



**ACADEMIC CATALOG  
SPRING ADDENDUM**

2022 – 2023

PDF Publication Date: January 1, 2023

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## **NOTICE OF NONDISCRIMINATORY POLICY RELATED TO STUDENTS**

**Note: The Notice of Nondiscriminatory Policy Related to Students is an addition to 2022-2023 Academic Catalog.**

Highlands College admits students of any race, color, gender, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs. The College reserves the right to withdraw a student for cause at any time.

## **COURSE WITHDRAWAL BEFORE THE DROP/ADD DEADLINE**

**Note: The Course Withdrawal Before the Drop/Add Deadline replaces the previous policy on pages 76-77 in the Office of the Registrar section of the 2022-2023 Academic Catalog.**

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

For students in the Traditional program or credit-bearing Evening program, the drop/add deadline occurs on the first Friday after the start of a term or semester-length course.

For students in the non-credit-bearing Evening program, there is no drop/add deadline.

## **COURSE WITHDRAWAL DEADLINE**

**Note: The Course Withdrawal Deadline replaces the previous policy on page 77 in the Office of the Registrar section of the 2022-2023 Academic Catalog.**

Students may drop a course without financial or academic penalty until the Drop/Add Deadline as specified in the Academic Calendar. After the Drop/Add Deadline, students may withdraw from a course up to the Course Withdrawal Deadline, which is the tenth (10<sup>th</sup>) class meeting of a term-length course and the twentieth (20<sup>th</sup>) class meeting of a semester-length course. There is no tuition refund for courses dropped after the Drop/Add Deadline.

If a student in the Traditional program or the credit-bearing Evening program withdraws from a course after the Drop/Add Deadline, the student does not receive a tuition refund and receives 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).

After the Course Withdrawal Deadline, students cannot withdraw from a course and will remain enrolled until the course's end date.

## **WITHDRAWAL FROM HIGHLANDS COLLEGE**

**Note: The Withdrawal from Highlands College replaces the previous policy on pages 77-78 in the Office of the Registrar section of the 2022-2023 Academic Catalog.**

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 exceeding 14 days
- Leave of absence non-return

A student who decides to withdraw from HC must complete and submit a Highlands College Withdrawal Request form to the Registrar. Students may request a Withdrawal Request by sending an email to registrar@highlandscollge.com.

Students in the Traditional and credit-bearing Evening programs must request withdrawals by the tenth (10<sup>th</sup>) class meeting of a term-length course and the twentieth (20<sup>th</sup>) class meeting of a semester-length course. Requests submitted after this time will be reviewed and processed after the semester has concluded and before the next semester starts. ***Late requests after this deadline may carry financial and/or academic penalties.***

A withdrawal review conversation with the Registrar is strongly encouraged.

## **LEAVE OF ABSENCE**

**Note: The Leave of Absence replaces the previous policy on page 77 in the Office of the Registrar section of the 2022-2023 Academic Catalog.**

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 have to apply for readmission. However, when the Leave of Absence ends and the student resumes classes, the student must still meet all admission requirements.

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

Students may apply for a Leave of Absence at any time. If a student receives a Leave of Absence mid-semester, it is considered a Leave of Absence for an entire semester. Students approved to take a Leave of Absence mid-semester on Academic Probation will remain on Academic Probation once they resume

attendance. Students approved for a Leave of Absence after the semester's drop/add date will receive grades of "W" (Withdrawn), "WP" (Withdrawn, passing), or "WF" (Withdrawn, failing) based upon their class average at the time the request is submitted.

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

Approval of Leave of Absence requests is not automatic. The Academic Dean is the final approval authority for Leave of Absence requests. Decisions are final and are not subject to appeal. A student who does not receive approval for a Leave of Absence Request will be withdrawn from the College and must apply for readmission when the student seeks to resume their studies. If the student does not wish to be withdrawn from the College, they must notify the Registrar's office within seven days of denying the request.

Leave of Absence Request forms are available from the Registrar's office or by email request sent to [registrar@highlandcollege.com](mailto:registrar@highlandcollege.com).

## **TRADITIONAL PROGRAM**

### **PRESIDENT'S LIST**

**Note: The President's List is an addition to the 2022-2023 Academic Catalog to be placed in the Office of the Registrar section.**

Students who achieve a perfect 4.0 Grade Point Average at the end of each academic semester will receive the honor of being on the President's List. Students must complete the co-curricular requirements, be full-time, and be in good standing. Students on the President's List for each of their four semesters will receive special recognition at graduation. Students will be notified of this honor within 30 days from the end of each semester.

## **PLAGIARISM**

**Note: This Plagiarism section replaces the previous policy on pages 60-62 in the Policy section of the 2022-2023 Academic Catalog.**

### **ACADEMIC COURSES**

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 a limited understanding of plagiarism. The course professor will deliver any, or any combination, of the following consequences to deter further acts of the same. Any Low-Level Plagiarism occurrence will be documented, along with details of the consequences applied.

- Assignment of the 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 student throughout their HC career result in Medium Level or High-Level consequences and a referral to the Writing Center Coordinator.

#### **Medium Level Plagiarism**

- Engaging in Low-Level Plagiarism three times in one or more courses



- Combining paraphrasing with verbatim sentences to create a paragraph or more of the text (a.k.a. “mosaic plagiarism”)
- Direct plagiarism of phrases, but not entire paragraphs or works, that lack proper attribution and are presented as the student’s work
- Failure to cite in-text (parenthetical or footnotes) resources multiple times in a single submission that are listed on the reference list
- Failure to cite any references, either in-text or in a reference list, when references were used to construct the assignment
- Paraphrase another’s work without proper attribution
- The first instance of a student turning in partial or total work that the student has used in the previous or current course without permission from a professor (a.k.a. self-plagiarism)

### **Medium Level Consequences**

Should it be determined that a student has committed Medium Level Plagiarism, the student will be referred to the Writing Center Coordinator, who will deliver any, or any combination, of the following consequences 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 Modules and Quizzes 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 Writing Center Coordinator.

### **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 work
- The second instance (or more) that the student has turned in partial or total work that the student has used in the previous or current course without permission from a professor (a.k.a. self-plagiarism)
- Submitting another person’s work as one’s own

### **High-Level Consequences**

Should it be determined that a student has committed High-Level Plagiarism, the student will be referred to the Academic Dean, who will deliver any, or any combination, of the following consequences 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 the transcript



## **JUDICIAL POLICY**

**Note: The Judicial Policy replaces the previous policy on pages 69-73 of the 2022-2023 Academic Catalog.**

### **LEVEL ONE INFRACTIONS**

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

1. Dress code violation
2. Curfew violation
3. Parking violation
4. Housing violation
5. 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 Community Covenant and will subject an individual to all appropriate disciplinary sanctions.

1. The accumulation of two or more Level One Infractions within a semester.
2. The use, possession, or distribution of these substances is strictly prohibited:
  - a. Alcoholic beverages (note: anyone over the age of 21 supplying alcohol to those under 21 will be sanctioned more severely, as this constitutes a felony. Sanctions for suppliers may be sanctioned more severely).
  - b. Narcotics or other controlled substances, except as expressly permitted by law.
  - c. Tobacco products.
3. Inappropriate sexual behavior, including but not limited to premarital or extramarital sexual activity, acts of homosexuality, and/or any that may be categorized as distasteful or immoral of a sexual nature according to the guidelines and determination of Highlands College and the governing parties therein.
4. Deliberate refusal to comply with clearly stated policies or directives issued by any College official, including RA's and security personnel, 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.
5. Possession, distribution, propagation, or viewing of inappropriate material that includes but are 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.
6. Aiding, abetting, or conspiring with another person to become involved in inappropriate behavior. Being present when another student violates College policy and behaving in such a way that constitutes permitting or condoning the violation.
  7. Physical abuse, intimidation, fighting, harassment, pranks, and other physical conduct that either threatens or endangers the welfare, safety, and security of any person.
  8. Verbal abuse, intimidation, harassment, coercion, pranks, or bullying that threatens the health, safety, and security of any person.
  9. Acts of dishonesty, including but not limited to the following:
    - a. Cheating, plagiarism, or other forms of academic dishonesty. - Align with the Academic Dishonesty policy
    - b. Furnishing false information or lying to any College official, faculty member, or office.
    - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
    - d. Unauthorized taking or keeping of items of College property, items rented, leased, or placed on the campus, and items belonging to students, faculty, staff, or guests of the College.
  10. Hazing is an act that endangers a student's mental or physical health or safety, or which destroys or removes public or private property for initiation.
  11. Violation of federal, state, or local law.
  12. Possession of firearms, explosives, other weapons, or dangerous chemicals. Firearms, explosives, other weapons, and dangerous chemicals are not permitted on College premises.
  13. Participation in a campus demonstration 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.
  14. Conduct that is disorderly, lewd, or indecent.
  15. Coarse, profane, or any other language that is offensive to others.
  16. Propagation of unhealthy and unsound practices, including but not limited to:

- a. Occult practices,
  - b. Witchcraft,
  - c. Anti-Christian practice,
  - d. Intended worship of a non-Christian deity,
  - e. Doctrinal practices, teachings, etc., that endanger the College community.
17. Any gambling activity. Gambling includes any gaming activity that includes the wagering or exchanging of money or material wealth.
18. Attending places of questionable amusement, including but not limited to bars, dance clubs, casinos, adult entertainment clubs, and X-rated establishments.
19. Abuse of the judicial system, including but not limited to the following:
- a. Failure to obey the summons of a judicial body or College official.
  - b. Falsification, distortion, or misrepresentation of information before a judicial body.
  - c. Disruption or interference with the orderly conduct of a judicial proceeding.
  - d. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
  - e. Attempting to influence the impartiality of a member of a judicial body before and during the judicial proceeding.
  - f. Harassment (verbal or physical) and intimidation of a member of a judicial body before, during, and/or after a judicial proceeding.
20. Failure to comply with the sanction(s) imposed under the Community Covenant.
21. Conduct that is not keeping with the values of the Highlands College community includes but is not limited to:
- a. Attempts to circumvent regulations to enable disruptive, destructive, or inappropriate behavior.
  - b. A series of acts, attitudes, or pattern of behavior that does not keep with College values.
  - c. A habitual lack of regard for the community, students, or systems at the College.
22. Any violation of the visitation policy, including but not limited to the following:
- a. Intentional violation of the visitation policy with suspected intent to engage in an illicit, explicit, or inappropriate activity.
  - b. The accumulation of 2+ violations of the visitation policy, even if no intent for inappropriate behavior is suspected.
  - c. Sleeping in the same bed with any person that is not a direct family member.
23. Being out overnight with members of the opposite sex.
24. Teaching or promoting any behavior or ideology that directly contradicts the Statement of Faith and/or Community Covenant. Continued enrollment in Highlands College is contingent upon adherence to an agreement with the Statement of Faith and Community Covenant.

## **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.

### **LEVEL ONE SANCTIONS**

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

### **LEVEL TWO SANCTIONS**

Level Two Sanctions may vary, given the nature and severity of the offense.

Sanctions may include one or more of the following:

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

### **LEVEL THREE SANCTION**

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

## **EVENING PROGRAM**

### **EVENING PROGRAM OVERVIEW**

**Note: The Evening Program Overview replaces the previous policy on page 88 in the Evening Program section of the 2022-2023 Academic Catalog.**

The Evening Program is a part-time adult learning experience. Students will have the opportunity to earn a Leadership Development certificate in Christian Leadership Foundations, Ministry Leadership Applications, and the Ministry Training Intensive, or a Spiritual Development certificate in Biblical Studies. All certificates are two semesters long, except the Ministry Training Intensive, which is four semesters. All courses within Evening certificates are Pass/Fail, with students required to receive a minimum of 70% in each course to Pass each course without exceeding the maximum number of allowed absences for each course.

### **NUMBER OF ALLOWED ABSENCES**

**Note: The Number of Allowed Absences is an addition to the Evening Program section of the 2022-2023 Academic Catalog.**

Length of Course	Type of Course	Absences Allowed
16-Weeks	Evening Ministry Training Intensive	4
8-Weeks	Evening Leadership Development	2
8-Weeks	Evening Biblical Studies	2

### **GRADING**

**Note: The Number of Allowed Absences is an addition to the Evening Program section of the 2022-2023 Academic Catalog.**

All courses within Evening certificates are Pass/Fail, with students required to receive a minimum of 70% in each course to Pass each course without exceeding the maximum number of allowed absences for each course.

### **MINISTRY TRAINING INTENSIVE**

**Note: The Ministry Training Intensive is an addition to the Evening Program section of the 2022-2023 Academic Catalog.**

The Ministry Training Intensive is twelve required courses designed to develop ministry leaders in the local church. The Ministry Training Intensive also includes four additional, optional courses designed to facilitate preparation for Placement through the Highlands College Placement Office.

## **COURSE COMPLETION PLAN**

**Note: The Course Completion Plan is an addition to the Evening Program section of the 2022-2023 Academic Catalog.**

### First Semester

MTL 101	Ministry Training Lab I
MTE 101	Ministry Training Experience I
ELO 101	Evening Learning Objectives I
Optional – PPE-Semester 1	Placement Pathway

### Second Semester

MTL 201	Ministry Training Lab II
MTE 201	Ministry Training Experience II
ELO 201	Evening Learning Objectives II
Optional – PPE-Semester 2	Placement Pathway

### Third Semester

MTL 301	Ministry Training Lab III
MTE 301	Ministry Training Experience III
ELO 301	Evening Learning Objectives III
Optional – PPE-Semester 3	Placement Pathway

### Fourth Semester

MTL 401	Ministry Training Lab IV
MTE 401	Ministry Training Experience IV
ELO 401	Evening Learning Objectives IV
Optional – PPE-Semester 4	Placement Pathway

## **EVENING LEARNING OBJECTIVES**

**Note: The Evening Learning Objectives is an addition to the Evening Program section of the 2022-2023 Academic Catalog.**

The Evening Learning Objectives serve to facilitate and support our Student Learning Objectives within the Ministry Training Intensive, by providing a vision for



each student learning objective in the context of our four pillars, graduation requirements, and overall engagement.

## **SMALL GROUPS**

**Note: The Small Groups policy replaces the previous policy in the Evening Program section of the 2022-2023 Academic Catalog.**

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. Students must meet the Ministry Training Intensive Small Group Leader graduation requirement each semester to pass the Evening Learning Objectives course each semester.

## **EVENING LEARNING OBJECTIVES, ATHLETICS AND PERSONAL WORKOUTS**

**Note: The Evening Learning Objectives, Athletics and Personal Workouts policy replaces the previous policy in the Evening Program section of the 2022-2023 Academic Catalog.**

The Evening Learning Objectives course also assists students in character development and physical health by requiring a weekly workout plan, completion of a 10K during Spring semesters, and training for the 10K during Fall 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 will allow students to serve the 10K in lieu of completing the 10K.

## **EVENING COURSES**

**MTE 101-401: Ministry Training Experience**

## **PLACEMENT PATHWAY**

**Note: The Placement Pathway is an addition to the Evening Program section of the 2022-2023 Academic Catalog.**

The Placement Pathway are optional courses designed to facilitate preparation for Placement and to measure engagement with the Placement process. Students are

enrolled in the Placement Pathway each semester. Students' final grade in the Placement Pathway has no bearing on their candidacy for graduation or their standing with the college and is only used as an engagement score with Placement.