm 103:2-3; Isaiah 53:5; Matthew 8:16-17; Mark 16:17-18; Acts 8:6-7; James 5:14-16; I Corinthians 12:9, 28; Romans 11:29)

God's Will for Provision

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

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

Resurrection

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

Heaven

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

Hell

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

Second Coming

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

President

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

Board of Directors

The Board of Directors has the responsibility and ultimate authority in all matters. The Board of Directors governs and sets policy to support the vision and mission of HC and provides a critical link to the wider community.

Chris Hodges - Chairman
 Mark Pettus - Highlands College President
 Ronnie Bennett
 Ken Polk
 Darryl Rosser
 Glenn Siddle
 Duane Donner
 Colette Greene
 Courtney Winston

Academic Governance

The Executive Vice President of Academics and Ministry Training is responsible for the academic governance of HC and for leading the Faculty.

Core Faculty Committee

The Core Faculty Committee gives input to the Executive Vice President of Academics and Ministry Training about developing courses, course content, and academic policy. The Core Faculty Committee meets monthly. The Core Faculty Committee reviews applicants for graduation and provides a list of qualified applicants to the Executive Vice President of Academics and Ministry Training for presentation to the Board of Directors.

Executive Team

Chris Hodges
 Chancellor
 M.Min. Southwestern Christian University

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

Gina Cox
 Executive Vice President of Academics and Ministry Training
 B.S. University of Maryland
 J.D. University of Virginia
 M.Div. Southeastern University

Kay Hargrave
 Executive Vice President of Advancement
 B.A. Auburn University
 M.Ed. Auburn University

Chris Herndon
 Chief Financial Officer
 B.B.A. Texas Christian University

Blaine Lindsey
Executive Vice President of Communications and Marketing
B.S. University of Alabama, Birmingham
B.S. Auburn University

Jordan Williamson
Executive Vice President of Enrollment Services & Ministry Placement
B.S. Southeastern University

Administration

Dr. Matthew Benson
Academic Dean
B.A. Samford University
M.Div. Beeson Divinity School
M.B.A. Samford University
D.Min. Southeastern Baptist Theological Seminary

Matthew Brumfield
Executive Director of Finance and Operations
B.S. University of Alabama

Perry Cash
Registrar
B.G.S. Samford University
M.S.B.A. Boston University

J. Lee Ellison
Executive Director of Ministry Training
B.S. Oral Roberts University
M.A.M.L. Southeastern University

Hannah King
Executive Director of Advancement
B.L.A. Auburn University at Montgomery

Michael Mardis
Executive Director of Enrollment Services
C.M.L. Highlands College
B.S. Auburn University
M.B.A. Auburn University

Steven Pettus
Executive Director of Ministry Placement
B.S. Auburn University

Aron Ritchie
Executive Director of Team Development
C.M.L. Highlands College
B.A. Auburn University
M.B.A. Southeastern University

Katie Spinks
Executive Director of Advancement
B.A. University of Alabama

Faculty

Marguerite M. Armistead
Professor of English Rhetoric and Composition
B.A. Auburn University
M.A. Auburn University

John Ball
Biblical Studies Department Chair
Associate Professor of Biblical Studies
B.B.A. Belmont University
M.A.T.S. Liberty University Baptist Theological Seminary
M.Div. Liberty University Rawlings School of Divinity

Dr. Matthew Benson
Academic Dean
Professor of Communication Studies
B.A. Samford University
M.Div. Beeson Divinity School
M.B.A. Samford University
D.Min. Southeastern Baptist Theological Seminary

Stacey Benson
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B.S. Samford University
M.A. University of Alabama, Birmingham

Gina Cox
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Professor of Theological Studies
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M.Div. Southeastern University

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Trey Johnson
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B.A. Birmingham Southern College
M.Div. Beeson Divinity School

Sherrill Larson
Professor of Biblical Studies
M.Div. The King's University

Eric Parker
Assistant Professor of Theological Studies
B.A. University of Alabama
M.Div. Beeson Divinity School

Katie Wilson
Associate Professor of Mathematics
B.S. Auburn University
M.S. Auburn University

Ministry Leadership Instructors

Dan Atchison
John Ball
Steve Blair
Beth Cunningham
Kellen Coldiron
Gina Cox
Rex Davis
Casey Floyd
Michael Hodges
Courtney Winston

Advisory Boards

Ministry Advisory Board

The purpose of the Ministry Advisory Board is to provide wisdom and guidance for the continual development of ministry training at Highlands College in support of its mission to supply the Church with leaders of character and competence to fulfill the Great Commission.

National Impact Team

The National Impact Team is made up of a distinguished group of appointed ambassadors. The purpose of the Team is to spread the heart and vision of Highlands College within each member's circle of influence.

Professors-In-Residence

The Highlands College Professors-in-Residence is a group of esteemed, cross-functional leaders that bring their knowledge and experience to the students of Highlands College. The purpose of the program is to expose our students to a wide breadth of different leadership approaches to better educate, equip, and empower them to be leaders in their chosen ministry fields.

OVERVIEW OF PROGRAMS

Highlands College offers three different academic and ministry training programs.

1. A full-time traditional program for students between the ages of 18-24. Upon graduation, this student will receive an Associate of Arts in Ministry Leadership (AA).
2. A part-time evening program for those who are age 23 or older. The program is called Core Plus. Upon graduation, this student will receive a Certificate of Ministry Leadership (CML).
3. A part-time evening program for those who are age 23 or older. Upon graduation, this student will receive a Certificate of Ministry (CM).

HC offers practical training in various areas of ministry and also serves as a satellite location for Southeastern University through which parallel-enrolled Traditional students can earn an Associate of Arts in Christian Ministries degree from Southeastern University (AA).

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

ADMISSION

Technical Standards for Admission to all Programs

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

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

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

If a student states he/she can meet the Technical Standards with reasonable accommodation, the College will determine whether it agrees that the student can meet the Technical Standards with reasonable accommodation. The determination includes a review whether the accommodations requested are reasonable, considering whether accommodations would jeopardize the educational process of the student or the institution, including all coursework, ministry training, student life requirements, and internships as deemed essential for graduation. These abilities and skills, as determined by HC, are as follows:

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

Application Process

The application process consists of a completed online application form with the submission of all program-specific requirements and supporting documentation.

The application for admission is on the HC website, www.highlandcollege.com. Navigate to the "Apply Now" section of the website and follow the instructions provided or to the "Admissions" section for additional information.

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

The Admissions Department will notify applicants of the outcome of their application. Applicants accepted for admission, who do not enroll the semester for which they have applied, may defer their acceptance for one semester beyond the initial semester of application. Applicants accepted for admission, who do not enroll the semester following their initial acceptance, must submit a new application for admission for another semester entry. An application is valid for one year from the initial date of the application.

Probationary Admission

Highlands College offers Probationary Admission in either of the following limited circumstances:

- An applicant who is a strong candidate for admission but needs additional time to obtain the required documentation.
- 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, the student will then be placed in “good standing” status. If a student does not meet these requirements, the student will be dismissed from the program. Students are afforded the opportunity to appeal the decision of dismissal. If an appeal is denied, the student may reapply for admission after a period of five months at the conclusion of their probationary semester.

Provisional Admission

HC offers Provisional Admission in the circumstance of an applicant who is a strong candidate for admission but needs additional time to obtain the required admission application documentation.

Provisional Admission students must submit all outstanding required admission application documentation prior to enrollment. If required documentation is not received prior to enrollment, Highlands College reserves the right to revoke admission.

Application Denial and Reapplication

The Admissions Department will notify applicants who are not accepted for admission. An applicant denied admission has the option to appeal the decision of the Admissions Committee if he/she feels additional information might influence the evaluation of his/her application.

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

- Submit one to three letters of recommendation from pastors/staff from the church at which the applicant currently serves, including their contact information, in the event the Admissions Committee desires to contact the reference for additional follow-up.
- Submit a typed one to three-page essay answering the following questions:
 - Why do you feel called to attend HC?
 - Why do you feel you will be successful at HC?
 - What have you done and are continuing to do to prepare yourself spiritually, mentally, emotionally, and physically for the rigorous demands of HC and eventual placement into full-time ministry?
 - Are there additional factors, not included in your initial application, that you would like the Admission Committee to consider?

When HC receives all appeal requirements, HC will notify the applicant via email. The Admissions Department will notify the applicant regarding a decision on the appeal within 15 business days of

receipt of all appeal documents. Appealing an admission decision does not guarantee acceptance into HC; however, the Admissions Committee will take into consideration the items mentioned above to determine if the additional information warrants acceptance.

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

Transcript Submission

Traditional applicants currently attending high school should request one transcript at the time of application, followed by a final transcript upon graduation. The final transcript must be official, which means it is sent directly to Highlands College from the high school. Transcripts issued to the student are considered unofficial and cannot be used as proof of high school graduation.

Official transcripts are also required from all colleges and universities attended (once enrollment in the institution is concluded). If the applicant is presently enrolled, an unofficial transcript may be submitted for preliminary evaluation, but must be followed by an official transcript once the applicant's final grades are posted. Applicants accepted for admission will not be permitted to register for classes until official transcripts have been received.

All official transcripts should be mailed directly to HC at the following address:

Highlands College
ATTN: Admissions
1701 Lee Branch Lane
Birmingham, Alabama 35242

For institutions that offer electronic submission of official documents, submit transcripts to admissions@highlandscollege.com.

If submitting a transcript from an institution outside of the United States, the transcript must be evaluated by a foreign transcript evaluation service. This evaluation requirement also applies to transcripts for coursework earned outside of the United States who operate under the umbrella of an institution within the United States. Please notify your Admissions Coach if this is the case, and they will advise you on your next steps.

All transcripts from a foreign institution or coursework earned outside the United States must be translated and received in English and evaluated by a transcript evaluation service. Applicants must use one of the following transcript evaluation services for academic transcript(s) evaluation.

www.jsilny.org/html/services.htm
www.spantran.com/
www.ece.org/ECE
www.wes.org/

All high school graduates must request a transcript summary which includes GPA and graduation date and reflects the equivalency to a high school diploma. The applicant must request an electronic transcript be emailed to admissions@highlandscollege.com.

If the applicant is pursuing the SEU degree option, an electronic transcript must also be submitted to the SEU Enrollment Counselor for Highlands College at admissions@seu.edu.

Traditional Program Admission Requirements

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

To be accepted into the Traditional Program at HC, an applicant must submit and meet the following admissions requirements:

- Meet the age recommendation of 18 – 24 years by the start of class
- Be a committed follower of Christ
- Demonstrate a strong sense of the call of God on their life
- Be a current, regular, and active member of a local church for at least three months
- Ensure access to sufficient financial resources to cover tuition, fees, accommodations, and living expenses
- Meet one of the following academic requirements:
 - 2.00 or higher cumulative grade point average as of high school graduation with a standard diploma certifying readiness for a two or four-year college experience
 - 2.00 or higher cumulative grade point average from 12 or more semester hours of postsecondary college courses
 - Completed the General Educational Development (GED) Certificate
 - Other state-recognized equivalency of a high school diploma with a standard diploma certifying readiness for a two or four-year college experience
- Complete the admission application with all requirements provided:
 - Completed Online Application
 - Payment of the Application Fee
 - Receipt of the Online Reference Form
 - Receipt of Satisfactory Background Check Results
 - Submission of All Required Academic Transcripts
 - Admissions Interview Conducted by Admissions Coach

The Admissions Committee will review the application information and notify the applicant of the decision. In some cases, an applicant may be asked to provide additional evidence that he/she meets these requirements, or the Admissions Committee may apply additional conditions concerning the above entry requirements. These requests are in the best interest of the applicant, based on our experience of the demands of ministry training.

Age

The recommended age range for students beginning the Traditional Program is 18 – 24. Age exceptions may be permitted in certain circumstances at the discretion of the Admissions Committee.

Secondary Education

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

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

Documentation of Secondary Education

Applicants must submit an official transcript or other formal certification verifying completion of the secondary education requirement directly to HC. HC will not accept photocopies or documents marked “Issued to Student,” as they are not official reports. Applicants who are pursuing parallel enrollment in SEU must send official transcripts to both HC and Southeastern University.

All transcripts from a foreign institution must be translated and received in English and evaluated by a transcript evaluation service. See Transcript Submission, above, for additional information.

Grade Point Average Requirements

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

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

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

Standardized Test Scores

Submission of standardized test scores from either the American College Test (ACT) or Scholastic Aptitude Test (SAT) is OPTIONAL for both admission and scholarship consideration. If an applicant would like a test score taken into consideration for an admission or scholarship decision, the test scores must be sent directly from the testing agency to HC. Test scores submitted on academic transcripts or student copies of score reports will not be considered official.

HC Code Numbers: SAT: 7193 / ACT: 7829

Online Reference Form

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

Admission Interview

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

Background Authorization Consent Form

Applicants 18 and older should complete the Background Authorization Consent Form located in Section 4 of the Admission Application. Applicants 17 and under should complete the Background Authorization Consent Form for Minors. This form will be emailed to applicants for electronic signature and will require the signature of a parent or guardian.

The Church of the Highlands Human Resources Department will inform the Admissions Department if there are questions regarding the applicant’s background check. The Admissions Committee will decide whether the applicant qualifies to enroll.

Core Plus Evening Program Admission Requirements

The Core Plus Certificate Program is an evening program for the adult learner aged 23 and older to gain ministry and leadership training. The program is designed to prepare its students for a career in ministry. This career could require relocation and an adjustment to income. Because of this possibility, a pursuit of the Core Plus Certificate Program necessitates support and understanding from the applicant’s family, who should participate in discussion before entering the Program.

The ministry training components and requirements of the Core Plus Certificate Program take place at Church of the Highlands, or local church equivalent, subject to approval by the Evening Director. Accepted applicants are expected to be active members of the Church of the Highlands Dream Team, or local church equivalent, to receive additional hands-on training.

To gain entry into the Core Plus Program at HC, an applicant must submit and meet the following admissions requirements:

- Meet the recommended minimum age of 23 by the start of class, or age exceptions may be granted at the discretion of the Admissions Committee if applicants meet one or more of the following criteria:
 - Employed full-time (40 or more work hours per week)
 - Has earned a bachelor's degree from another institution
 - Current military service
 - Enrolled full-time at a community college or four-year college/university. To qualify for this exception, the applicant must be attending class in-person, online program enrollment does not qualify.
 - Married and/or has children
- Be a committed follower of Christ.
- Demonstrate a strong sense of the call of God on their life.
- Be a current, regular, and active member of a local church, serving for a minimum of three months by the first day of class for the semester selected. If the applicant is a member of Church of the Highlands, this requirement encompasses serving on the Dream Team at Church of the Highlands for this three-month requirement.
- Be willing to agree and commit their Sunday experience to serve at Church of the Highlands while enrolled at HC if local church equivalent is not approved by the Evening Director.
- Ensure access to sufficient financial resources to cover, tuition, fees, accommodations, and living expenses. Students may view tuition and fees at <https://highlandscollege.com/admissions/tuition>.
- Be a graduate of an accredited four-year high school or equivalent homeschool, having earned a standard diploma certifying readiness for a two- or four-year college experience.
- Complete the admission application which includes the following:
 - Online Application
 - Payment of the \$50 Application Fee
 - Receipt of Online Reference Form
 - Background Authorization Consent Form
 - Admissions Interview

Following receipt of a completed application demonstrating that the above requirements are met, the Admissions Committee will review the applicant and notify the applicant of an admission decision.

In some cases, the Admissions Committee may request that an applicant provide additional evidence that they meet these requirements. At its discretion, the Admissions Committee may apply additional conditions concerning the above entry requirements.

Age

The recommended minimum age for students beginning the Core Plus Program is 23 years old. The Admissions Committee can grant permission in certain circumstances for students to enter the program who are as young as 18. Applicants who are younger than 18 are not eligible to enroll in the Core Plus program.

Secondary Education

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

- A graduate from an accredited four-year high school or equivalent homeschool having earned a standard diploma certifying readiness for a two or four-year college experience
- Completed the General Educational Development (GED) certificate
- Other state-recognized equivalency of a high school diploma with a standard diploma certifying readiness for a two or four-year college experience.

Documentation of Secondary Education

HC does not require Core Plus Program applicants to submit any formal certification verifying completion of the secondary education requirement so long as the student attests that requirement is satisfied.

Prior College Enrollment

HC does not require Core Plus Program applicants to submit official transcripts for prior college enrollment.

Standardized Test Scores

HC does not require submission of standardized test scores such as the ACT or SAT for Core Plus Program applicants.

Online Reference Forms

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

Admission Interview

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

Background Authorization Consent Form

These forms are available within the admission application.

Core Evening Program Admission Requirements

The Core Certificate Program is an evening program for the adult learner aged 23 and older to gain ministry leadership. Core students will attend a Ministry Leadership class each Tuesday evening. These classes are strategically designed to train students in leadership principles.

To gain entry into the Core Program at HC, an applicant must submit and meet the following admissions requirements:

- Meet the recommended minimum age of 23 by the start of class, or age exceptions may be granted at the discretion of the Admissions Committee if applicants meet one or more of the following criteria:
 - Employed full-time (40 or more work hours per week)
 - Has earned a bachelor's degree from another institution
 - Current military service
 - Enrolled full-time at a community college or four-year college/university (to qualify for this exception, the applicant must be attending class in-person, online program enrollment does not qualify)
 - Married and/or has children
- Be a committed follower of Christ.
- Demonstrate a strong sense of the call of God on their life.
- Ensure access to sufficient financial resources to cover, tuition, fees, accommodations, and living expenses. Students may view tuition and fees at <https://highlandscollge.com/admissions/tuition>.
- Be a graduate of an accredited four-year high school or equivalent homeschool, having earned a standard diploma certifying readiness for a two or four-year college experience.

- Complete the online application which includes:
 - Personal Reference Form
 - Background Authorization Consent Form
 - \$50 application fee

Following receipt of a completed application demonstrating that the above requirements are met, the Admissions Committee will review the applicant and notify the applicant of an admission decision.

In some cases, the Admissions Committee may request that an applicant provide additional evidence that they meet these requirements. At its discretion, the Admissions Committee may apply additional conditions concerning the above entry requirements.

Age

The recommended minimum age for students beginning the Core Program is 23 years old. The Admissions Committee can grant permission in certain circumstances for students to enter the program who are as young as 18. Applicants who are younger than 18 are not eligible to enroll in the Core Program.

Secondary Education

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

- Graduated from an accredited four-year high school or equivalent homeschool having earned a standard diploma certifying readiness for a two or four-year college experience
- Completed the General Educational Development (GED) certificate
- Other state-recognized equivalency of a high school diploma with a standard diploma certifying readiness for a two or four-year college experience

Documentation of Secondary Education

HC does not require Core Program applicants to submit formal certification verifying completion of the secondary education requirement provided the student attests that the requirement is satisfied.

Prior College Enrollment

HC does not require Core Program applicants to submit official transcripts for prior college enrollment.

Standardized Test Scores

HC does not require submission of standardized test scores such as the ACT or SAT for Core Program applicants.

Reference Form

Applicants must submit an electronic personal reference form as part of their application. Reference may not be from a relative. An individual who has known the prospective student well for at least six months and who can provide the Admissions Committee with a candid assessment of the student's Christian maturity should complete this assessment. The personal reference should be able to testify to the applicant's relationship with Jesus, leadership skills, and Christian character.

Admission Interview

HC does not require submission of an admission interview video for Core Program applicants.

Background Authorization Consent Form

Applicants should complete the Background Authorization Consent Form. These forms are available in section 11 of the admission application. The Church of the Highlands Human Resource Department will inform the Office of Admissions if there are questions regarding the applicant's background check. The Admissions Committee will decide whether the applicant qualifies to enroll.

Additional Requirements for International Admission

Highlands College may accept to any program international applicants who are legally present in the United States under one of the following categories:

- Legal Permanent Resident (a.k.a. Green Card Status)
- Those granted political asylum
- Those granted TPS (Temporary Protected Status)
- Those maintaining Dependent Nonimmigrant Status (including H-4s, L2, TDs, F-2, J-2, Dependents of O-1, P-1, E-1/E-2/E-3 Nonimmigrants)

Applicants meeting the above criteria may apply for admission using the standard admission application for their desired program. Please refer to the application requirements previously mentioned.

The F-1 visa can only be granted for pursuit of the Southeastern University degree option at Highlands College, which requires parallel enrollment in Southeastern University. Southeastern University degree path graduates simultaneously earn both an associate degree from Highlands College and an associate degree from Southeastern University

The following pages outline the admissions process for applicants pursuing admission via the F-1 student visa available through the SEU degree option.

International Application Procedure

The application for admission is on the Highlands College website, www.highlandscollege.com. Select “Apply Now” section of the website and follow the instructions provided or to the “Admissions” section for additional information.

International applicants must apply using the Traditional Program - International Applicant admission application. Southeastern University maintains certification from Homeland Security to enroll international students at the Highlands College regional campus.

Degree-seeking students must apply to Southeastern University and Highlands College simultaneously. Applicants will apply to Southeastern University at <https://partners.seu.edu/highlands/> and select the International application. Southeastern University acceptance will be placed on “hold” until Highlands College admission acceptance is confirmed.

International Admission Process

The application process consists of a completed online application form with the submission of all program-specific component requirements and supporting documentation outlined on the admission application.

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

The Admissions Department will notify applicants of the outcome of their application. Applications are valid for one semester only. Applicants accepted for admission who do not enroll the semester for which they have applied must submit a new application for admission for another semester entry.

Once Highlands College accepts an international applicant the applicant must submit additional documentation to Southeastern University before visa documents can be issued. Therefore, we highly encourage international applicants to complete their Highlands College admission application no later than six months from the start of the enrollment semester.

F-1 International Admission Requirements

Highlands College is designed to give students an experience that challenges them to grow in the same ways Jesus grew as a young man: in wisdom, stature, and favor with God and with man (Luke 2:52). Being accepted for admission to Highlands College is an honor reserved for students who are ready for the challenge to commit at least two years of their life to prepare for their future in ministry. To gain entry into the Traditional Program at Highlands College, an applicant must submit and meet the following admissions requirements:

- Meet the age recommendation of 18-24 years by the start of class
- Be a committed follower of Christ
- Be current regular and active member of a local church for at least three months
- Ensure access to sufficient financial resources to cover tuition, fees, accommodations, and living expenses (applicants must be able to demonstrate support for the total cost of at least the first year of program attendance = \$23,500)
- Complete the online application which includes:
 - Admissions Interview Video
 - Receipt of Reference Form
 - Background Authorization Consent Form
 - Color Copy of Passport
 - Payment of the \$100 Application Fee
- Receipt of All Required Academic Transcripts
- SAT Total Test Score from the Testing Agency
- IF THE APPLICANT IS NOT FROM AN ENGLISH-SPEAKING COUNTRY – Submission of Test of English as a Foreign Language (TOEFL) Score or the International English Language Testing System (IELTS)
 - A TOEFL or IELTS Score is required for all students coming from a non English-speaking country, including Puerto Rico. For visa purposes, TOEFL or IELTS score submission is required even if an applicant is fluent in English.
 - Applicants are exempt from the TOEFL/IELTS requirement if they are from an only native English-speaking country, high school, or university and have a grade of “C” or higher in English classes.
 - Countries exempt from the TOEFL or IELTS requirement are as follows: Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent, Grenadines, Trinidad and Tobago, United Kingdom, and United States of America.
 - Test scores will be shared between SEU and Highlands College. The applicant must submit the Test Taker Score Report in PDF form.
 - The following scores are the minimum an applicant must score in order to be eligible for admission:

TOEFL

 - ◆ Paper-Based Test (PBT): 540
 - ◆ Computer-Based Test (CBT): 207
 - ◆ Internet-Based Test (IBT): 76

IELTS - The minimum accepted score is a 6.
- Meet one of the following academic requirements:
 - A 2.00 or higher cumulative grade point average at high school graduation with a standard diploma certifying readiness for a two or four-year college experience.
 - A 2.00 or higher cumulative grade point average from 12 or more semester hours of postsecondary college courses.

The Admissions Committee will review the admission information and notify the applicant of the decision. In some cases, an applicant may be asked to provide additional evidence that he/she meets these requirements, or the Admissions Committee may apply additional conditions concerning the above entry requirements. These requests are in the best interest of the applicant, based on our experience of the demands of ministry training.

Following admission to Highlands College, Southeastern University requires the following documentation:

- F-1 VISA: International applicants must obtain the F-1 visa in order to attend. This visa is obtained in their home country. Maintaining F-1 status requires The Department for International Student Services and Enrollment to be contacted for any changes in the following: Funding, Address, Major, Program End Date.
- Supporting Bank Letter and Affidavit(s) of Support: International applicants must demonstrate their ability to afford and pay for their education prior to acceptance to SEU. Highlands College policies require that ALL international applicants show proof of financial support which is sufficient to cover tuition, fees, housing, food, books, supplies, personal items, transportation and health insurance for the total length of the program. This information is provided through the following affidavit:
 - During the application process, the prospective student will receive an emailed copy of a blank Affidavit of Support from a Southeastern Enrollment Counselor for Highlands College.
 - The applicant must fully and properly complete the affidavit in English (print in ink or type).
 - The applicant must sign and date the affidavit within one year of the time the applicant plans to enroll.
 - All sponsors and parents must provide a separate affidavit of support and supporting financial documents.
 - When necessary, applicants are responsible for having the affidavit of support translated for their sponsors and to ensure their understanding of the document.
 - Each financial sponsor must sign the affidavit in the presence of a U.S. embassy or consular officer, a U.S. Immigration officer, a notary public, an attorney or another official in the sponsor's country who is authorized to administer oaths to verify identity and signature.
 - Upon final acceptance to both Southeastern University and Highlands College, the applicant must email the completed affidavits and accompanying financial documents to the designated Southeastern University International Immigration Advisor.
 - After receiving all required documents, Southeastern University will contact the applicant to create their I-20 form and advise them of their next steps for obtaining the visa. The applicant must remain in contact with their Southeastern University International Immigration Advisor until the applicant receives his or her visa.
- Supporting Bank Letter
 - An original letter in English on official bank stationery must be submitted from a bank or other financial institution in which the sponsor has savings deposits, certificates of deposit, money market certificates, or other types of accounts containing readily available funds. If funds are in more than one financial institution, submit a separate letter from each.
 - The letter must provide a specific amount of funds. A statement certifying that the sponsor possesses "sufficient financial resources" to support the applicant is not acceptable unless the dollar amount is provided.
 - The dollar figure must be in U.S. dollars. If not in U.S. dollars, the financial institution must show the conversion rate and/or U.S. dollar equivalent.

- Letters must be signed and dated within one year of the time the applicants plans to enroll. Re-verification of financial support documentation may be required as part of the US visa application process, at the time of entry into the USA.
- SEU Application
- SEU Biographical Essay
- SEU Christian Character Reference
- Proof of Health Insurance – Upon acceptance to SEU, the applicant must provide proof of health insurance valid in the United States.

The applicant and financial sponsor(s) must be able to pay 50% of the yearly academic tuition balance (\$6,075) and the first semester's \$900 HC Fit fee prior to the start of the first enrollment semester. The remaining 50% tuition balance is due at the start of the second semester.

Students pay tuition to Southeastern University. The HC Fit fee is paid directly to Highlands College. If a student chooses to live in Student Housing, all Housing expenses will be paid directly to Highlands College as well.

TRADITIONAL PROGRAM

Associate of Arts in Ministry Leadership

The Highlands College Traditional Program offers active learning and hands-on practice in a dynamic, student-focused environment. Students become lifelong learners across a variety of subjects, focusing on foundational, biblical, and theological studies and learning to view and interact with the world through the lens of God's word. Students also attend leadership classes focused on ministry, they receive extensive hands-on ministry training in one of eight specific practicums, and they participate in actual ministry experience through Church of the Highlands. Students complete 64 credit hours to earn the Associate of Arts in Ministry Leadership (AA) Degree.

Foundational (19 Hours)

COLL 101	Success in College	1
ENGL 101	English Composition I	3
ENGL 102	English Composition II	3
COMM 102	Public Speaking	3
MATH 201	Mathematics	3
HIST 201	Church History	3
SOCI 202	Sociology	3

Ministry Leadership (8 Hours)

MINL 131	Intro to Ministry Leadership	1
MINL 133	Personal Leadership	1
MINL 136	Leadership Purpose	1
MINL 138	Organizational Leadership	1
MINL 231	Ministry Philosophy	1
MINL 233	Ministry Practices I	1
MINL 236	Ministry Practices II	1
MINL 238	Leadership Comprehensive	1

Biblical (12 Hours)

BIBL 103	Biblical Introduction	3
BIBL 105	Old Testament	3
BIBL 106	New Testament	3
BIBL 108	Biblical Interpretation	3

Practical Ministry (16 Hours)

Pxxx 131	Intro to Practical Ministry	1
Pxxx 133	Practicum II	1
Pxxx 136	Practicum III	1
Pxxx 138	Practicum IV	1
Pxxx 231	Practicum V	1
Pxxx 233	Practicum VI	1
Pxxx 236	Practicum VII	1
Pxxx 238	Practicum VIII	1
Pxxx 131L	Intro to Practical Ministry Lab	1
Pxxx 133L	Practicum Lab II	1
Pxxx 136L	Practicum Lab III	1
Pxxx 138L	Practicum Lab IV	1
Pxxx 231L	Practicum Lab V	1
Pxxx 233L	Practicum Lab VI	1
Pxxx 236L	Practicum Lab VII	1
Pxxx 238L	Practicum Lab VIII	1

Theological (9 Hours)

THEO 201	Missiology	3
THEO 202	Christian Theology	3
THEO 204	Christian Worldview	3

Course Completion Plan

First Semester

COLL 101	Success in College	1
ENGL 101	English Composition I	3
ENGL 102	English Composition II	3
BIBL 103	Biblical Introduction	3
BIBL 108	Biblical Interpretation	3
MINL 131	Intro to Ministry Leadership	1
MINL 133	Personal Leadership	1
Pxxx 131	Intro to Practical Ministry	1
Pxxx 131L	Intro to Practical Ministry Lab	1
Pxxx 133	Practicum II	1
Pxxx 133L	Practicum Lab II	1
	Total	19

Second Semester

BIBL 105	Old Testament	3
COMM 102	Public Speaking	3
MATH 201	Mathematics	3
MINL 136	Leadership Purpose	1
MINL 138	Organizational Leadership	1
Pxxx136	Practicum III	1
Pxxx136L	Practicum Lab III	1
Pxxx138	Practicum IV	1
Pxxx138L	Practicum Lab IV	1
	Total	15

Third Semester

BIBL 106	New Testament	3
HIST 201	Church History	3
SOCI 202	Sociology	3
MINL 231	Ministry Philosophy	1
MINL 233	Ministry Practices I	1
Pxxx 231	Practicum V	1
Pxxx 231L	Practicum Lab V	1
Pxxx 233	Practicum VI	1
Pxxx 233L	Practicum Lab VI	1
	Total	15

Fourth Semester

THEO 202	Christian Theology	3
THEO 204	Christian Worldview	3
THEO 201	Missiology	3
MINL 236	Ministry Practices II	1
MINL 238	Leadership Comprehensive	1
Pxxx 236	Practicum VII	1
Pxxx 236L	Practicum Lab VII	1
Pxxx 238	Practicum VIII	1
Pxxx 238L	Practicum Lab VIII	1
	Total	15

Parallel Enrollment in Southeastern University

The campus of Highlands College (HC) serves as a satellite instructional location for Southeastern University (SEU). The presence of SEU on the HC Campus gives students a unique educational opportunity to attend both institutions in parallel enrollment. SEU offers HC students the Bachelor of Christian Ministries degree and the Associate in Christian Ministries degree in multiple formats.

Prospective students desiring parallel enrollment must apply separately for admission at both HC and SEU. There is no single application process for simultaneous matriculation to both institutions. Most SEU students who are parallel enrolled in HC are eligible to attend HC without paying an additional tuition charge but are still responsible for any HC fees. Under certain circumstances, parallel-enrolled students may have to pay tuition charges from each institution. Please refer to the Financial Information section of this Catalog for detailed instances under which an SEU student may have to pay a separate tuition charge for HC.

Students enrolled in SEU are eligible for federal financial aid under Title IV. Parallel enrollment in both HC and SEU will not adversely affect the student's eligibility for federal financial aid because HC does not participate in Title IV funding.

SEU and HC are separate and distinct institutions. Acceptance in either institution does not imply or ensure acceptance for enrollment in the other. Students who are seeking an accredited academic degree must enroll at SEU. All students must apply, be admitted, and enroll in HC.

This catalog is not a regulatory or authoritative source for policies and regulations of SEU. The authoritative source for SEU is the Southeastern University Catalog, available online at <http://seu.catalog.acalog.com>.

Practicums

Practicums are the living lab portion of Ministry Training in the Traditional Program. Students must complete four semesters in the same Practicum to fulfill the requirements for graduation.

Practicum Selection for Incoming Students

Incoming students will choose their Practicums prior to the first day of class. More information about Practicums and how to register for Practicums will be provided during the admissions process.

After a new student chooses a Practicum, the Practicum Director for the Practicum will communicate meeting times and location. Practicum Directors will generally schedule students for an average of 16 hours per week of Practicum class and direct Practicum experience.

Practicum Enrollment for Continuing Students

At the beginning of each semester, Practicum Directors will provide all continuing students information identifying the start date, the meeting time(s) and location(s) for their Practicum.

Change of Practicum Request

First semester students may request to change Practicums before the end of Term A of their first semester without penalty. To request a Practicum change, students should submit a Change of Practicum form to the Practicum Coordinator.

If a continuing student wants to change Practicums, the student should first discuss his or her intent with the Practicum Coordinator. Students should consider Practicum changes prayerfully and carefully as an approved change after the student's first term of enrollment will delay the student's graduation from HC.

Students in their second semester of enrollment, or after, may only request a change of Practicum either after the conclusion of the current semester or before the start of a new semester. To request

a Practicum change, students should submit a Change of Practicum form to the Executive Director of Ministry Training.

Sunday Experience

It is important for every student to be connected to the local church and be a part of what God is doing through weekend services.

All incoming students will complete the Church of the Highlands Growth Track within the first eight weeks of their first semester. The Growth Track will teach students the history and beliefs of the church, train them in essentials for Christian living, help them discover their unique gifting, and prepare them to serve the church.

Serving on Sundays is a significant portion of the discipleship and training process at HC. Therefore, HC students must serve at Church of the Highlands on Sundays during the academic year. If a student is sick or has a family emergency and will miss their scheduled time to serve, they must contact their HC Campus Director immediately so there is time to find a replacement.

Weekly Schedule

Monday

8:00 a.m. - 2:20 p.m. Academic Courses
2:30 - 5:30 p.m. HC Sports

All students participate in one weekly intramural Athletic Class on Monday afternoons. Each class is forty-five minutes in length.

All students participate in an assigned HC Small Group which typically meets on Monday evenings at various locations.

Tuesday

8:00 - 9:00 a.m. Ministry Leadership Class
10:30 - 11:45 a.m. Chapel

Students attend Practicums on Tuesday afternoons. The Practicum Director determines the scheduling and location of each Practicum class. The Practicum course also includes practical ministry experience which will occur at other times during the week. Practicum Directors will communicate each semester's schedule at the beginning of each semester.

Wednesday

8:00 a.m. - 2:20 p.m. Academic Courses

Thursday

10:30 - 11:45 a.m. Chapel

Students attend Practicums on Thursday afternoons.

Sunday

Students engage in the life of the local church by serving on the Dream Team of Church of the Highlands and by attending a Church of the Highlands service. Practicum Directors assign students to a Church of the Highlands campus, a Dream Team, and a time to serve.

EVENING PROGRAM

Certificate of Ministry Leadership

The Core Plus Program provides ministry and leadership training to the adult learner, age 23 and older, who desires to have a career in vocational ministry. This career could require relocation and an adjustment to income which will require support and understanding from the family of the applicant, who should participate in discussion before entering the Program. Graduates of the Core Plus Program may apply to participate in the Highlands College Internship Program. They will also have access to the Ministry Placement Department.

Highlands College offers the Core Plus Program at the Auburn East, Fultondale, Gadsden, Grandview, Huntsville, Mobile, Montgomery, Oxford, Riverchase, Shoals, and Tuscaloosa campuses of Church of the Highlands.

Academics

The foundation of the program is eight core courses designed to address the essential organizational, ministry theology, and leadership skills necessary in ministry environments.

Ministry Training

Ministry Training (MT) is comprised of both Ministry Training Labs and Ministry Training Experience. In MT Labs, students learn from Church of Highlands staff about their area of expertise and have the opportunity for more in-depth learning through Q&A and group breakouts. In MT Experience, students engage with their local campus to learn through doing hands-on ministry. Assignments in the MT Labs and MT Experience courses are based on Directed Studies, which are areas of ministry that students choose to study. Directed Studies consist of Conference and Events, Family Ministry, Outreach, Students, Pastoral Leadership, Tech Arts, and Worship Leadership. Each Directed Study has pre-defined benchmarks which guide a student's development in that ministry area.

Core Plus Students are expected to become active Dream Team members of their Church of the Highlands Campus to receive additional hands-on training. A student who completes the Core Plus program earns the Certificate of Ministry Leadership (CML).

Course Completion Plan

First Semester

MINL 131E	Intro to Ministry Leadership
MINL 133E	Personal Leadership
MTL 100	Ministry Training Lab I
MTE 100	Ministry Training I

Second Semester

MINL 136E	Leadership Purpose
MINL 138E	Organizational Leadership
MTL 200	Ministry Training Lab II
MTE 200	Ministry Training II

Third Semester

MINL 231E	Ministry Philosophy
MINL 233E	Ministry Practices I
MTL 300	Ministry Training Lab III
MTE 300	Ministry Training III

Fourth Semester

MINL 236E	Ministry Practices II
MINL 238E	Ministry Practices IV
MTL 400	Ministry Training Lab IV
MTE 400	Ministry Training IV

Tuesday Classes

6:00 - 7:15 p.m.	Ministry Leadership Classes
7:45 – 8:45 p.m.	Ministry Training Labs

Sunday Experience

Students engage in the life of the local church by attending a service and by serving on the Dream Team of Church of the Highlands every week. Students are able to choose their preferred campus and Dream Team in order to fulfill this requirement.

Directed Study

Each Core Plus student will be assigned to a “general” Directed Studies for their first two (2) semesters. At or near the beginning of a student’s third semester, Evening Staff will provide information about Directed Studies and about how to apply for a “specific” Directed Study. Evening Staff will notify the student of approval for entry in the third semester Directed Study. Students must complete two sequential semesters of a “specific” Directed Study before they can graduate.

If the student does not receive approval for entry in the Directed Study the student may:

- Apply for a different Directed Study or
- Change enrollment from the Core Plus Program to the Core Program, which has no Directed Study requirement

Students must complete four sequential semesters in Directed Study through the Ministry Training Labs and Ministry Training Experiences courses to meet the requirements for graduation. Working under the direction of the Evening Team Leadership, students record their experience in the Directed Study by completing assigned benchmarks and participating in the Ministry Training Labs and Ministry Training Experience.

Students who want to switch to a different Directed Study should first discuss their intent with the Evening Staff and complete a Directed Study Transfer form. To request a change, submit a Change of Directed Study form to the Director of Evening. The Change of Directed Studies form is available in the HC office or the Shared Files section of Populi. Students must complete two sequential semesters of a “specific” Directed Study through Ministry Training Labs and Ministry Training Experiences in order to graduate.

Ministry Training Experience

It is important for every student to be connected to the local church and be a part of what God is doing through weekend services, and the Ministry Training Experience course is designed to help facilitate that.

All students will complete the Church of the Highlands Growth Track within the first eight weeks of their first semester, if they have not already done so. The Growth Track will teach students the history and beliefs of the church, help them discover their unique gifting, and train them to be ready to serve the church.

It is crucial that students make it a priority to “worship one, serve one” each Sunday. Serving on Sundays is a significant portion of the discipleship process at HC. If a student is sick or has a family emergency and will miss their scheduled time to serve, they must contact the leader of their team immediately, so the leader can find a replacement. Students are required to complete 12 of 16 experience opportunities to pass the Sunday Experience portion of the Directed Study. Any experience opportunity outside of the normal Sunday Experience parameters must be approved by the Evening Team Leadership to count towards the Sunday Experience requirement.

Additional Activities

- Self-scheduled personal fitness time (at least three 30-minute workouts per week)
- Completion of the Highlands College 10K race
- Small Groups
- Mission Trip

Certificate of Ministry

The Core Program provides leadership training for the adult learner, aged 23 and older, who does not plan on pursuing vocational ministry. Graduates of the Core Program may not participate in the College’s Internship Program.

Students may enroll in the Core Program at the following campuses: Auburn East, Fultondale, Gadsden, Grandview, Huntsville, Mobile, Montgomery, Oxford, Riverchase, Shoals, and Tuscaloosa.

Academics

The foundation of the Core Program is eight core courses designed to address the essential organizational, ministry theology, and leadership skills necessary for a ministry environment. A student who completes the Core program earns the Certificate of Ministry (CM).

Course Completion Plan

First Semester

MINL 131E Intro to Ministry Leadership
 MINL 133E Personal Leadership

Second Semester

MINL 136E Leadership Purpose
 MINL 138E Organizational Leadership

Third Semester

MINL 221E Ministry Philosophy
 MINL 233E Ministry Practices I

Fourth Semester

MINL 236E Ministry Practices II
 MINL 238E Ministry Practices IV

Tuesday Classes

6:00 - 7:15 p.m. Ministry Leadership Classes

STUDENT LIFE

Highlands College develops character and spiritual formation through worship services, intentional relationships, and a healthy active lifestyle. It is the desire of HC that students develop excellence in character, leadership, and faith, that extends beyond their time in HC into the rest of their life.

Chapel

As a Christ-centered college, the most distinctive characteristic of HC is the integration of faith and higher learning. The Chapel experience is the foundation of HC's spiritual formation and serves as a time of corporate worship. HC is committed to creating healthy environments to promote spiritual growth in the areas of worship, prayer, and the Word of God.

As a student, in order to graduate, you must pass four semesters of the Chapel experience. Based on attendance, students must attend 70% or more per semester to pass the Chapel course.

All Highlands students are required to maintain a healthy balance of spiritual conduct while participating in Chapel. Students are asked to refrain from any disruptive behavior that would deflect the attention away from Jesus Christ including, but not limited to, the use of a laptop, leaving early, sleeping, and doing homework. Students are encouraged to be attentive and respectful participants in the Chapel experience.

HC Small Groups

It is essential for every student to connect with God and others through intentional developmental relationships; an HC Small Group provides the opportunity for students to establish and grow their relationships. All incoming students will be assigned to a Monday night small group. Students will remain in their assigned group throughout all four semesters.

Students must pass four semesters of HC Small Groups to fulfill the requirements for graduation. Students must receive an 70% or more per semester to pass the HC Small Groups course. The 70% is based on attendance, participation, growth in devotional life, and character development. Students are required to participate in small groups and may not be absent more than three (3) times.

Second semester students must also attend the Freedom Conference at the end of their Freedom Semester, in order to pass. Freedom is a small group curriculum and conference experience that all HC students will participate in during their 2nd semester of HC Small Groups. The conference is the finale of the Freedom group curriculum, and students will attend sessions with the goal of removing all obstacles to intimacy with God and walk in true freedom. All traditional students are required to attend one Freedom Conference.

HC Fit

Sports and Workout Electives are challenging physical activities that provide the discipline of a healthy active lifestyle. Students unable to participate in any HC Fit courses due to physical limitations and/or an injury must contact the Student Life Office and submit a doctor's excuse. Students unable to physically participate will participate through a substitutional program.

HC Sports

Intramurals are a crucial part of HC Fit and provide an engaging space to challenge and develop character, competition, team building, and community. At the beginning of each semester, students will select their sport of choice. Options for sports include soccer, flag football, beach volleyball, ultimate frisbee, and kickball. Students are required to participate in intramurals and may not be absent more than three (3) times.

Workout Electives

Workout electives are an essential element to HC Fit by implementing coaching for healthy habits and accountability. At the beginning of each semester, students will register for a workout group hosted at Lifetime Fitness Center. These groups rotate between several workout classes, and students will check in with their Lifetime Assistant for attendance. Students are required to participate in workouts and may not be absent more than three (3) times.

Required Events

All traditional students will participate in our annual required events. These events are designed to stretch and push every student to expand their capacity physically, mentally, and spiritually. See details of each event below.

Students unable to participate due to physical limitations and/or an injury must contact the Student Life Office and submit a doctor's excuse. Students unable to physically participate will participate in alternative ways provided by the Student Life Department.

The HC Half Marathon is designed for students to challenge themselves through the discipline of training and completing a 13.1-mile run. Students must score at least 70% on Half Marathon training, goal, and completion comprehensive score. Comprehensive score formula: Training 50%, Time Goal 25%, Finishing 25%.

Expedition is an outdoor endurance race that divides traditional students into teams to compete in challenging conditions, complete obstacle courses, and serve others. All traditional students are required to fully participate in two Expedition events.

HC Saturate is a retreat to disconnect from the world and grow closer to God through prayer, fasting, encounter services, and community. All traditional students are required to attend two HC Saturate events.

Community Events

Throughout each semester, HC plans and facilitates optional events to help cultivate community within the student body, while making countless memories.

Serving Events

It is important for every student to serve in the local church, and Church of the Highlands events provide settings for learning and practicing the practical skills for a life of service in the local church.

All traditional students will serve at several Church of the Highlands events. The Student Life Activities calendar provides specific dates. If a student works a job, they are required to ask off of work to participate in these events.

- Dream Team Parties - All Highlands College traditional students are required to serve at the Church of the Highlands annual Dream Team Parties.
- Girls' Night - All Highlands College traditional female students will attend Church of the Highlands annual women's conference, and all traditional male students will be encouraged to serve the conference.
- Impact Conference - All Highlands College traditional students are required to attend the Impact Conference.
- 21 Days of Prayer - Every January and August, Highlands College students participate with Church of the Highlands for 21 days of prayer. Prayer is a vital part of life as a Christian and in ministry, this time each year provides space to build this discipline and refocus as a community.

Missions

Every student will expand their perspective and grow spiritually as they encounter different cultures and participate in God's Kingdom to see how God is changing lives all over the world.

For the 2021–2022 academic year only, the Mission Trip Requirement can be fulfilled by participating in five (5) Church of the Highlands First Saturday serve events over the time period from August 2021 to May 2022. The Student Life team will record and track participation for Traditional Students and the Evening Team will track and record participation for Evening Students. In all other years, students must participate in one Highlands College approved mission trip while the student is enrolled in HC or within 90 days of graduation.

If a student wishes to participate in a mission trip or activity not hosted by Highlands College, the student must secure advance approval of the trip from the Student Life Department by completing a Mission Trip Approval form. Mission trips are at the student's expense and not included in tuition.

STUDENT SUCCESS

Academic Advising

The Student tab in Populi lists the assigned advisor for each student. Academic advisors serve to provide advice and assist students in monitoring their progress in achieving their overall educational objective. Advisors are available to meet with students by appointment.

Students should meet with their academic advisor on a regular basis to ensure the program pursued is a good fit based on the student's interests, skills, and educational goals, and that they can complete their program of enrollment in the desired time frame. Students bear ultimate responsibility for their educational pursuits and for ensuring they meet graduation requirements.

Personal Coaching

Personal coaching is available to students with spiritual, emotional, and physical needs. HC does not provide counseling services and will direct students in need of counseling to a licensed counselor.

Media Center

Vision

The vision of the Media Center is to be the heart of the intellectual exploration and academic development of the students and faculty at Highlands College.

Mission

The mission of the Media Center is to support the curriculum of the college by acquiring, organizing, and preserving a broad, well-balanced spectrum of information and by providing access to that information through personal and technological services, to the fullest extent of our abilities and resources. Through the availability of these resources, students will be developed and equipped to be lifelong learners.

Goals

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

A well-balanced Media Center will include books, periodicals, media, and software organized with careful planning at an affordable pace. The Media Center will be resourced through planned acquisition rather than accidental accumulation. The goal is a curated library that provides access to relevant information.

In order to accomplish this mission, the Media Center has the following long-term goals:

- To aid users in locating, evaluating, and effectively using resources
- To enable both students and faculty to achieve a higher level of learning and study
- To provide information resources in a variety of formats to support all areas of the college's curriculum
- To provide information on the integration of Christianity with the various disciplines of knowledge which supports the spiritual and personal growth of our students
- To expose patrons to valuable information that might otherwise be missed
- To provide students with information literacy instruction—that is to assist with finding appropriate, quality information needed for educational assignments and life

Access

The Media Center is staffed from 8:00 a.m. - 4:00 p.m. Monday-Friday. In addition, during the final two weeks of every term, the Media Center will extend its hours on Tuesdays and Thursdays to be open until 7:00 pm. The Media Center will be closed during all student holidays.

Location

The Media Center is currently located at the Church of the Highlands Greystone Campus on the second floor. It will be relocated to the third floor of the new Grandview building in 2022.

Students can direct any inquiries to the Librarian, at library@highlandscollege.com or schedule an appointment at www.mywconline.com. For further information about the Highlands College Media Center, please refer to the full Learning Resources Handbook.

Writing Center

The Highlands College Writing Center (HCWC) exists to teach students to write clearly, think critically, and speak effectively, in support of the educational goals of Highlands College. Advancing academic inquiry about the elements of writing, the HCWC helps students pursue excellence in their writing so that they may honor and glorify Christ in their communication skills. Through individual and group consultations, resources, and workshops, the HCWC fosters a culture of writing in our college community and beyond.

The Writing Center exists:

- To teach students to think critically about their assignment sheets, their rhetorical situation, and their writing process so that they will eventually be able to move away from having appointments to writing more and more independently.
- To encourage students to be lifelong learners as they set their own goals and develop their writing skills in pursuit of excellence.
- To help students realize that writing is an intellectual activity that directly impacts their academics, their careers, and their culture.
- To show students strategies and techniques for improving their thinking and writing as they approach different types of assignments.
- To empower students to honor and glorify Christ through their writing for their spiritual growth and for the betterment of the college community and the global community.
- To guide students in following various citation styles and professional expectations in their academic writing.
- To partner with the faculty as needed and assist students with understanding instructors' comments on prior assignments in order to excel in future assignments.
- To provide an inviting atmosphere, wherein all people are treated with dignity and respect.

For more information, send an email to writingcenter@highlandscollege.com

GRADUATION REQUIREMENTS

All Students

In order to graduate, a student must complete all requirements established for the program in which he or she is 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 student must earn a cumulative grade point average (CGPA) of 2.0 or higher to graduate. Grades from courses completed at SEU and transferred into the HC curriculum do affect the CGPA. Students interested in applying for an internship are strongly encouraged to maintain a minimum CGPA of 3.0.

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

Financial Requirement

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

Ministry Training Requirement

Students must earn a C or better in each of four separate semesters of their selected Practicum and Ministry Leadership courses. If a student fails any portion of their Practicum courses in a semester (instruction or lab), they will be required to retake all course components.

Students who change their Practicum after their first semester of enrollment must complete four semesters in their new Practicum before graduation to meet this requirement, even if the student has met all other requirements for graduation. Students must complete four semesters of Sunday Experience successfully before graduating. Students must serve 13 out of the 16 Sundays each semester.

Certification Requirement

The Core Faculty will certify graduates with the approval of the Board of Directors.

Traditional Program Additional Requirements

Academic Course Requirements

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

Practicum Instruction and Lab Requirements

Students must earn a C or better in each of four separate semesters of their selected Practicum Instruction and Labs. If, during any semester, a student does not earn the required minimum grade in either the Practicum Instruction or Practicum Lab course, the student must retake both courses. Students who change Practicum after their first semester of enrollment must complete four semesters in their new Practicum before graduation to meet this, even if the student has met all other requirements for graduation.

Mission Trip Requirement

For the 2021–2022 academic year only, the Mission Trip Requirement can be fulfilled by participating in 5 Church of the Highlands First Saturday serve events over the time period from August 2021 to May 2022. The Student Life team will record and track participation for Traditional Students and the Evening team will track and record participation for Evening Students.

In all other academic years, students must participate in one HC-approved mission trip. This trip must occur while the student is enrolled in HC or within 90 days of graduation.

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

If a student chooses to participate in a mission trip or activity not hosted by Highlands College, the student must secure advance approval of the trip from the Student Life Department by completing a Mission Trip Approval form to ensure the completed trip will satisfy the mission trip requirement. Mission trips are considered unexcused absences. Students should not schedule mission trips while school is in session.

Mission trips are at the student's expense and not included in tuition.

Student Life Requirements

Students must pass four semesters of the following courses to graduate:

- HC Chapels
- HC Small Groups
- HC Sports
- HC Workouts

Students must participate in the following events in order to graduate:

- 2 Half-Marathons
- 2 Expedition events
- 2 HC Saturate events
- 1 Freedom Conference
- Impact Conferences
- Church of the Highlands Dream Team Parties

Core Plus Additional Requirements

Ministry Training Lab

Students must earn a passing grade in four separate semesters of their Ministry Training Lab.

Directed Study

Students must earn a passing grade in four sequential semesters of Directed Study.

Small Groups

Students must earn a passing grade in four sequential semesters of small groups.

Workouts

Students must earn a passing grade in four sequential semesters of workouts.

Mission Trip

For the 2021–2022 academic year only: The Mission Trip Requirement can be fulfilled by participating in 5 Church of the Highlands First Saturday serve events over the time period from August 2021 to May 2022. The Student Life team will record and track participation for Traditional Students and the Evening team will track and record participation for Evening Students.

In all other academic years, students must take at least one HC mission trip. Mission trips are at the student's expense and not included in tuition.

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

If a student chooses to participate in a mission trip not hosted by Highlands College, the student must secure advance approval of the trip from the Evening Department by completing a Mission Trip Approval form to ensure the completed trip will satisfy the mission trip requirement.

Mission trips are considered unexcused absences. Students should not schedule mission trips while school is in session.

TRADITIONAL COURSES

Foundational Studies Courses

COLL 101: Success in College (1 credit hour)

This course is an introduction to college with a focus on factors that underlie learning, success, and personal development in higher education. Topics include interacting with professors, critical thinking, goal setting, self-assessment, study strategies, time management, and applying these topics within a ministry school context.

ENGL 101: English Composition I (3 credit hours)

This course is an introduction to reading and writing with an emphasis placed on the Christian's responsibility to use language logically, effectively, and ethically. Students will gain the ability to communicate clearly and effectively using a variety of written and spoken methods.

ENGL 102: English Composition II (3 credit hours)

This course will strengthen research skills and the synthesizing of information from many types of scholarly resources. New writing concepts will be introduced using different rhetorical strategies. These skills will allow the student to write and speak professionally and with authority in ministry. Prerequisite: ENGL 101

COMM 102: Public Speaking (3 credit hours)

In this introductory public speaking course, students will both examine the established principles and cultivate the practices of effective verbal and nonverbal oral communication.

MATH 201: Mathematics (3 credit hours)

In this course, students will come to appreciate how mathematics displays the order, symmetry, and beauty of God's creation. They will explore critical thinking, problem-solving, and will understand and effectively use of personal financial skills, budgeting, basic statistics, and growth models to implement mathematics principles into their personal and professional lives.

HIST 201: Church History (3 credit hours)

This course examines significant periods, key figures, and practices from the history of the church. Students will gain historical research skills and apply the lessons of Christian history to contemporary issues in Christian ministry.

SOCI 202: Sociology (3 credit hours)

In this course, students will explore the foundations of sociological theory, come to understand the importance of possessing a sociological imagination, and look at how culture shapes people and people shape culture.

Biblical Studies Courses

BIBL 103: Biblical Introduction (3 credit hours)

This course is a detailed study of the doctrine of Scripture. Topics include revelation, Jesus Christ, divine-human authorship, inspiration, inerrancy, canonicity, interpretation, and authority. Special attention is given to the sufficiency, clarity, and necessity of the Bible. Students will discover and articulate the message, meaning, and supremacy of Scripture.

BIBL 105: Old Testament (3 credit hours)

This course is an examination of the redemptive story of the Bible from Genesis to Malachi, emphasizing how that story shapes the Christian's worldview and informs life decisions. Students will study the Old Testament as the story of God; His calling of people into a relationship with Him, as well as with each other into a community. Prerequisite: BIBL 103

BIBL 106: New Testament (3 credit hours)

This course is an examination of the redemptive story of the Bible from Matthew to Revelation, emphasizing how that story shapes the Christian's worldview and informs life decisions. Students will study the New Testament as the story of God; His calling of people into a relationship with Him, as well as with each other into a community. Prerequisite: BIBL 103

BIBL 108: Biblical Interpretation (3 credit hours)

This course is an introduction to the authority of Scripture, the formation and transmission of the Bible, and reliable methods for integrating its truth. Students will gain the tools necessary for studying, interpreting, and communicating the truth of the Bible. Prerequisite: BIBL 103

Theological Studies Courses**THEO 201: Missiology** (3 credit hours)

This course is an exploration of the theological foundations for the story of God through his people. Students will gain an understanding of God's mission and the vital role of the local church in advancing the Great Commission.

THEO 202: Christian Theology (3 credit hours)

This course is an introduction to key theological themes, contextualizing them within the Bible, and includes contributions from major theologians. Students will gain an understanding of the following doctrines: God, Jesus, Holy Spirit, Faith, Creation, Salvation, Atonement, and Heaven. Students will learn key terms, relevant biblical passages, and contributions from Church History.

THEO 204: Christian Worldview (3 credit hours)

This course is a practical examination of what it means to hold a Christian worldview and the biblical basis for the Christian worldview, including a discussion of other worldviews encountered in American culture and society, and the importance of Christian worldview to effective gospel ministry.

Ministry Leadership Courses**MINL 131: Intro to Ministry Leadership** (1 credit hour)

This course examines the major elements of success at Highlands College. Also, this course examines the components of a biblical worldview as a necessary component of functioning as a Christian professional. The objective of this class is to help students integrate seamlessly into HC culture and to expand their worldview through a biblical lens.

MINL 133: Personal Leadership (1 credit hour)

This course examines major elements of personal or self-leadership in the pursuit of a Christ-centered life. Special attention is given to grasping God's order and design for our personal lives. Students will explore the self as spirit, soul, and body. The learning outcome of this class is for students to discover how to lead themselves in pursuit of a Christ-centered life: spirit, soul, and body.

MINL 136: Leadership Purpose (1 credit hour)

This course examines the major elements of leadership theology contained within Scripture as well as how to apply that understanding personally and to leadership within the modern-day church. Special attention is given to leadership word studies, roles, and qualities and to emotional intelligence.

MINL 138: Organizational Leadership (1 credit hour)

This course examines major elements of how to lead others, teamwork, and the creative process. Special attention is given to understanding ministry leadership practices, developing leaders, and successfully leading teams in a ministry setting. In addition, students will understand how to solve problems creatively. The objective of this class is to help the student progress in the development of leadership and vocational skills as well as developing their own creativity.

MINL 231: Ministry Philosophy (1 credit hour)

This course examines the major elements of ecclesiology and the philosophy of evangelism, discipleship, assimilation, and volunteer ministry. Special attention will be given to church history and church practices through the lens of historical theology. The objective of this class is to give students a global and historical perspective of the church and its practices.

MINL 233: Ministry Practices I (1 credit hour)

This course examines the major elements of ministry practices. Special attention is given to understanding effective ministry principles, discovering life-giving culture, and grasping the biblical vision for the ministry purpose of the local church and practical systems that result in healthy ministry philosophy. Through these areas, a strong discussion will be focused on utilizing ministry philosophy to activate needed organizational change within a church, business, and organizations.

MINL 236: Ministry Practices II (1 credit hour)

This course examines the major elements of ministry practices in the local church. Special attention is given to ministry practices concerning pastoral care for attendees and members. The learning outcome of this class is for students to have the right knowledge and skill to provide pastoral care for attendees and members.

MINL 238: Leadership Comprehensive (1 credit hour)

This course examines the comprehension of each student in regard to their grasp of the principles and practices of the program goals of Highlands College. Special attention is given to weekly essays where the student integrates their learning and is able to reflect upon their experiences while in HC. The learning outcome of this class is for students to demonstrate their knowledge and skills acquired in ministry leadership through completing each component of the final project.

Practical Ministry Courses**PRM 131: Introduction to Practical Ministry** (1 credit hour)

Introduction to Practical Ministry is designed to give all incoming students basic skills in areas essential to success at Highlands College and Church of the Highlands. Students will be exposed to an overview of culture, pastoral care, personal development, and ministry communication.

PRM 131L: Introduction to Practical Ministry Lab (1 credit hour)

This course is the hands-on laboratory to accompany the PPRM course. It is designed as an opportunity for the student to experience interactive hands-on training in introductory ministry areas.

PCRE 133-238: Creative Instruction (4 credit hours)

These courses are designed to equip each student with practical knowledge, ministry exposure, and hands on experience to prepare them to be a creative in any ministry environment. Students will receive extensive and basic training in these areas: social media, graphic design, video, and motion graphics.

PCRE 133L-238L: Creative Lab (4 credit hours)

These courses are the hands-on laboratory to accompany all PCRE courses. They are designed as an opportunity for the student to experience hands-on training in the student's area of ministry.

PCON 133-238: Conference and Events Instruction (4 credit hours)

These courses will provide students with the opportunity to participate in Church-wide events, special events, Highlands Conferences, and National Conferences. Students will have opportunities to plan, execute, and serve various elements of each event with a detailed-focus team that places a high priority on valuing people and serving with excellence through planning and organization. Students will receive training in these areas: event planning, budget planning, time management, communication, Leadership, team building, problem solving skills, project management, and innovative ministry.

PCON 133L-238L: Conference and Events Lab (4 credit hours)

These courses are the hands-on laboratories to accompany PCON Instruction courses. They are designed as an opportunity for the student to experience interactive hands-on training in the student's area of ministry.

PFAM 133-238: Family Ministry Instruction (4 credit hours)

These courses seek to develop biblically educated ministry leaders and equip them to lead in the local church by reaching children with truth and empowering parents. They will teach students how to invest in the lives of families through worship, videos, skits, small groups, greeting, games, and more. Students will receive training in the following areas: creating safe and fun environments, communication, team leadership, creative development, and small groups.

PFAM 133L-238L: Family Ministry Lab (4 credit hours)

These courses are the hands-on laboratories to accompany PFAM Instruction courses. They are designed as an opportunity for the student to experience interactive hands-on training in the student's area of ministry.

POTR 133-238: Outreach Instruction (4 credit hours)

These courses will allow students to experience the heart and vision 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, as well as be on the ground floor of meeting needs and sharing the gospel. Students will receive training in these areas: community engagement, outreach events, pastoral care, evangelism, team development, administration, and practical ministry application.

POTR 133L-238L: Outreach Lab (4 credit hours)

These courses are the hands-on laboratories to accompany POTR Instruction courses. They are designed as an opportunity for the student to experience interactive hands-on training in the student's area of ministry.

PPAS 133-138: Pastoral Leadership Instruction (4 credit hours)

These courses will help to develop and equip students to lead in the local church. Students will be educated holistically to successfully train, grow, support, and pastor the local church. Students will receive training in leading in an evangelistic gathering, creating environments for people to build authentic relationships to inspire life change, creating opportunities for people to discover their God-given gifts and abilities, and identifying, recruiting, and coaching people on how to use their God-given gifts.

PPAS 133L-138L: Pastoral Leadership Lab (4 credit hours)

These courses are the hands-on laboratories to accompany PPAS Instruction courses. They are designed as an opportunity for the student to experience interactive hands-on training in the student's area of ministry.

PSTU 133-138: Students Instruction (4 credit hours)

These courses help prepare students to be spiritually rounded as student pastors and leaders, ready and enabled to lead students and develop teams. Students will receive training in these areas: building teams, communicating, event and conference planning, small groups, and organizational leadership.

PSTU 133L-138L: Students Lab (4 credit hours)

These courses are the hands-on laboratories to accompany PSTU Instruction courses. They are designed as an opportunity for the student to experience interactive hands-on training in the student's area of ministry.

PTEC 133-138: Technical Arts Instruction (4 credit hours)

These courses are designed to equip each student with practical knowledge, ministry exposure, and hands-on experience to prepare them for success in any live production environment. Students will receive training in these areas: learning and operating professional grade audio, video, and lighting equipment and technology, utilizing technology to produce a live event, and face to face training with industry professionals.

PTEC 133L-138L: Technical Arts Lab (4 credit hours)

These courses are the hands-on laboratories to accompany PTEC Instruction courses. They are designed as an opportunity for the student to experience interactive hands-on training in the student's area of ministry.

PWOR 133-138: Worship Leadership Instruction (4 credit hours)

These courses exist to help prepare students to be spiritually and musically rounded as a worship leader, ready and enabled to lead congregations and develop teams. Students will receive training in these areas: building teams, developing musicians, creating worship environments, and pastoring people.

PWOR 133L-138L: Worship Leadership Lab (4 credit hours)

These courses are the hands-on laboratories to accompany PWOR Instruction courses. They are designed as an opportunity for the student to experience interactive hands-on training in the student's area of ministry.

EVENING COURSES**Core Plus Courses****EVATH: Athletics & Personal Workouts**

This course assists students in developing their physical health by requiring a weekly workout plan and completion of a 10K.

EVHCGP: Highlands College Groups

In this course, students participate in or lead a small group each semester of their HC journey. Students come together, build lifelong relationships, experience freedom, and learn how to build and strengthen godly character.

EVSE: Sunday Experience

This course fulfills the requirement that each student becomes a member of the Church of the Highlands Dream Team serving one Sunday service each week with their respective team.

MTE 100-400: Ministry Training Experience

These courses provides hands-on Ministry Training in the local church environment through their Church of the Highlands campus, and provides assignments focused on their Directed Study. The course fulfills the following requirements: that each student becomes a member of the Church of the Highlands Dream Team, serving one Sunday service each week with their respective team; that students participate in or lead a small group each semester of their HC journey where they build lifelong relationships, experience freedom, and learn how to build and strengthen Godly character; that students receive training in their Directed Study.

MTL 100-400: Ministry Training Lab

These courses helps students gain an understanding of all major components of local church ministry with in-class content, and through Directed Study focused assignments outside of class.

General Directed Study

The General Directed Study is designed to give first and second semester students exposure to a variety of ministry areas before selecting a ministry focus for the remainder of their training in the Core Plus program. Students will get hands-on experience in each of the areas in addition to a guided reflection on the area of their calling.

Outreach Directed Study

This Directed Study allows students to experience the heart and hub of Church of the Highlands local outreach. Students will plan and lead local outreach events, and receive holistic hands-on and study experience with guided reflections in Outreach.

Conference and Events Directed Study

This Directed Study provides students with the opportunity to participate in serving Church of the Highlands conferences and church-wide events. Students will receive conference and event training, and will receive holistic hands-on and study experiences with guided reflection.

Family Ministry Directed Study

This Directed Study teaches students how to invest in the lives of families through worship, videos, skits, small groups, greeting, games and more. In the Family Ministry Practicum, students will receive holistic hands-on training and study experiences, with guided reflections, in addition to training in creating safe and fun environments, communication, team leadership, creative development, and small groups.

Pastoral Leadership Directed Study

This Directed Study trains students on how to build and lead teams, communicate effectively, and lead an organization or department within the church. In the Pastoral Leadership Directed Study, students will receive holistic hands-on training and study experiences, with guided reflections, in addition to training in pastoral care and team development.

Students Directed Study

This Directed Study trains and equips leaders to be successful in leading youth. Students will receive training in building teams, communicating, event/conference planning, small groups, team and organizational leadership, with holistic hands-on training, study experiences, and guided reflections.

Worship Leadership Directed Study

This Directed Study prepares students for spiritual and musical development as a worship leader ready to lead congregations and develop teams. Students receive training in leading worship teams, creating worship sets, team and organizational leadership, with holistic hands-on training, study experiences, and guided reflections.

POLICIES

Student Privacy and Communication

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

HC will assign all enrolled students an official HC email address. This email address will be on Populi and is the official means of communication from HC. Students should also include an active phone number on Populi through which HC can communicate urgent matters to the student. Students are responsible for all communication sent through Populi and, thus, should not turn off notifications in Populi.

Attendance

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

Students who exceed the maximum number of absences allowed for a class earn a Failure due to Non-Attendance grade of "FN." Details of the attendance policy for each course is in the course syllabus. All absences, including excused absences, count as absences. Each student is responsible for monitoring his/her attendance and compliance with the required attendance for each course.

Students must monitor their own class attendance because Populi does not provide notifications when a student's absences are approaching, or have exceeded, the maximum allowed. Populi shows the student's earned numeric course average until the end of the term/semester. If the student exceeds the number of allowable absences, Populi changes the course grade to "FN" only at the END of the semester.

A summary of allowable absences for many course types appears below. Students are responsible for monitoring their attendance record in each class.

Classification of Absences

At Highlands College, each absence is classified as either "unexcused" or "excused." Three instances of tardiness in any course equals one absence. An unexcused absence is one in which the student does not attend a class and has not promptly communicated to the instructor a valid reason to excuse the absence. Students earn an "F" for work missed due to an unexcused absence. Examples of unexcused absences include alarm clock failure, traffic, inoperative vehicle, forgetfulness, and oversleeping.

All mission trips are unexcused absences. Students should not schedule mission trips during class sessions. Any absence, even those for a reason that would otherwise be excused, is considered unexcused if the student does not communicate with the instructor within a week of the absence.

An excused absence is one in which the student is unable to attend a class due to a personal illness or injury or family emergency. The student should notify the instructor as soon as possible of the reason for the absence. Students with excused absences may be permitted to submit work missed because of the absence.

Students should inform instructors of planned absences. Students who see a medical practitioner should obtain a "return to work/school" form from the practitioner.

Number of Absences Allowed

8-Week	Academic Courses	3 Credit Hours	3
8-Week	Academic Courses	1 Credit Hour	2
16-Week	Academic Courses	3 Credit Hours	6
16-Week	Academic Courses	1 Credit Hour	4
8-Week	Ministry Leadership Courses	1 Credit Hour	2
	Practicum Courses	1 Credit Hour	3
	Chapels		30%
	HC Small Groups		3
	HC Athletics		3
	Workout Electives		3

Academic Integrity

Academic integrity is essential to the vision and mission of Highlands College to develop world-class leaders who possess intellect and virtue, and who love the truth according to a biblical worldview. In cases of alleged academic dishonesty, appropriate designated authorities within the College will inquire into, and if necessary, review such cases according to the principles, policies, and procedures outlined in the Student Handbook and Catalog.

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

- Plagiarism: Any attempt to represent the published or unpublished words or ideas of another as one's own
- Cheating: Using or attempting to use unauthorized materials, study aids, or people for personal assistance in academic work or examinations, including, but not limited to, the following actions:
 - Looking at an examination paper or answer sheet of another student
 - Obtaining, before the administration of a test, unauthorized information regarding the test
 - Possessing or distributing an exam or exam questions
 - Using any unauthorized materials or equipment during an examination
 - Cooperating or aiding in any of the above
- Fabrication: Altering, contriving or inventing information that would be deceptive in any academic exercise, written or otherwise. Misrepresentation of attendance or absence
- Misrepresentation of Academic Records: Altering of any portion of Student Records
- Facilitating Academic Dishonesty: Aiding another to violate the Academic Integrity Policy of this Institution
- Unfair Advantage: Using improper means to attempt to gain a more favorable advantage on an academic assignment or exercise
- Multiple submissions: Using the same work to fulfill requirements for more than one assignment or course without prior approval from all instructors involved
- Sabotage: Deliberately acting to obstruct, destroy, damage, or inhibit the use of materials or equipment
- Substitution: Using a proxy or acting as a proxy in an academic assignment or exercise
- Tolerating Academic Dishonesty: Failing to address, promptly, academic dishonesty

Penalties for Violations of Academic Integrity

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

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

Right to Appeal

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

The student submits a letter with supporting documentation to the Executive Vice President of Academics and Ministry Training. The EVP may:

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

Plagiarism

Plagiarism constitutes a serious violation of the Highlands College Academic Integrity Policy. Should plagiarism occur, the offense will be sorted into one of the categories below and result in the prescribed actions and consequences.

Low Level Plagiarism

- Improper citation or footnotes
- Citation of information not actually utilized in the submission (a.k.a. “padding reference list”)
- Failure to cite resource due to inexperience with proper citation of resourced information (single submission instance)
- Inserting verbatim phrases of 2-3 distinctive words or inserting small parts of media or other materials without proper attribution
- Substituting synonyms into an author’s original sentence rather than rewriting the complete sentence, while not giving proper attribution
- Reordering the clauses of a sentence while not giving proper attribution
- Imitating the sentence, paragraph, organizational structure, or writing style of a source, or using a source’s line of logic, thesis, or ideas, without proper attribution
- Repeated Low Level Plagiarism will be subject to Medium Level Plagiarism consequences

Low Level Consequences

Should it be determined that a student has committed Low Level Plagiarism, the course professor shall conduct a corrective conference with the student to address areas where the student has limited understanding of plagiarism. The course professor will deliver any, or any combination, of the following consequences in an effort to deter further acts of the same. Any Low Level Plagiarism occurrence will be documented, along with details of the consequences applied.

- Assignment score reduction (Severity of the reduction is left to the discretion of the course professor, depending upon severity of plagiarism up to the total grade value of the assignment.)
- The student resubmits the work originally plagiarized by the student, including proper attributions for a reduced grade

NOTE: Three (3) submissions with Low Level Plagiarism by any one student throughout their HC career results in Medium Level or High Level consequences and a referral to the Plagiarism Faculty Committee.

Medium Level Plagiarism

- Engaging in Low Level Plagiarism three times in one or more courses
- Combining paraphrasing with verbatim sentences to create a paragraph or more of the text (a.k.a. “mosaic plagiarism”)
- Direct plagiarism of phrases, but not entire paragraphs or works, that lack proper attribution and presented as student’s own work
- Failure to cite in-text (parenthetical or footnotes) resources, multiple times, in a single submission that are listed on the reference list
- Failure to cite any references, either in-text or in a reference list, when references were used to construct the assignment
- Paraphrase of another’s work without proper attribution

Medium Level Consequences

Should it be determined that a student has committed Medium Level Plagiarism, the student will be referred to the Plagiarism Faculty Committee who will deliver any, or any combination, of the following consequences in an effort to deter further acts of the same. Any Medium Level Plagiarism occurrence will be documented, along with details of the consequences applied.

- Assignment submission will receive a score of zero
- Assignment of the Plagiarism Module and Quiz to be completed and passed by the student
- The Plagiarism Faculty Committee may choose to fail the student for the course

NOTE: Should a student submit a second assignment containing Medium Level Plagiarism, they will be subject to High Level Consequences and a referral to the Plagiarism Faculty Committee.

High Level Plagiarism

- Engaging in Medium Level Plagiarism more than once in one or more courses
- Copying and pasting (both direct and mosaic plagiarism) of entire paragraphs or works that are presented as the student’s own work
- Turning in partial or total work that student has used in previous or current course, without permission from professor (a.k.a. self plagiarism)
- Submitting another person’s work as one’s own

High Level Consequences

Should it be determined that a student has committed High Level Plagiarism, the student will be referred to the appropriate authority (Academic Dean or MINL Director) who will deliver any, or any combination, of the following consequences in an effort to deter further acts of the same. Any High Level Plagiarism occurrence will be documented in the student record, along with details of the consequences applied.

- Failure of the course
- Academic Probation
- Subject to expulsion from Highlands College
- High Level Plagiarism notation attached to transcript

Academic Freedom

The Bible is the authoritative, infallible Word of God and is the foundational guide for study and reason. An individual’s right to study and reason is a fundamental, protected freedom. However, there are limitations on such freedom. Limits arise when values and mores of society are in opposition to the beliefs and values of the institution. Academic freedom does not restrain an

individual's right to question but instead encourages intellectual debate without fear of censorship and retaliation.

Grading

At the end of the term/semester, instructors assign a grade for every course, Directed Study, Practicum, and scheduled leadership activity that carries academic credit. HC calculates grade point average (GPA) on the conventional 4-point scale.

Failure Due to Non-Attendance

Students earn a grade of “FN” when absences in a course exceed the required minimum attendance for the course. Details of the attendance policy for each course are in the course syllabus. All absences, including excused absences, count as absences. Each student is responsible for monitoring his/her attendance and compliance with the required attendance for each course.

Students must monitor attendance because a grade of “FN” does not appear when the student violates the required minimum attendance for the course. Populi shows the student’s earned numeric course average until the end of the term/semester. If the student exceeds the number of allowable absences, Populi changes the course grade to “FN” only at the END of the semester. The grade “FN” is recorded regardless of the student’s average grade in the course at the time the student violates the relevant absence standard.

A course in which the student earns a grade of “FN” counts toward the hours attempted by the student, adversely affects the student’s GPA, and carries the same weight as if the student had earned a grade of “F.”

Incomplete

Students earn a grade of “I” when the student does not submit or complete all required coursework by the end of the term/semester. Instructors do not have to grant additional time for students to complete the work. Students who cannot complete or submit work on time should immediately notify and receive guidance from their instructor. A grade of “I” is temporary and appears until the instructor posts the permanent grade. A grade of “I” will not appear on a student’s record for more than 60 days after the end of the term.

Course In Progress

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

Pass/Fail Courses

Some courses are graded on a ‘pass/fail’ basis. A student earns a grade of “P” based on evidence of completed assignments, regular attendance, and participation in activities as evaluated by the instructor. A grade of “P” affects the student’s grade point average and carries the same weight as if the student had earned a grade of “A.” Failure to earn a grade of “P” in a pass/fail course results in a grade of “F.”

Withdrawn from a Course

A grade of “W” indicates a student was enrolled in a course but formally dropped the course during the drop/add period or under medical, or other emergency circumstances. A grade of “W” does not affect the student’s GPA.

A grade of “WP” indicates that a student unenrolled from the class, with a passing average, after the drop/add deadline. There is no refund of tuition for a course in which a student earns a “WP.” Since the student was maintaining a passing average before unenrolling from the class, there are no adverse effects on the student’s GPA.

A grade of “WF” indicates that a student unenrolled from the class, with a failing average, after the drop/add deadline. There is no refund of tuition for a course in which a student earns a “WF.” A course in which a student earns a grade of “WF” counts toward the hours attempted by the student and the same weight as if the student had earned a grade of “F.” Exceptions may be granted under medical or other emergency circumstances.

Grade Reports

Students can view grade reports under the Student Tab in Populi after the instructor posts all grades, and the Registrar finalizes the course. Completed courses that the Registrar has not finalized show grades of “IP,” In Process. The grade report will list the student’s semester GPA and the student’s cumulative GPA (CGPA). SEU grades appear on the HC grade report after SEU officially notifies HC of course completion. Transfer Credits appear in the “Transfer Credits” section under the “Student” tab.

Grade Appeal

If a student disagrees with a course assignment grade before the end of the course, the student should follow this procedure:

- Meet with the course instructor to discuss the disagreement before the end of the course
- If the student does not receive a satisfactory explanation or resolution of the grade in question, the student may then submit a written request for review to the appropriate authority before the end of the course
- For Academic courses, the student submits the request to the Academic Dean
- For Ministry Training courses, the student submits the request to the Executive Director of Ministry Training
- If the appropriate authority is also the course instructor, then the student submits the request to the Executive Vice President of Academics and Ministry Training

The Academic Dean, Executive Director of Ministry Training, or EVP may then choose to meet with the instructor, meet with the student, or meet with both before making a decision. The decision is final and is not subject to appeal.

Grade Dispute

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

For documented evidence of a data entry error, the student should present supporting evidence to the appropriate authority no later than two weeks after the last day of the term. If the appropriate authority verifies a data entry error in Populi, the error will be corrected.

The student may make a written request for a course grade review to the appropriate authority no later than two weeks after the last day of the term. The student’s request should identify the rationale for the requested review, and an explanation of why he/she did not raise the issue during the course.

- For Academic courses, the student submits the request to the Academic Dean.
- For Ministry Training courses, the student submits the request to the Executive Director of Ministry Training.
- For Student Life courses, the student submits the request to the Executive Director of Student Life.
- If the appropriate authority is also the course instructor, then the student submits the request to the Executive Vice President of Academics and Ministry Training.

The Academic Dean, Executive Director of Ministry Training, or EVP may then choose to meet with the instructor, meet with the student, or meet with both before making a decision. The decision is final and is not subject to appeal.

Course Retake

Students in good standing earning a final grade of “F”, “FN”, or “WF”, or who do not attain the minimum required grade in any course, may retake that course without advance authorization. Both instances of the course will appear on the student's transcript, and the student's grade point average calculation will include the original grade earned in that course. Students must pay applicable tuition and fees for all courses repeated. Course repeats will likely result in a longer enrollment timeframe to complete the Degree or Certificate Program.

Academic Probation

If a student's cumulative grade point average (CGPA) is below 2.0 after any semester, the EVP of Academics and Ministry Training will place the student on Academic Probation.

Consequences

Academic Probation status automatically disqualifies the student from graduation until the student returns to good academic standing. Academic Probation status with either SEU or HC automatically disqualifies the student from Highlands College or Church of the Highlands stage opportunities such as Chapel services, Saturate, Church of the Highlands (COTH) Sunday/Monday Services, Saturday Morning Prayer/21 Days of Prayer, etc. Students may participate in stage opportunities within their Hands-On Lab as those are training experiences.

Academic Probation status with either SEU or HC 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.

Restoration

Students on Academic Probation with HC 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 wherein they did not attain the required minimum grade and/or were awarded a grade of “F”, “FN”, or “WF”, by completing new coursework, or any combination of the above. 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.

Stage Probation

Students who do not earn the minimum passing grade of “C” in any Ministry Training course such as a Practicum Training, Practicum Lab, Ministry Training Lab, Directed Study, or MINL course may not participate in College or Church of the Highlands stage opportunities such as Chapel services, Saturate, COTH Sunday/Monday Services, Saturday Morning Prayer/21 Days of Prayer, etc. Students may participate in stage opportunities within their Hands-On Lab as those are training experiences.

Restoration

Students who earn the passing grade of “C” in the next term of the failed Ministry Training course may have the privilege of accepting stage opportunities through Highlands College or Church of the Highlands unless the student is on Academic Probation.

Leave of Absence

Students who need to interrupt their studies temporarily for medical, personal, or employment reasons may apply for a Leave of Absence. A Leave of Absence permits the student to cease attendance for a specified time and not to have to apply for readmission. However, when the Leave of Absence ends and the student resumes classes, the student must still meet all admission requirements.

A Leave of Absence may be granted for one or two semesters. The semesters do not need to be consecutive. A student who requires an absence of more than two semesters must withdraw from the College and apply for readmission when the student seeks to resume their studies.

Students may apply for a Leave of Absence at any time. If a student receives a Leave of Absence mid-semester, it is considered a Leave of Absence for an entire semester. Students approved to take a Leave of Absence mid-semester that are on Academic Probation will remain on Academic Probation once they resume attendance. Students approved for a Leave of Absence after the semester's drop/add date will receive grades of "W" (Withdrawn), "WP" (Withdrawn, passing), or "WF" (Withdrawn, failing) based upon their class average at the time the request is submitted.

Students approved for a Leave of Absence must pay a \$250 leave of absence fee within seven days of approval. The fee is applied toward the tuition of students who resume their program when indicated and who remain enrolled beyond the semester's drop/add date. Students who do not return to active enrolled status when indicated forfeit their fee. Students who do not pay the fee within the time frame specified are immediately withdrawn from enrollment unless the leave of absence request has been rescinded within seven days of approval. If withdrawn, students must apply for readmission to the College in order to resume their program of study.

Approval of Leave of Absence requests is not automatic. The Executive Vice President of Academics and Ministry Training is the final approval authority for Leave of Absence requests. Decisions are final and are not subject to appeal. A student who does not receive approval for a Leave of Absence Request will be withdrawn from the College and must apply for readmission when the student seeks to resume their studies. If the student does not wish to be withdrawn from the College, then he or she must notify the registrar's office within seven days of the request's denial.

Leave of Absence Request forms are available in the Shared Files section in Populi, from the registrar's office, or by email request sent to registrar@highlandcollege.com.

Returning after a Break in Enrollment

Students may apply to return to HC after a break in enrollment. If a student is re-admitted to HC, the Registrar will review the student's prior coursework and determine program completion based on the following guidelines:

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

Dismissal

Students 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 earning a minimum CGPA of 2.0 after their probationary semester are subject to Academic Dismissal.

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

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

The Academic Review Committee may dismiss a student. The student's transcript will reflect the dismissal. Academic dismissal does not absolve the student of their financial obligation to the

College, including rent due for any months remaining on a student housing agreement. Dismissed students may apply for readmission to the College following a minimum of one year from the date of dismissal.

The Committee may give a student the opportunity to continue on academic probation. These students have a second semester to earn a CGPA of at least 2.0. If a student does not earn a CGPA of at least 2.0 by the end of the second semester of academic probation, the student will immediately be subject to academic dismissal without further review.

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

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

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

Students expelled from Southeastern University for Academic Integrity or Non-Academic violations may not continue enrollment with Highlands College.

OFFICE OF THE REGISTRAR

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

Transfer Credit

Applicants who have previously attended college should request their prior college send official transcripts to the Registrar, at registrar@highlandscollege.com, or mailed to:

Attn: 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.

Highlands College awards no transfer credit for prior biblical or theological coursework except for biblical or theological courses taken in the parallel program with SEU or courses from other institutions for which SEU has awarded transfer credit to parallel enrolled students.

Highlands College may transfer credit for eligible academic courses into the student's curriculum if an academic review indicates a reasonable parallel in scope and content between the courses taken at the original institution and the course currently offered at HC and the student earned a grade of "C" or higher. Eligible courses include English Composition I, English Composition II, Public Speaking, Mathematics, Sociology, and Church History. These transfer credits will not factor into a student's grade point average.

If Highlands College awards transfer credit for eligible coursework, there is no reduction in tuition costs.

Transfer Credit 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 HC.

Those pursuing an associate degree or bachelor's degree at SEU will complete courses that very closely match the curriculum of the HC Degree Program. The Transfer Credits section of the student's Populi Student tab shows the specific courses required for transfer credit. The student's academic advisor can address any questions regarding the required transfer courses.

Once a student completes a required transfer course the final grade awarded by SEU will appear on the student's HC transcript. All grades, including non-passing grades, will appear in the Transfer Credit section of the student's HC transcript, and the final grade received will correspondingly affect the student's HC cumulative grade point average (CGPA).

Credit for Previous Coursework at Highlands College

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

HC will review the student's prior coursework according to the following guidelines:

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

Course Registration

The Registrar registers students in courses before the start of each semester, through Populi, the student database. Registration begins in July for fall semester classes, and late October/early November for spring semester classes. Students should notify the registrar's office or their academic advisor with any questions or concerns regarding the registration process and schedule of classes.

It is the student's responsibility to verify the accuracy of their schedule before the start of each term. If a schedule change is necessary after the start of the term, any absences occurring before the change will count as absences in that class. Refer to the sections "Attendance Policy" and "Drop/Add Policy" for additional information.

Dropping or Adding Courses

Students have the option to request schedule changes before the Drop/Add deadline for each term/semester. The Academic Calendar (Appendix 1) lists drop/add dates for each semester. A student may not add courses after the drop/add date. Refer to the Withdrawal section for information on dropping a course after the drop/add date.

Students who wish to alter their schedule by adding additional classes, dropping scheduled classes, or swapping classes are encouraged 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 may prolong the student's anticipated date of graduation. Students who elect to deviate from the recommended course sequence should be mindful that the future scheduling of courses may not align with their independent sequence. The Registrar can provide students with future schedule forecasts to help ensure timely program completion.

Course Withdrawal Before the Drop/Add Deadline

Students may withdraw from any course before the drop/add deadline without academic or financial penalty. If attendance has been recorded in the course, the student's transcript will reflect a grade of "W." If the student has not attended the class, the student is removed from the class roster and earns no grade.

Course Withdrawal After the Drop/Add Deadline

If a student drops a course after the drop/add date, the student is ineligible for a refund of tuition. If a student withdraws from a course after the drop/add deadline, the student will earn a grade of "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) based upon the student's average in the course at the time of withdrawal. A "WP" grade does not affect the student's grade point average (GPA), but a grade of "WF" carries the same weight as an "F" and adversely affects the student's GPA (See Grading section above). Students may only initiate course withdrawals until the published "Last Day to Withdraw with WP/WF" date.

Withdrawal from Highlands College

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

- Graduation
- Withdrawal
- Academic or disciplinary dismissal
- Expulsion
- Non-payment of tuition

A student who decides to withdraw from HC must complete a Highlands College Withdrawal Request form. All relevant forms must be filed with the Registrar. These forms are available in the Shared Files section in Populi, from the Registrar's office or by email request sent to registrar@highlandscollge.com.

Change of Program

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

- Change enrollment from current program to any other program, i.e., Traditional Program to Core Program, Core Plus Program to Core Program, etc
- Changes his/her present enrollment relationship with SEU, i.e., withdraws from SEU or becomes newly-enrolled at SEU

Students desiring to initiate a Change of Program should complete the Change of Program Request form available on Populi in the Shared Files section and process it with the Registrar. Students must meet all admissions requirements of the new program before they may change to that program. Due to the differences in program requirements, the student should process the requested change in a meeting with the Registrar so that the Registrar can advise the student on the requirements for program completion and the implications for tuition.

Approval of a request to change from the Traditional Program to the Core Plus Program or the Core Program is not automatic. The Executive Vice President of Academics and Ministry Training is the final approval authority for such requests. Decisions are final and are not subject to appeal.

Good Academic Standing

Students must maintain a cumulative grade point average (CGPA) of at least 2.0 to remain in good academic standing.

Academic Probation

If a student's CGPA is below 2.0 after any semester, the EVP of Academics and Ministry Training will place the student on Academic Probation. Academic Probation status automatically disqualifies the student from graduation until the student returns to good academic standing. Academic Probation status may additionally disqualify the student from participating in certain College activities. Activity organizers will specify if an event requires the student to be in good standing status for participation.

Students on Academic Probation have one semester in which to raise their CGPA to the minimum of 2.0. Students may attempt to improve their CGPA by retaking any course wherein they did not attain the required minimum grade and/or were awarded a grade of "F", "FN", 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.

Transcript Requests

The Registrar will provide official transcripts at the student's written request to any institution of higher learning. Students should be aware, as a general rule, courses completed at HC are not eligible for credit transfer to any other educational institution because HC is currently not accredited by an agency recognized by the U.S. Department of Education.

Students may request a transcript of their HC academic record from the Registrar at any time. However, transcripts may not be released if the student's account has a "Financial" or "Grades/ Transcript" lock at the time of the request. Transcript requests are processed electronically from the Student tab on Populi. Both official and unofficial transcript requests are on Populi. A "how to" guide is available in the Shared Files folder on Populi.

FINANCIAL INFORMATION

Tuition

Program	Semester	Due Date
Traditional	\$3,300	One week before the first day of class.
Core Plus	\$1,500	Two weeks before the first day of class.
Core	\$750	Two weeks before the first day of class.

Tuition covers the following for each program:

- TRADITIONAL - A full-time course load of 12 credit hours per semester for a total of 24 credit hours each academic year which includes Academic courses, Ministry Leadership courses, Ministry Training courses, and Student Life
- CORE PLUS - Ministry Leadership courses, Ministry Training Labs, and Directed Studies
- CORE - Ministry Leadership courses

HC may grant a student permission to take a different class load than is prescribed above. In these instances, HC will inform the student of the costs associated with such an arrangement. Students who take more than 12 credit hours will be assessed additional tuition accordingly.

If an Evening student fails a required course, the Evening student may retake the course in a subsequent term and pay the tuition for that class.

Grade	Score Range	GPA	Meaning
A	90 and above	4.0	Excellent
B	80 to 89	3.0	Good
C	70-79	2.0	Acceptable
D	60-69	1.0	Marginal
F	< 60	0.0	Failing
FN	-	0.0	Failure due to non-attendance
I	-	-	Incomplete
IP	-	-	In Progress
P	60 and above	4.0	Pass (Pass/Fail classes only)
W	-	-	Withdrawn by the drop/add date
WP	60 and above	-	Withdrawn after the drop/add date, passing
WF	< 60	0.0	Withdrawn after the drop/add date, failing

Traditional Part-Time Tuition

HC considers Traditional students who are attending beyond their 4th semester, and who will be taking less than 8 credit hours a semester, to be part-time students. These students will fall under the following guidelines.

Tuition is the per credit hour rate of all academic and ministry training courses taken. For example, if a student is taking a Ministry Leadership course, the student would pay 1 (MINL credit hours) x \$275 (the prevailing credit hour rate which is subject to change).

In addition to the course(s) the student must take, the student must participate in the following HC activities where attendance will be recorded for a grade:

- Chapels
- Sunday Experience

Evening Part-Time Tuition

HC considers Core Plus students who are attending beyond their 4th semester, and who are taking less than 3 credit hours per semester, to be part-time students. Part-time evening tuition is \$375 per credit hour.

Parallel Enrollment Tuition

Most students who are simultaneously pursuing an academic degree through Parallel Enrollment with SEU do not pay a separate tuition charge for HC. Parallel enrolled students may be subject to a separate tuition charge for HC in any one of the following cases:

- Not enrolled in a corresponding Ministry Practicum course with SEU (PMIN 2302 - Student Ministry Practicum)
- Taking less than a 6-credit hour course load with SEU
- Enrolled in Southeastern University's online degree program exclusively

Fees

Type	Amount	Due Date
Application Fee	\$50	Non-refundable fee paid with application.
Enrollment Deposit	\$250	Paid before the semester begins. A non-degree seeking student's deposit is applied toward tuition. Degree seeking student's deposit is applied toward HC Fit fee.
Chapel Retake Fee	\$125	For Traditional Program students who have not successfully completed four semesters of Chapel.
Athletics Retake Fee	\$100+	For Traditional Program students who have not completed four semesters of Athletics. The appropriate LifeTime Fitness fee will also be assessed through HC Fit.
HC Groups Retake Fee	\$75	For Traditional Program students who have not successfully completed four semesters of HC Groups.
Graduation Fee	\$75	Nonrefundable
Returned Check Fee	\$35	
Replacement ID Card	\$10	
Replacement Diploma	\$25	
Replacement Diploma Cover	\$30	
Mission Trip	Varies	Based on trip schedule
Traditional Students only: HC Fit (see description below)	\$900	Financial Deadline

HC Fit

Highlands College is committed to the holistic development of its students. To support the institutional goal of cultivating healthy leaders, all full-time Traditional students will participate in HC Fit. HC Fit includes a meal plan of healthy, high-quality food and access to premier fitness facilities.

The fee for HC Fit includes the following benefits:

- Access to the Life Time Fitness facility which includes a private session with a personal trainer, metabolic testing, pool, spa, and sauna
- Uniforms for intramural sports
- Participation in all fitness programs such as the HC Half-Marathon and Expedition
- A meal plan of a total of 64 healthy, balanced, nutritious lunches provided by Mealfit Monday-Thursday and served on-campus (Mealfit can accommodate some dietary restrictions)

All Traditional Program students participate in the HC Fit program.

Student Housing

Type	Amount	Due Date
Application Fee	\$50	Non-refundable fee paid with application.
New Housing Application Fee	\$100	Prior to initial move-in. Non-refundable.
Student Apartment Rental 3 Bedroom for Academic Year	\$4,400	Financial Deadline. Payment Plans Available.
Student Apartment Rental 2 Bedroom for Academic Year	\$5,000	Financial Deadline. Payment Plans Available.
Housing Key Replacement	\$50	

Financial Aid

HC is not accredited. Therefore, HC 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

Highlands College offers a limited number of competitive scholarships to students who are enrolled in the Traditional Program. Scholarships are available to both incoming and returning students. Complete information on each of the following scholarships is on the school's website.

Scholarships available to incoming students enrolled in the Traditional Program:

- Torchbearer Scholarship
- Scholastic Scholarship
- Service Scholarship
- Financial Need Scholarship
- Robert Hodges Memorial Scholarship
- Billy Hornsby Memorial Scholarship

Scholarships available to returning students enrolled in the Traditional Program:

- Scholastic Scholarship
- Financial Need Scholarship
- The Four Pillar Scholarships
- The Emmanuel, God with Us, Scholarship
- The Presidential Scholarship

Students may be eligible for private, independent grants and 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.

Scholarships and Waivers Good Standing Policy

The Scholarships and Waivers Good Standing Policy exists to hold all scholarship and waiver recipients to certain standards and requirements.

- Students must be in general good standing according to the Highlands College Catalog.
- General good standing includes that a student is not on financial lock which occurs when the student's account balance is past due for 30 days.
- Unless otherwise specified, students must maintain an overall minimum cumulative grade point average (CGPA) of 2.50.

- If a Traditional student falls below a 2.50 CGPA after any semester, the student will begin a one semester probationary period during which the student must raise their CGPA to a 2.50 or higher to continue to be eligible to receive a scholarship or waiver.
- If an Evening student falls below a 2.50 CGPA after any eight-week term, the student will begin a probationary period of one eight-week term in which the student must raise their CGPA to a 2.50 or higher to continue to be eligible to receive a scholarship or waiver.
- If the student does not return to good standing following the probationary period, the student will no longer be eligible for a scholarship or waiver.
- The scholarship or waiver does not cover the cost of any course the student must retake. A student must pay the prevailing tuition rate for any course retakes.
- If a student decides to change programs, scholarships and waivers do not transfer from the Traditional Program to the Evening Program or vice versa.
- A specific scholarship or waiver may require adherence to a stricter standard.
- Highlands College administration retains the right to adjust the policy for particular circumstances.

Financial Deadline

The Financial Deadline date is the date by which students must pay all tuition and fees. The Financial Deadline date is at least one week before classes begin. Please refer to the Academic Calendar for the specific Financial Deadline date each semester.

If a student has not paid their tuition, rent, and fees by the Financial Deadline date, then the student will not be enrolled in classes and cannot move into Student Housing. Students with outstanding balances can be cleared for enrollment only with a signed, approved payment plan and the payment of the first installment of the plan.

Billing and Payment

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

Any student whose account becomes past-due 30 days or more will be placed on financial lock. This will prevent access to grades and future enrollment in classes. Once the account is current, the financial lock will be removed.

All invoices are due in full by the Financial Deadline.

Refunds

The Academic Calendar lists a Drop/Add date for each semester and 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 formally withdrawn only after submitting a completed withdrawal form to the Registrar.

FACILITIES

The offices of Highlands College are at the Greystone campus of Church of the Highlands. Highlands College seeks to provide an environment that is as safe as practicable during day-to-day operations and 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.

Traditional Program Locations

Greystone Campus
1701 Lee Branch Lane
Birmingham, AL 35242

Grandview Campus
3660 Grandview Parkway
Birmingham, Alabama 35243

Evening Program Locations

Auburn Campus
2001 East Samford Avenue
Auburn, AL 36830

Montgomery Campus
4255 Taylor Road
Montgomery, AL 36116

Fultondale Campus
3250 Lowery Parkway
Fultondale, AL 35068

Oxford Office Complex
2109 US-78
Anniston, AL 36207

Gadsden Office Complex
948 Gilbert Ferry Road
Gadsden, AL 35954

Riverchase Campus
9013 Helena Road
Pelham, AL 35124

Grandview Campus
3660 Grandview Pkwy
Birmingham, AL 35243

Shoals Office Complex
10 Hightower Place
Florence, AL 35630

Huntsville Office Complex
7262 Governors West NW, Suite 104
Huntsville, AL 35806

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

Mobile Office Complex
28810 Hwy 98 Suite D
Daphne, AL 36526

MINISTRY PLACEMENT

Ministry Placement exists to further develop students with the spiritual and professional life skills needed to pursue a calling in vocational ministry through workshops, one-on-one coaching, and career services, which culminate into a connection with ministry jobs and internship opportunities.

Job Placement

The Placement Office works closely with thousands of churches through multiple strategic partnership networks, including the ARC network and Grow churches. Ministry jobs and internship opportunities from our strategic partners are showcased to students and graduates utilizing our placement platform, myIMPACT.

Throughout their time at HC, students will have opportunities to meet visiting pastors from other churches who are seeking new hires. They will also receive intentional investment by and access to the placement team for searching out opportunities that fit their giftings and calling. The placement team make themselves available to develop resumes, coach for interviews, and connect students relationally to pastors and churches.

The goal is for every student to find a placement opportunity upon graduation and the team is prepared to walk students through every step along the way.

Internships

All prospective graduates of the HC Traditional and Evening Core Plus Programs will have access to internships available at Church of the Highlands and select partner churches.

The process is similar to job placement, giving students opportunities to apply for quality internships based on availability and need. To be considered for an internship, a student must graduate with no holds and be willing to be placed outside of Church of the Highlands.

Students can only apply for internships twice: the semester of anticipated graduation or the semester immediately following graduation. Students not selected for an internship may have one additional opportunity to reapply if the application is processed within 6 months of graduation. If an intern desires to extend his/her internship for more than 6 months, he/she will need to reapply to the internship in competition with new graduates. Students can intern for a maximum of two semesters.

Internship Minimum Requirements:

- Intern at an approved church under an approved church staff member for a minimum of 20 hours per week
- Work at a job outside of the internship for a minimum of 20 hours a week or be enrolled in school full time
- Complete evaluation forms from HC throughout the internship experience

ACADEMIC AND MINISTRY TRAINING CALENDAR FALL 2021

August 2	Monday	FINANCIAL DEADLINE
August 4	Wednesday	Housing Orientation & Move-in
August 5–6	Thursday–Friday	Traditional Orientation
August 8	Sunday	Evening Orientation
August 9	Monday	First Semester Practicum Registration Closes

August 9	Monday	Term A: Begins
August 10	Tuesday	One Big Chapel
August 13	Friday	Traditional Drop/Add Deadline (refund eligibility)
August 17	Tuesday	Evening Classes Begin
August 23	Monday	Evening Drop/Add Deadline (refund eligibility)
September 6	Monday	Labor Day (No classes)
September 14	Tuesday	Term A: Last Day to Receive WP/WF
October 1	Friday	Weather Day
October 6	Wednesday	Term A: Final Exams
October 7	Thursday	Term A: Ends

October 10	Sunday	Term B: Begins
October 15	Friday	Term B: Drop/Add Deadline
October 18	Monday	Fall Semester Courses: Last Day to Receive WP/WF
November 19–27	Friday–Saturday	Thanksgiving Break
November 29	Monday	Term B: Last Day to Receive WP/WF
December 3	Friday	Weather Day
December 8	Wednesday	E-Learning Day
December 8	Wednesday	Impact Conference
December 10	Friday	Term B: Final Exams
December 10	Friday	Fall Semester Ends
December 11	Saturday	Winter Break Begins

ACADEMIC AND MINISTRY TRAINING CALENDAR SPRING 2022

January 3	Monday	FINANCIAL DEADLINE
January 5	Wednesday	Housing Orientation & Move-in
January 6–8	Thursday–Saturday	Traditional Orientation
January 9	Sunday	Evening Orientation

January 10	Monday	Term A: Begins
January 11	Tuesday	One Big Chapel
January 14	Friday	Traditional Drop/Add Deadline (refund eligibility)
January 17	Monday	MLK Day (No Classes)
January 18	Tuesday	Evening Classes Begin
January 24	Monday	Evening Drop/Add Deadline (refund eligibility)
February 11	Friday	Term A: Last Day to Receive WP/WF
March 4	Friday	Weather Day
March 9	Wednesday	Term A: Final Exams
March 10	Thursday	Term A: Ends
March 11–19	Friday–Saturday	Spring Break

March 20	Sunday	Term B: Begins
March 25	Friday	Term B: Drop/Add Deadline
April 4	Monday	Spring Semester Courses: Last Day to Receive WP/WF
April 22	Friday	Term B: Last Day to Receive WP/WF
April 29	Friday	Weather Day
May 13	Friday	Term B: Final Exams
May 13	Friday	Spring Semester Ends
May 14	Saturday	Graduation

FALL 2021 - ACTIVITIES CALENDAR

August 4–6	Wednesday–Friday	Orientation
August 7	Saturday	COTH: First Saturday Serve
August 8	Wednesday	COTH: 21 Days of Prayer
August 10	Tuesday	One Big Chapel
August 13	Friday	COTH: Men's Night
August 16	Monday	Physical Fitness Test
August 23	Monday	Sports Begin
August 28	Saturday	COTH: End of 21 Days of Prayer
August 28	Saturday	Student Life Event: Birmingham Legion Game (College Night)
August 30	Monday	Workouts Begin
August 30	Monday	Small Groups Begin

September 4	Saturday	COTH: First Saturday Serve
September 6	Monday	Labor Day (No Classes)

October 2	Saturday	COTH: First Saturday Service
October 14–16	Thursday–Saturday	Expedition
October 29–30	Friday–Saturday	COTH Girl's Conference

November 6	Saturday	COTH: First Saturday Serve
November 8	Monday	Sports Playoffs
November 15	Monday	Sports Championship
November 15	Monday	Last Week of Workouts
November 19–20	Friday–Saturday	COTH: Freedom Conference
November 19–27	Thursday–Saturday	Thanksgiving Break
November 29	Monday	Small Groups End

December 4	Saturday	COTH: First Saturday Serve
December 8	Wednesday	Impact Conference

SPRING 2022 - ACTIVITIES CALENDAR

January 2	Sunday	COTH: 21 Days of Prayer
January 5–8	Wednesday–Saturday	Orientation
January 11	Tuesday	One Big Chapel
January 17	Monday	MLK Day (No Classes)
January 19–21	Wednesday–Friday	Saturate
January 22	Saturday	COTH: End of 21 Days of Prayer
January 24	Monday	Sports Begin
January 24	Monday	Workouts Begin
January 31	Monday	Small Groups Begin

February 5	Saturday	COTH: First Saturday Serve
February 11	Friday	Student Life Event

March 5	Saturday	COTH: First Saturday Serve
March 11–19	Friday–Saturday	Spring Break
March 25	Friday	Student Life Event: March Madness Basketball Game

April 2	Saturday	COTH: First Saturday Serve
April 15	Friday	Physical Fitness Test
April 18	Monday	Sports Playoffs
April 22–23	Friday–Saturday	COTH: Freedom Conference
April 25	Monday	Sports Championship
April 30	Saturday	Half Marathon

May 2	Monday	Small Groups End
May 7	Saturday	COTH: First Saturday Serve
May 14	Saturday	Graduation

Family Educational Rights and Privacy Act

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 from the U.S. Department of Education and is not subject to FERPA. SEU does receive funds under an applicable program of the U.S. Department of Education and is subject to FERPA.

FERPA gives parents certain rights concerning 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 the school corrects records, which are believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

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

- School officials with a legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties about financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies and
- State and local authorities, within a juvenile justice system, pursuant to specific state law, schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance

However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) left to the discretion of each school.

For additional information, call 1-800-872-5327 or go to <http://www2.ed.gov/policy/gen/guid/fpco/index.html>. Individuals who use TDD may use the Federal Relay Service or contact:

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