



**ACADEMIC CATALOG**

2022 – 2023

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# HIGHLANDS COLLEGE

## President's Welcome

Dear Students,

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

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

Throughout your journey at Highlands College, we pray you will pursue a Christ-centered life through your involvement in a healthy, life-giving community where you can build your personal devotional life with God, a Godly character, an active lifestyle, and find opportunities to invest in meaningful relationships. We hope 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 an eternal perspective. If you devote yourself to your calling, develop leadership and vocational skills, and steward your time and resources at Highlands College, then we know you will grow more than you ever thought possible.

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

For His Glory,  
Mark Pettus  
President

## **Our Story**

Pastor Chris Hodges of Church of the Highlands founded Highlands College (HC) in 2011. HC offers a 4-semester program for students 18-24 years old, leading to an Associate 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 Highlands College Board of Directors decided to pursue accreditation with the Association for Biblical Higher Education (ABHE). While HC is continuing the process of seeking accreditation, HC students can earn an accredited Associate of Arts in Christian Ministries degree from Southeastern University.

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

## **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, Mission, and Goals**

### **Vision**

Highlands College 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 competence, character, and spiritual maturity, holistically trained to lead lives of eternal impact by fulfilling the Great Commission.

### **Goals**

Highlands College will:

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

## **Student Learning Objectives**

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

### **The Authority of Scripture as evidenced by:**

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

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

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

### **The Passion of Life-long 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 life-long 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. HC gives students leadership training and opportunities to develop the skills needed to make a difference in the world.

### **Character Formation**

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

### **Spiritual Development**

Highlands College students strengthen their devotion to God through the local church, chapels, small groups, and relationships with others. Students are discipled 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 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)

# **GOVERNANCE**

## **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 responsibility and ultimate authority in the governance of HC. The Board of Directors governs and guides HC leadership to accomplish the vision and mission of HC and provides a critical link to the wider community.

Chris Hodges - Chairman

Mark Pettus - President

Ronnie Bennett

Duane Donner

Colette Greene

Ken Polk

Darryl Rosser

Glenn Siddle

Courtney Winston

## **Academic Governance**

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

## **Core Faculty Committee**

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

# **LEADERSHIP**

## **Executive Team**

Chris Hodges  
Chancellor  
M.Min. Southwestern Christian University

Mark Pettus  
President  
B.S. University of Alabama at Birmingham  
M.A.M.L Southeastern University

Ed Casey  
Senior Advisor to the President for Student Development  
B.S. U.S. Air Force Academy  
M.A. Naval Postgraduate School

Gina Cox  
Executive Vice President of Academics  
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

Phil Klein  
Senior Advisor to the President for Ministry Training

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

Jordan Williamson  
Chief Operating Officer  
B.S. Southeastern University

## **Administration**

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

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

Mark Clement  
Evening Director of Ministry Training  
C.M.L. Highlands College

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

Jill Pettus  
Executive Director of Chapel and Culture  
B.S. University of Alabama at Birmingham

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

Corie Robinson  
Executive Director of Team Success

Mark Rodell  
Executive Director of Recruiting  
B.B.A. University of Texas at Austin

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

Dr. Mike Williams  
Registrar  
B.S. University of South Alabama  
M.Div. New Orleans Baptist Theological Seminary  
D.Min. New Orleans Baptist Theological Seminary  
Ed.D. Liberty University

Danielle Womack  
Executive Director of Marketing  
C.M.L. Highlands College  
B.A. Samford University

## **Faculty**

Marguerite M. Armistead  
Professor of English 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  
M.A. University of Alabama at Birmingham  
D.Min. Southeastern Baptist Theological Seminary

Stacey Benson  
Foundational Studies Department Chair  
Associate Professor of Social Sciences  
B.S. Samford University  
M.A. University of Alabama at Birmingham

Dr. Kevin Bussey  
Professor of Biblical Studies  
M.A. University of Alabama at Birmingham  
M.Div. Southwestern Baptist Theological Seminary  
D.Min. Luther Rice Seminary

Gina Cox  
Executive Vice President of Academics  
Professor of Theological Studies  
B.A. University of Maryland  
J.D. University of Virginia  
M.Div. Southeastern University

Dr. Chris Hanna  
Theological Studies Department Chair  
Professor of Theological Studies  
B.A. University of Alabama at Birmingham  
M.Div. Beeson Divinity School  
Th.M. Midwestern Baptist Theological Seminary  
Ph.D. Midwestern Baptist Theological Seminary

Scott Hill  
Librarian  
B.A. Athens State University  
M.A. University of Alabama  
M.L.I.S. University of Alabama

Trey Johnson  
Professor of Biblical Studies  
B.A. Birmingham Southern College  
M.Div. Beeson Divinity School

Dr. Sherrill Larson  
Professor of Biblical Studies  
M.Div. The King's University  
D.Min. Oral Roberts University

Eric Parker  
Associate 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  
Kellen Coldiron  
Gina Cox  
Beth Cunningham  
Rex Davis  
Casey Floyd  
Michael Hodges  
Courtney Winston

## **ADVISORY BOARDS**

### **Ministry Leadership Advisory Board**

The purpose of the Ministry Leadership 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.

## **In-Residence Program**

The In-Residence Program is a cross-functional group of esteemed leaders investing their expertise and experience in Highlands College students to develop well-rounded leaders. The program aims to expose our students to various leadership approaches to educate, equip, and empower them to be leaders in their chosen ministry fields.

## **OVERVIEW OF PROGRAMS**

Highlands College offers two different academic and ministry training programs.

1. A full-time Traditional program for students between the ages of 18-24. Students earn an Associate of Arts in Ministry Leadership (AA) upon graduation. The AA degree is four semesters long and typically takes two academic years to complete.
2. The Evening Program is a part-time adult learning experience. Students may earn a certificate in Christian Leadership Foundations, Ministry Leadership Applications, Ministry Training Intensive, or Biblical Studies. The Ministry Training Intensive Certificate is four semesters in length. All other certificates are two semesters.

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

# TRADITIONAL PROGRAM

## Admission

### Technical Standards for Admission

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 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. If 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 accommodations 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 of 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](http://www.highlandcollege.com). Navigate to the “Apply Now” section of the website and follow the instructions provided or 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 in 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 the limited circumstance of offering admission to an applicant who does not meet the academic requirements for standard admission.

Probationary Admission students must 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 have 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 may 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](mailto: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 Decision Appeals Committee desires to contact the reference for additional follow-up.
- Submit a typed one to three-page essay answering the following questions:
  - Why do you feel called to attend 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 Decision Appeals 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 Decision Appeals 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. All transcripts submitted, both in progress and final, 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 for admission consideration.

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 in-progress official transcript may be submitted for preliminary evaluation but must be followed by an official transcript showing all final grades once the applicant's final grades are posted. Applicants accepted for admission will not be permitted to register for classes until required official transcripts have been received.

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

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

For institutions that offer electronic submission of official documents, submit transcripts to [admissions@highlandscollge.com](mailto:admissions@highlandscollge.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](http://www.jsilny.org)

[www.spantran.com/](http://www.spantran.com/)

[www.ece.org](http://www.ece.org)

[www.wes.org/](http://www.wes.org/)

All high school graduates must request a transcript summary that includes GPA and graduation date and reflects the equivalency to a high school diploma. The applicant must request an electronic transcript be emailed to [admission@highlandscollge.com](mailto:admission@highlandscollge.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](mailto:admissions@seu.edu).

### **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 24 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
  - Affirm agreement with the Highlands College Statement of Faith
- Complete the admission application with all requirements
  - 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 the Admissions Department will notify the applicant of a 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 home school 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**

Applicants 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 19 and older should complete the Background Authorization Consent Form located in the Admission Application. Applicants 18 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.

If there are questions or issues regarding the applicant’s background check, the Admissions Committee in partnership with the Church of the Highlands Security Department 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 Non-immigrant Status (including H-4s, L2, TDs, F-2, J-2, Dependents of O-1, P-1, E-1/E-2/E-3 Non-immigrants)

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 the 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](http://www.highlandscollege.com). Select the “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.

Students seeking an F-1 visa must apply to Southeastern University and Highlands College simultaneously. Applicants should 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 in the semester for which they have applied have the option to defer their acceptance for one semester. Beyond a one-semester deferral, a new application is required 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 a current, regular and active member of a local church for at least three months
- Affirm the Highlands College Statement of Faith
- 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 = \$24,300)
- Complete the admission application which includes the following items
  - Completed Online Application
  - Payment of the \$100 Application Fee
  - Receipt of Online Reference Form
  - Receipt of Background Authorization Consent Form
  - Color Copy of Passport
  - Receipt of All Required Academic Transcripts
  - Online Admissions Interview
  - SAT Total Test Score Sent Directly from The College Board

- 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 the 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 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 2- or 4-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 applicant 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 (\$6,100) and the first semester's \$1,050 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.

## **Parallel Enrollment in Southeastern University**

The campus of Highlands College 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 all 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 the policies and regulations of SEU. The authoritative source for SEU is the Southeastern University Catalog, available online at <http://seu.catalog.acalog.com>.

# WEEKLY SCHEDULE

## Monday

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

## Tuesday

8:00 - 10:20 a.m. Ministry Leadership and/or Academic Classes

10:30 - 12:30 p.m. Chapel

1:00 - 4:00 p.m. Practicum

## Wednesday

8:00 - 2:20 p.m. Academic Classes

2:30 - 5:30 p.m. HC Sports

## Thursday

8:00 - 9:30 a.m. Academic Classes

10:30 - 12:30 p.m. Chapel

12:00 - 4:00 p.m. Practicum

## Friday

8:00 - 12:20 p.m. Academic Classes

## Sunday

All Day Sunday Serve

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00 AM			7:00-7:45 Workouts	7:00-7:45 Workouts	
7:30 AM					
8:00 AM		8:00-9:00 MINL	8:00-9:20 Academics	8:00-8:50 Academics	8:00-9:20 Academics
8:30 AM					
9:00 AM					
9:30 AM		9:30-10:20 Academics	9:30-10:50 Academics	9:30-10:30 Flexible	9:30-10:50 Academics
10:00 AM					
10:30 AM		10:30-12:30 Chapel		10:30-12:30 Chapel	
11:00 AM			11:00-12:20 Academics		11:00-12:20 Academics
11:30 AM					
NOON					
12:30 PM		12:30-1:00 Lunch	12:30-1:00 Lunch	12:30-1:00 Lunch	12:30-1:00 Lunch
1:00 PM		1:00-2:20 Practicum		1:00-2:20 Practicum	
1:30 PM			1:30-3:00 Sports		
2:00 PM					
2:30 PM		2:30-4:00 Practicum		2:30-4:00 Practicum	
3:00 PM			3:00-4:30 Sports		
3:30 PM					
4:00 PM					
4:30 PM					
5:00 PM					
5:30 PM					
6:00 PM					
6:30 PM	6:30-8:00 Groups				
7:00 PM		7:15-8:00 Workouts		7:15-8:00 Workouts	
7:30 PM					

# ACADEMICS

## Associate of Arts in Ministry Leadership

The Highlands College Traditional Program offers active learning and hands-on practicums in a dynamic, student-focused environment. Students become life-long 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, receive extensive hands-on ministry training in one of eight specific practicums, and participate in actual ministry experience through the 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

## Example 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 I	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

## **Media Center**

### **Access**

The Media Center is staffed 7:00 a.m. - 4:00 p.m. Monday-Friday, 7:00 a.m. - 7:00 p.m. on Tuesdays, and 8:00 a.m. - 1:00 p.m. on Fridays.

The Media Center will be closed during all student holidays.

### **Location**

The Media Center is on the third floor of the Highlands College campus—3660 Grandview Parkway, Birmingham, AL 35243.

Students can direct any inquiries to the Librarian at [library@highlandscollege.com](mailto:library@highlandscollege.com) or schedule an appointment at [www.mywconline.com](http://www.mywconline.com). For further information about the Highlands College Media Center, please refer to the complete Learning Resources Handbook.

## **Writing Center**

### **Access**

The Writing Center is staffed 7:00 a.m. - 4:00 p.m. Monday-Friday, 7:00 a.m. - 7:00 p.m. on Tuesdays, and 8:00 a.m. - 1:00 p.m. on Fridays.

The Writing Center is closed during all student holidays.

### **Location**

The Writing Center is in Learning Studio 206.

For more information, send an email to [writingcenter@highlandscollege.com](mailto:writingcenter@highlandscollege.com).

# MINISTRY TRAINING

## 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 while enrolled in their 1<sup>st</sup> semester PPRM131: Introduction to Practical Ministry course. During this course, students will learn more about each Practicum and how to register for the chosen Practicum. .

After a new student chooses a Practicum, the Practicum Coordinator for the selected Practicum will communicate meeting times and location. Practicums 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 Coordinators will provide all continuing students with information identifying the start date, the meeting time(s), and location(s) for their Practicum.

### Change of Practicum Request

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. Any student desiring to change Practicums should first discuss their intent with the Highlands College Practicum Director.

Students currently enrolled in PPRM131 may change Practicums before the end of Term A without penalty.

After successfully completing their first semester in Practicum, students who desire to change Practicums must complete a Change of Practicum form. These students may only request a change after the current semester or before starting a new semester and **will be subject to a delay** in their graduation.

## **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, as a part of their training, HC students serve at the 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.

# **STUDENT LIFE**

## **HC Small Groups**

Highlands College small groups exist to create an atmosphere for students to strengthen their relationships with each other and with the local church. Small groups also help lead students in the discovery and devotion to their personal calling so that they are better equipped to advance the Kingdom by their service to the local church.

Relationships are a priority to God and serve as a pivotal piece in every individual's spiritual journey; therefore, small groups are an essential facet of a student's Highlands College experience.

Because of the importance these relationships have in a student's life, students must participate in one small group each semester. Students are allowed three excused absences per semester. Students are encouraged to communicate any absences with their small group leaders.

Groups may vary semester to semester and leader to leader, however; every student will participate in a Freedom Group during their college career. Freedom is a small group curriculum and conference experience designed to remove all obstacles to intimacy with God and help students walk in true freedom. All Traditional students must attend one Freedom Conference before graduating.

## **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 should 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 must participate in intramurals and may not be absent more than three times, whether excused or not.

## **Workout Electives**

Workout electives are an essential element of HC Fit because they implement coaching for healthy habits and accountability. At the beginning of each semester, students register for a workout group hosted at Lifetime Fitness Center. These groups rotate between several workout classes, and students check in with their Lifetime Assistant for attendance. Students must participate in workouts and may not be absent more than three times, whether excused or not.

## **Required Events**

All Traditional students will participate in select annual required events, such as the Half-Marathon, Expedition, and Saturate.

The HC Half Marathon challenges students through the discipline of training and completing a 13.1-mile run. Students must score at least 70% on the Half Marathon training, goal, and completion comprehensive score, which consists of Training 50%, Time Goal 25%, and Finishing 25%.

Expedition is an outdoor endurance race that divides Traditional students into teams to compete in challenging conditions to complete an obstacle course. All Traditional students must 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 must attend two HC Saturate events.

Students who cannot participate due to physical limitations and/or an injury must contact the Student Life Office and submit a doctor's excuse. Students who are physically unable to participate will participate in alternative ways provided by the Student Life Department.

## **HC Community Events**

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

### **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, they are to make arrangements with their employer so they can participate in these events.

- Dream Team Parties - All Highlands College Traditional students must serve at the Church of the Highlands' annual Dream Team Parties. This may involve travel to an out-of-town campus.
- Impact Conference - All Highlands College Traditional students must attend the Impact Conference.
- 21 Days of Prayer - Every January and August, Highlands College students participate with the Church of the Highlands for 21 days of prayer.

## **Missions**

Students 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 worldwide.

Students must participate in one Highlands College-approved mission trip while 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. Missions trips are not excused absences and should not be scheduled when classes are in session.

**For the 2022–2023 academic year only**, students may fulfill the Mission Trip Requirement by serving at five Church of the Highlands First Saturday serve events over the period from August 2022 to May 2023. The Student Life team will record and track the participation of Traditional Students.

## **Student Success**

### **Vision and Mission**

The Student Success Department of Highlands College exists to help students maximize their academic and ministry potential in preparation for placement. The Student Success Department of Highlands College supports the student body with the information and resources necessary to pursue their academic, ministry, character, and spiritual goals.

### **Navigators**

Students enrolled in the Student Success Department are assigned to a Navigator. The Navigator exists to resource the student with tools useful for overcoming obstacles and achieving academic, ministry, character, and spiritual goals. Navigators will discuss helpful tips for success and assign resources to the student as necessary.

## Expectations

Students are automatically enrolled in the Student Success Department due to one of the following conditions.

- The student falls below a CGPA of 2.0
- The student fails or nearly fails one or more of their courses within three weeks of the start of an eight-week term due to failing grades
- The student fails or nearly fails one or more of their courses within three weeks of the start of an eight-week term due to non-attendance

The Faculty and Team of Highlands College may also recommend students to the Student Success Department. Any students enrolled in Student Success must meet with their Navigator a minimum of two times per semester. Any student who does not attend a meeting with their Navigator will be placed under Grade/Transcript Lock. To remove the lock, the student must make and keep their next appointment with their Navigator.

## **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 worship, prayer, and the Word of God.

To graduate, students must pass four semesters of Chapel. The Chapel grade is based on attendance taken before each Chapel begins. Students who are up to 10 minutes late are considered tardy. Three tardies equal one absence.

Each semester, students will have six absences for emergencies if needed. All students must participate in every aspect of the Chapel experience. Students who fail a Chapel semester must make up those missed sessions by completing assignments that the Chapel Director assigns.

Students are expected to refrain from 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.

# GRADUATION REQUIREMENTS

Students must complete all graduation requirements to be a candidate for graduation. The Office of the Registrar can help students identify unsatisfied requirements and assess progress towards graduation, but the ultimate responsibility for fulfillment lies with the student. The following paragraphs describe the primary requirements for graduation.

## **Academic Course Requirements**

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

## **Ministry Training Requirement**

Students must earn a C or better in each of four sequential 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 must 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.

## **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 affect the CGPA. Students interested in applying for an internship are strongly encouraged to maintain a minimum CGPA of 3.0.

When a student's CGPA drops below 2.0 at the end of the semester in which graduation would have otherwise occurred, they will be placed on Academic Probation status. They 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.

## **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 to graduate.

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

### **Mission Trip Requirement**

Students must participate in one Highlands College-approved mission trip while 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. Missions trips are not excused absences and should not be scheduled when classes are in session.

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.

**For the 2022–2023 academic year only**, the Mission Trip Requirement may be fulfilled by serving at five Church of the Highlands First Saturday serve events over the period from August 2022 to May 2023. The Student Life team will record and track the participation of Traditional Students.

### **Financial Requirement**

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

### **Certification Requirement**

The Core Faculty certifies candidates for graduation graduates for the approval of the Board of Directors.

## 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 and problem-solving and will understand and effectively use 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**

**PPRM 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.

**PPRM 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 creative in any ministry environment. Students will receive extensive and basic training in these areas: social media, graphic design, video, and motion graphics. Prerequisites: PPRM 131 and PPRM 131L.

**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. Prerequisites: PPRM 131 and PPRM 131L.

**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. Prerequisites: PPRM 131 and PPRM 131L.

**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. Prerequisites: PPRM 131 and PPRM 131L.

**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, greetings, games, and more. Students will receive training in the following areas: creating safe and fun environments, communication, team leadership, creative development, and small groups. Prerequisites: PPRM 131 and PPRM 131L.

**PFAM 133L-238: 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. Prerequisites: PPRM 131 and PPRM 131L.

**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 local outreach events, study the 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. Prerequisites: PPRM 131 and PPRM 131L.

**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. Prerequisites: PPRM 131 and PPRM 131L.

**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. Prerequisites: PPRM 131 and PPRM 131L.

**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. Prerequisites: PPRM 131 and PPRM 131L.

**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. Prerequisites: PPRM 131 and PPRM 131L.

**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. Prerequisites: PPRM 131 and PPRM 131L.

**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, lighting equipment and technology, utilizing technology to produce a live event, and face-to-face training with industry professionals. Prerequisites: PPRM 131 and PPRM 131L.

**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. Prerequisites: PPRM 131 and PPRM 131L.

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

These courses exist to help prepare students to be spiritually and musically rounded as worship leaders, 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. Prerequisites: PPRM 131 and PPRM 131L.

**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. Prerequisites: PPRM 131 and PPRM 131L.

# **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 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 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 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 records 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. All absences, whether they are excused or unexcused, count towards total absences. An excused absence permits the student to make up any in-class work or assignments.

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, and the student promptly communicates the valid reason to the instructor. 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 Excused and/or Unexcused Absences Allowed

Length of Course	Type of Course	Credit Hours	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		6
	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 submit a letter with supporting documentation to the Executive Vice President of Academics. The Executive Vice President may choose to do one of the following.

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

## **Plagiarism**

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**

- Citation of information not actually utilized in the submission (a.k.a. “padding reference list”)
- Inserting verbatim phrases of 2-3 distinctive words or inserting small parts of media or other materials without proper attribution
- Substituting synonyms into 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 of Plagiarism Modules and Quizzes (in conjunction with the Writing Center) to be completed and passed by the student
- Assignment score reduction (severity of the reduction is left to the discretion of the course professor, depending upon the 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 which 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 the previous or current course, without permission from instructor or faculty (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 Executive 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
- 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, 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	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

### 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

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

- Meet with the course instructor to discuss the disagreement before the end of the course

- If the student does not receive a satisfactory explanation or resolution of the grade in question, the student may then submit a written request for review to the appropriate 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

The Academic Dean, Executive Director of Ministry Training, or Executive Vice President of Academics 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.

The Academic Dean, Executive Director of Ministry Training, or Executive Vice President of Academics 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 Executive Vice President of Academics 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 Services, Saturday Morning Prayer/21 Days of Prayer, etc. Students may participate in stage opportunities within their Practicum 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**

To participate in Highlands 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 must not be on Academic Probation and must have earned the minimum passing grade in Chapel or any Ministry Training course. Students may participate in stage opportunities within their Hands-On Lab as those are training experiences.

### **Restoration**

Students who earn the passing grade in the next term of Chapel or 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.

## **Resolution Process**

The purpose of the Resolution Process is to provide a relational and equitable process to resolve student concerns.

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

If a student cannot resolve a concern with another student, HC faculty or team member, or COTH Pastor or staff member, the student should follow the resolution process described below. Students should address grade disputes directly with their Instructor or Faculty member through the procedure specified in the Academic Catalog under the Grade Disagreements Policy. Students should address Housing matters with their Resident Assistant. If concerns remain, the student should then follow this Resolution Process.

Students should submit concerns through the [Highlands College Resolution form](#) within 14 days of occurrence. The student will receive an immediate acknowledgment of receipt of the information and can expect a timely response from the Resolution Committee. The Resolution Committee is committed to respecting the student's concerns and protecting the confidentiality of all information submitted. Students who have specific concerns regarding their experience as Highlands College students are encouraged to use this form to make those known. The Resolution Committee will review and give a timely response to all completed forms. Anonymous submissions cannot receive a response.

The Resolution Committee is a small group of Highlands College team members. Depending upon the nature of the concern and the level of response needed, a member of the Resolution Committee will respond directly to the student. The Committee will elevate the matter to the Highlands College Lead Team for review. Each semester, the Committee will report to the Highlands College Lead Team to summarize the nature of and response to student concerns reported through the Resolution Process.

Students should direct any questions related to the Highlands College Resolution Policy to the Executive Director of Student Life. Highlands College cannot guarantee that it will resolve every issue raised to the satisfaction of a student or a group of students. Highlands

College seeks to address pertinent issues that affect the quality of our student's academic and co-curricular experiences.

## Judicial Process

### Level One Infractions

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

### Level Two Infractions

Please note that zero-tolerance indicates that any student who violates this policy does not receive an additional warning. A first offense is a serious violation of the Code of Conduct and will subject an individual to all appropriate disciplinary sanctions.

1. The use, possession, or distribution of these substances is strictly prohibited:
  - a. Alcoholic beverages (note: anyone over the age of 21 supplying alcohol to those under the age of 21 will be sanctioned more severely, as this constitutes a felony. Sanctions for suppliers may be sanctioned more severely)
  - b. Narcotics or other controlled substances, except as expressly permitted by law
  - c. Tobacco products
2. Inappropriate sexual behavior, including but not limited to premarital or extramarital sexual activity, acts of homosexuality, and/or any that may be categorized as distasteful or immoral of a sexual nature according to the guidelines and determination of Highlands College and the governing parties therein
3. Deliberate refusal to comply with clearly stated policies or directives issued by any College official, including RA's and security personnel, acting in the performance of their duties. This includes, but is not limited to, failure to evacuate a building during a fire alarm or refusal to present proper ID upon request
4. Possession, distribution, propagation, or viewing of inappropriate material that include but is not limited to:
  - a. Obscene or distasteful material as determined by the community standards of Highlands College
  - b. Sexually explicit or pornographic content such as videos, movies, books, magazines, internet or webcam use, internet usage/sites, cell phones, etc.
  - c. Intentional distribution, exposure, propagation, and/or forwarding of illicit, explicit, and/or inappropriate materials with the intent to harass, disturb, discomfort, or bully another individual, including but not limited to:
    - i. Inappropriate text messages, phone calls, emails, pictures, or other correspondence that is offensive, sexual, lewd, or distasteful
  - d. Intentional exposure of body parts in any live or communicated fashion with or without the intent to harm, harass, or bully another person will be

handled with the utmost seriousness and will result in heavy consequences and/or sanctions

5. Aiding, abetting, or conspiring with another person to become involved in inappropriate behavior. Being present when another student violates College policy and behaving in such a way constitutes permitting or condoning the violation
6. Physical abuse, intimidation, fighting, harassment, pranks, and other physical conduct that either threatens or endangers the welfare, safety, and security of any person
7. Verbal abuse, intimidation, harassment, coercion, pranks, or bullying that threatens the health, safety, and security of any person
8. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty
  - b. Furnishing false information or lying to any College official, faculty member, or office
  - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification
  - d. Unauthorized taking or keeping of items of College property, items rented, leased, or placed on the campus, items belonging to students, faculty, staff, or guests of the College
9. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for initiation
10. Violation of federal, state, or local law
11. Possession of firearms, explosives, other weapons, or dangerous chemicals. Firearms, explosives, other weapons, and dangerous chemicals are not permitted on College premises
12. Participation in a campus demonstration which disrupts the normal operations of the College and infringes upon the rights of other members of the College community. Breach of peace or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by or participated in by the College
13. Conduct which is disorderly, lewd, or indecent
14. Coarse, profane, or any other language that is offensive to others
15. Propagation of unhealthy and unsound practices, including but not limited to:
  - a. Occult practices,
  - b. Witchcraft
  - c. Anti-Christian practice,
  - d. Intended worship of a non-Christian deity,
  - e. Doctrinal practices, teaching, etc. that endanger the College community.
16. Any gambling activity. Gambling includes any gaming activity that includes the wagering or exchanging of monies or material wealth
17. Attending places of questionable amusement, including but not limited to bars, dance clubs, casinos, adult entertainment clubs, and X-rated establishments

18. Abuse of the judicial system, including but not limited to the following.
  - a. Failure to obey the summons of a judicial body or College official
  - b. Disruption or interference with the orderly conduct of a judicial proceeding
  - c. Attempting to discourage an individual's proper participation in, or use of, the judicial system
  - d. Attempting to influence the impartiality of a member of a judicial body before and during the judicial proceeding
  - e. Harassment (verbal or physical) and intimidation of a member of a judicial body before, during, and/or after a judicial proceeding
19. Failure to comply with the sanction(s) imposed under the Code of Conduct
20. Conduct that is not in keeping with the values of the Highlands College community includes but is not limited to:
  - a. Attempts to circumvent regulations to enable disruptive, destructive, or inappropriate behavior
  - b. A series of acts, attitudes, or pattern of behavior that does not keep with College values
  - c. A habitual lack of regard for the community, students, or systems at the College
21. Any violation of the opposite sex visitation policy including but not limited to the following:
  - a. Intentional violation of the opposite sex visitation policy with suspected intent to engage in an illicit, explicit, or inappropriate activity
  - b. The accumulation of 2+ violations of the opposite sex visitation policy, even if no intent for inappropriate behavior is suspected
22. Being out overnight with members of the opposite sex

### **Level One and Two Sanctions**

In recommending or determining a sanction, the Judicial Committee which is composed of the Executive Leadership shall consider all relevant factors including the nature of the offense; the severity of any damage, injury, or harm resulting from the offense; the student's current demeanor; and the student's past disciplinary record.

The following sanctions may be imposed upon any student found to have violated a Level One or Two infraction of the Code of Conduct:

1. Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
2. Probation: A written reprimand for violation of specified regulations. Probation is for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
3. Loss of Privileges: Denial of specified privileges for a designated period.

4. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and monetary or material replacement.
5. Discretionary Sanctions: Work assignments, service to the College, or other related discretionary assignments. Any assignments must have the prior approval of the judicial body or judicial official.
6. Other Sanctions: Other sanctions may be imposed instead of or in addition to those specified above (imposition must relate to the nature of the violation), including but not limited to the following:
  - a. Educational research projects,
  - b. Mandated counseling or therapy, and/or
  - c. Substance abuse assessment
7. College Suspension: Separation of the student from the College for a definite period, after which the student is eligible to return. Conditions for readmission may be specified.

The Judicial Committee may impose multiple Level One or Level Two sanctions for any single violation.

In each case in which the Judicial Committee determines that a student has violated the Code of Conduct, the Committee shall determine and impose sanction(s) based on the recommendation of all members of the judicial body. Following the decision, the Judicial Committee shall advise the accused in writing or verbally of the determination and the sanctions.

All disciplinary sanctions, i.e., restitution, work assignments, research projects, etc. must be completed before students will be permitted to receive their current semester grades and register for classes the following semester.

Students who are expelled or suspended from the College may not be in the residential areas, the campus, any classes, and/or participate in other College activities or exercise any privileges for which the student might otherwise be eligible, as the judicial body may determine to be appropriate.

Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's confidential record. Upon graduation, the student may apply to the judicial body to have their confidential record expunged of disciplinary actions other than College suspension or College expulsion. The Registrar will expunge from the student's confidential record any cases involving the imposition of sanctions other than College suspension or College expulsion one year after the final disposition of the case.

### **Level Three Infraction**

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

### **Level Three Sanction**

A Level Three offense is a single sanction offense: expulsion. A student who commits a Level Three offense will be permanently separated from the College. The Judicial Committee communicates its recommendation to the College President.

## **SUSPENSIONS AND EXPULSIONS**

### **Procedure**

In the case of all College expulsions and any suspension that occurs for the remainder of the academic semester, the student will not be allowed to finish classes for that semester and will be required to leave campus within 24 hours. At that time, the student is responsible for following the withdrawal process that begins in the Registrar's Office.

The student will earn a grade of "W" with no credit earned in any courses.

### **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 records 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 on one of two possible outcomes.

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

The 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 desires to help students effectively and efficiently complete the requirements for the degree so that they will be able to lead lives of eternal impact by fulfilling the Great Commission. We serve students, faculty, and teammates through registration, enrollment, course schedules, class management, academic support, maintaining student records, graduation application, and commencement. The Office of the Registrar is the guardian of the Academic Catalog and records. Please contact the Registrar at [registrar@highlandscollege.com](mailto:registrar@highlandscollege.com) or (205) 963-6970.

### **Course Registration**

The Registrar pre-registers students in courses prior to the start of each semester through Populi, the student database. Students are encouraged to notify the registrar's office with any questions or concerns regarding the registration process and the scheduling of classes.

Any student who is on a financial lock cannot register for classes and must obtain financial clearance from the Student Accounts department before they may be registered for 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.

### **Transfer Credit**

Applicants who have previously attended college should request their prior college send official transcripts to the Registrar, at [registrar@highlandscollege.com](mailto:registrar@highlandscollege.com), or mail to

Attn: Registrar  
Highlands College  
3660 Grandview Pkwy  
Birmingham, AL 35243

Highlands College will evaluate transcripts for possible transferable credit. For the 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 completed at the original institution and the course currently offered at HC and the student earned a grade of "C" or higher. These transfer credits will 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 the Fall of 2016 are not accepted for program completion
- HC courses taken during or after the Fall of 2016 will be recognized for program completion if they meet both of the following criteria.
  - The syllabi for each course are substantially comparable
  - The student earned a grade of C or better in the course

### **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.

Dropping scheduled courses may prolong the student's anticipated date of graduation. Drop/Adds for the same course may not be processed at the same time. Dropping courses are granted in limited circumstances.

Students who desire to alter their schedule by adding additional classes or dropping scheduled courses must do so under the guidance of the Office of the Registrar. Adding additional classes may increase tuition costs. Changes from the recommended course sequence could affect schedule alignment and delay graduation. The Registrar can provide students with future schedule forecasts to ensure timely graduation.

### **Course Withdrawal Before the Drop/Add Deadline**

Students may withdraw from any course before the drop/add deadline without academic and financial penalties.

### **Course Withdrawal After the Drop/Add Deadline**

If a student drops a course after the drop/add deadline, then the student is ineligible for a refund for tuition. If a student withdraws from a course after the drop/add deadline, then the student will receive a grade of "WP" (Withdraw Passing) or "WF" (Withdraw Failing) based on the student's average in the course at the time of withdrawal. A "WP" grade does not affect the student's GPA (Grade Point Average). A grade of "WF" adversely impacts GPA and carries the same weight as an "F" in the class (see Grading section). To avoid the penalty of a "WF," students should initiate course withdrawals prior to the "Last Day to Withdraw with WP/WF" deadline.

### **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. Approval of Leave of Absence requests is not automatic.

The Executive Vice President of Academics is the final approval authority for Leave of Absence requests. Leave of Absence Request forms are available from the Registrar's office or by an email request sent to registrar@highlandscollge.com. Please see the "Leave of Absence" Section for more information.

### **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
- Prolonged non-attendance and inactivity
- Leave of Absence non-return

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. Request forms are available from the Registrar's office or by an email request sent to registrar@highlandscollege.com. A withdrawal review conversation with the Registrar is strongly encouraged.

### **Change of Program**

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

- Change enrollment from a current program to any other program
- Changes in present enrollment with SEU (i.e., withdrawal from SEU or becomes newly enrolled at SEU)

Students desiring to initiate a change of program should complete the Change of Request Form. Request forms are available from the Registrar's office or by email request sent to registrar@highlandscollege.com.

Students must meet all admission requirements of the new program before they may change to that program. Due to the differences in program requirements, the student should process the changes requested in a meeting with the Office of the Registrar so that the Registrar's office can advise the student on the requirements for the program completion and implications for tuition.

Approval to request a change of program is not definite and subject to final approval. Decisions are final and 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 Executive Vice President 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 and navigator to plan their schedule to maximize the opportunity to return to good standing status.

## **Graduation**

Graduation is a time of celebration and commissioning at Highlands College. The Registrar's office works diligently to help students effectively and efficiently complete the requirements for the degree so that they will be able to lead lives of eternal impact by fulfilling the Great Commission.

The Office of the Registrar completes a degree audit for all graduation candidates and assures all graduation requirements are met.

Graduation forms are available from the registrar's office or by email request sent to registrar@highlandscollege.com. Please see the "Graduation Requirements" section for more information.

## **Graduation Honors and Awards**

### **President's List**

Students who earn a CGPA of 3.0 at the end of each semester will receive the honor of being on the President's List. Students who maintain being on the President's List for four semesters will receive special recognition at Graduation.

### **Honors**

The top 10% of the graduating class as listed by CGPA, will graduate with honors.

### **Awards**

Graduates are eligible for five awards at Graduation

- **Pillar Awards**

- **Academic Instruction** - The Academic Instruction award recognizes the student who developed their intellect and increased their knowledge of God—while also building integrity, wisdom and dependence on God. They displayed an exceptional understanding of their Christ-centered calling and biblical interpretation in the classroom while at Highlands College.

- **Ministry Training** - The Ministry Training award recognizes the student who displayed exceptional skill and leadership in their ministry training setting and took ownership in their practicum while at Highlands College. They displayed exceptional application of their knowledge and effectiveness as a ministry leader for the local church.
- **Character Formation** - The Character Formation award recognizes the student who developed Christ-like character through time spent investing in relationships with mentors and peers. They developed the discipline to make tough decisions, the tenacity to overcome adversity, and the humility to build and maintain meaningful relationships.
- **Spiritual Development** - The Spiritual Development award recognizes the student who demonstrates their personal devotion to God and commitment to participating in the local church, chapel, small groups, and relationships with others. They built a foundation for a lifetime of spiritual growth while at Highlands College.
- **Presidential Award**
  - The Presidential Award honors one student who best exemplifies our student learning objectives that our graduates would be known for their commitment to the authority of Scripture, the pursuit of a Christ-centered life, the passion of lifelong learning, the calling of ministry leadership, and the advancement of the Kingdom.

### **Transcript Requests**

The Registrar will provide official transcripts at the student's written request to any institution of higher learning. Students should be aware that courses completed at HC or SEU may not be eligible for credit transfer to any other educational institution. Each educational institution has its own policies and procedures regarding accepting transfer credit. The student should contact each institution individually to determine its transfer acceptance policies. Students may request a transcript of their HC academic record from the Registrar at any time. However, transcripts will not be released if the student's account has a "Financial" or "Grades/ Transcript" lock at the time of the request.

Transcript request forms are available from the registrar's office or by email request sent to registrar@highlandscollege.com. Transcript requests are processed electronically from the "Student" tab in Populi. Instructions will be sent to you from the Office of the Registrar.

### **FERPA (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. However, educational rights and privacy are important to Highlands College, and we practice accountable procedures aligned with FERPA regulations. .

Please see the FERPA section in the appendices for more information.

# FINANCIAL INFORMATION

## Tuition

Fall 2022/Spring 2023 Incoming Students		
Program	Semester	Due Date
Traditional	\$3,950	One week before the first day of class

Students enrolled prior to Fall 2022		
Program	Semester	Due Date
Traditional	\$3,300	One week before the first day of class

Tuition covers the following for the Traditional program: 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 activities.

HC may grant a student permission to take a different course 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.

### 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 both of the following HC activities where attendance is recorded for a grade.

- Chapels
- Sunday Experience

### 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 exclusive

### Fees

Type	Amount	Due Date
Application Fee	\$50	Non-refundable fee paid with the application.
Enrollment Deposit	\$250	Paid before the semester begins. HC student's deposit is applied toward tuition. SEU enrolled 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	Non-refundable
Returned Check Fee	\$35	
Replacement ID Card	\$10	
Replacement Diploma	\$25	
Replacement Diploma Cover	\$30	
Mission Trip	Varies	Based on trip price
Traditional Students only: HC Fit (see description below)	\$1,050	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 the application
New Housing Application Fee	\$100	Before 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 does not participate in any federal financial aid programs, such as Title IV, Veterans Administration, or individual state-recognized tuition benefit or reimbursement programs including but not limited to all plans under Section 529 of the Internal Revenue Code.

### Scholarships

Highlands College offers a limited number of competitive scholarships to students 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. The following scholarships are 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

The following scholarships are 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 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, will not have access to the course and course materials, cannot attend any HC events, 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**

Highlands College seeks to provide an environment 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 Location**

Highlands College Campus  
3660 Grandview Parkway  
Birmingham, Alabama 35243

## **EVENING PROGRAM**

### **EVENING PROGRAM OVERVIEW**

The Evening Program is a part-time adult learning experience. Students will have the opportunity to earn a certificate in Christian Leadership Foundations, Ministry Leadership Applications, Ministry Training Intensive, or Biblical Studies. All certificates are two semesters in length, with the exception of the Ministry Training Intensive Certificate, which is four semesters in length.

### **EVENING PROGRAM CERTIFICATES**

#### **Biblical Studies**

The Biblical Studies Certificate provides leadership training for adult learners who want to further deepen their knowledge and study of the Bible and provides ministry leaders with a foundation built upon God's Word. Biblical Studies classes follow the academic calendar and are on Tuesday nights from 6:30-7:30 p.m. CST. For the complete list of locations where classes are held see the section titled Evening Program Locations.

The Biblical Studies Certificate consists of four courses designed to address the essential biblical knowledge for a ministry-minded leader.

#### **Course Completion Plan**

##### **First Semester**

Term A: BSC 101	Bible Doctrine
Term B: BSC 102	Interpretation of the Bible

##### **Second Semester**

Term A: BSC 201	Introduction to the Old Testament
Term B: BSC 202	Introduction to the New Testament

Upon successful completion of all courses, students will earn a Biblical Studies Certificate (BSC).

#### **Christian Leadership Foundations**

The Christian Leadership Foundations Certificate provides leadership training for adult learners who want to further develop their ability to lead with a Biblical worldview. Christian Leadership Foundations classes follow the academic calendar and are on Tuesday nights from 6:30-7:30 p.m. CST. For the complete list of locations where classes are held, see the section titled Evening Program Locations.

## **Academics**

The Christian Leadership Foundations Certificate consists of four courses designed to address the foundational traits of Christian Leaders.

### **Course Completion Plan**

#### **First Semester**

Term A: CLF 101      Introduction to Christian Leadership

Term B: CLF 102      Personal Leadership

#### **Second Semester**

Term A: CLF 201      Leadership Purpose

Term B: CLF 202      Organizational Leadership

Upon completion of all courses, students will earn the Christian Leadership Foundations Certificate (CLF).

## **Ministry Leadership Applications**

Prerequisite: Christian Leadership Foundations Certificate

The Ministry Leadership Applications Certificate provides leadership training for adult learners who want to further develop their ability to live as ministry-minded leaders. Ministry Leadership Applications classes follow the academic calendar and are on Tuesday nights from 6:30-7:30 p.m. CST. For the complete list of locations where classes are held, see the section titled Evening Program Locations.

## **Academics**

The Ministry Leadership Applications Certificate consists of four courses designed to address the essential traits of a ministry-minded leader.

### **Course Completion Plan**

#### **First Semester**

Term A: MLA 301      Ministry Philosophy

Term B: MLA 302      Ministry Practices I

#### **Second Semester**

Term A: MLA 401      Ministry Practices II

Term B: MLA 402      Ministry Comprehensive

Upon completion of all courses and requirements, students will earn the Ministry Leadership Applications Certificate (MLA).

## **Ministry Training Intensive**

Prerequisite or Corequisite: Christian Leadership Foundations Certificate and Ministry Leadership Applications Certificate

The Ministry Training Intensive Certificate provides ministry and leadership training to the adult learner who desires to be as effective as they can be for the Kingdom, through serving at the highest level in the church or workplace, or to have a career in vocational ministry.

The Ministry Training Intensive Certificate consists of Ministry Training Labs, where students learn from Church of the Highlands staff about their area of expertise, Ministry Training Experience courses, where students engage with hands-on learning through Church of the Highlands Campuses, and Ministry Training Specializations, which are focused areas the student chooses to study in their Ministry Training Experience courses. Ministry Training Specializations are Conference and Events, Family Ministry, Outreach, Pastoral Leadership, Students, and Worship Leadership. Each Specialization has pre-defined benchmarks which guide a student's development in that ministry area.

Ministry Training Intensive graduates will have access to Ministry Placement and may apply for internships with Highlands College or Church of the Highlands. Ministry Training Intensive classes follow the academic calendar and are on Tuesday nights from 7:45-8:45 p.m. For the complete list of locations where classes are held, see the section titled Evening Program Locations.

The Ministry Training Intensive Certificate is eight courses designed to develop ministry leaders in the local church.

### **Course Completion Plan**

#### **First Semester**

MTE 101	Ministry Training Experience I
MTL 101	Ministry Training Lab I
EVATH	Athletics & Personal Workouts

#### **Second Semester**

MTE 102	Ministry Training Experience II
MTL 102	Ministry Training Lab II
EVATH	Athletics & Personal Workouts

#### **Third Semester**

MTE 201	Ministry Training Experience III
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MTL 201      Ministry Training Lab III  
EVATH        Athletics & Personal Workouts

#### **Fourth Semester**

MTE 202      Ministry Training Experience IV  
MTL 202      Ministry Training Lab IV  
EVATH        Athletics & Personal Workouts

#### **Ministry Training Experience Sunday Serves**

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 can choose their preferred campus and Dream Team to fulfill this requirement. To enable students to serve on the Dream Team, they must complete the Growth Track within the first two months of their first semester and within the most immediate time frame if they have not already done so.

Students must make it a priority to “worship one, serve one” each Sunday. Serving on Sundays is a significant portion of the discipleship process at HC and provides a hands-on environment to practice and apply ministry training. Students cannot miss more than 4 Sunday Serves in order to pass the Ministry Training Experience.

#### **Ministry Training Experience Small Groups**

Students must lead a small group every semester enrolled in MTI. Students must also complete a Freedom Group before graduating and may complete a Freedom Group instead of leading a small group during a semester of their choosing.

#### **Athletics & Personal Workouts**

This course assists students in character development and physical health by requiring a weekly workout plan and completion of a 10K during Spring semesters. Students are enrolled in this course every semester and must pass this course four times over four semesters. The Evening 10K is a required assignment each Spring Semester and must be completed at least once prior to graduating. Medical exceptions with the appropriate documentation are allowed in lieu of completing the 10K.

#### **Ministry Training Experience Specializations**

During the first two semesters of MTI, students will be enrolled in General Ministry Training. At or near the beginning of a student’s third semester, Evening Staff will provide information and requirements about how to declare a Ministry Training Specialization. Students must complete two sequential semesters of a Ministry Training Specialization within their Ministry Training Experience courses before they can graduate.

Students who want to switch to a different Ministry Training Specialization should first discuss their intent with Evening Leaders and complete a Ministry Training Specialization

Transfer form. To request a change, submit a Change of Specialization form to the Registrar's office. The Change of Specialization form is available by student request to the Registrar's office.

### **Specializations:**

#### **General Ministry Training** (1st and 2nd Semester)

The Ministry Training Specialization is designed to give first- and second-semester students exposure to various ministry areas before selecting a ministry focus for the remainder of their training in the Ministry Training Intensive. Students will get hands-on experience in each of the areas in addition to a guided reflection on the area of their calling.

#### **Outreach** (3rd and 4th Semester)

This Specialization 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 training and study experience with guided reflections in Outreach.

#### **Conference and Events** (3rd and 4th Semester)

This Specialization 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 training and study experiences with guided reflection.

#### **Family Ministry** (3rd and 4th Semester)

This Specialization teaches students how to invest in the lives of families through worship, videos, skits, small groups, greetings, games, and more. 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** (3rd and 4th Semester)

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

#### **Students** (3rd and 4th Semester)

This Specialization trains and equips leaders to be successful in leading youth. Students will receive training in building teams, communicating, event/conference planning, small

group, team, and organizational leadership, with holistic, hands-on training, study experiences, and guided reflections.

**Worship Leadership** (3rd and 4th Semester)

This Specialization prepares students for spiritual and musical development as worship leaders 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. Students pursuing the Worship Leadership Specialization must be actively serving on the Highlands worship team or must be accepted to serve with the worship team before choosing this specialization.

# Evening Program Certificate Admission Requirements

## Technical Standards for Admission

HC is a rigorous and intense college experience that places specific requirements and demands on the students enrolled. 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 accommodations 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 of 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.

The Evening Program is a part-time program for the adult learner aged 23 and older to pursue leadership development, grow in Biblical proficiency, and/or gain ministry and leadership training. Students may pursue one or more of the following certificates within the Evening program.

- Christian Leadership Foundations
- Ministry Leadership Applications
- Ministry Training Intensive
- Biblical Studies

To gain entry into any Certificate within the Evening Program at HC, an applicant must submit and meet the following admission 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.
- Ensure access to sufficient financial resources to cover tuition, fees, accommodations, and living expenses. Students may view tuition and fees on the Highlands College website.
- 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.
- Affirm agreement with the Highlands College Statement of Faith.
- Complete the admission application, which includes the following.
  - Completed Online Application
  - Payment of the \$50 Application Fee
  - Background Authorization Consent

For those pursuing the Ministry Training Intensive Certification, the following additional application requirements must be received in order to complete the admission application:

- Admissions Interview
- Ministry Calling Essay
- Completed Online Character Reference Form
- Completed Ministry Service Online Reference Form

Following receipt of a completed application demonstrating that the above requirements are met, the Admissions Committee will review the applicant, and the Admissions Department will 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. The Admissions Committee may apply additional conditions concerning the above entry requirements at its discretion.

### **Age**

The recommended minimum age for students beginning a certificate in the Evening Program is 23 years of age. The Admissions Committee may grant permission in limited circumstances to enter the program who are as young as 18. Applicants who are younger than 18 years of age are not eligible to enroll in the Evening 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 home school having earned a standard diploma.
- Completed the General Educational Development (GED) certificate.
- Other state-recognized equivalency of a high school diploma.

### **Documentation of Secondary Education**

HC does not require Evening Program Certificate 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 Evening Program Certificate 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 Evening Program applicants.

## **Online Reference Forms**

### **Christian Leadership Foundations, Ministry Leadership Applications, and Biblical Studies Certificate Applicants**

No Reference Form Required

### **Ministry Training Intensive Certificate Applicants**

Applicants must submit a minimum of two online reference forms as part of their admission application.

Reference Requirements.

- **Character Reference:** 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, Dream Team 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.
- **Ministry Service Reference:** Applicants must submit at least one reference from a staff member at their church or campus. The reference may not be from a relative.

### **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.

## **EVENING COURSES**

### Ministry Training Certificate 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.

#### **MTE 101-402: Ministry Training Experience**

These courses provide hands-on Ministry Training in the local church environment through their Church of the Highlands campus and provide assignments focused on their Ministry Training Specialization. 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 life-long relationships, experience freedom, and learn how to build and strengthen Godly character; that students receive training in their Ministry Training Specialization.

#### **MTL 101-402: Ministry Training Lab**

These courses help students gain an understanding of all major components of local church ministry with in-class content and through Ministry Training Specialization focused assignments outside of class.

### Ministry Training Specialization

#### **General Ministry Training**

The Ministry Training Specialization 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 Ministry Training Intensive. Students will get hands-on experience in each of the areas in addition to a guided reflection on the area of their calling.

#### **Outreach Specialization**

This Specialization allows students to experience the heart and hub of Church of the Highland's local outreach. Students will plan and lead local outreach events and receive holistic, hands-on training and study experience with guided reflections in Outreach.

#### **Conference and Events Specialization**

This Specialization 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 training and study experiences with guided reflection.

### **Family Ministry Specialization**

This Specialization teaches students how to invest in the lives of families through worship, videos, skits, small groups, greetings, 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 Specialization**

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

### **Students Specialization**

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

### **Worship Leadership Specialization**

This Specialization prepares students for spiritual and musical development as worship leaders 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. Students pursuing the Worship Leadership Specialization must be actively serving on the Highlands worship team or must be accepted to serve with the worship team prior to choosing this specialization.

## FINANCIAL INFORMATION

### Tuition

Certificates	Semester	Due Date
Christian Leadership Foundations Certificate	\$750	See Academic Calendar for financial deadline.
Ministry Leadership Applications Certificate	\$750	See Academic Calendar for financial deadline.
Ministry Training Intensive Certificate	\$750	See Academic Calendar for financial deadline.
Biblical Studies Certificate	\$750	See Academic Calendar for financial deadline.

If an Evening student fails a required course, the Evening student may retake the course in a subsequent term and pay tuition at a rate of \$375 per course.

### Scholarships and Waivers Good Standing Policy

Highlands College does not offer a scholarship program for Evening Program students. However, should an Evening Program student be selected as the recipient for a donor-funded scholarship, the Scholarship and Waivers Good Standing Policy would apply for continued receipt of scholarship funds.

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 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.

## **Evening Program Locations**

Auburn East Campus  
2001 East Samford Avenue  
Auburn, AL 36830

Gadsden Campus  
4409 Airport Road  
Gadsden, AL 35904

Highlands College Campus  
3660 Grandview Pkwy  
Birmingham, AL 35243

Huntsville Campus  
330 Nance Road  
Huntsville, AL 35758

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

Montgomery Campus  
4255 Taylor Road  
Montgomery, AL 36116

Oxford Campus  
Office Complex  
2109 US-78  
Anniston, AL 36207

Shoals Campus  
Office Complex  
10 Hightower Place  
Florence, AL 35630

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

## **MINISTRY PLACEMENT**

Ministry Placement exists to 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, culminating in a connection to ministry jobs and internship opportunities. These services are available to all Traditional and certain Evening students and graduates who maintain proper standing in the program.

### **Job Placement and Internships**

The Placement Office works closely with thousands of churches through multiple strategic partnership networks, including the ARC network and Highlands Resources churches. Hundreds of ministry jobs and internship opportunities from these strategic partners are showcased to students and graduates through our placement platform, myIMPACT. Throughout their time at HC, students will also have opportunities to meet visiting pastors from other churches seeking new hires. They will also receive intentional investment by and access to the placement team for help finding opportunities that fit their giftings and calling. The placement team is available to help 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 with students throughout the entire process.

The HC Ministry Placement Department does not guarantee employment or an internship upon graduating from HC. Ultimately, obtaining employment with a desired employer is the student/graduate's responsibility.

# ACADEMIC AND MINISTRY TRAINING CALENDAR

## FALL 2022

August 2	Tuesday	FINANCIAL DEADLINE
August 6	Saturday	Housing Orientation & Move-in
August 7–8	Sunday–Monday	Traditional Orientation

August 9	Tuesday	Term A: Begins
August 9	Tuesday	One Big Chapel
August 12	Friday	Traditional Drop/Add Deadline
August 14	Sunday	Evening Orientation
August 16	Tuesday	Evening Classes Begin
August 22	Monday	Evening Drop/Add Deadline
September 9	Friday	Term A: Last Day to Receive WP/WF
September 26	Monday	Weather Day
October 3–7	Monday– Friday	Midterm/Final Exam Week
October 7	Friday	Term A: Ends
October 8–10	Saturday–Monday	Fall Break

October 11	Tuesday	Term B: Begins
October 14	Friday	Term B: Drop/Add Deadline
October 21	Friday	Semester Courses: Last Day to Receive WP/WF
November 11	Friday	Term B: Last Day to Receive WP/WF
November 19–26	Saturday– Saturday	Thanksgiving Break
December 5	Monday	Academic Classes
December 7	Wednesday	Impact Conference - No Academic Classes
December 12–16	Monday–Friday	Final Exam Week
December 16	Friday	Semester: Ends
December 17	Saturday	Winter Break Begins

## ACADEMIC AND MINISTRY TRAINING CALENDAR SPRING 2023

January 3	Tuesday	FINANCIAL DEADLINE
January 6	Friday	Housing Orientation & Move-in
January 8–9	Sunday–Monday	Traditional Orientation

January 10	Tuesday	Term A: Begins
January 10	Tuesday	One Big Chapel
January 13	Friday	Traditional Drop/Add Deadline
January 15	Sunday	Evening Orientation
January 17	Tuesday	Evening Classes Begin
January 20	Friday	No Academic Classes
January 23	Monday	Academic Classes
January 23	Monday	Evening Drop/Add Deadline
February 10	Friday	Term A: Last Day to Receive WP/WF
February 27	Monday	Weather Day
March 6–10	Monday–Friday	Midterm/Final Exam Week
March 10	Friday	Term A: Ends
March 11–18	Saturday– Saturday	Spring Break

March 19	Sunday	Term B: Begins
March 24	Friday	Semester Courses: Last Day to Receive WP/WF
March 24	Friday	Term B: Drop/Add Deadline
April 3	Monday	Academic Classes
April 7	Friday	Good Friday - No Academic Classes
April 21	Friday	Term B: Last Day to Receive WP/WF
May 8	Monday	Weather Day
May 12	Friday	Final Exams - Fourth Semester Students
May 13	Saturday	Graduation
May 15–17	Monday–Wednesday	Final Exams - First, Second, & Third Semester Students
May 17	Wednesday	Semester: Ends

## **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