



Academic Catalog  
2020-2021

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## PRESIDENT'S WELCOME

Dear Students,

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

Our goal is that students would graduate as leaders who are committed to the Great Commission by being active in the local Church. To do that, we know our students must be known for great things. As a Highlands College student, you will develop a commitment to the authority of Scripture. Through knowledge, interpretation, and integration of Scripture into your life, we believe you will graduate from Highlands College with unshakable faith, prepared to deliver the gospel in effective ways to your generation.

Throughout your journey at Highlands College, you will also develop a genuine pursuit of a Christ-centered life. To develop a pure heart, our students are involved in a healthy, life-giving community where you develop your personal devotional life with God, Godly character, an active lifestyle, and find opportunities to invest in meaningful relationships. We desire that you stay humble and hungry and pursue excellence by becoming a lifelong learner. Maintaining a teachable spirit throughout your time at Highlands College is vital to your success as a student.

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

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

For His Glory,  
Mark Pettus  
President

## THE HIGHLANDS COLLEGE MANIFESTO

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

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

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

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

## THE STORY OF HIGHLANDS COLLEGE

Highlands College (HC) began as an internship ministry of Church of the Highlands in 2001 after Pastor Chris Hodges identified and committed to the development of a group of individuals with a heart for full-time ministry who desired to gain knowledge and experience that would launch them into their callings.

In the fall of 2011, in the wake of fresh vision, the internship ministry expanded to a collegiate program incorporating academics. Thus, HC was founded. HC offers a 4-semester program for students 18-24 leading to the Advanced Certificate of Ministry and Leadership. HC also offers an evening program created to give adults an opportunity to transition into full-time ministry and for leaders of all ages to be trained in their calling.

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

Since its beginnings, HC has seen much change and improvement, yet it steadily holds to its enduring vision of being a premier college, developing biblically educated ministry leaders to advance the mission of the Church.

You are now part of the story of Highlands College.

## ACCREDITATION

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

# THE VISION, MISSION, AND GOALS OF HIGHLANDS COLLEGE

## VISION

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

## MISSION

Highlands College is a biblical higher education institution that exists to supply the church with leaders of character and competence to fulfill the Great Commission.

## INSTITUTIONAL GOALS

Highlands College will:

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



## STUDENT LEARNING OBJECTIVES OF HIGHLANDS COLLEGE

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

The Authority of Scripture as evidenced by:

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

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

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

The Passion of Lifelong Learning as evidenced by:

- The intentional pursuit of truth
- Creative problem solving

The Calling of Ministry Leadership as evidenced by:

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

The Advancement of the Kingdom as evidenced by:

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

# THE FOUR PILLARS OF HIGHLANDS COLLEGE

## ACADEMIC INSTRUCTION

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

## MINISTRY TRAINING

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

## CHARACTER FORMATION

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

## SPIRITUAL DEVELOPMENT

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

## STATEMENT OF FAITH

Highlands College is committed to the essential foundations of biblical Christianity. We share common religious doctrines, principles, disciplines, and practices with Church of the Highlands. Read the HC Statement of Faith [here](#).

## GENERAL INFORMATION

### ACCREDITATION

Highlands College is not a degree-granting institution and is not accredited. 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](tel:4072070808). Candidate status is a pre-accredited 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 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.

### STUDENT SERVICES

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

### PUBLIC SAFETY

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

### STUDENT CONDUCT

Highlands College seeks to provide an environment that is as safe as practicable during day- to-day operations and natural and other disasters. All

students should familiarize themselves with the Public Safety section of the Highlands College Student Handbook for the safety plans and procedures designed for student protection.

## **STUDENT ORIENTATION**

All new and returning students must attend Student Orientation, which is scheduled immediately before the start of each semester.

## OVERVIEW OF PROGRAMS

Highlands College offers three different academic and ministry training programs.

Traditional	Full time	Students aged 18-24
Core-Plus	Evening	Students aged 23 and older who desire to make a career change into vocational ministry.
Core	Evening	Students 23 and older

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

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

## ADMISSIONS

### TECHNICAL STANDARDS FOR ADMISSION TO ALL PROGRAMS

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

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

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

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

1. **OBSERVATION SKILLS:** A student must possess, hear, and recognize tone.
2. **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.

3. **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.
4. **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.
5. **COGNITIVE SKILLS:** Students must possess an aptitude for rapid problem solving and the capability to independently assess, interpret, and respond independently to pastoral scenarios and academic and ministry information.

## **APPLICATION PROCEDURE**

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 to the “Admissions” section for additional information.

## **ADMISSION PROCESS**

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

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

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

## **PROBATIONARY ADMISSION**

HC offers Probationary Admission in the limited circumstance of an applicant who is a strong candidate for admission but does not meet the minimum academic requirements. 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 are afforded the opportunity to appeal the decision of dismissal. If an appeal is denied, the student may reapply for admission after a period of five months at the conclusion of their probationary semester.



## PROVISIONAL ADMISSION

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

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

## APPLICATION DENIAL AND REAPPLICATION

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

If an applicant wishes to appeal an admission decision, he/she should submit the following items to [admissions@highlandscollege.com](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 Committee desires to contact the reference for additional follow-up.
- Submit a typed one to three-page essay answering the following questions.
- Why do you feel called to attend HC?
- Why do you feel you will be successful at HC?
- What have you done and are continuing to do to prepare yourself spiritually, mentally, emotionally, and physically for the rigorous demands of HC and eventual placement into full-time ministry?
- Are there additional factors, not included in your initial application, that you would like the Admission Committee to consider?

When HC receives all appeal requirements, HC will notify the applicant via email. The Admissions Department will notify the applicant regarding a

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

The deadline to submit all items for an admission appeal for the Fall term is July 1.

The deadline to submit all items for an admission appeal for the Spring term is December 1.

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

## **TRANSCRIPT SUBMISSION**

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

Official transcripts are also required from all colleges and universities attended (once enrollment in the institution is concluded). If the applicant is presently enrolled, an unofficial transcript may be submitted for preliminary evaluation, but must be followed by an official transcript once the applicant's final grades are posted.

Applicants accepted for admission will not be permitted to register for classes until official transcripts have been received.

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

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

For institutions that offer electronic submission of official documents, submit transcripts to [registrar@highlandscollege.com](mailto:registrar@highlandscollege.com).

If you are submitting a transcript from an institution outside of the United States, you must have your transcript 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 he/she will advise you on your next steps.

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

[www.jsilny.org/html/services.htm](http://www.jsilny.org/html/services.htm)

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

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

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

All high school graduates must request a transcript summary which includes GPA and graduation date and reflects the equivalency to a high school diploma. The applicant must request an electronic transcript be emailed to [registrar@highlandscollege.com](mailto:registrar@highlandscollege.com). If the applicant is pursuing the degree option, an electronic transcript must also be submitted to the SEU Enrollment Counselor for Highlands College, Cass Bussey, at [cybussey@seu.edu](mailto:cybussey@seu.edu).

## TRADITIONAL PROGRAM: ADMISSION REQUIREMENTS

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

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

1. Meet the age recommendation of 18 – 24 years by the start of class
2. Be a committed follower of Christ
3. Demonstrate a strong sense of the call of God on their life
4. Be a current, regular, and active member of a local church for at least three months
5. Ensure access to sufficient financial resources to cover tuition, fees, accommodations, and living expenses.
6. Visit <https://highlandscollge.com/admissions/tuition> for information regarding tuition and fees.
7. Meet one of the following academic recommendations:
8. A 2.00 or higher cumulative grade point average as of high school graduation with a standard diploma certifying readiness for a 2 or 4-year college experience.
9. A 2.00 or higher cumulative grade point average from 12 or more semester hours of postsecondary college courses.
10. Completed the General Educational Development (GED) Certificate
11. Other state-recognized equivalency of a high school diploma with a standard diploma certifying readiness for a 2 or 4-year college experience
12. Complete the admission application with all requirements provided:
13. Completed Online Application
14. Payment of the Application Fee
15. Receipt of the Online Reference Form

16. Receipt of Satisfactory Background Check Results
17. Submission of ACT or SAT Scores from the Testing Agency
18. Submission of All Required Academic Transcripts
19. Admissions Interview Conducted by Admissions Coach

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

## **TRADITIONAL PROGRAM ADMISSIONS REQUIREMENTS DETAILS**

### **Age**

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

### **Secondary Education**

All candidates for admission must meet one of the following qualifications:  
A graduate of an accredited four-year high school or equivalent homeschool having earned a standard diploma certifying readiness for a 2- or 4-year college experience.

Provide a completed General Educational Development (GED) certificate  
Other state-recognized equivalency of a high school diploma with a standard diploma certifying readiness for a 2 or 4-year college experience.

### **Documentation of Secondary Education**

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

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

### **Grade Point Average Requirements**

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

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

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

### **Standardized Test Scores**

HC requires submission of test scores from either the American College Test (ACT) or Scholastic Aptitude Test (SAT). All 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 accepted.

HC Code Numbers:

SAT: 7193

ACT: 7829

For admission evaluation, HC accepts the highest ACT Composite score, or SAT Total score achieved on a single test date without preference for either test. HC will not combine subject scores from separate test dates to generate a new combined score. Scores reported on a high school transcript are not considered official for admission evaluation. Applicants who receive an application fee waiver may request an exception to this requirement.

### **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.

### **Admissions Interview**

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

### **Background Authorization Consent Form**

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

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

## INTERNATIONAL ADMISSIONS

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

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

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

International applicants who do not meet any of the above categories but do meet the requirements for Traditional Program admission may be admitted to the Traditional Program degree option under an F-1 student visa. The F-1 visa can only be granted for pursuit of the degree option at Highlands College which requires parallel enrollment in Southeastern University. Parallel-enrolled students pursue a certificate from Highlands College and an associate degree from Southeastern University. Parallel enrollment is more fully described [here](#). Courses for the Southeastern University associate degree are taught on-site at the Highlands College campus.

The following pages outline the admissions process for applicants pursuing admission via the F-1 student visa available through the SEU degree option. All other international applicants should refer [here](#).

## INTERNATIONAL APPLICATION PROCEDURE

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

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



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

## **INTERNATIONAL ADMISSIONS PROCESS**

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

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

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

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

## **PROBATIONARY ADMISSION**

Highlands College offers Probationary Admission in the following limited circumstances:

- An applicant who is a strong candidate for admission but needs additional time to obtain the required documentation or;
- An applicant who does not meet the academic requirements.

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

requirements, the student will be dismissed from the program. Students are afforded the opportunity to appeal the decision of dismissal. If an appeal is denied, the student may reapply for admission after a period of five months at the conclusion of their probationary semester.

## APPLICATION DENIAL AND REAPPLICATION

The Admissions Department will notify applicants 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 in one email via attachments 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 you currently serve and include their contact information in the event the Admissions Committee desires to contact your reference for additional follow-up.
- Submit a typed one to three-page essay outlining the following:
  - Why do you feel called to attend Highlands College?
  - Why do you feel you will be successful at Highlands College?
  - What have you done and are continuing to do to prepare yourself spiritually, mentally, emotionally, and physically for the rigorous demands of Highlands College and eventual placement into full-time ministry?
- Are there additional factors not included in your initial application that you would like the Admission Committee to consider?

When Highlands College receives all appeal requirements, HC will notify the applicant via email, and the Admissions Department will notify the applicant regarding a decision on the appeal within three weeks of receipt of all appeal documents. Appealing an admission decision does not guarantee acceptance into HC; however, the Admissions Committee will take into consideration the items mentioned above to determine if the additional information warrants acceptance.

The deadline to submit all items for an admission appeal for the Fall term is April 1, the Spring term is November 1.

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

## TRANSCRIPT SUBMISSION

All transcripts must be translated and received in English if a student has attended a foreign school. Applicants must use one of the following transcript evaluation services for academic transcript(s) evaluation.

[www.jsilny.org/html/services.htm](http://www.jsilny.org/html/services.htm)

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

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

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

All high school graduates must request a transcript summary which includes GPA and graduation date and reflects the equivalency to a high school diploma. The applicant must request an electronic transcript be emailed to SEU Enrollment Counselor for Highlands College, Cass Bussey at [cybussey@seu.edu](mailto:cybussey@seu.edu). Do not send paper copies. All transcript(s) will be shared with Highlands College.

Applicants currently attending high school should request one transcript now, followed by a final transcript upon graduation. We recommend applicants request a quote during their initial call with the transcript evaluation service for BOTH an official and final high school transcript if they have not yet graduated.

The final transcript must be official, which means it is sent directly to SEU from the credentialing agency. Transcripts issued to the applicant are considered unofficial and cannot be used as proof of high school graduation.

If the applicant chooses to transfer credits, the applicant must also submit official transcripts from all colleges and universities attended. A maximum of six credit hours may be transferred. If college/university transcripts are from a foreign university, a course-by-course transcript evaluation is required. If the applicant is presently enrolled, the applicant may submit an unofficial transcript for preliminary evaluation, but the applicant must still submit an official transcript once the student's final grades are posted.

Applicants accepted for admission will not be permitted to register for classes until official transcripts have been received.

Please direct any questions regarding transcript submission requirements to [cybussey@seu.edu](mailto:cybussey@seu.edu).

## F-1 INTERNATIONAL ADMISSIONS 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.
- Complete the online application which includes:
  - Admissions Interview Video
  - Pastoral Reference Form
  - Personal Reference Form
  - Background Authorization Consent Form
  - Color Copy of Passport
  - \$100 Application Fee
- Demonstrate a strong sense of the call of God on their life.
- Be current regular and active member of a local church for at least three months.
- Ensure access to sufficient financial resources to cover tuition, fees, accommodations, and living expenses. Applicants must be able to demonstrate support for the total cost of at least the first year of program attendance (\$23,500).
- Submit SAT Total Test Scores from the Testing Agency
- IF THE APPLICANT IS NOT FROM AN ENGLISH-SPEAKING COUNTRY – Submit Test of English as a Foreign Language (TOEFL) Score or the International English Language Testing System (IELTS)
- A TOEFL or IELTS Score is required for all students coming from a non-English-speaking country, including Puerto Rico. For visa purposes, TOEFL or IELTS score submission is required even if an applicant is fluent in English.

- Applicants are exempt from the TOEFL/IELTS requirement if they are from an only native English-speaking country, high school, or university and have a grade of “C” or higher in English classes.
- Countries exempt from the TOEFL or IELTS requirement are as follows: Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent, Grenadines, Trinidad and Tobago, United Kingdom, and United States of America.
- Test scores will be shared between SEU and Highlands College. The applicant must submit the Test Taker Score Report in PDF form.
- The following scores are the minimum an applicant must score in order to be eligible for admission:

#### TOEFL

Paper-Based Test (PBT): 540

Computer-Based Test (CBT): 207

Internet-Based Test (IBT): 76

IELTS - The minimum accepted score is a 6.

Meet the following academic recommendations:

- 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.

1. 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.
2. The applicant must fully and properly complete the affidavit in English (print in ink or type).
3. The applicant must sign and date the affidavit within one year of the time the applicant plans to enroll.
4. All sponsors and parents must provide a separate affidavit of support and supporting financial documents.
5. When necessary, applicants are responsible for having the affidavit of support translated for their sponsors and to ensure their understanding of the document.
6. 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.
7. 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.
8. 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 applicants receives his or her visa.

### **SUPPORTING BANK LETTER**

An original letter in English on official bank stationery must be submitted from a bank or other financial institution in which the sponsor has savings deposits, certificates of deposit, money market certificates or other types of accounts containing readily available funds. If funds are in more than one financial institution, submit a separate letter from each.

The letter must provide a specific amount of funds. A statement certifying that the sponsor possesses "sufficient financial resources" to support the applicant is not acceptable unless the dollar amount is provided.

The dollar figure must be in U.S. dollars. If not in U.S. dollars, the financial institution must show the conversion rate and/or U.S. dollar equivalent.

Letters must be signed and dated within one year of the time the applicants plans to enroll. Re-verification of financial support documentation may be required as part of the US visa application process, at the time of entry into the USA.

- SEU Application
- SEU Biographical Essay
- SEU Christian Character Reference
- Proof of Health Insurance – Upon acceptance to SEU, the applicant must provide proof of health insurance valid in the United States.

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

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

Please see the section titled International Applicants Admissions Requirements Details below for additional information about each of these requirements.

## **INTERNATIONAL APPLICANTS ADMISSIONS REQUIREMENTS DETAILS**

### **Age**

The recommended age range for students beginning the Traditional Program is 18 to 24. The Admissions Committee may permit exceptions regarding age in certain circumstances at the discretion of the Admissions Committee.

### Secondary Education

All candidates for admission must meet one of the following qualifications:  
A graduate of an accredited four-year high school or equivalent homeschool having earned a standard diploma certifying readiness for a 2 or 4-year college experience

Provide a completed General Educational Development (GED) certificate

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. Photocopies and documents marked “Issued to Student” are unofficial and will not be accepted. Applicants must send official transcripts to Southeastern University. Any transcripts sent to Southeastern University will be shared with Highlands College. See Transcript Submission, above, for additional information.

### Grade Point Average Requirements

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

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

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

### Standardized Test Scores

Both Highlands College and Southeastern University require submission of at least one test score from the Scholastic Aptitude Test (SAT). Test scores must be sent directly from the testing agency to Highlands College and Southeastern University. Test scores submitted on academic transcripts or student copies of score reports will not be accepted.



HC SAT Code Number: 7193  
SEU SAT Code Number: 5621

For admission evaluation, Highlands College and Southeastern University accept the highest SAT Total score achieved on a single test date. Highlands College and Southeastern University will not combine subject scores from separate test dates to generate a new combined score. The writing section is not required.

Note: Scores reported on your high school transcript are not considered official for admission evaluation. However, if an application fee waiver was granted, the applicant may request an exception.

### **IF THE APPLICANT IS NOT FROM AN ENGLISH-SPEAKING COUNTRY**

The applicant must also submit 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 “C” or higher in English classes.
- Countries exempt from the TOEFL or IELTS requirement are as follows: Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent, Grenadines, Trinidad and Tobago, United Kingdom, and United States of America.
- With the exception of the SAT score, all test scores will be submitted to SEU and the scores will be shared with Highlands College. The applicant’s Test Taker Score Report (PDF) is the required and acceptable document for submission.

The following scores are the minimum an applicant must score in order to be eligible for admission.

#### **TOEFL**

- Paper-Based Test (PBT): 540

- Computer-Based Test (CBT): 207
- Internet-Based Test (IBT): 76

## IELTS

- The minimum accepted score is a 6.

## Reference Forms

Applicants must submit two electronic reference forms as part of their application: one pastoral reference and one personal reference. References may not be from a relative.

1. Pastoral Reference Form - Someone in a position of spiritual leadership or care, such as a staff member of a church should complete this form.
2. Personal Reference Form - Someone who can testify to the applicant's relationship with Jesus, leadership skills, and Christian character should complete this form. This individual should know the applicant well for at least six months and who can provide the Admissions Committee with a candid assessment of the applicant's Christian maturity. HC may call this individual for more information about the applicant to follow up concerning academic or behavioral issues disclosed in the application process.

## ADMISSIONS INTERVIEW VIDEO

Applicants must submit a self-made interview video where they answer a series of questions provided on the video portion of the application. Applicants upload the video to the admission application for review.

## BACKGROUND AUTHORIZATION CONSENT FORM

Applicants 18 and older should complete the Background Authorization Consent Form, located in section 11 of the admission application. Applicants 17 and under should complete the Background Authorization Consent Form for Minors. This form will be emailed to you for electronic signature and will require the signature of a parent or guardian.

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



## TRADITIONAL PROGRAM: OVERVIEW

The Traditional Program, recommended for students aged 18-24, is a full-time program with classes offered during the day at the Greystone and Grandview campuses of Church of the Highlands.

A Traditional Program student typically takes Academic courses and a Ministry Leadership course per term. Traditional Program students also take Practicum courses and engage in multiple HC experience courses per semester. A student who completes the Traditional Program earns an Advanced Certificate of Ministry Leadership (ACML). Graduates of the Traditional Program may apply to participate in the College's Internship Program.

## **TRADITIONAL PROGRAM: WEEKLY SCHEDULE**

### **Monday and Wednesday**

Academic Classes - Students enrolled only in HC typically take two academic classes per 8-week term. Students enrolled in SEU typically take two or more academic classes per term. Academic courses for both institutions occur on Mondays and Wednesdays between 8:00 a.m. - 1:50 p.m. Each class is an hour and twenty minutes in length.

Athletics - All HC students participate in one weekly intramural class on Monday afternoons. Classes are offered from 1:00 p.m. - 5:00 p.m. Each class is forty-five minutes in length.

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

### **Tuesday and Thursday**

Ministry Leadership Class - Tuesday mornings from 8:00 to 9:20 AM

Chapel - Tuesday and Thursday mornings from 10:30 to 11:45 AM

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

### **Sunday and Sunday Experience**

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

### **Additional Requirements Before Graduation**

- Workout Electives, Expedition, Half -Marathon
- Participation in conferences and special events
- Mission Trip

## **TRADITIONAL PROGRAM: PRACTICUMS**

Practicums are the living lab portion of Ministry Training in the Traditional Program.

### **GENERAL REQUIREMENTS**

Students must complete four semesters in the same Practicum to fulfill the requirements for graduation.

### **PRACTICUM SELECTION: INCOMING STUDENTS**

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

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

### **PRACTICUM ENROLLMENT: CONTINUING STUDENTS**

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

### **CHANGE OF PRACTICUM: FIRST SEMESTER STUDENTS**

First semester students may request to change Practicums after the first eight weeks of their first semester without penalty. To request a Practicum change, students should submit a Change of Practicum form to the Practicum Coordinator. The Change of Practicum form is in the Shared Files section of Populi.

### **CHANGE OF PRACTICUM: CONTINUING STUDENTS**

If a student wants to change Practicums, the student should first discuss his or her intent with the Practicum Coordinator. Students should consider

Practicum changes prayerfully and carefully as an approved change after the student's first term of enrollment will delay the student's graduation from HC.

Students in their second semester of enrollment, or after, may only request a change of Practicum either after the conclusion of the current semester or before the start of a new semester. To request a Practicum change, students should submit a Change of Practicum form to the Executive Director of Ministry Training. The Change of Practicum form is in the Shared Files section of Populi.

## **TRADITIONAL PROGRAM: 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 significant portion of the discipleship and training process at HC. Therefore, HC students must serve with Church of the Highlands on Sundays during the school year. If a student is sick or has a family emergency and will miss their scheduled time to serve, they must contact their Practicum leadership immediately, so there is time to find a replacement.

## TRADITIONAL PROGRAM: DEGREE OPTION

### PARALLEL ENROLLMENT IN SOUTHEASTERN UNIVERSITY (SEU)

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

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

Students enrolled in SEU are eligible for federal financial aid under Title IV. Parallel enrollment in both HC and SEU will not adversely affect the student's eligibility for federal financial aid because HC is not a degree-granting institution and is not an accredited institution.

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 academic degree must enroll at SEU. All students must apply to, and be admitted to, and enroll in HC.

In addition to the information provided in this section, [Appendix 3](#) contains answers to frequently-asked questions about parallel enrollment in HC and SEU. This catalog is not a regulatory or authoritative source for policies and regulations of SEU. The authoritative source for SEU is the Southeastern University Catalog, available online at <http://seu.catalog.acalog.com>.



**ADVANCED CERTIFICATE OF MINISTRY LEADERSHIP (ACML)  
ENHANCED CERTIFICATE REQUIREMENTS (64 HOURS)**

<b>FOUNDATIONAL (19 hours)</b>			<b>MINISTRY LEADERSHIP (8 hours)</b>		
COLL 101	Success in College	1	MINL 131	Intro to Ministry Leadership	1
ENGL 101	English Composition I	3	MINL 133	Personal Leadership	1
ENGL 102	English Composition II	3	MINL 136	Leadership Purpose	1
COMM 102	Public Speaking	3	MINL 138	Organizational Leadership	1
MATH 201	Mathematics	3	MINL 231	Ministry Philosophy	1
HIST 201	Church History	3	MINL 233	Ministry Practices I	1
SOCI 202	Sociology	3	MINL 236	Ministry Practices II	1
			MINL 238	Leadership Comprehensive	1
<b>BIBLICAL (12 hours)</b>			<b>PRACTICAL MINISTRY (16 hours)</b>		
BIBL 103	Biblical Introduction	3	Pxxx 131	Practicum I	1
BIBL 105	Old Testament	3	Pxxx 133	Practicum II	1
BIBL 104	New Testament	3	Pxxx 136	Practicum III	1
BIBL 106	Biblical Interpretation	3	Pxxx 138	Practicum IV	1
			Pxxx 231	Practicum V	1
			Pxxx 233	Practicum VI	1
THEOLOGICAL (9 hours)			Pxxx 236	Practicum VII	1
THEO 201	Missiology	3	Pxxx 238	Practicum VIII	1
THEO 202	Christian Theology	3	Pxxx 131L	Practicum Lab I	1
THEO 204	Christian Worldview	3	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

## COURSE SEQUENCE

### First Semester

COLL 101	Success in College	1
ENGL 101	English Composition I	3
BIBL 103	Biblical Introduction	3
BIBL 105	Old Testament	3
MINL 131	Intro to Ministry Leadership	1
MINL 133	Personal Leadership	1
Pxxx 131	Practicum I	1
Pxxx 131L	Practicum Lab I	1
Pxxx 133	Practicum II	1
Pxxx 133L	Practicum Lab II	1
	<b>Total</b>	<b>16</b>

### Second Semester

ENGL 102	English Composition II	3
COMM 102	Public Speaking	3
BIBL 104	New Testament	3
BIBL 106	Biblical Interpretation	3
MINL 136	Leadership Purpose	1
MINL 138	Organizational Leadership	1
Pxxx 136	Practicum III	1
Pxxx 136L	Practicum Lab III	1
Pxxx 138	Practicum IV	1
Pxxx 138L	Practicum Lab IV	1
	<b>Total</b>	<b>18</b>

### Third Semester

MATH 201	Mathematics	3
HIST 201	Church History	3
THEO 201	Missiology	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
	<b>Total</b>	<b>15</b>

### Fourth Semester

SOCI 202	Sociology	3
THEO 202	Christian Theology I	3
THEO 204	Christian Worldview	3
MINL 236	Ministry Practices II	1
MINL 238	Leadership Comprehensive	1
Pxxx 236	Practicum VII	1
Pxxx 236L	Practicum Lab VII	1
Pxxx 238	Practicum VIII	1
Pxxx 238L	Practicum Lab VIII	1
	<b>Total</b>	<b>15</b>

## **CORE-PLUS: EVENING PROGRAM OVERVIEW**

The Core-Plus Program provides ministry and leadership training to the adult learner age 23 and older who desires to make a career change into vocational ministry. This career change could require relocation and an adjustment to income which will require support and understanding from the family of the applicant. Graduates of the Core-Plus Program may apply to participate in the HC's Internship Program. They will also have access to the Ministry Placement Department.

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

## **CORE-PLUS: EVENING PROGRAM ADMISSION REQUIREMENTS**

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

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

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

- Meet the recommended minimum age of 23 by the start of class, or age exceptions may be granted at the discretion of the Admissions Committee if applicants meet one or more of the following criteria.
- Employed full-time (40 or more work hours per week)
- Has earned a bachelor's degree from another institution
- Current military service

- Enrolled full-time at a community college or four-year college/university. To qualify for this exception, the applicant must be attending class in-person, online program enrollment does not qualify.
- Married and/or has children
- Be a committed follower of Christ
- Complete the online application which includes the following items.
  - Admissions Interview Video
  - Pastoral Reference Form
  - Personal Reference Form
  - Background Authorization Consent Form
  - \$50 application fee
- Demonstrate a strong sense of the call of God on their life
- Be a current, regular, and active member of a local church, serving for a minimum of 3 months by the first day of class for the semester selected. If the applicant is a member of Church of the Highlands, this requirement encompasses serving on the Dream Team at Church of the Highlands for this 3-month requirement.
- Be willing to agree and commit their Sunday experience to serve at Church of the Highlands while enrolled at HC if local church equivalent is not approved by the Evening Director.
- Ensure access to sufficient financial resources to cover, tuition, fees, accommodations, and living expenses. Students may view tuition and fees at <https://highlandscollege.com/admissions/tuition>.
- Be a graduate of an accredited four-year high school or equivalent homeschool, having earned a standard diploma certifying readiness for a two- or four-year college experience.

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

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

## **CORE-PLUS PROGRAM ADMISSIONS REQUIREMENTS DETAILS**

### **Age**

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

## **Secondary Education**

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

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

## **Documentation of Secondary Education**

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

## **Prior College Enrollment**

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

## **Standardized Test Scores**

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

## **Reference Forms**

Applicants must submit two electronic reference forms as part of their application: one pastoral reference and one personal reference. References may not be from a relative.

An individual who has known the prospective student well for at least six months and who can provide the Admissions Committee with a candid assessment of the student's Christian maturity should complete these assessments. HC may call this individual for more information about the student and follow up concerning academic or behavioral issues disclosed in the application process.

1. Pastoral Reference Form - Someone in a position of spiritual leadership or care, such as a staff member of applicant's church should complete the Pastoral Reference Form.
2. Personal Reference Form - Someone who can testify to the applicant's relationship with Jesus, leadership skills, and Christian character should complete this reference.

### **Admissions Interview Video**

Applicants must submit a self-made interview video where they answer a series of questions provided on the video portion of the application. Applicants upload the video to the admission application for review.

### **Background Authorization Consent Form**

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

### **CORE-PLUS: EVENING PROGRAM WEEKLY SCHEDULE**

The Core-Plus Program consists of the following components.

**Academics** - The foundation of the Core Program is eight core courses designed to address the essential organizational, ministry theology, and leadership skills necessary in ministry environments.

**Ministry Training** - MT is comprised of MT Labs and Directed Studies. In MT Labs, students learn from Church of Highlands staff about their area of expertise; then have the opportunity for more in-depth experience through Q&A and group breakouts. In Directed Studies, students choose from one of these areas of study: Conference and Events, Family Ministry, Outreach,

Students, Pastoral Leadership, and Worship Leadership. Each area of study has pre-defined benchmarks which guide a student's development in that ministry area.

Students are expected to become active members of their local church's Dream Team or equivalent to receive additional hands-on training. A student who completes the Core-Plus program earns the Certificate of Ministry Leadership (CML).

### **Tuesday**

Ministry Leadership Class -Tuesday from 6:00 – 7:15 p.m.

Ministry Training Lab – Tuesday from 7:45 – 8:45 p.m.

### **Sunday Experience**

Students engage in the life of the local church by serving on the Dream Team of Church of the Highlands and by attending a Church of the Highlands service or their local church's equivalent.

Students will choose which Church of the Highlands campus and Dream Team through which to fulfill this requirement or through their local church's equivalent.

### **Additional Required Activities Before Graduation**

Directed Study

Self-scheduled personal fitness time, consisting of at least three 30-minute workouts per week

Completion of the Highlands College 10K race

Small Groups

Mission Trip

### **CORE-PLUS: DIRECTED STUDIES**

Directed Studies are the living lab portion of Ministry Training in the Core-Plus Program.

### **Applying for A Directed Study**

Each Core-Plus student will be assigned to a "general" Directed Studies for their first two (2) semesters. At or near the beginning of a student's third semester, the Director of Evening will provide information about Directed

Studies and about how to apply for a “specific” Directed Study. The Director of Evening will notify the student of approval for entry in the third semester Directed Study. Students must complete two sequential semesters of a “specific” Directed Study before they can graduate.

If the Director of Evening does not approve the student for entry in the Directed Study the student may:

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

## **General Requirements**

Students must complete four sequential semesters in Directed Study to meet the requirements for graduation. Working under the direction of the Evening Team leadership, students record their experience in the Directed Study by completing assigned benchmarks and participating in Sunday Experience (described below).

## **CORE-PLUS: 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 students will complete the Church of the Highlands Growth Track or their pre-approved local church’s equivalent during the first eight weeks of their first semester. The Growth Track will teach students the history and beliefs of the church, help them discover their unique gifting, and train them to be ready to serve the church.

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



## **Change of Directed Study**

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

## **ILLUSTRATION 1 – CORE-PLUS OVERVIEW**

### **CERTIFICATE OF MINISTRY LEADERSHIP (CML) CORE-PLUS CERTIFICATE REQUIREMENTS**

#### **MINISTRY LEADERSHIP**

MINL 131E Intro to Ministry Leadership  
MINL 133E Personal Leadership  
MINL 136E Leadership Purpose  
MINL 138E Organizational Leadership  
MINL 231E Ministry Philosophy  
MINL 233E Ministry Practices I  
MINL 236E Ministry Practices II  
MINL 238E Leadership Comprehensive  
MTL 100 Ministry Training Lab I  
MTL 200 Ministry Training Lab II  
MTL 300 Ministry Training Lab III  
MTL 400 Ministry Training Lab IV

#### **PRACTICAL MINISTRY**

Dxxx 112 Directed Study I  
Dxxx 212 Directed Study II  
Dxxx 312 Directed Study III  
Dxxx 412 Directed Study IV

## ILLUSTRATION 2 – CORE-PLUS SAMPLE SEQUENCE

### COURSE SEQUENCE

#### First Semester

MINL 131	Intro to Ministry Leadership
MINL 133	Personal Leadership
MTL 100	Ministry Training Lab I
Dxxx 112	Directed Study I

#### Second Semester

MINL 136	Leadership Purpose
MINL 138	Organizational Leadership
MTL 200	Ministry Training Lab II
Dxxx 212	Directed Study II

#### Third Semester

MINL 131	Intro to Ministry Leadership
MINL 133	Personal Leadership
MTL 300	Ministry Training Lab III
Dxxx 312	Directed Study III

#### Fourth Semester

MINL 136	Leadership Purpose
MINL 138	Organizational Leadership
MTL 400	Ministry Training Lab IV
Dxxx 412	Directed Study IV

Before graduation, all Core-Plus students must participate in a mission trip. Mission trips are unexcused absences from classes and should be scheduled while classes are not in session.

## **CORE: EVENING PROGRAM OVERVIEW**

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

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

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

## **CORE: EVENING PROGRAM ADMISSION REQUIREMENTS**

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

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

- Meet the recommended minimum age of 23 by the start of class, or age exceptions may be granted at the discretion of the Admissions Committee if applicants meet one or more of the following criteria:
  - Employed full-time (40 or more work hours per week)
  - Has earned a bachelor's degree from another institution
  - Current military service
  - Enrolled full-time at a community college or four-year college/university. To qualify for this exception, the applicant must be attending class in-person. Online program enrollment does not qualify.
  - Married and/or has children
  - Be a committed follower of Christ.
  - Complete the online application which includes:
    - Personal Reference Form
    - Background Authorization Consent Form
    - \$50 application fee
  - Demonstrate a strong sense of the call of God on their life.

- Ensure access to sufficient financial resources to cover, tuition, fees, accommodations, and living expenses. Students may view tuition and fees at <https://highlandscollge.com/admissions/tuition>.
- Be a graduate of an accredited four-year high school or equivalent homeschool, having earned a standard diploma certifying readiness for a two- or four-year college experience.

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

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

Please see the section titled Core Program Admissions Requirements Details below for additional information about each of these requirements.

## **CORE: EVENING PROGRAM - ADMISSION REQUIREMENTS DETAILS**

### **Age**

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

### **Secondary Education**

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

Graduated from an accredited four-year high school or equivalent homeschool having earned a standard diploma certifying readiness for a 2 or 4-year college experience

Completed the General Educational Development (GED) certificate

Other state-recognized equivalency of a high school diploma with a standard diploma certifying readiness for a 2 or 4-year college experience.

### **Documentation of Secondary Education**

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

### **Prior College Enrollment**

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

### **Standardized Test Scores**

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

### **Reference Form**

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

### **Admissions Interview Video**

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

### **Background Authorization Consent Form**

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

## CORE: EVENING PROGRAM WEEKLY SCHEDULE

Tuesday: Ministry Leadership Class – 6:00 – 7:15 pm

[Illustration 3](#) is a visual overview of the Core Program. [Illustration 4](#) is a sample completion of the Core Program.

### ILLUSTRATION 3 – CORE OVERVIEW

#### CERTIFICATE OF MINISTRY (CM) CORE CERTIFICATE REQUIREMENTS

##### Ministry Leadership

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

### ILLUSTRATION 4 – CORE SAMPLE COMPLETION PLAN

#### COURSE SEQUENCE

##### First Semester

MINL 131 Intro to Ministry  
Leadership  
MINL 133 Personal Leadership

##### Second Semester

MINL 136 Leadership Purpose  
MINL 138 Organizational  
Leadership

##### Third Semester

MINL 131 Intro to Ministry  
Leadership  
MINL 133 Personal Leadership

##### Fourth Semester

MINL 136 Leadership Purpose  
MINL 138 Organizational  
Leadership



## **GRADUATION REQUIREMENTS FOR ALL STUDENTS**

In order to graduate, a student must complete all requirements established for the program in which he or she is enrolled. Academic Advisors are available to help students identify unsatisfied requirements, but the ultimate responsibility for fulfillment lies with the student. The following paragraphs describe the primary requirements for graduation.

### **CUMULATIVE GRADE POINT AVERAGE FOR GRADUATION**

A student must earn a cumulative grade point average (CGPA) of 2.0 or higher to graduate. Grades from courses completed at SEU and transferred into the HC curriculum do affect the CGPA. Students interested in applying for an internship are strongly encouraged to maintain a minimum CGPA of 3.0.

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

### **FINANCIAL REQUIREMENT FOR GRADUATION**

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

### **MINISTRY TRAINING REQUIREMENT FOR GRADUATION**

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

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



Students must complete four semesters of Sunday Experience successfully before graduating. Students must serve 13 out of the 16 Sunday's each semester.

**CERTIFICATION OF GRADUATION STATUS BY CORE FACULTY AND APPROVAL BY BOARD OF DIRECTORS.**

## **ADDITIONAL TRADITIONAL PROGRAM GRADUATION REQUIREMENTS**

### **ACADEMIC COURSE REQUIREMENTS FOR GRADUATION**

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

### **PRACTICUM INSTRUCTION AND LABS**

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

### **MISSION TRIP REQUIREMENT**

Students must participate in one HC-approved mission trip. This trip must occur while the student is enrolled in HC or within 90 days of graduation. Prospective graduates who have not completed this Mission Trip Requirement will be allowed to participate in the commencement ceremony but will not receive their diploma, will not have graduate status indicated on their transcript, and will not be eligible for internship or placement until all requirements for graduation have been satisfied.

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

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

## STUDENT LIFE REQUIREMENTS FOR GRADUATION

### Courses

Students must pass four semesters of the following courses to graduate. To pass, students must attend 75% or more per semester each of these courses. If a student does not fulfil the attendance requirement, the student must complete an additional semester(s) of the course(s) until the student has fulfilled the requirement of four semesters successfully completed. Additional semesters at Highlands College are subject to the tuition rate as described in the Certificate Program Tuition, Traditional Part-Time Students policy.

- HC Chapels
- HC Small Group
- HC Sports
- HC Fit Workouts
- Half-Marathon: All traditional students must complete two Half-Marathons and score 75% or higher score.
  - 50% of grade is completing 75% of training runs
  - 50% of grade is completing the Half-Marathon
- Expedition: All traditional students must attend and participate in two Expedition events.
- HC Saturate: All traditional students must attend two HC Saturate events.
- Freedom Conference: All traditional students must attend one Freedom Conference.

### Activities

Over the course of 4 semesters, students must attend at least 4 of the 6 opportunities below.

- Dream Team Parties: All traditional students must serve at the annual Church of the Highlands Dream Team Parties.
- ReCreate: All traditional female students must attend the Church of the Highlands annual women's conference, and all traditional male students must serve at the conference.
- Impact Conference: All traditional students must attend the Impact Conference.

## **ADDITIONAL CORE-PLUS GRADUATION REQUIREMENTS**

### **MINISTRY TRAINING LAB**

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

### **DIRECTED STUDY**

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

### **SMALL GROUPS**

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

### **WORKOUTS**

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

### **MISSION TRIP REQUIREMENT**

All students must take at least one HC mission trip. Mission trips are at the student's expense and not included in tuition.

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

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

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



## POLICIES

### ACADEMIC FREEDOM

The Bible is the authoritative, infallible Word of God and is the foundational guide for study and reason. An individual's right to study and reason is a fundamental, protected freedom. However, there are limitations on such freedom. Limits arise when values and mores of society are in opposition to the beliefs and values of the institution.

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

### GRADING

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

#### Grades, Grade Scale, and Grade Point Average (GPA)

Grade	Score Range	GPA	
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	Fail due to non-attendance
I	-	-	Incomplete
IP	-	-	In Process
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

“FN” – 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 is in the course syllabus. All absences, including excused absences, count as absences. Each student is responsible for monitoring his/her attendance and compliance with the required attendance for each course.

Students must monitor 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.”

“I” – Incomplete:

Students earn a grade of “I” when the student does not submit or complete all required coursework by the end of the term. 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.

“IP” –In Process

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.

“P” –Pass

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.”

“W” – Withdrawn

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.

“WP” – Withdrawn After the Drop/Add Deadline, Passing

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.

“WF” – Withdrawn After the Drop/Add Deadline, Failing

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.”

## **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**



## **Current Term/Semester - While Enrolled in the Course**

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

1. Meet with the course instructor to discuss the disagreement before the end of the course.
2. 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.
3. For Academic courses, the student submits the request to the Academic Dean.
4. For Ministry Training courses, the student submits the request to the Executive Director of Ministry Training.
5. For Student Life courses, the student submits the request to the Student Life Department.
6. If the appropriate authority is also the course instructor, then the student submits the request to the Executive Vice President of Academics and Ministry Training.

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

## **After the Term/Semester Has Ended**

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

### **Data Entry Error**

For documented evidence of a data entry error, the student should present supporting evidence to the appropriate authority no later than one week after the end of the course. If the appropriate authority verifies a data entry error in Populi, the error will be corrected.

### **Grade Dispute**

The student may make a written request for a grade appeal review for a course assignment grade to the appropriate authority no later than one week

after the conclusion of the course. The student's request should identify the rationale for the requested change, and an explanation of why he/she did not raise the issue during the course.

If the instructor elects to change the grade, the grade will be updated in Populi. If the instructor elects not to change the grade the student may make a written request for review to the Executive Vice President of Academics and Ministry Training appropriate authority. The EVP's decision is final and not subject to appeal. If the EVP decides to change the grade, the grade will be updated in Populi.

### **Authority**

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

### **COURSE RETAKE POLICY**

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 Certificate Program.

### **ACADEMIC PROBATION**

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

### **Consequences**

Academic Probation status automatically disqualifies the student from graduation until the student returns to good academic standing.

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

Academic Probation status with either SEU or HC may additionally disqualify the student from participating in certain College activities. Activity organizers will specify if an event requires the student to be in good standing status for participation.

### **Restoration**

Students on Academic Probation with HC have one semester in which to raise their CGPA to the minimum of 2.0. Students may attempt to improve their CGPA by retaking any course wherein they did not attain the required minimum grad 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 POLICY**

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

### **Restoration**

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

## **STUDENT PRIVACY**

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

## **STUDENT COMMUNICATION**

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.

## LEAVE OF ABSENCE

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

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

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

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

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

Leave of Absence Request forms are available in the Shared Files section in Populi, from the registrar's office, or by email request sent to [registrar@highlandscollege.com](mailto:registrar@highlandscollege.com).

## **RETURNING TO HIGHLANDS COLLEGE AFTER A BREAK IN ENROLLMENT**

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

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

## DISMISSAL POLICY

### ACADEMIC DISMISSAL

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

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

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

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.

## **DISMISSAL FOR REASONS OTHER THAN ACADEMIC**

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



# ATTENDANCE POLICY

## CLASS ATTENDANCE POLICY

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

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

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

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

### Classification of Absences

At Highlands College, each absence is classified as either "unexcused" or "excused." Three instances of tardiness in any course equals one absence.

#### Unexcused Absence

An unexcused absence is one in which the student does not attend a class and has not promptly communicated to the instructor a valid reason to excuse the absence.

Students earn an “F” for work missed due to an unexcused absence. Examples of unexcused absences include alarm clock failure, traffic, inoperative vehicle, forgetfulness, and oversleeping.

All mission trips are unexcused absences. Students should not schedule mission trips during class sessions.

Any absence, even those for a reason that would otherwise be excused, is considered unexcused if the student does not communicate with the instructor within a week of the absence.

### **Excused 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 notifies the instructor as soon as possible the reason for the absence.

Students with excused absences are usually permitted to submit work missed because of the absence.

Students need to document planned absences on a completed and signed Leave of Absence Request Form, available on Populi in the Shared Files section.

Students who see a medical practitioner should obtain a “return to work/school” form from the practitioner.

### **Number of Absences Allowed**

Academic courses that are 3 credit hour course and Practicum Courses: Students may not be absent more than three (3) times, whether excused or unexcused.

Academic courses that are less than 3 credit hours and Ministry Leadership Courses: Students may not be absent more than two (2) times, whether excused or unexcused.

Student Life Courses: Students must pass four semesters of the following courses to graduate. To pass, students must attend 75% or more per semester each of these courses.

- HC Small Groups
- HC Sports

- HC Fit Workouts
- HC Chapel

## **Graduation Requirements**

### **Required Courses**

Students must pass four semesters of the following courses to graduate. To pass, students must attend 75% or more per semester each of these courses.

- HC Chapels
- HC Small Group
- HC Sports
- HC Fit Workouts
- Half-Marathon: All traditional students must complete two Half-Marathons and score 75% or higher score. 50% of grade is completing 75% of training runs. 50% of grade is completing the Half-Marathon
- Expedition: All traditional students must attend and participate in two Expedition events.
- HC Saturate: All traditional students must attend two HC Saturate events.
- Freedom Conference: All traditional students must attend one Freedom Conference.

### **Required Activities**

**Over the course of 4 semesters, students must attend at least 4 of the 6 opportunities below.**

- Dream Team Parties: All traditional students must serve at the annual Church of the Highlands Dream Team Parties.
- ReCreate: All Traditional female students must attend the Church of the Highlands annual women's conference, and all Traditional male students must serve at the conference.
- Impact Conference: All traditional students must attend the Impact Conference.

### **Missions**

Traditional and Core-Plus Students must participate in one HC-approved mission trip. This trip must occur while the student is enrolled in HC or within 90 days of graduation.

If a student wishes to participate in a mission trip not hosted by Highlands College, the student must secure advanced 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.

## 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

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. Cheating includes, but is 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.

## PROCEDURES FOR VIOLATIONS OF ACADEMIC INTEGRITY

If an instructor or staff member believes that a student has breached academic integrity, the staff member or instructor should follow this procedure.

1. Provide documentation describing reasons for suspicion of an infraction.
2. Meet with the student(s) and discuss the suspicion and determine whether a violation has occurred. The staff member or instructor and student may choose to have a witness present during the discussion, and before the meeting, both parties should know of the presence of a witness. The staff member or instructor should thoroughly discuss the evidence of the offense and report findings to the appropriate authority.
3. For Academic courses, the student submits the request to the Academic Dean.
4. For Ministry Training courses, the student submits the request to the Executive Director of Ministry Training.
5. For Student Life courses, the student submits the request to the Student Life Department.
6. If the appropriate authority is also the course instructor, then the student submits the request to the Executive Vice President of Academics and Ministry Training.
7. If the suspicion is unwarranted, include the information within the student's file and a note describing the resolution or conclusion of the issue.
8. If the staff member or instructor verifies the suspicion, the appropriate authority in consultation with the instructor, determines an appropriate penalty.
9. The student has the right to appeal the penalty.
10. The staff member or instructor and, if necessary, the appropriate authority will meet with the student to discuss the penalty and any appeal. The student has the right to invite a student colleague, an advisor or faculty member, or a staff member to the meeting.
11. The appropriate authority will place in the student's file all letters, emails, and reports generated by the various meetings.
12. The appropriate authority may impose one or more of the following penalties for a confirmed instance of academic integrity, or dishonesty, including previous infractions.

13. A failing grade on the assignment in question
14. A failing grade in the course
15. Suspension from the College for a determined period
16. Dismissal from the College

## **RIGHT TO APPEAL**

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

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

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

## STUDENT LIFE

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

## CHAPEL

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

A student must pass four semesters of the Chapel experience. Chapel grades are based on attendance, Students must receive 75% or more per semester to pass the Chapel course.

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

## HC GROUPS

It is essential for every student to connect with God and others through intentional developmental relationships; an HC small group provides the opportunity for students to establish and grow their relationships.

All incoming students will be assigned to a Monday night small group. Students will remain in their assigned group throughout all four semesters.

Students must pass four semesters of HC Groups to fulfill the requirements for graduation. Students must receive a 75% or more per semester to pass the HC Small Groups course. Freedom is a small group curriculum and conference experience that all HC students will participate in within one of their four semesters. The conference is the finale of the Freedom group curriculum, and



students will attend sessions with the goal of removing all obstacles to intimacy with God and walk in true freedom. When students participate in Freedom Small Groups, students must also attend the Freedom Conference to pass that semester of Small Groups.

## **HC FIT**

HC Sports and HC Fit Workouts are challenging physical activities that provide the discipline of a healthy active lifestyle.

Students who are unable to participate in any HC Sports or HC Fit Workouts due to physical limitations and/or an injury must provide a doctor's excuse to the Student Life Office. Students unable to physically participate will participate through a substitutional program.

## **HC SPORTS**

HC Sports is a crucial part of HC and provide an engaging space for competition, team building, and community.

At the beginning of each semester, students will choose their sport of choice. Options for sports include soccer, football, beach volleyball, ultimate Frisbee, and kickball.

## **HC FIT WORKOUTS**

HC Fit Workouts are an essential element of the HC program. Certified fitness instructors guide and coach students to develop healthy habits.

At the beginning of each semester, students will register for an HC Fit Workout group at Lifetime Fitness Center. These groups rotate between several workout classes, and students will check in with their Lifetime Assistant for attendance. These classes are specifically designed for, and limited to, HC students and staff.

## TRADITIONAL STUDENTS: REQUIRED EVENTS

All Traditional students will participate in these annual required events. HC designs these events to stretch and push every student to expand their physical, mental, and spiritual capacities. See details of each event below.

- Expedition
- Half-marathon
- Student Life Courses: 75% pass
- Saturate
- Dream Team Parties
- ReCreate
- Impact Leadership Conference

Students unable to participate due to physical limitations and/or an injury must contact the Student Life Office with a doctor's excuse. The Student Life Department will provide an alternative activity for students with a doctor's excuse.

**Half Marathon:** The HC Half Marathon is designed for students to challenge themselves through the discipline of training and completing a 13.1-mile run. Students must score at least 75% on the Half-Marathon training, goal, and completion comprehensive score. Comprehensive score formula: Training 50%, Goal 25%, Finishing 25% (Goal is scaled 1% down for every minute over the goal.)

**Expedition:** Expedition is an outdoor endurance race where traditional students are placed on teams to compete in challenging conditions, complete obstacle courses, and serve others.

**HC Saturate:** Saturate is a retreat to disconnect from the world and grow closer to God through prayer, fasting, encounter services, and community.

**Dream Team Parties:** All traditional students must serve at the annual Church of the Highlands Dream Team Parties.

**ReCreate:** All Traditional female students must attend the Church of the Highlands annual women's conference, and all Traditional male students must serve at the conference.

**Impact Conference:** All traditional students must attend the Impact Conference.

## **TRADITIONAL STUDENTS: COMMUNITY EVENTS**

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

## **TRADITIONAL STUDENTS: 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 has a job, they are required to ask off of work to participate in these events. Dream Team Parties – Students will be assigned to a Church of the Highlands campus to serve and celebrate those that serve the church on the Dream Team.

- ReCreate - ReCreate is the annual Church of the Highlands women's gathering. All traditional female students will be gifted free admission to a campus hosting ReCreate. All traditional male students will be encouraged to serve at least one ReCreate conference.
- Impact Leadership Conference - This conference provides tools for those leading in various arenas including HC students. Students will attend and help serve at this event.
- 21 Days of Prayer - Every January and August, Highlands College students participate with Church of the Highlands for 21 days of prayer. Prayer is a vital part of life as a Christian and in ministry; this time each year provides space to build this discipline and refocus as a community.

## MISSIONS

Every student will expand their perspective and grow spiritually as they encounter different cultures and participate in God's Kingdom work around the world.

Students must participate in one Highlands College approved mission trip while the student is enrolled in HC or within 90 days of graduation.

If a student wishes to participate in a mission trip 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.

## **ADVISING SERVICES**

### **ACADEMIC ADVISING**

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

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

### **PERSONAL COACHING**

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

## **MINISTRY PLACEMENT**

### **MISSION**

Ministry Placement exists to further develop students with the spiritual awareness and professional life skills needed for pursuing their calling through intentional connection to ministry opportunities.

### **INTERNSHIPS**

Internships provide graduates with applied ministry opportunities to enhance their future in vocational ministry.

All prospective graduates of the HC Traditional and Core-Plus Programs may apply for an internship.

There are a limited number of available internships, so the application process is competitive. A student's cumulative grade point average (CGPA) carries significant weight with the selection committee, so the committee strongly encourages students to maintain a minimum CGPA of 3.0. Students with a CGPA below 3.0 may still apply.

To be considered for an internship, a student must be willing to be placed outside of Church of the Highlands. Students can apply for the Internship Program for the semester of anticipated graduation, or the semester after graduation.

Eligible students can apply for an internship up to one year past their graduation date. Students not selected for the Internship Program may reapply the semester immediately following their initial application. Students may only reapply once.

#### **Traditional Intern Responsibilities**

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

## **Evening Intern Responsibilities**

- Intern at an approved church under an approved church staff member for a minimum of 10 hours a week
- Complete evaluation forms from HC throughout the internship experience

## **PLACEMENT**

Placement provides ministry opportunities for alumni through our strategic partnerships with hiring organizations, utilizing our networking service, myIMPACT.

HC offers Placement Services to graduates. The College Placement Office works closely with thousands of churches through multiple networks, including the ARC network and the Grow network.

# FINANCIAL INFORMATION

## FEES

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



## FINANCIAL CHECK-IN

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

If a student has not paid their tuition and fees by the FCI date, then the student will be blocked from enrollment in classes. 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.

## 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.

## CERTIFICATE PROGRAM TUITION

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

Tuition covers the following for each program.

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

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

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

### TRADITIONAL PART-TIME STUDENTS

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

Tuition is the per credit hour rate of all academic and ministry training courses taken. For example, if a student is taking a Ministry Leadership

course, the student would pay 1 (MINL credit hours) x \$275 (the prevailing credit hour rate which is subject to change).

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

- Chapels
- Sunday Experience

## **EVENING PART-TIME STUDENTS**

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

## **TUITION 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.

## **DEGREE TUITION**

Most students who are simultaneously pursuing an academic degree through Parallel Enrollment with SEU do not pay a separate tuition charge for HC.

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

Not enrolled in a corresponding Ministry Practicum course with SEU (PMIN 2302 - Student Ministry Practicum)

Taking less than a 6-credit hour course load with SEU

Enrolled in Southeastern University's online degree program exclusively

## **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.

## PAST-DUE ACCOUNTS

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 account is current, financial lock will be removed.

All invoices are due in full on the date of the Financial Check In each semester.

## STUDENT HOUSING FEES

Type	Cost	Due Date
New Housing Application Fee	\$100	1st semester
Student Apartment Rental	\$405	Monthly: 3 Bedroom
Student Apartment Rental	\$465	Monthly: 2 Bedroom
Housing Key Replacement	\$50	

## FINANCIAL AID

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

## SCHOLARSHIPS AND OTHER FINANCIAL ASSISTANCE

Highlands College offers a limited number of competitive scholarships to students who have completed two semesters at HC. Complete information on each of the following scholarships is on the school's website.

- The Pillar Scholarships
- The Emmanuel, God with Us, Scholarship
- The HC 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.

## REGISTRAR

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

## PRIOR COURSEWORK AT HIGHLANDS COLLEGE

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

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

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

## TRANSFER OF CREDITS

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 mailed to:

Attn: Registrar  
Highlands College  
1701 Lee Branch Lane  
Birmingham, AL 35242

HC will evaluate transcripts for possible transferable credit. For results of the evaluation, contact the Registrar or review the Transfer Credits section of the Admissions tab in the student's Populi account.

## **CREDIT TRANSFER FROM SOUTHEASTERN UNIVERSITY**

HC 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 Certificate 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 TRANSFER IN FROM OTHER INSTITUTIONS**

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

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

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

## **CREDIT TRANSFER OUT**

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

## **COURSE REGISTRATION**

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

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

## **DROPPING OR ADDING COURSES**

Students have the option to request schedule changes before the Drop/Add deadline for each term/semester while the Populi registration portal is open. To request schedule changes after the registration portal has closed, students must complete a Course Drop/Add form and submit it to the Registrar for processing.

The Academic Calendar ([Appendix 1](#)) lists drop/add dates for each semester. A student may not add courses after the drop/add date. Refer to the Withdrawal section for information on dropping a course after the drop/add date.

Students who wish to alter their schedule by adding additional classes, dropping scheduled classes, or swapping classes are encouraged to do so under the guidance of their academic advisor or the Registrar. Adding additional classes may increase the student's tuition cost for the term. Dropping scheduled classes may prolong the student's anticipated date of graduation. Students who elect to deviate from the recommended course sequence should be mindful that the future scheduling of courses may not



align with their independent sequence. The Registrar can provide students with future schedule forecasts to help ensure timely program completion.

## **WITHDRAWAL FROM A COURSE**

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

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

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

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

## **WITHDRAWING FROM HIGHLANDS COLLEGE**

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

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

A student who decides to withdraw from HC must complete a Highlands College Withdrawal Request form. Traditional Students must complete a Lifetime Membership Cancellation Form in the event of their graduation, withdrawal, or dismissal from the program. All relevant forms must be filed

with the Registrar. These forms are available in the Shared Files section in Populi, from the Registrar's office or by email request sent to [registrar@highlandcollege.com](mailto:registrar@highlandcollege.com).

## **CHANGE OF PROGRAM**

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

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

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

Approval of a request to change from the Traditional Program to the Core-Plus Program or the Core Program is not automatic. The Executive Vice President of Academics and Ministry Training is the final approval authority for such requests. Decisions are final and are not subject to appeal. Traditional Program students who are approved to change to the Core-Plus Program or Core Program must complete a Lifetime Membership Cancellation form and file it with the Registrar at the time of approval.

## **CONTINUED ENROLLMENT**

### **Good Academic Standing**

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

### **Academic Probation**

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

Probation status automatically disqualifies the student from graduation until the student returns to good academic standing. Academic Probation status may additionally disqualify the student from participating in certain College activities. Activity organizers will specify if an event requires the student to be in good standing status for participation.

Students on Academic Probation have one semester in which to raise their CGPA to the minimum of 2.0. Students may attempt to improve their CGPA by retaking any course wherein they did not attain the required minimum grade and/or were awarded a grade of "F", "FN", or "WF," by completing new coursework, or a combination of the two. Such students should seek the counsel of the Registrar or their academic advisor to plan their schedule to maximize the opportunity to return to good standing status.

## **TRANSCRIPT REQUESTS**

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

# LEARNING RESOURCES: HIGHLANDS COLLEGE LIBRARY

## GENERAL POLICIES

### VISION

Highlands College Library's (HCL) vision is to support the Vision, Mission and Goals of Highlands College in the four areas of academic instruction, ministry training, character formation and spiritual development. HCL aspires to be the heart of the intellectual exploration and academic development of the students and faculty at Highlands College. HCL aims to create knowledge seekers who will enrich the Birmingham community and the wider world with a spirit of lifelong learning.

### MISSION

The HCL mission is to support the curriculum of the university by acquiring, organizing, and preserving a broad, well-balanced spectrum of information and by providing access to that information through personal and technological services, to the fullest extent of our abilities and resources. Through the availability of these resources, HCL's mission is to develop and equip lifelong learners.

### GOALS

The Library serves as a partner with the faculty, staff, and students in their educational endeavor to provide a core collection of scholarly resource materials that undergird the vision and mission of Highlands College. A well-balanced library will include books, periodicals, media, and software organized with careful planning at an affordable pace. An excellent library will be constructed by planned acquisition rather than accidental accumulation. The goal is a curated library that will provide access to relevant information.

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

- To aid users in locating, evaluating, and effectively using library resources
- To enable both students and faculty to achieve a higher level of learning and study
- To provide information resources in a variety of formats to support all areas of the college's curriculum

- To provide information on the integration of Christianity with the various disciplines of knowledge which supports the spiritual and personal growth of our students
- To expose patrons to valuable information that might otherwise be missed
- To provide students with information literacy instruction—that is to assist with finding appropriate, quality information needed for educational assignments and life.

## **LIBRARY ACCESS**

### **Hours**

HCL is staffed from 8:00 am - 4:00 pm Monday-Friday. In addition, during the final two weeks of every term, the library will extend its hours on Tuesdays and Thursdays to be open until 7:00 pm.

The library will be closed during all student holidays.

### **Location**

The HCL is located at the Church of the Highlands Greystone Campus on the second floor.

### **Contact**

Students can direct any inquiries to the Librarian, Bethany Herrod at [library@highlandscollege.com](mailto:library@highlandscollege.com)

For further information about the Highlands College Library, please refer to the full [Learning Resources Handbook](#).

## WRITING CENTER

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

The HCWC's Goals are:

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

For more information, please contact the HCWC at [writingcenter@highlandscollge.com](mailto:writingcenter@highlandscollge.com).

## **FACILITIES**

The offices of Highlands College are at the Greystone campus of Church of the Highlands.

### **TRADITIONAL PROGRAM LOCATIONS**

Greystone Campus  
1701 Lee Branch Lane  
Birmingham, AL 35242

Grandview Campus  
3660 Grandview Parkway  
Birmingham, Alabama 35243

### **EVENING PROGRAM LOCATIONS**

Auburn Campus  
2001 East Samford Avenue  
Auburn, AL 36830

Fultondale Campus  
3250 Lowery Parkway  
Fultondale, AL 35068

Gadsden Office Complex  
948 Gilbert Ferry Road  
Gadsden, AL 35954

Grandview Campus  
3660 Grandview Pkwy  
Birmingham, AL 35243

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

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

Montgomery Campus  
4255 Taylor Road  
Montgomery, AL 36116

Oxford Office Complex  
2109 US-78  
Anniston, AL 36207

Riverchase Campus  
9013 Helena Road  
Pelham, AL 35124

Shoals Office Complex  
10 Hightower Place  
Florence, AL 35630

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





## **COLLEGE GOVERNANCE**

### **BOARD OF DIRECTORS**

The Board of Directors governs and sets policy to support the vision and mission of HC and provides a critical link to the wider community.

### **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.

### **ACADEMIC GOVERNANCE**

The Board of Directors has the responsibility and ultimate authority in all matters. The Executive Vice President of Academics and Ministry Training is responsible for the academic governance of HC and for leading the Faculty.

### **CORE FACULTY COMMITTEE**

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

## **HIGHLANDS COLLEGE LEADERSHIP**

### **BOARD OF DIRECTORS**

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

### **EXECUTIVE TEAM**

Chris Hodges Chancellor  
M.Min. Southwestern Christian University

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

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

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

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

Matt Minor  
Executive Vice President of Student Life  
B.A. University of Alabama

Jordan Williamson  
Executive Vice President of Enrollment Services & Ministry Placement

## **LEADERSHIP**

John Ball  
Director of Ministry Training  
B.B.A Belmont University  
M.A.T.S. Liberty University  
M.Div. Liberty University

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

Justin Bradshaw  
Executive Director of Evening Program  
B.A. University of Alabama at Birmingham

Matthew Brumfield  
Controller and Dean of Student Accounts  
B.S. University of Alabama

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

J. Lee Ellison  
Executive Director of Ministry Training  
B.S. Oral Roberts University

Toni Ford  
Director of Student Development  
B.S. University of Alabama  
M.A. University of Alabama  
M.E. University of Montevallo

Warren Goings  
Community Director  
Michael Hodges  
Special Projects Director  
B.S. University of Alabama  
M.B.A. University of Alabama

Donna Knottek  
Director of Institutional Research and Assessment  
B.S.I.E. Texas Tech University

Blaine Lindsey  
Executive Director of Ministry Placement  
B.S. University of Alabama, Birmingham  
B.S. Auburn University

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

Bailey McCurdy  
Director of Recruiting  
C.M.L. Highlands College  
B.A. University of Alabama

Steph Meyer  
Special Projects Director  
B.C.M. Alphacrucis College

Aron Ritchie  
Director of Special Projects  
C.M.L. Highlands College  
B.A. Auburn University

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

Tim Spurlock

Director of Student Life Operations  
B.S. Louisiana State University  
M.Ed. Lamar University

## **FACULTY**

Marguerite M. Armistead  
B.A. Auburn University  
M.A. Auburn University

Chris Hanna  
B.A. University of Alabama at Birmingham  
M.Div. Beeson Divinity School  
Th.M. Midwestern Baptist Theological Seminary

Bethany Herrod  
B.M. Samford University  
M.S.C. University of Strathclyde

Sherrill Larson  
M.Div. The King's University

## **ADJUNCT PROFESSORS**

Kevin Bussey  
C.M.L. Highlands College  
M.A. University of Alabama at Birmingham  
M.Div. Southwestern Baptist Theological Seminary

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

## **MINL INSTRUCTORS**

Steve Blair  
Beth Cunningham  
Kellen Coldiron  
Rex Davis  
Katy Hodges

Casey Floyd

To meet the rest of the Highlands College team, [click here](#).

## **ADVISORY BOARDS**

### **MINISTRY ADVISORY BOARD**

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

### **NATIONAL IMPACT TEAM**

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

### **PROFESSORS-IN-RESIDENCE**

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



## ALL PROGRAMS: MINISTRY LEADERSHIP COURSES

MINL 131 – Ministry Purpose	1 credit hour
MINL 131E* – Ministry Purpose	1 credit hour
Examines major elements of discovering and keeping one’s ministry purpose and personal calling. Students will gain understanding to discern God’s will, discover one’s unique gifts and personality, and appreciate their role in advancing the kingdom of God.	
MINL 133 – Personal Leadership	1 credit hour
MINL 133E – Personal Leadership	1 credit hour
Examines major elements of personal or self-leadership in the pursuit of a Christ-centered life placing special attention on understanding God’s order and design for our personal lives. The student will explore topics in three main categories: spiritual, emotional, and physical.	
MINL 136 – Professional Leadership	1 credit hour
MINL 136E – Professional Leadership	1 credit hour
Examines the components of a biblical worldview as a necessary component of Christian professionalism. Students will also gain skills in emotional intelligence, time management, and professional communication.	
MINL 138 – Team Leadership	1 credit hour
MINL 138E – Team Leadership	1 credit hour
Examines major elements of how to lead others and teamwork. Students will gain an understanding of ministry leadership practices, developing leaders, and successfully leading teams in a ministry setting.	
MINL 231 – Ministry Philosophy	1 credit hour
MINL 231E – Ministry Philosophy	1 credit hour
Examines major elements of ministry philosophy. 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 a healthy ministry philosophy.	
MINL 233 – Ministry Practices I	1 credit hour
MINL 233E – Ministry Practices I	1 credit hour

Examines the creative process and creating ministry moments in a weekend service. Students will gain understanding and skills to create ministry moments for Sunday services and effectively engage the creative process.

MINL 236 - Ministry Practices II	1 credit hour
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MINL 236E - Ministry Practices II	1 credit hour
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Examines major elements of pastoral practices in the local church. Students will gain an understanding of ministry principles concerning pastoral care for attendees and members.

MINL 238 - Leadership Comprehensive	1 credit hour
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MINL 238E - Leadership Comprehensive	1 credit hour
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Designed for students to demonstrate their grasp and reflect on overall program goals: the authority of Scripture, pursuit of a Christ-centered life, passion of lifelong learning, calling of ministry leadership, and advancement of the kingdom.

\*Courses ending in "E" indicate a Core-plus or Core course.

## TRADITIONAL PROGRAM: ACADEMIC COURSES

### FOUNDATIONAL STUDIES (10 Hours)

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

### BIBLICAL STUDIES (12 Hours)

BIBL103	Biblical Introduction	3 Credit Hours
BIBL 105	Old Testament	3 Credit Hours
BIBL 106	New Testament	3 Credit Hours
BIBL 108	Biblical Interpretation	3 Credit Hours

### THEOLOGICAL STUDIES (9 Hours)

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

## TRADITIONAL PROGRAM: PRACTICUM COURSES

### Introduction to Practical Ministry (PPRM)

PPRM 131	Introduction to Practical Ministry	1 credit hour
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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 Hands On	1 credit hour
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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.

### Creative Practicum (PCRE)4 credit hours

PCRE 133	Creative Instruction	1 credit hour
PCRE 136	Creative Instruction	1 credit hour
PCRE 138	Creative Instruction	1 credit hour
PCRE 231	Creative Instruction	1 credit hour
PCRE 233	Creative Instruction	1 credit hour
PCRE 236	Creative Instruction	1 credit hour
PCRE 238	Creative Instruction	1 credit hour

These courses are designed to equip each student with practical knowledge, ministry exposure, and hands on experience to prepare them to be a creative in any ministry environment. Students will receive extensive and basic training in these areas: Social Media, Graphic Design, Video, and Motion Graphics.

PCRE 133L	Creative Hands On Lab	1 credit hour
PCRE 136L	Creative Hands On Lab	1 credit hour
PCRE 138L	Creative Hands On Lab	1 credit hour
PCRE 231L	Creative Hands On Lab	1 credit hour
PCRE 233L	Creative Hands On Lab	1 credit hour
PCRE 236L	Creative Hands On Lab	1 credit hour
PCRE 238L	Creative Hands On Lab	1 credit hour

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

#### **Conference and Events Practicum (PCON) 4 credit hours**

PCON 133	Conference and Events Instruction	1 credit hour
PCON 136	Conference and Events Instruction	1 credit hour
PCON 138	Conference and Events Instruction	1 credit hour
PCON 231	Conference and Events Instruction	1 credit hour
PCON 233	Conference and Events Instruction	1 credit hour
PCON 236	Conference and Events Instruction	1 credit hour
PCON 238	Conference and Events Instruction	1 credit hour

These courses will provide students with the opportunity to participate in Church-wide events, Special Events, Highlands Conferences, and National

Conferences. Students will have opportunities to plan, execute, and serve various elements of each event with a detailed-focus team that places a high priority on valuing people and serving with excellence through planning and organization. Students will receive training in these areas: Event Planning, Budget Planning, Time Management, Communication, Leadership, Team Building, Problem Solving Skills, Project Management, and Innovative Ministry.

PCON 133L	Conference and Events Hands On Lab	1 credit hour
PCON 136L	Conference and Events Hands On Lab	1 credit hour
PCON 138L	Conference and Events Hands On Lab	1 credit hour
PCON 231L	Conference and Events Hands On Lab	1 credit hour
PCON 233L	Conference and Events Hands On Lab	1 credit hour
PCON 236L	Conference and Events Hands On Lab	1 credit hour
PCON 238L	Conference and Events Hands On Lab	1 credit hour

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.

**Family Ministry Practicum (PFAM) 4 credit hours**

PFAM 133	Family Ministry Instruction	1 credit hour
PFAM 136	Family Ministry Instruction	1 credit hour
PFAM 138	Family Ministry Instruction	1 credit hour
PFAM 231	Family Ministry Instruction	1 credit hour
PFAM 233	Family Ministry Instruction	1 credit hour
PFAM 236	Family Ministry Instruction	1 credit hour

PFAM 238	Family Ministry Instruction	1 credit hour
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These courses seek to develop biblically educated ministry leaders and equip them to lead in the local church by reaching children with truth and empowering parents. They will teach students how to invest in the lives of families through worship, videos, skits, small groups, greeting, games, and more. Students will receive training in the following areas: Creating Safe and Fun Environments, Communication, Team Leadership, Creative Development, and Small Groups.

PFAM 133L	Family Ministry Hands On Lab	1 credit hour
PFAM 136L	Family Ministry Hands On Lab	1 credit hour
PFAM 138L	Family Ministry Hands On Lab	1 credit hour
PFAM 231L	Family Ministry Hands On Lab	1 credit hour
PFAM 233L	Family Ministry Hands On Lab	1 credit hour
PFAM 236L	Family Ministry Hands On Lab	1 credit hour
PFAM 238L	Family Ministry Hands On Lab	1 credit hour

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.

**Outreach Practicum (POTR) 4 credit hours**

POTR 133	Outreach Instruction	1 credit hour
POTR 136	Outreach Instruction	1 credit hour
POTR 138	Outreach Instruction	1 credit hour
POTR 231	Outreach Instruction	1 credit hour
POTR 233	Outreach Instruction	1 credit hour
POTR 236	Outreach Instruction	1 credit hour
POTR 238	Outreach Instruction	1 credit hour

These courses will allow students to experience the heart and vision of Church of the Highlands local outreach. They will have the opportunity to plan and lead in local outreach events, study strategy and theory of local missions, as well as be on the ground floor of meeting needs and sharing the gospel. Students will receive training in these areas: Community Engagement, Outreach Events, Pastoral Care, Evangelism, Team Development, Administration, and Practical Ministry Application.

POTR 133L	Outreach Hands On Lab	1 credit hour
POTR 136L	Outreach Hands On Lab	1 credit hour
POTR 138L	Outreach Hands On Lab	1 credit hour
POTR 231L	Outreach Hands On Lab	1 credit hour
POTR 233L	Outreach Hands On Lab	1 credit hour
POTR 236L	Outreach Hands On Lab	1 credit hour
POTR 238L	Outreach Hands On Lab	1 credit hour

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.

**Pastoral Leadership Practicum (PPAS)      4 credit hours**

PPAS 133	Pastoral Leadership Instruction	1 credit hour
PPAS 136	Pastoral Leadership Instruction	1 credit hour
PPAS 138	Pastoral Leadership Instruction	1 credit hour
PPAS 231	Pastoral Leadership Instruction	1 credit hour
PPAS 233	Pastoral Leadership Instruction	1 credit hour
PPAS 236	Pastoral Leadership	1 credit hour



	Instruction	
PPAS 238	Pastoral Leadership Instruction	1 credit hour

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

PPAS 133L	Pastoral Leadership Hands On Lab	1 credit hour
PPAS 136L	Pastoral Leadership Hands On Lab	1 credit hour
PPAS 138L	Pastoral Leadership Hands On Lab	1 credit hour
PPAS 231L	Pastoral Leadership Hands On Lab	1 credit hour
PPAS 233L	Pastoral Leadership Hands On Lab	1 credit hour
PPAS 236L	Pastoral Leadership Hands On Lab	1 credit hour
PPAS 238L	Pastoral Leadership Hands On Lab	1 credit hour

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.

**Students Practicum (PSTU) 4 credit hours**

PSTU 133	Students Instruction	1 credit hour
PSTU 136	Students Instruction	1 credit hour
PSTU 138	Students Instruction	1 credit hour
PSTU 231	Students	1 credit hour

	Instruction	
PSTU 233	Students Instruction	1 credit hour
PSTU 236	Students Instruction	1 credit hour
PSTU 238	Students Instruction	1 credit hour

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

PSTU 133L	Students Hands On Lab	1 credit hour
PSTU 136L	Students Hands On Lab	1 credit hour
PSTU 138L	Students Hands On Lab	1 credit hour
PSTU 231L	Students Hands On Lab	1 credit hour
PSTU 233L	Students Hands On Lab	1 credit hour
PSTU 236L	Students Hands On Lab	1 credit hour
PSTU 238L	Students Hands On Lab	1 credit hour

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.

**Technical Arts Practicum (PTEC)      4 credit hours**

PTEC 133	Technical Arts Instruction	1 credit hour
PTEC 136	Technical Arts Instruction	1 credit hour
PTEC 138	Technical Arts Instruction	1 credit hour

PTEC 231	Technical Arts Instruction	1 credit hour
PTEC 233	Technical Arts Instruction	1 credit hour
PTEC 236	Technical Arts Instruction	1 credit hour
PTEC 238	Technical Arts Instruction	1 credit hour

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

PTEC 133L	Technical Arts Hands On Lab	1 credit hour
PTEC 136L	Technical Arts Hands On Lab	1 credit hour
PTEC 138L	Technical Arts Hands On Lab	1 credit hour
PTEC 231L	Technical Arts Hands On Lab	1 credit hour
PTEC 233L	Technical Arts Hands On Lab	1 credit hour
PTEC 236L	Technical Arts Hands On Lab	1 credit hour
PTEC 238L	Technical Arts Hands On Lab	1 credit hour

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.

**Worship Leadership Practicum (PWOR)      4 credit hours**

PWOR 133	Worship Leadership Instruction	1 credit hour
PWOR 136	Worship Leadership	1 credit hour

	Instruction	
PWOR 138	Worship Leadership Instruction	1 credit hour
PWOR 231	Worship Leadership Instruction	1 credit hour
PWOR 233	Worship Leadership Instruction	1 credit hour
PWOR 236	Worship Leadership Instruction	1 credit hour
PWOR 238	Worship Leadership Instruction	1 credit hour

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

PWOR 133L	Worship Leadership Hands On Lab	1 credit hour
PWOR 136L	Worship Leadership Hands On Lab	1 credit hour
PWOR 138L	Worship Leadership Hands On Lab	1 credit hour
PWOR 231L	Worship Leadership Hands On Lab	1 credit hour
PWOR 233L	Worship Leadership Hands On Lab	1 credit hour
PWOR 236L	Worship Leadership Hands On Lab	1 credit hour
PWOR 238L	Worship Leadership Hands On Lab	1 credit hour

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.

## TRADITIONAL PROGRAM: STUDENT LIFE COURSES

ATHT – Athletics/Intramurals/Personal Workouts      0.5 credit hours

This course assists students in developing their physical health by requiring a weekly workout plan, intramural sports, physical assessments, and the completion of Expedition during the fall semester and a half-marathon during the spring semester.

HCC –Chapel      0.4 credit hours

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

HCGP – HC Groups      0.6 credit hours

HCGP-S1 – HC Groups: First Semester  
HCGP-S2 – HC Groups: Second Semester  
HCGP-S3 – HC Groups: Third Semester  
HCGP-S4 – HC Groups: Fourth Semester

Students participate weekly in a small group consisting of fellow HC students.

## **EVENING: CORE-PLUS COURSES**

MTL - Ministry Training Lab 0.5 credit hours

MTL 100 – Ministry Training Lab: First Semester  
MTL 200 – Ministry Training Lab: Second Semester  
MTL 300 – Ministry Training Lab: Third Semester  
MTL 400 – Ministry Training Lab: Fourth Semester

The course helps students gain an understanding of all major components of local church ministry.

EVATH – Athletics/Personal Workouts 0.0 credit hours

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

EVHCGP HC Groups 0.0 credit hours

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

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

EVSE– Sunday Experience 0.0 credit hours

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

## **DIRECTED STUDIES**

DPRE 112 General Directed Study 0.5 credit hours

The General Directed Study is designed to give students exposure to a variety of ministry areas before selecting a ministry focus for the remainder of their

training in the Core Plus program. Students will get hands-on experience in each of the areas in addition to a guided reflection on the area of their calling.

DDRC 212 – Outreach

DDRC 312 – Outreach

DDRC 412 – Outreach

This course, offered only at Greystone and Montgomery locations, allows students to experience the heart and hub of Church of the Highlands local outreach. Students plan and lead in local outreach events, study strategy and theory of local missions, and be on the ground floor of meeting needs and sharing the gospel. Students will receive training in local missions, evangelism, events, team building, and gospel strategy.

DEVE 212 – Events Directed Study

DEVE 312 – Events Directed Study

DEVE 412 – Events Directed Study

This course provides students with the opportunity to participate in the planning and hosting of national conferences, Church of the Highlands conferences, and church-wide events. Students will receive training in event planning, budgeting, time management, communication, leadership, and teambuilding.

DFAM 212 – Family Ministry Directed Study

DFAM 312 – Family Ministry Directed Study

DFAM 412 – Family Ministry Directed Study

This course teaches students how to invest in the lives of families through worship, videos, skits, small groups, greeting, games and more. In the Family Ministry Practicum, students will receive training in creating safe and fun environments, communication, team leadership, creative development, and small groups.

DPAS 212 – Pastoral Leadership Directed Study

DPAS 312 – Pastoral Leadership Directed Study

DPAS 412 – Pastoral Leadership Directed Study

This course trains students on how to build and lead teams, communicate effectively, and lead an organization or department within the church. In the

Pastoral Leadership Directed Study, students will receive training in project management, pastoral care, and small group and dream team development.

DSTU 212 – Students Directed Study

DSTU 312 – Students Directed Study

DSTU 412 – Students Directed Study

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

DWOR 212 – Worship Leadership Directed Study

DWOR 312 – Worship Leadership Directed Study

DWOR 412 – Worship Leadership Directed Study

This course prepares students for spiritual and musical development as a worship leader ready to lead congregations and develop teams. Students receive training in leading worship teams, creating worship sets, understanding music theory, songwriting, and team and organizational leadership.



## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Highlands College does not receive funds 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-USA-LEARN (1-800-872-5327) (voice).  
Individuals who use TDD may use the [Federal Relay Service](#) or contact the office at the following address.

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

<http://www2.ed.gov/policy/gen/guid/fpco/index.html>

# APPENDIX 1: 2020-2021 ACADEMIC CALENDAR

## HIGHLANDS COLLEGE 2020–2021 ACADEMIC AND MINISTRY TRAINING CALENDAR

### FALL 2020

<b>August 3</b>	<b>Monday</b>	<b>FINANCIAL CHECK-IN (FCI)</b>
August 5	Wednesday	Housing Orientation & Move-in
August 6–7	Thursday–Friday	Traditional Orientation
August 9	Sunday	Evening Orientation
August 10	Monday	First Semester Practicum Registration Closes

<b>August 10</b>	<b>Monday</b>	<b>Term A: Begins</b>
August 11	Tuesday	One Big Chapel
August 14	Friday	Traditional Drop/Add Deadline (refund eligibility)
August 18	Tuesday	Evening Classes Begin
August 24	Monday	Evening Drop/Add Deadline (refund eligibility)
<b>September 7</b>	<b>Monday</b>	<b>Labor Day (No classes)</b>
September 15	Tuesday	Term A: Last Day to Receive WP/WF
October 2	Friday	Weather Day
October 7	Wednesday	Term A: Final Exams
<b>October 8</b>	<b>Thursday</b>	<b>Term A: Ends</b>

<b>October 11</b>	<b>Sunday</b>	<b>Term B: Begins</b>
October 16	Friday	Term B: Drop/Add Deadline
October 19	Monday	Fall Semester Courses: Last Day to Receive WP/WF
<b>November 20–28</b>	<b>Friday–Saturday</b>	<b>Thanksgiving Break</b>
November 30	Monday	Term B: Last Day to Receive WP/WF
December 2	Wednesday	E-Learning Day
December 2	Wednesday	Impact Conference with John Maxwell
December 4	Friday	Weather Day
December 11	Friday	Term B: Final Exams
<b>December 11</b>	<b>Friday</b>	<b>Fall Semester Ends</b>
<b>December 12</b>	<b>Saturday</b>	<b>Winter Break Begins</b>

**HIGHLANDS COLLEGE  
2020–2021 ACADEMIC AND MINISTRY TRAINING CALENDAR**

**SPRING 2021**

<b>January 4</b>	<b>Monday</b>	<b>FINANCIAL CHECK-IN (FCI)</b>
January 6	Wednesday	Housing Orientation & Move-in
January 7-9	Thursday–Saturday	Traditional Orientation
January 10	Sunday	Evening Orientation

<b>January 11</b>	<b>Monday</b>	<b>Term A: Begins</b>
January 12	Tuesday	One Big Chapel
January 15	Friday	Traditional Drop/Add Deadline (refund eligibility)
<b>January 18</b>	<b>Monday</b>	<b>MLK Day (No Classes)</b>
January 19	Tuesday	Evening Classes Begin
January 25	Monday	Evening Drop/Add Deadline (refund eligibility)
February 12	Friday	Term A: Last Day to Receive WP/WF
March 5	Friday	Weather Day
March 10	Wednesday	Term A: Final Exams
<b>March 11</b>	<b>Thursday</b>	<b>Term A: Ends</b>
<b>March 12–20</b>	<b>Friday–Saturday</b>	<b>Spring Break</b>

<b>March 21</b>	<b>Sunday</b>	<b>Term B: Begins</b>
March 26	Friday	Term B: Drop/Add Deadline
April 5	Monday	Spring Semester Courses: Last Day to Receive WP/WF
April 23	Friday	Term B: Last Day to Receive WP/WF
April 30	Friday	Weather Day
May 14	Friday	Term B: Final Exams
<b>May 14</b>	<b>Friday</b>	<b>Spring Semester Ends</b>
May 15	Saturday	Graduation



## **APPENDIX 3: HIGHLANDS COLLEGE AND SEU**

### **How does Highlands College differ from Southeastern University?**

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

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

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

### **Am I required to enroll in both schools?**

Students who pursue a degree with SEU at the Birmingham site must also enroll in Highlands College.

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

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

### **What is the advantage of enrolling in both schools?**

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

leadership certificate from Highlands College and either an associate or bachelor's degree from Southeastern University.

### **Is SEU accredited?**

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

### **What degree is available?**

At the Birmingham program location, students of SEU pursue the Associate of Arts degree in Christian Ministries as a full-time day program.

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

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

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

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

Highlands College is not accredited. Courses completed at Highlands College are generally not eligible for transfer credit consideration by other institutions of higher learning.

### **Am I eligible to apply for federal financial aid?**

Only Southeastern University students qualify to apply for federal financial aid under Title IV. There is a financial aid staff at SEU who can assist applicants with the application process and can describe the types of aid available at the institution. Since Highlands College does not currently qualify for federal financial aid programs, students enrolled only in Highlands College do not qualify to apply for federal financial aid.