

# ACADEMIC CATALOG

UNDERGRADUATE



2025–2026



**Highlands College**

A Life of Eternal Impact

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# 2025–2026 Undergraduate Academic Calendar

## Fall Semester

August 11	Monday	Term A: Begins
August 14	Thursday	Course Drop/Add Deadline
September 1	Monday	Labor Day (No academic classes)
September 5	Friday	Academic Classes
September 5	Friday	Term A: Course Withdrawal Deadline
October 2	Thursday	Term A: Ends
October 6	Monday	Term B: Begins
October 9	Thursday	Term B: Course Drop/Add Deadline
October 9–10	Thursday–Friday	Expedition
October 11–13	Saturday–Monday	Fall Break
October 30	Thursday	Term B: Course Withdrawal Deadline
November 7	Friday	Veterans Day Celebration
November 11	Tuesday	Veterans Day (No academic classes)
November 21–29	Friday–Saturday	Thanksgiving Break
December 3	Wednesday	Impact Conference (No academic classes)
December 11	Thursday	Semester: Ends

## Winter Break

December 12 – January 4

## Spring Semester

January 5	Monday	Term A: Begins
January 8	Thursday	Course Drop/Add Deadline
January 16	Friday	Academic Classes
January 19	Monday	Martin Luther King Jr. Day (No academic classes)
January 22–24	Thursday–Saturday	Saturate
January 29	Thursday	Term A: Course Withdrawal Deadline
February 26	Thursday	Term A: Ends
February 27–March 7	Friday–Saturday	Spring Break
March 9	Monday	Term B: Begins
March 12	Thursday	Term B: Course Drop/Add Deadline
April 2	Thursday	Term B: Course Withdrawal Deadline
April 30	Thursday	Semester: Ends
May 2	Saturday	Commencement

# Academic Catalog

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This *Academic Catalog* describes the policies and academic programs of Highlands College in effect at the time of publication. It is **IMPORTANT** for each student to become familiar with the regulations in this Catalog. Highlands College has made every effort to ensure that everything stated in the catalog is accurate. However, sometimes changes are necessary after the date of publication. Courses and programs offered, together with other matters contained herein, are subject to change at the discretion of the College.

Highlands College admits students who are Christians of good character of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship, and other school-administered programs.

## About Highlands College

### Welcome from the President

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

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

Throughout your journey at Highlands College, we pray you will pursue a Christ-centered life through your involvement in a healthy, life-giving community where you can build your personal devotional life with God, a Godly character, an active lifestyle, and find opportunities to invest in meaningful relationships. We hope you remain humble and hungry and pursue excellence by becoming a lifelong learner. Maintaining a teachable spirit throughout your time at Highlands College is vital to your success as a student.

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

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

For His Glory,  
Mark Pettus  
*President*

## Our Story

Pastor Chris Hodges of Church of the Highlands founded Highlands College in 2011. Highlands College offers a 4-year program for students 17-24 years old, leading to a Bachelor of Arts or Bachelor of Science. Since its beginnings, Highlands College has seen much change and improvement. Yet, it holds steadily to its enduring mission of being a biblical higher education institution that exists to supply the Church with leaders of competence, character, and spiritual maturity, holistically trained to lead lives of eternal impact by fulfilling the Great Commission. In 2015, the Highlands College Board of Directors decided to pursue accreditation. Highland College was granted initial accreditation on February 15, 2023.

## State Licensing and Accreditation

Highlands College is an Alabama non-profit corporation licensed through the state of Alabama's Private School Licensure Division and is accredited by the Association for Biblical Higher Education Commission on Accreditation (5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407-207-0808) to grant certificates and degrees at the Associate and Baccalaureate levels.

Highlands College is approved by the National Council for State Authorization Reciprocity Agreements (NC-SARA) to participate in the SARA initiative. This allows us to offer distance education to students in participating SARA states. For more information about NC-SARA, please visit [www.nc-sara.org](http://www.nc-sara.org)

## Administration

**Chris Hodges**, *Chancellor*

## Board of Directors

The Board of Directors has responsibility and ultimate authority in the governance of Highlands College. The Board of Directors governs and guides Highlands College leadership to accomplish the vision and mission of Highlands College and provides a critical link to the broader community. The President is the Chief Executive Officer of the College and is directly responsible to the Board of Directors. The President provides leadership for the College.

**Ronnie Bennett**

**Duane Donner**

**Chris Hodges**, *Chairman*

**Dr. John Maxwell**

**Patricia Oh**

**Scott Olson**

**Mark Pettus**

**Ken Polk**, *Vice-Chairman*

**Darryl Rosser**

**Glenn Siddle**

**Courtney Winston**

## Officers

**Kay Hargrave**, *Chief Advancement Officer*

**Chris Herndon**, *Chief Financial Officer*

**Katie Reeves**, *Secretary/General Counsel*

**Jordan Williamson**, *Chief Operating Officer*



## Campus Location

3660 Grandview Parkway  
Birmingham, Alabama 35243  
(205) 963-6900

## Vision, Mission, and Goals

### Vision

To educate, equip, and empower leaders in a ministry academy model, applying leading-edge methods in world-class facilities where students launch into their calling to expand the Kingdom of God.

### Mission

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

### Goals

Highlands College will:

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

## Student Learning Objectives

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

The authority of Scripture as evidenced by:

the knowledge, interpretation, and integration of Scripture  
the possession of a biblical worldview

The pursuit of a Christ-centered life as evidenced by:

a personal devotional life with God

a godly character

a healthy, active lifestyle

an investment in life-giving relationships

The passion of 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 various 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. Highlands College gives students leadership training and opportunities to develop the skills needed to make a difference in the world.

### Character Formation

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

### Spiritual Development

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

### Statement of Faith

Students, Faculty, and Staff agree with the beliefs expressed in this Statement; and commit to living in accordance with these beliefs.

### Holy Bible

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

### Trinity

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

### Jesus Christ

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

## Virgin Birth

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

## Redemption

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

## Regeneration

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

## Salvation

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

## Repentance

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

## Sanctification

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

## Jesus' Blood

The Blood that Jesus Christ shed on the Cross for both our sinfulness and our sins, enabling all those who believe to be free from the penalty of sin, which is death. (I John 1:7; Revelation 1:5, 5:9; Colossians 1:20; Romans 3:10-12, 23, 5:9; John 1:29)

## Jesus Christ Indwells All Believers

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

## Baptism in the Holy Spirit

Given at Pentecost, it is the promise of the Father, sent by Jesus after His Ascension, to empower the Church to preach the Gospel throughout the whole earth, one of the signs being speaking in other tongues along with other gifts. (Joel 2:28-29; Matthew 3:11;

Mark 16:17; Acts 1:5,8, 2:1-4, 17, 38-39, 8:14-17, 10:38, 44-47, 11:15-17, 19:1-6)

## The Gifts of the Holy Spirit

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

## The Church

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

## Sacrament of Water Baptism

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

## Sacrament of the Lord's Supper

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

## Sacrament of Marriage

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

## Sexuality

We believe sexuality and the divinely prescribed boundaries for its expression are covered clearly in the Holy Scriptures, which limit sexual expression to the marital relationship of one man with one woman. Homosexual acts, adultery, bestiality, and all forms of fornication are categorically condemned in the Holy Scriptures. We believe that sexuality is assigned by God at conception, male or female, whatever that may be, and the Holy Scriptures does not permit an individual to alter their sexual identity physically or otherwise. (Deuteronomy 23:1, 1 Corinthians 6:18; 1 Thessalonians 4:3; Romans 1:26-27; Proverbs 5:3-5, 8-13; 7:21-27; Galatians 5:19; Exodus 20:14; Deuteronomy 5:18; Matthew 5:27; 19:18;

Luke 18:20; Romans 13:9; James 2:11; Leviticus 20:10-21; 1 Corinthians 10:8, 6:18; Jude 7)

## **Healing of the Sick**

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

## **God's Will for Provision**

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

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

## **Resurrection**

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

## **Heaven**

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

## **Hell**

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

## **Second Coming**

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

# Admission Requirements

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

Applicants must meet the following admissions requirements to be accepted into Highlands College.

1. Meet the age requirement of 17-24 years by the first day of the semester. Age exceptions may be permitted in very limited circumstances at the discretion of the Admissions Committee.
2. Be a United States Citizen or have a visa permitting college attendance.
3. Be a committed follower of Christ.
4. Demonstrate a strong sense of the call of God on their life.
5. Be a current, regular, and active member of a local church for at least three months.
6. Ensure access to sufficient financial resources to cover tuition, fees, housing, and living expenses.
7. Meet one of the following academic requirements.
  - ▶ 2.5 or higher cumulative grade point average (GPA) as of high school graduation with a standard diploma.
  - ▶ 2.5 or higher cumulative grade point average (GPA) from 30 or more postsecondary college credit hours.
  - ▶ Completed the General Educational Development (GED) Certificate.
  - ▶ Other state-recognized equivalencies of a high school diploma.
8. Affirm agreement with the Highlands College Statement of Faith.
9. Complete the following admission requirements:
  - ✓ Online application
  - ✓ Application fee
  - ✓ Pastoral recommendation
  - ✓ Satisfactory background check
  - ✓ All required academic transcripts
  - ✓ Admissions interview
  - ✓ Proof of physical exam
  - ✓ Immunization records\*
10. Highlands College requires all students to live on campus for their first year to cultivate an immersive educational and spiritual environment where students can forge meaningful relationships through consistent community and encouraging interactions. The Housing Agreement and Policy are published annually and are available upon request. All students must agree to abide by the policy.

\*An immunization exemption may be submitted.

The Admissions Committee will review the application information, and the Admissions Department will notify the applicant of a decision. In some cases, an applicant may be asked to provide additional evidence that they meet these requirements, or the Admissions Committee may apply additional conditions concerning the above entry requirements. Based on our experience of the demands for a vocation and calling in ministry, these requests are in the applicant's best interest. Exceptions may be permitted in very limited circumstances at the discretion of the Admissions Committee.

## Application Process

The application process consists of a completed online application form with the submission of all program-specific requirements and supporting documentation. The application for admission is on the Highlands College website, [www.highlandscollege.edu](http://www.highlandscollege.edu).

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 monthly to review completed applications.

The Admissions Department will notify applicants of the outcome of their application. Applicants accepted for admission who do not enroll in the application year for which they applied must complete a new application for admission for another application year.

## Online Recommendation Form

Applicants must request an electronic recommendation form as part of their application. This recommendation should be completed by someone with 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 recommendation may not come from a relative. Highlands College may call this individual for more information about the applicant to follow up concerning academic or behavioral issues disclosed in the application process.

## Background Authorization Consent

Applicants 18 and older should complete the Background Check Consent Form in the Admission Application. Applicants 17 and under should complete the Minor Background Check Questionnaire. This form will be completed by applicants while completing the online application. After admissions application submission, a Parent Background Check Questionnaire will be emailed to their selected parent/guardian for completion.

If there are questions or issues regarding the applicant's background check, the Admissions Committee, in partnership with the Security Department, will decide whether the applicant qualifies to enroll.

## Transcript Submission

Applicants must submit an official transcript or other formal certification verifying completion of the secondary education requirement. High school applicants should request one transcript at the time of application, followed by a final transcript upon graduation. All transcripts submitted, both in progress and final, must be official and sent directly to Highlands College from the high school. Transcripts issued to the student are considered unofficial and cannot be used for admission consideration. All high school

graduates must request a final transcript that includes grade point average (GPA), graduation date, and reflects the equivalency to a high school diploma.

Official transcripts are also required from all colleges and universities attended (once enrollment is concluded). An in-progress official transcript may be submitted for preliminary evaluation if the applicant is presently enrolled; however, it must be followed by an official transcript showing all final grades once the applicant's final grades are posted.

Applicants accepted for admission will not be enrolled in classes until required official transcripts have been received. Highlands College will only accept official transcripts, not photocopies or documents marked "Issued to Student." All transcripts from a foreign institution must be translated, received in English, and evaluated for equivalency by a transcript evaluation service. Applicants must use one of the following transcript evaluation services for academic transcript(s) evaluation:

www.jsilny.org  
www.spantran.com  
www.ece.org  
www.wes.org

Official transcripts can be submitted electronically to [admissions@highlandscollege.edu](mailto:admissions@highlandscollege.edu). Official transcripts can also be mailed directly to the following address:

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

## Grade Point Average Requirements

Applicants must have earned a minimum cumulative grade point average (GPA) of 2.5 as evidenced by their secondary or post-secondary education transcript(s). Applicants who do not meet this requirement may provide alternative satisfaction by demonstrating an overall 2.5 GPA in 9 or more semester hours of completed coursework at the post-secondary level in the most recent semester. All transcripts received are evaluated on a four-point scale determined by Highlands College. Exceptions may be permitted in very limited circumstances at the discretion of the Admissions Committee.

## Standardized Test Scores

Submission of standardized test scores from either the American College Test (ACT) or Scholastic Aptitude Test (SAT) is OPTIONAL for both scholarship and admission considerations. If an applicant wants a test score considered for a scholarship decision, the test scores must be sent directly from the testing agency or a student's high school to Highlands College. Student copies of score reports will not be considered official.

Highlands College Code Numbers: SAT: 7193 / ACT: 7829

## Admission Interview

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

## Student Information Release

Highlands College is committed to student safety, growth, and development as individuals prepare for ministry. During a student's enrollment, situations may arise where student information needs to be shared between Highlands College departments and small group leaders for the benefit of the student. Student privacy is essential, and Highlands College seeks to maintain appropriate discretion regarding information sharing.

Students will be required to formally acknowledge that in certain circumstances, limited personal information regarding a specific need may be shared carefully and with discretion with Highlands College departments, Church of the Highlands Campus Pastors, Staff, or Small Group leaders to benefit their growth and development in preparation for ministry during the post-acceptance process.

## Technical Standards

Highlands College imposes strict technical standards to ensure students possess the knowledge, skills, and competencies needed for a career in full-time ministry. These standards, with or without reasonable accommodations, must be met for students to enroll at Highlands College. The Student Success team assesses the reasonableness of accommodations, ensuring they do not undermine the educational process.

These abilities and skills, as determined by Highlands College, are as follows:

- **Observation Skills:** A student must be able to use the sense of vision, hearing, and somatic sensation in order to assimilate information quickly and accurately in the classroom and in ministry training fields. Students will be expected to participate in an active learning approach and must have the capacity to remain engaged for extended periods, fully participate in class discussions, and make oral presentations to groups.
- **Communication Skills:** Students must be able to read, speak intelligibly, and hear sufficiently to affect an adequate exchange of information and create rapport with team members, congregation, and others. A student must be able to read and write English effectively to fulfill academic requirements and maintain accurate records as needed in ministry. Students must be able to accurately interpret verbal and nonverbal communication.
- **Behavior and Social Skills:** Students must possess the physical and emotional health required for the application of their intellectual abilities and the employment of sound judgment appropriately and promptly. Students must display emotional stability, a spirit of teamwork and cooperation, compassion, sensitivity, respect, honesty, reliability, perseverance, and concern for others in order to facilitate interpersonal relationships and provide effective pastoral care while maintaining appropriate professional boundaries. Students must exercise good judgment, accountability, professional integrity, strong interpersonal skills, and the ability to receive and integrate feedback. Students must demonstrate the skills required to effectively manage heavy workloads, function professionally under stress, adapt to changing environments, display flexibility,

and learn to function in the face of the uncertainties inherent to ministry.

- **Cognitive Skills:** These abilities include an aptitude for rapid problem solving, the capability to independently access, interpret, and respond to academic and ministry information independently, and pastoral scenarios. Assimilate, critique, prioritize, and appropriate the Christian story as understood through scripture, tradition, reason, experience, and as centered on the life, suffering, death, and resurrection of Jesus Christ.
- **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 outlined below:
  - ▶ **School of Media:** Students must be able to serve long days and late nights for extended periods of time. Students must have the physical strength and mobility to lift and carry equipment and assist with the setup and repair of equipment. Students must be comfortable working at heights and willing to be certified to use personnel and material lifts. Students must be proficient in keyboarding. Students must have the ability to load in and load out audio, video, and lighting equipment for campuses and other events. They must be able to physically manipulate user interfaceable gear requiring gross and fine motor skills and a high degree of precision. Students must exhibit the capacity to lead and manage all aspects of a live production environment.
  - ▶ **School of Ministry:** Students must be able to serve long days and late nights for extended periods of time. Students must have the physical strength and mobility to lift and carry equipment and assist with the setup and repair of equipment. If engaged in Family Ministry, students must have functions reasonably required to carry out the skills necessary to teach, attend to, and intervene with youth ages birth to 5th grade.
  - ▶ **School of Worship:** Students must be able to serve long days and late nights for extended periods of time. Students must have the physical strength and mobility to lift and carry equipment, assist with setup and repair of equipment. Students need to have musical ability in either singing or instrumentation. Students must be proficient in keyboarding and have the ability to work with their hands and stand for long periods. Students must have the ability to load in and load out instruments, audio, video, and lighting equipment for campuses and other events. They must have the ability to physically manipulate user interfaceable gear and instruments requiring gross and fine motor skills and a high degree of precision. Students must exhibit the capacity to lead and manage all aspects of a live worship environment.

## Accommodation Requests

The Student Success Team oversees all accommodation requests and will evaluate any applicant or student who states he/she can meet the College's Technical Standards with reasonable accommodation. This determination includes a review of whether

the student is a "qualified individual with a disability," whether the student has provided proper documentation to support a request for accommodation, whether the accommodation requested is reasonable, whether an accommodation would cause undue burden on the College, and whether the accommodation would compromise the fundamental nature of the program (including all coursework, ministry training, student life requirements, and/or internships deemed essential for graduation).

If you anticipate needing accommodation, Highlands College encourages you to complete the application process as soon as possible. Please email the Student Success Team with any questions at [accommodations@highlandscollege.edu](mailto:accommodations@highlandscollege.edu).

## Probationary Admission

Highlands College offers Probationary Admission in the limited circumstance of offering admission to an applicant who does not meet the requirements for standard admission. Probationary Admission students must earn a minimum overall cumulative GPA of 2.0 by the end of their first semester. Students will be placed in "good standing" status if they meet this requirement. Students who do not meet this requirement will be dismissed from the program. Students may appeal the decision of dismissal. If an appeal is denied, the student may reapply for admission after a period of five months after their probationary semester.

## Provisional Admission

Highlands College offers Provisional Admission in the circumstance of an applicant who is a strong candidate for admission but needs additional time to obtain the required admission application documentation. Provisionally admitted students must submit all the necessary admission application documentation before enrollment. Highlands College may revoke admission if required documentation is not received prior to enrollment or the applicant presents new evidence that no longer meets the minimum application requirements.

## Application Denial and Reapplication

The Admissions department will notify applicants who are not accepted for admission. An applicant denied admission can appeal the decision of the Admissions Committee if they feel additional information might influence the evaluation of their application.

If an applicant wishes to appeal an admission decision, they should submit the following items to [admissions@highlandscollege.edu](mailto:admissions@highlandscollege.edu). The items for an appeal should be submitted via attachments in one email with the applicant's name and "Admission Decision Appeal" in the email's subject line.

- Submit one to three letters of recommendation from pastors/staff from the church where the applicant currently serves, including their contact information.
- Submit a typed one to three-page essay answering the following questions:
  - ▶ Why do you feel called to attend Highlands College?
  - ▶ Why do you think 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 Admissions Committee to consider?

Appealing an admission decision does not guarantee acceptance into Highlands College. Applicants denied admission may reapply five months from the date the prior application was submitted for the following application year.

# Financial Information

Obtaining a college education requires a significant financial investment. Highlands College attempts to make such an education affordable to students from various economic backgrounds through endowment income and the generous gifts of donors.

## Tuition and Fees

### Full-Time Tuition

Tuition (annual)	\$30,000
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Students are considered full-time with a semester load of 12 or more semester credit hours. Students have a maximum semester limit of 18 credit hours. Full-time tuition covers 12 to 18 credit hours. Students must seek permission to take more than the maximum credit hours in a semester or less than 12 credit hours.

Students must pay additional tuition for each credit hour they take over the limit. Highlands College will inform the student of the costs associated with such an arrangement in these instances. Students must have an overall cumulative GPA of 3.0 or above to be eligible for an overload of up to 21 credit hours and an overall cumulative GPA of 3.5 or above to be eligible for an overload of up to 24 credit hours.

### Part-Time Tuition

Highlands College considers students who take less than 12 credit hours a semester as part-time students. Tuition is the per-credit-hour rate of all academic courses taken.

Tuition (per credit hour)	\$425
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### Student Experience Fee

Student Experience Fee (annual)	\$12,000
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The student experience fee covers the following:

- Student Housing
- Meal Plan
- Fitness Center
- iPads & E-books
- Uniforms & Intramurals
- Half-Marathon & Expedition Events

### Off-Campus Housing

Students must obtain approval to reside off campus. If a student does not live in Highlands College housing, partial credit is given toward their student experience fee.

### Additional Fees

Application for Admission (Non-Refundable)	\$50
Course Repeat	\$300
Leave of Absence Request	\$250
Replacement Diploma	\$25
Replacement Diploma Cover	\$35
Replacement ID	\$10
Returned Check	\$35
Mission Trip	TBD

## Payment Guidelines

New students will be invoiced for their tuition and student experience fees for the upcoming academic year following committing to Highlands College. Continuing students will be invoiced tuition for the upcoming academic year in advance.

For a student to be enrolled in classes, have access to courses and course materials, attend Highland College events, and move into housing, all tuition must be paid in accordance with applicable payment due dates.

## Outstanding Balances

Any student whose account becomes past due 30 days or more is placed on financial lock. This prevents future course enrollment and the ability to request transcripts or diplomas. Once the account is current, the financial lock will be removed.

All students must either have a zero balance or maintain a current payment status in an approved payment plan to participate in the graduation ceremony. Students who owe a balance will not receive their diploma and can only receive or send transcripts once the student pays the balance.

## Refunds

The Academic Calendar lists a Drop/Add deadline for each term. A student may be eligible for a refund only if the student formally withdraws on or before the first Drop/Add deadline for each semester.

## Scholarships and Financial Programs

Highlands College offers several competitive scholarships to full-time students. Scholarships are available to both incoming and returning students. Scholarship requirements are outlined in the Scholarship Agreement that students complete, and additional details for each scholarship are located on the College's website. Students are expected to maintain a minimum overall cumulative GPA according to their scholarship agreement.

In addition to scholarships, Highlands College offers financial programs. After applying for scholarships, students may apply for financial programs to be awarded based on financial need. Highlands College does not participate in federal financial aid programs, such as Title IV or Veterans Administration.



# Degree Programs

## Programs of Study

Highlands College prepares students to become tomorrow's leaders by holistically training students in academic instruction, character formation, ministry training, and spiritual development. Highlands College offers majors in various ministry interests so students can discover their unique calling and graduate educated, qualified, and confident in their ability to lead a life of eternal impact.

**Degree Programs.** Highlands College defines a degree program as a Major. A Program of Study is a degree with a specified Major.

The requirements for graduation for all undergraduate programs are listed in this Catalog and on Degree Completion Plans. Each Degree Completion Plan includes an Example Course Sequence. Undergraduate students declare a major when they are accepted to Highlands College. Students may process a change of major at any time following matriculation.

**Minors.** Undergraduate students may take a specific grouping of 15 credit hours outside a student's major to complete a minor.

The major and minor degree credit hours do not overlap with any other credits in the core curriculum, major, or minor credit hours unless otherwise specified in the curriculum.

## Change of Degree

A change of degree occurs when a student desires to change enrollment from a current degree program to any other degree program. Students who wish to initiate a degree change should complete a Change of Degree request. Forms are available from the Office of the Registrar.

Students must meet all requirements of the new degree before they may change to that program. Due to the differences in program requirements, the decision should be made in consultation with Student Accounts and the Office of the Registrar. Changing programs may extend the student's anticipated date of graduation. Approval to request a degree change is not definite and is subject to final approval. Decisions are final and may not be appealed.

## Program Learning Outcomes

At Highlands College, every program is intentionally designed to develop servant leaders who are grounded in biblical truth, shaped by spiritual disciplines, and equipped for effective ministry in today's world. Our program learning outcomes reflect the holistic nature of our educational approach—integrating spiritual development, character formation, ministry training, and academic instruction. These outcomes guide the structure and content of each degree and program, ensuring that students graduate with the theological foundation, practical skills, and Christlike character needed to lead in the Church and influence culture.

### Foundational Studies (Core)

**Written Communication.** Produce clear, coherent, and compelling written assignments that make logical arguments and present information in a structured and engaging manner while using appropriate language, style, and formatting conventions.

**Critical Thinking.** Analyze, interpret, and synthesize information to draw appropriate conclusions, solve complex problems, and form coherent arguments in written and oral forms. Support the analysis with relevant evidence and information.

**Oral Communication.** Create and deliver logically organized, well-supported, compelling presentations for specific audiences and diverse settings using engaging visual aids.

### Biblical Studies (Core)

**Foundational Knowledge of Scripture.** Develop a foundational knowledge of Scripture's attributes, formation, content, and context by articulating and defending a theologically sound doctrine of the Bible and demonstrating the biblical literacy necessary for effective ministry.

**Intentional Interpretation of Scripture.** Demonstrate the ability to accurately interpret Scripture's original meaning by applying effective interpretive tools and methods to assigned biblical texts.

**Contextual Application of Scripture.** Demonstrate the ability to effectively apply Scripture's original meaning to personal life and ministry contexts. Determine how Scripture's original meaning addresses the needs of today's unique ministry settings and broader cultural challenges.

### Theological Studies (Core)

**Understanding of Theological Knowledge and History.**

Demonstrate the ability to analyze foundational theological knowledge. Examine essential Christian beliefs based on biblical perspectives and historical developments.

**Integration of Theological Knowledge in Spiritual Practice.**

Develop spiritual maturity based on theological principles. Critically apply these principles to personal spiritual practices and lead others in their spiritual growth through assessed activities such as reflective papers and projects.

**Application of Theological Knowledge with Contemporary Issues.** Respond to contemporary moral, cultural, and theological challenges. Evaluate and synthesize a biblically informed Christian worldview to create solutions.

### Practical Ministry (Major)

**Church Administration.** Demonstrate proficiency in managing church systems and operations from a central and campus viewpoint.

**Team Building.** Create and demonstrate leadership of effective ministry teams, fostering collaboration and guiding others toward shared goals.

**Pastoral Care.** Demonstrate compassionate and relevant pastoral care to the congregation, addressing their emotional, spiritual, and relational needs.

### Technical Arts (Major)

**Worship Production Technologies.** Demonstrate proficiency in utilizing production technologies to enhance the worship and ministry experience.

**Live Video Operation.** Demonstrate operation of live video systems, ensuring high-quality visual presentations during ministry events.

**Live Audio Management.** Manage live audio hardware and software, delivering clear and balanced sound that supports diverse ministry environments.

**Live Lighting Design.** Designing and executing live lighting schemes that complement and enhance the atmosphere of ministry environments.

## Visual Arts (Major)

**Technical Proficiency.** Demonstrate technical proficiency in key visual arts disciplines, showcased by their productions of media using industry-standard hardware and software.

**Interdisciplinary Visual Communication.** Synthesize photography, videography, and graphic design principles to create cohesive and impactful visual pieces that communicate across multiple media formats.

**Problem Solving & Collaboration.** Demonstrate proficiency in creative problem-solving by utilizing interdisciplinary approaches and effectively collaborating in team environments to develop innovative solutions in visual media projects.

**Visual Storytelling.** Apply visual narrative techniques to create compelling stories that engage and inform diverse audiences across various platforms.

**Audience Research & Analysis.** Demonstrate the ability to conduct research and audience analysis, applying these insights to inform their design and storytelling decisions, and creating targeted and effective visual media.

## Family Ministry (Major)

**Apply Models of Family Ministry.** Apply foundational models and principles of family ministry, integrating theoretical knowledge with practical skills to effectively support and nurture families within the church.

**Kids & the Family Unit Discipleship.** Integrate child development theories and strategies with discipleship practices to foster spiritual growth in children and families, creating a holistic approach to ministry.

**Family Ministry Operations & Administration.** Demonstrate strong operational leadership and administrative skills, effectively managing family ministry departments with a focus on strategic planning and organizational excellence.

**Pastoral Care & Safeguarding.** Demonstrate compassionate pastoral care with a commitment to safeguarding the family unit, ethically and responsibly addressing the needs of those in their ministries.

**Assessing Child-Centered Curriculum.** Survey and assess child-centered curricula, demonstrating readiness for active ministry roles by creating impactful and engaging educational environments.

## Global Ministry (Major)

**Cultural Intelligence.** Demonstrate cultural intelligence (CQ) by respecting, adapting to, and communicating effectively across diverse cultural contexts.

**Cross-Cultural Evangelism.** Exhibit a robust understanding of Evangelism, practicing biblically grounded methods to share the Gospel effectively across various cultural and ministry audiences.

**Responding to Needs.** Synthesize biblical and contextual knowledge into their pastoral practices, ensuring their ministry is relevant, sensitive, and effective across unique, individual needs.

**Local Outreach.** Engage in local outreach, applying their knowledge to serve and uplift communities by addressing their practical and spiritual needs.

**Church Growth & Discipleship.** Demonstrate contribution to the growth of the local church through leadership and outreach by applying discipleship techniques in diverse audiences, fostering spiritual growth in various cultures.

## Pastoral Ministry (Major)

**Pastoral Leadership.** Exhibit strong leadership skills rooted in biblical principles, effectively guiding and inspiring congregations and ministry teams.

**Pastoral Care.** Demonstrate the ability to offer compassionate and relevant pastoral care to the congregation, addressing their emotional, spiritual, and relational needs.

**Cultural Competency.** Demonstrate the ability to navigate and engage with diverse cultural contexts within pastoral ministry.

**Develop Evangelism Strategies.** Develop and execute evangelism strategies that resonate with the unique needs and challenges of the congregation.

**Strategic Innovation.** Develop and implement strategic innovations in pastoral ministry, creating effective solutions for contemporary challenges within their congregations and communities.

## Student Ministry (Major)

**Student Ministry Cultural Competency.** Navigate and engage with diverse cultural contexts within student ministry.

**Student Evangelism.** Craft and execute evangelism strategies that resonate with the unique needs and challenges of students.

**Pastoral Care to Students.** Demonstrate the ability to offer compassionate and relevant pastoral care to students, addressing their emotional, spiritual, and relational needs.

**Student Ministry Communication.** Employ effective communication techniques that resonate with students, fostering clear understanding and meaningful engagement in ministry activities.

## Worship Ministry (Major)

**Apply Musical Theory.** Applying their knowledge of musical theory to arrange and lead worship music that enhances the worship experience.

**Utilize Live Music Technologies.** Utilize live music technologies to elevate worship experiences.

**Apply Worship Theology.** Apply their leadership and musical choices in sound biblical principles and worship theology.

**Create a Collaborative Worship Team.** Create a collaborative worship team environment and guide congregations in meaningful worship.

**Worship Experience Creativity.** Cultivate creativity in designing and executing worship experiences that are both engaging and spiritually enriching.

**Vocal or Instrumental Proficiency.** Demonstrate proficiency in vocal or instrumental performance, enabling them to lead worship with technical skill and confidence.

## **Character Formation (Co-Curricular)**

**Promote a Culture of Integrity.** Demonstrate ethical behavior in academic, extracurricular, and personal activities. Exemplify responsibility for their actions and decisions, acknowledge mistakes, and learn from them.

**Uphold a Standard of Discipline.** Exhibit self-discipline in their campus life and personal responsibilities. Demonstrate time management skills in their campus life and personal responsibilities. Live and lead a healthy, active lifestyle.

**Create Opportunities for Service.** Participate in campus engagement and leadership opportunities that contribute to strengthening the Highlands College Community. Collaborate with peers and team members to address collective needs, emphasizing teamwork and cooperative effort.

**Dedication to Excellence.** Demonstrate personal growth and community responsibility. Achieve or exceed individual and team performance measures and benchmarks. Demonstrate resilience and steadfastness in their faith and personal endeavors, which they have developed through overcoming academic, spiritual, and personal challenges.

## **Spiritual Development (Co-Curricular)**

**Devotion to God.** Devotion to God through prayer, worship, and the study of Scripture.

**Life-Giving & Genuine Relationships.** Life-giving and genuine relationships in the Body of Christ.

**Continual Discipleship.** Continual discipleship with pastoral leadership and mentors.

**Mental & Emotional Resilience.** Mental and emotional resilience through pastoral relationships.

**Spiritual Maturity.** Spiritual maturity through growth and transformation more and more into the image of Jesus.

# School of Media

## Technical Arts (B.A.)

**Important:** This degree plan is effective for those starting this degree program in the fall of 2025. This degree plan will remain in effect for students who do not break enrollment or who do not change degree programs.

### Core Requirements

Code	Title	Hours
<b>Professional Development</b>		
CORE 101	Freshman Seminar	3
CORE 103	First-Year Writing	3
COMM 107	Speaking and Presenting Skills	3
COMM 215	The Art of Listening and Responding	3
<b>Global Awareness and Cultural Engagement</b>		
HIST 105	The Legacy of Christianity	3
SOCI 103	Exploring Society and Culture	3
SOCI 204	Marriage and Family Life	3
<b>Analysis and Inquiry</b>		
MATH 103	Topics in Mathematics	3
CORE 201	Critical Thinking and Decision Making	3
CORE 204	Money Management and Budgeting	3
<b>Biblical Foundations</b>		
BIBL 101	Introducing the Bible	3
BIBL 105	Interpreting the Bible	3
BIBL 212	Understanding the Old Testament	3
BIBL 222	Understanding the New Testament	3
BIBL 324	Revealing Christ in the Gospels	3
BIBL 326	Encountering the Holy Spirit in Acts	3
<b>Theological Essentials</b>		
THEO 121	Living the Spiritual Disciplines	3
THEO 203	Exploring Christian Beliefs	3
THEO 212	Shaping the Christian Mind	3
THEO 312	Navigating Moral Choices	3
THEO 324	Engaging with the Mission of God	3
<b>Total Hours</b>		<b>63</b>

### Major Requirements

Code	Title	Hours
PMIN 101	Personal Leadership	3
WSHP 101	Biblical Foundations of Worship	3
PMIN 201	Church Structures	3
TECH 101	Technical Arts Foundations	3
TECH 203	Production Technologies	3
TECH 212	Live Video Production	3
PMIN 301	Church Practices	3
TECH 232	Lighting for Worship	3
TECH 302	Church Audio	3

TECH 312	Advanced Live Video Production	3
TECH 322	Audio Reinforcement	3
TECH 332	Lighting Practices	3
TECH 411	Producing Live Events	3
TECH 465	Readiness for Ministry	3

<b>Total Hours</b>		<b>42</b>
Code	Title	Hours
<b>Free Electives</b>		
Choose 15 credit hours of Free Electives		15
<b>Total Hours</b>		<b>15</b>

*All applicable prerequisites must be met.*

### Graduation Requirements

- **120** Total hours
- **2.0** Overall grade point average
- **30** Hours must be upper-level courses (300-400 level)
- **Grade of 'C'** Minimum is required for all courses
- **100%** Of the major must be taken through Highlands College
- **100** Hours must be completed through Highlands College
- **Co-Curricular** All requirements must be satisfied
- **Graduation Application** Submission of Degree Completion Application must be completed within the last semester of a student's anticipated graduation date

### Minor Requirements

**Important:** This minor plan is effective for those starting in the fall of 2025. This minor plan will remain in effect for students who do not break enrollment or who do not change minors.

Code	Title	Hours
TECH 101	Technical Arts Foundations	3
TECH 203	Production Technologies	3
TECH 212	Live Video Production	3
TECH 232	Lighting for Worship	3
TECH 302	Church Audio	3

<b>Total Hours</b>		<b>15</b>
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### Completion Requirements

- **15** Total hours
- **Grade of 'C'** Minimum is required for all courses
- **100%** Of the minor must be taken through Highlands College

## Technical Arts (B.A.)

### Example Course Sequence

First Semester			Second Semester		
CORE 101	Freshman Seminar	3	SOCI 103	Exploring Society and Culture	3
CORE 103	First-Year Writing	3	MATH 103	Topics in Mathematics	3
COMM 107	Speaking and Presenting Skills	3	BIBL 105	Interpreting the Bible	3
BIBL 101	Introducing the Bible	3	THEO 121	Living the Spiritual Disciplines	3
PMIN 101	Personal Leadership	3	WSHP 101	Biblical Foundations of Worship	3
		<b>Total 15</b>			<b>Total 15</b>
Third Semester			Fourth Semester		
HIST 105	The Legacy of Christianity	3	COMM 215	The Art of Listening and Responding	3
BIBL 212	Understanding the Old Testament	3	BIBL 222	Understanding the New Testament	3
THEO 203	Exploring Christian Beliefs	3	THEO 212	Shaping the Christian Mind	3
PMIN 201	Church Structures	3	TECH 203	Production Technologies	3
TECH 101	Technical Arts Foundations	3	TECH 212	Live Video Production	3
		<b>Total 15</b>			<b>Total 15</b>
Fifth Semester			Sixth Semester		
CORE 204	Money Management and Budgeting	3	BIBL 324	Revealing Christ in the Gospels	3
THEO 312	Navigating Moral Choices	3	CORE 201	Critical Thinking and Decision Making	3
PMIN 301	Church Practices	3	TECH 302	Church Audio	3
TECH 232	Lighting for Worship	3	TECH 312	Advanced Live Video Production	3
	Minor/Elective	3		Minor/Elective	3
		<b>Total 15</b>			<b>Total 15</b>
Seventh Semester			Eighth Semester		
BIBL 326	Encountering the Holy Spirit in Acts	3	THEO 324	Engaging with the Mission of God	3
SOCI 204	Marriage and Family Life	3	TECH 411	Producing Live Events	3
TECH 322	Audio Reinforcement	3	TECH 465	Readiness for Ministry	3
TECH 332	Lighting Practices	3		Minor/Elective	3
	Minor/Elective	3		Minor/Elective	3
		<b>Total 15</b>			<b>Total 15</b>

# School of Media

## Visual Arts (B.A.)

**Important:** This degree plan is effective for those starting this degree program in the fall of 2025. This degree plan will remain in effect for students who do not break enrollment or who do not change degree programs.

### Core Requirements

Code	Title	Hours
<b>Professional Development</b>		
CORE 101	Freshman Seminar	3
CORE 103	First-Year Writing	3
COMM 107	Speaking and Presenting Skills	3
COMM 215	The Art of Listening and Responding	3
<b>Global Awareness and Cultural Engagement</b>		
HIST 105	The Legacy of Christianity	3
SOCI 103	Exploring Society and Culture	3
SOCI 204	Marriage and Family Life	3
<b>Analysis and Inquiry</b>		
MATH 103	Topics in Mathematics	3
CORE 201	Critical Thinking and Decision Making	3
CORE 204	Money Management and Budgeting	3
<b>Biblical Foundations</b>		
BIBL 101	Introducing the Bible	3
BIBL 105	Interpreting the Bible	3
BIBL 212	Understanding the Old Testament	3
BIBL 222	Understanding the New Testament	3
BIBL 324	Revealing Christ in the Gospels	3
BIBL 326	Encountering the Holy Spirit in Acts	3
<b>Theological Essentials</b>		
THEO 121	Living the Spiritual Disciplines	3
THEO 203	Exploring Christian Beliefs	3
THEO 212	Shaping the Christian Mind	3
THEO 312	Navigating Moral Choices	3
THEO 324	Engaging with the Mission of God	3
<b>Total Hours</b>		<b>63</b>

### Major Requirements

Code	Title	Hours
PMIN 101	Personal Leadership	3
VISL 101	Visual Arts Foundations	3
PMIN 201	Church Structures	3
VISL 212	Introduction to Graphic Design	3
VISL 222	Photography Principles	3
VISL 232	Introduction to Video	3
PMIN 301	Church Practices	3
VISL 312	Digital Media	3
VISL 316	Advanced Graphic Design	3

VISL 332	Video Editing	3
VISL 336	Storytelling for Video	3
VISL 338	Advanced Video Production	3
VISL 436	Content Writing and Editing	3
VISL 465	Readiness for Ministry	3

**Total Hours** **42**

**Code** **Title** **Hours**

#### Free Electives

Choose 15 credit hours of Free Electives 15

**Total Hours** **15**

*All applicable prerequisites must be met.*

### Graduation Requirements

- **120** Total hours
- **2.0** Overall grade point average
- **30** Hours must be upper-level courses (300-400 level)
- **Grade of 'C'** Minimum is required for all courses
- **100%** Of the major must be taken through Highlands College
- **100** Hours must be completed through Highlands College
- **Co-Curricular** All requirements must be satisfied
- **Graduation Application** Submission of Degree Completion Application must be completed within the last semester of a student's anticipated graduation date

### Minor Requirements

**Important:** This minor plan is effective for those starting in the fall of 2025. This minor plan will remain in effect for students who do not break enrollment or who do not change minors.

Code	Title	Hours
VISL 101	Visual Arts Foundations	3
VISL 212	Introduction to Graphic Design	3
VISL 222	Photography Principles	3
VISL 232	Introduction to Video	3
VISL 312	Digital Media	3

**Total Hours** **15**

### Completion Requirements

- **15** Total hours
- **Grade of 'C'** Minimum is required for all courses
- **100%** Of the minor must be taken through Highlands College

## Visual Arts (B.A.)

### Example Course Sequence

First Semester			Second Semester		
CORE 101	Freshman Seminar	3	SOCI 103	Exploring Society and Culture	3
CORE 103	First-Year Writing	3	MATH 103	Topics in Mathematics	3
COMM 107	Speaking and Presenting Skills	3	BIBL 105	Interpreting the Bible	3
BIBL 101	Introducing the Bible	3	THEO 121	Living the Spiritual Disciplines	3
PMIN 101	Personal Leadership	3	VISL 101	Visual Arts Foundations	3
		<b>Total 15</b>			<b>Total 15</b>
Third Semester			Fourth Semester		
HIST 105	The Legacy of Christianity	3	COMM 215	The Art of Listening and Responding	3
BIBL 212	Understanding the Old Testament	3	BIBL 222	Understanding the New Testament	3
THEO 203	Exploring Christian Beliefs	3	THEO 212	Shaping the Christian Mind	3
PMIN 201	Church Structures	3	VISL 222	Photography Principles	3
VISL 212	Introduction to Graphic Design	3	VISL 232	Introduction to Video	3
		<b>Total 15</b>			<b>Total 15</b>
Fifth Semester			Sixth Semester		
CORE 204	Money Management and Budgeting	3	BIBL 324	Revealing Christ in the Gospels	3
THEO 312	Navigating Moral Choices	3	CORE 201	Critical Thinking and Decision Making	3
PMIN 301	Church Practices	3	VISL 316	Advanced Graphic Design	3
VISL 312	Digital Media	3	VISL 332	Video Editing	3
	Minor/Elective	3		Minor/Elective	3
		<b>Total 15</b>			<b>Total 15</b>
Seventh Semester			Eighth Semester		
BIBL 326	Encountering the Holy Spirit in Acts	3	THEO 324	Engaging with the Mission of God	3
SOCI 204	Marriage and Family Life	3	VISL 436	Content Writing and Editing	3
VISL 336	Storytelling for Video	3	VISL 465	Readiness for Ministry	3
VISL 338	Advanced Video Production	3		Minor/Elective	3
	Minor/Elective	3		Minor/Elective	3
		<b>Total 15</b>			<b>Total 15</b>

# School of Ministry

## Family Ministry (B.S.)

**Important:** This degree plan is effective for those starting this degree program in the fall of 2025. This degree plan will remain in effect for students who do not break enrollment or who do not change degree programs.

### Core Requirements

Code	Title	Hours
<b>Professional Development</b>		
CORE 101	Freshman Seminar	3
CORE 103	First-Year Writing	3
COMM 107	Speaking and Presenting Skills	3
COMM 215	The Art of Listening and Responding	3
<b>Global Awareness and Cultural Engagement</b>		
HIST 105	The Legacy of Christianity	3
SOCI 103	Exploring Society and Culture	3
SOCI 204	Marriage and Family Life	3
<b>Analysis and Inquiry</b>		
MATH 103	Topics in Mathematics	3
CORE 201	Critical Thinking and Decision Making	3
CORE 204	Money Management and Budgeting	3
<b>Biblical Foundations</b>		
BIBL 101	Introducing the Bible	3
BIBL 105	Interpreting the Bible	3
BIBL 212	Understanding the Old Testament	3
BIBL 222	Understanding the New Testament	3
BIBL 324	Revealing Christ in the Gospels	3
BIBL 326	Encountering the Holy Spirit in Acts	3
<b>Theological Essentials</b>		
THEO 121	Living the Spiritual Disciplines	3
THEO 203	Exploring Christian Beliefs	3
THEO 212	Shaping the Christian Mind	3
THEO 312	Navigating Moral Choices	3
THEO 324	Engaging with the Mission of God	3
<b>Total Hours</b>		<b>63</b>

### Major Requirements

Code	Title	Hours
PMIN 101	Personal Leadership	3
FMLY 101	Family Ministry Foundations	3
PMIN 201	Church Structures	3
FMLY 202	Family Ministry Models	3
FMLY 204	Family Ministry Strategies	3
FMLY 212	Departmental Operations and Administration	3
PMIN 301	Church Practices	3
FMLY 305	Discipleship and Child Development	3
FMLY 321	Child Learning and Curriculum I	3

PMIN 323	Foundations of Pastoral Care	3
FMLY 345	Safeguarding Ministry	3
FMLY 422	Child Learning and Curriculum II	3
PMIN 424	Advanced Topics of Pastoral Care	3
FMLY 465	Readiness for Ministry	3

**Total Hours** **42**

**Code** **Title** **Hours**

#### Free Electives

Choose 15 credit hours of Free Electives 15

**Total Hours** **15**

*All applicable prerequisites must be met.*

### Graduation Requirements

- **120** Total hours
- **2.0** Overall grade point average
- **30** Hours must be upper-level courses (300-400 level)
- **Grade of 'C'** Minimum is required for all courses
- **100%** Of the major must be taken through Highlands College
- **100** Hours must be completed through Highlands College
- **Co-Curricular** All requirements must be satisfied
- **Graduation Application** Submission of Degree Completion Application must be completed within the last semester of a student's anticipated graduation date

### Minor Requirements

**Important:** This minor plan is effective for those starting in the fall of 2025. This minor plan will remain in effect for students who do not break enrollment or who do not change minors.

Code	Title	Hours
FMLY 101	Family Ministry Foundations	3
FMLY 202	Family Ministry Models	3
FMLY 204	Family Ministry Strategies	3
FMLY 305	Discipleship and Child Development	3
FMLY 321	Child Learning and Curriculum I	3

**Total Hours** **15**

### Completion Requirements

- **15** Total hours
- **Grade of 'C'** Minimum is required for all courses
- **100%** Of the minor must be taken through Highlands College



## Family Ministry (B.S.)

### Example Course Sequence

First Semester			Second Semester		
CORE 101	Freshman Seminar	3	SOCI 103	Exploring Society and Culture	3
CORE 103	First-Year Writing	3	MATH 103	Topics in Mathematics	3
COMM 107	Speaking and Presenting Skills	3	BIBL 105	Interpreting the Bible	3
BIBL 101	Introducing the Bible	3	THEO 121	Living the Spiritual Disciplines	3
PMIN 101	Personal Leadership	3	FMLY 101	Family Ministry Foundations	3
		<b>Total 15</b>			<b>Total 15</b>
Third Semester			Fourth Semester		
HIST 105	The Legacy of Christianity	3	COMM 215	The Art of Listening and Responding	3
BIBL 212	Understanding the Old Testament	3	BIBL 222	Understanding the New Testament	3
THEO 203	Exploring Christian Beliefs	3	THEO 212	Shaping the Christian Mind	3
PMIN 201	Church Structures	3	FMLY 204	Family Ministry Strategies	3
FMLY 202	Family Ministry Models	3	FMLY 212	Departmental Operations and Administration	3
		<b>Total 15</b>			<b>Total 15</b>
Fifth Semester			Sixth Semester		
CORE 204	Money Management and Budgeting	3	BIBL 324	Revealing Christ in the Gospels	3
THEO 312	Navigating Moral Choices	3	CORE 201	Critical Thinking and Decision Making	3
PMIN 301	Church Practices	3	FMLY 321	Child Learning and Curriculum I	3
FMLY 305	Discipleship and Child Development	3	PMIN 323	Foundations of Pastoral Care	3
	Minor/Elective	3		Minor/Elective	3
		<b>Total 15</b>			<b>Total 15</b>
Seventh Semester			Eighth Semester		
BIBL 326	Encountering the Holy Spirit in Acts	3	THEO 324	Engaging with the Mission of God	3
SOCI 204	Marriage and Family Life	3	PMIN 424	Advanced Topics of Pastoral Care	3
FMLY 345	Safeguarding Ministry	3	FMLY 465	Readiness for Ministry	3
FMLY 422	Child Learning and Curriculum II	3		Minor/Elective	3
	Minor/Elective	3		Minor/Elective	3
		<b>Total 15</b>			<b>Total 15</b>

# School of Ministry

## Global Ministry (B.S.)

**Important:** This degree plan is effective for those starting this degree program in the fall of 2025. This degree plan will remain in effect for students who do not break enrollment or who do not change degree programs.

### Core Requirements

Code	Title	Hours
<b>Professional Development</b>		
CORE 101	Freshman Seminar	3
CORE 103	First-Year Writing	3
COMM 107	Speaking and Presenting Skills	3
COMM 215	The Art of Listening and Responding	3
<b>Global Awareness and Cultural Engagement</b>		
HIST 105	The Legacy of Christianity	3
SOCI 103	Exploring Society and Culture	3
SOCI 204	Marriage and Family Life	3
<b>Analysis and Inquiry</b>		
MATH 103	Topics in Mathematics	3
CORE 201	Critical Thinking and Decision Making	3
CORE 204	Money Management and Budgeting	3
<b>Biblical Foundations</b>		
BIBL 101	Introducing the Bible	3
BIBL 105	Interpreting the Bible	3
BIBL 212	Understanding the Old Testament	3
BIBL 222	Understanding the New Testament	3
BIBL 324	Revealing Christ in the Gospels	3
BIBL 326	Encountering the Holy Spirit in Acts	3
<b>Theological Essentials</b>		
THEO 121	Living the Spiritual Disciplines	3
THEO 203	Exploring Christian Beliefs	3
THEO 212	Shaping the Christian Mind	3
THEO 312	Navigating Moral Choices	3
THEO 324	Engaging with the Mission of God	3
<b>Total Hours</b>		<b>63</b>

### Major Requirements

Code	Title	Hours
PMIN 101	Personal Leadership	3
GLBL 101	Understanding Poverty	3
PMIN 201	Church Structures	3
GLBL 202	Global Missions	3
GLBL 204	Local Strategies	3
GLBL 243	Personal Evangelism	3
PMIN 301	Church Practices	3
GLBL 322	Ministry in Complex Culture	3
PMIN 335	Culture-Driven Team Building	3

PMIN 323	Foundations of Pastoral Care	3
GLBL 307	Ministry Finance Fundamentals	3
GLBL 344	Holistic Discipleship Ministry	3
GLBL 405	Navigating Organizational Partnerships	3
GLBL 465	Readiness for Ministry	3

**Total Hours** **42**

Code	Title	Hours
<b>Free Electives</b>		
Choose 15 credit hours of Free Electives		15

**Total Hours** **15**

*All applicable prerequisites must be met.*

### Graduation Requirements

- **120** Total hours
- **2.0** Overall grade point average
- **30** Hours must be upper-level courses (300-400 level)
- **Grade of 'C'** Minimum is required for all courses
- **100%** Of the major must be taken through Highlands College
- **100** Hours must be completed through Highlands College
- **Co-Curricular** All requirements must be satisfied
- **Graduation Application** Submission of Degree Completion Application must be completed within the last semester of a student's anticipated graduation date

### Minor Requirements

**Important:** This minor plan is effective for those starting in the fall of 2025. This minor plan will remain in effect for students who do not break enrollment or who do not change minors.

Code	Title	Hours
GLBL 101	Understanding Poverty	3
GLBL 202	Global Missions	3
GLBL 204	Local Strategies	3
GLBL 243	Personal Evangelism	3
GLBL 322	Ministry in Complex Culture	3

**Total Hours** **15**

### Completion Requirements

- **15** Total hours
- **Grade of 'C'** Minimum is required for all courses
- **100%** Of the minor must be taken through Highlands College

## Global Ministry (B.S.)

### Example Course Sequence

First Semester			Second Semester		
CORE 101	Freshman Seminar	3	SOCI 103	Exploring Society and Culture	3
CORE 103	First-Year Writing	3	MATH 103	Topics in Mathematics	3
COMM 107	Speaking and Presenting Skills	3	BIBL 105	Interpreting the Bible	3
BIBL 101	Introducing the Bible	3	THEO 121	Living the Spiritual Disciplines	3
PMIN 101	Personal Leadership	3	GLBL 101	Understanding Poverty	3
		<b>Total 15</b>			<b>Total 15</b>
Third Semester			Fourth Semester		
HIST 105	The Legacy of Christianity	3	COMM 215	The Art of Listening and Responding	3
BIBL 212	Understanding the Old Testament	3	BIBL 222	Understanding the New Testament	3
THEO 203	Exploring Christian Beliefs	3	THEO 212	Shaping the Christian Mind	3
PMIN 201	Church Structures	3	GLBL 204	Local Strategies	3
GLBL 202	Global Missions	3	GLBL 243	Personal Evangelism	3
		<b>Total 15</b>			<b>Total 15</b>
Fifth Semester			Sixth Semester		
CORE 204	Money Management and Budgeting	3	BIBL 324	Revealing Christ in the Gospels	3
THEO 312	Navigating Moral Choices	3	CORE 201	Critical Thinking and Decision Making	3
PMIN 301	Church Practices	3	PMIN 335	Culture-Driven Team Building	3
GLBL 322	Ministry in Complex Culture	3	PMIN 323	Foundations of Pastoral Care	3
	Minor/Elective	3		Minor/Elective	3
		<b>Total 15</b>			<b>Total 15</b>
Seventh Semester			Eighth Semester		
BIBL 326	Encountering the Holy Spirit in Acts	3	THEO 324	Engaging with the Mission of God	3
SOCI 204	Marriage and Family Life	3	GLBL 405	Navigating Organizational Partnerships	3
GLBL 307	Ministry Finance Fundamentals	3	GLBL 465	Readiness for Ministry	3
GLBL 344	Holistic Discipleship Ministry	3		Minor/Elective	3
	Minor/Elective	3		Minor/Elective	3
		<b>Total 15</b>			<b>Total 15</b>

# School of Ministry

## Pastoral Ministry (B.S.)

**Important:** This degree plan is effective for those starting this degree program in the fall of 2025. This degree plan will remain in effect for students who do not break enrollment or who do not change degree programs.

### Core Requirements

Code	Title	Hours
<b>Professional Development</b>		
CORE 101	Freshman Seminar	3
CORE 103	First-Year Writing	3
COMM 107	Speaking and Presenting Skills	3
COMM 215	The Art of Listening and Responding	3
<b>Global Awareness and Cultural Engagement</b>		
HIST 105	The Legacy of Christianity	3
SOCI 103	Exploring Society and Culture	3
SOCI 204	Marriage and Family Life	3
<b>Analysis and Inquiry</b>		
MATH 103	Topics in Mathematics	3
CORE 201	Critical Thinking and Decision Making	3
CORE 204	Money Management and Budgeting	3
<b>Biblical Foundations</b>		
BIBL 101	Introducing the Bible	3
BIBL 105	Interpreting the Bible	3
BIBL 212	Understanding the Old Testament	3
BIBL 222	Understanding the New Testament	3
BIBL 324	Revealing Christ in the Gospels	3
BIBL 326	Encountering the Holy Spirit in Acts	3
<b>Theological Essentials</b>		
THEO 121	Living the Spiritual Disciplines	3
THEO 203	Exploring Christian Beliefs	3
THEO 212	Shaping the Christian Mind	3
THEO 312	Navigating Moral Choices	3
THEO 324	Engaging with the Mission of God	3
<b>Total Hours</b>		<b>63</b>

### Major Requirements

Code	Title	Hours
PMIN 101	Personal Leadership	3
PSTR 101	Pastoral Ministry Foundations	3
PMIN 201	Church Structures	3
PSTR 204	Essential Skills of Pastoral Leadership	3
PSTR 214	Organizational Leadership	3
PSTR 224	Church Management Systems	3
PMIN 301	Church Practices	3
PMIN 323	Foundations of Pastoral Care	3

PSTR 331	Strategy and Innovation	3
PMIN 335	Culture-Driven Team Building	3
PMIN 341	Evangelism and Discipleship	3
PMIN 402	Effective Preaching	3
PMIN 424	Advanced Topics of Pastoral Care	3
PSTR 465	Readiness for Ministry	3

**Total Hours** **42**

### Free Electives

Choose 15 credit hours of Free Electives	15
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**Total Hours** **15**

*All applicable prerequisites must be met.*

### Graduation Requirements

- **120** Total hours
- **2.0** Overall grade point average
- **30** Hours must be upper-level courses (300-400 level)
- **Grade of 'C'** Minimum is required for all courses
- **100%** Of the major must be taken through Highlands College
- **100** Hours must be completed through Highlands College
- **Co-Curricular** All requirements must be satisfied
- **Graduation Application** Submission of Degree Completion Application must be completed within the last semester of a student's anticipated graduation date

### Minor Requirements

**Important:** This minor plan is effective for those starting in the fall of 2025. This minor plan will remain in effect for students who do not break enrollment or who do not change minors.

Code	Title	Hours
PSTR 101	Pastoral Ministry Foundations	3
PSTR 204	Essential Skills of Pastoral Leadership	3
PSTR 214	Organizational Leadership	3
PMIN 323	Foundations of Pastoral Care	3
PMIN 341	Evangelism and Discipleship	3

**Total Hours** **15**

### Completion Requirements

- **15** Total hours
- **Grade of 'C'** Minimum is required for all courses
- **100%** Of the minor must be taken through Highlands College

## Pastoral Ministry (B.S.)

### Example Course Sequence

<b>First Semester</b>			<b>Second Semester</b>		
CORE 101	Freshman Seminar	3	SOCI 103	Exploring Society and Culture	3
CORE 103	First-Year Writing	3	MATH 103	Topics in Mathematics	3
COMM 107	Speaking and Presenting Skills	3	BIBL 105	Interpreting the Bible	3
BIBL 101	Introducing the Bible	3	THEO 121	Living the Spiritual Disciplines	3
PMIN 101	Personal Leadership	3	PSTR 101	Pastoral Ministry Foundations	3
		<b>Total 15</b>			<b>Total 15</b>
<b>Third Semester</b>			<b>Fourth Semester</b>		
HIST 105	The Legacy of Christianity	3	COMM 215	The Art of Listening and Responding	3
BIBL 212	Understanding the Old Testament	3	BIBL 222	Understanding the New Testament	3
THEO 203	Exploring Christian Beliefs	3	THEO 212	Shaping the Christian Mind	3
PMIN 201	Church Structures	3	PSTR 214	Organizational Leadership	3
PSTR 204	Essential Skills of Pastoral Leadership	3	PSTR 224	Church Management Systems	3
		<b>Total 15</b>			<b>Total 15</b>
<b>Fifth Semester</b>			<b>Sixth Semester</b>		
CORE 204	Money Management and Budgeting	3	BIBL 324	Revealing Christ in the Gospels	3
THEO 312	Navigating Moral Choices	3	CORE 201	Critical Thinking and Decision Making	3
PMIN 301	Church Practices	3	PSTR 331	Strategy and Innovation	3
PMIN 323	Foundations of Pastoral Care	3	PMIN 335	Culture-Driven Team Building	3
	Minor/Elective	3		Minor/Elective	3
		<b>Total 15</b>			<b>Total 15</b>
<b>Seventh Semester</b>			<b>Eighth Semester</b>		
BIBL 326	Encountering the Holy Spirit in Acts	3	THEO 324	Engaging with the Mission of God	3
SOCI 204	Marriage and Family Life	3	PMIN 424	Advanced Topics of Pastoral Care	3
PMIN 341	Evangelism and Discipleship	3	PSTR 465	Readiness for Ministry	3
PMIN 402	Effective Preaching	3		Minor/Elective	3
	Minor/Elective	3		Minor/Elective	3
		<b>Total 15</b>			<b>Total 15</b>

# School of Ministry

## Student Ministry (B.S.)

**Important:** This degree plan is effective for those starting this degree program in the fall of 2025. This degree plan will remain in effect for students who do not break enrollment or who do not change degree programs.

### Core Requirements

Code	Title	Hours
<b>Professional Development</b>		
CORE 101	Freshman Seminar	3
CORE 103	First-Year Writing	3
COMM 107	Speaking and Presenting Skills	3
COMM 215	The Art of Listening and Responding	3
<b>Global Awareness and Cultural Engagement</b>		
HIST 105	The Legacy of Christianity	3
SOCI 103	Exploring Society and Culture	3
SOCI 204	Marriage and Family Life	3
<b>Analysis and Inquiry</b>		
MATH 103	Topics in Mathematics	3
CORE 201	Critical Thinking and Decision Making	3
CORE 204	Money Management and Budgeting	3
<b>Biblical Foundations</b>		
BIBL 101	Introducing the Bible	3
BIBL 105	Interpreting the Bible	3
BIBL 212	Understanding the Old Testament	3
BIBL 222	Understanding the New Testament	3
BIBL 324	Revealing Christ in the Gospels	3
BIBL 326	Encountering the Holy Spirit in Acts	3
<b>Theological Essentials</b>		
THEO 121	Living the Spiritual Disciplines	3
THEO 203	Exploring Christian Beliefs	3
THEO 212	Shaping the Christian Mind	3
THEO 312	Navigating Moral Choices	3
THEO 324	Engaging with the Mission of God	3
<b>Total Hours</b>		<b>63</b>

### Major Requirements

Code	Title	Hours
PMIN 101	Personal Leadership	3
SDNT 101	Student Ministry Foundations	3
PMIN 201	Church Structures	3
SDNT 202	Student Ministry Models	3
SDNT 204	Student Ministry Strategies	3
SDNT 206	Student Ministry Curriculum	3
PMIN 301	Church Practices	3
PMIN 323	Foundations of Pastoral Care	3
PMIN 335	Culture-Driven Team Building	3

PMIN 341	Evangelism and Discipleship	3
FMLY 345	Safeguarding Ministry	3
PMIN 402	Effective Preaching	3
PMIN 424	Advanced Topics of Pastoral Care	3
SDNT 465	Readiness for Ministry	3

**Total Hours** **42**

**Code** **Title** **Hours**

#### Free Electives

Choose 15 credit hours of Free Electives 15

**Total Hours** **15**

*All applicable prerequisites must be met.*

### Graduation Requirements

- **120** Total hours
- **2.0** Overall grade point average
- **30** Hours must be upper-level courses (300-400 level)
- **Grade of 'C'** Minimum is required for all courses
- **100%** Of the major must be taken through Highlands College
- **100** Hours must be completed through Highlands College
- **Co-Curricular** All requirements must be satisfied
- **Graduation Application** Submission of Degree Completion Application must be completed within the last semester of a student's anticipated graduation date

### Minor Requirements

**Important:** This minor plan is effective for those starting in the fall of 2025. This minor plan will remain in effect for students who do not break enrollment or who do not change minors.

Code	Title	Hours
SDNT 101	Student Ministry Foundations	3
SDNT 202	Student Ministry Models	3
SDNT 204	Student Ministry Strategies	3
SDNT 206	Student Ministry Curriculum	3
PMIN 341	Evangelism and Discipleship	3

**Total Hours** **15**

### Completion Requirements

- **15** Total hours
- **Grade of 'C'** Minimum is required for all courses
- **100%** Of the minor must be taken through Highlands College

## Student Ministry (B.S.)

### Example Course Sequence

First Semester			Second Semester		
CORE 101	Freshman Seminar	3	SOCI 103	Exploring Society and Culture	3
CORE 103	First-Year Writing	3	MATH 103	Topics in Mathematics	3
COMM 107	Speaking and Presenting Skills	3	BIBL 105	Interpreting the Bible	3
BIBL 101	Introducing the Bible	3	THEO 121	Living the Spiritual Disciplines	3
PMIN 101	Personal Leadership	3	SDNT 101	Student Ministry Foundations	3
		<b>Total 15</b>			<b>Total 15</b>
Third Semester			Fourth Semester		
HIST 105	The Legacy of Christianity	3	COMM 215	The Art of Listening and Responding	3
BIBL 212	Understanding the Old Testament	3	BIBL 222	Understanding the New Testament	3
THEO 203	Exploring Christian Beliefs	3	THEO 212	Shaping the Christian Mind	3
PMIN 201	Church Structures	3	SDNT 204	Student Ministry Strategies	3
SDNT 202	Student Ministry Models	3	SDNT 206	Student Ministry Curriculum	3
		<b>Total 15</b>			<b>Total 15</b>
Fifth Semester			Sixth Semester		
CORE 204	Money Management and Budgeting	3	BIBL 324	Revealing Christ in the Gospels	3
THEO 312	Navigating Moral Choices	3	CORE 201	Critical Thinking and Decision Making	3
PMIN 301	Church Practices	3	PMIN 335	Culture-Driven Team Building	3
PMIN 323	Foundations of Pastoral Care	3	PMIN 341	Evangelism and Discipleship	3
	Minor/Elective	3		Minor/Elective	3
		<b>Total 15</b>			<b>Total 15</b>
Seventh Semester			Eighth Semester		
BIBL 326	Encountering the Holy Spirit in Acts	3	THEO 324	Engaging with the Mission of God	3
SOCI 204	Marriage and Family Life	3	PMIN 424	Advanced Topics of Pastoral Care	3
FMLY 345	Safeguarding Ministry	3	SDNT 465	Readiness for Ministry	3
PMIN 402	Effective Preaching	3		Minor/Elective	3
	Minor/Elective	3		Minor/Elective	3
		<b>Total 15</b>			<b>Total 15</b>

# School of Worship

## Worship Ministry (B.A.)

**Important:** This degree plan is effective for those starting this degree program in the fall of 2025. This degree plan will remain in effect for students who do not break enrollment or who do not change degree programs.

### Core Requirements

Code	Title	Hours
<b>Professional Development</b>		
CORE 101	Freshman Seminar	3
CORE 103	First-Year Writing	3
COMM 107	Speaking and Presenting Skills	3
COMM 215	The Art of Listening and Responding	3
<b>Global Awareness and Cultural Engagement</b>		
HIST 105	The Legacy of Christianity	3
SOCI 103	Exploring Society and Culture	3
SOCI 204	Marriage and Family Life	3
<b>Analysis and Inquiry</b>		
MATH 103	Topics in Mathematics	3
CORE 201	Critical Thinking and Decision Making	3
CORE 204	Money Management and Budgeting	3
<b>Biblical Foundations</b>		
BIBL 101	Introducing the Bible	3
BIBL 105	Interpreting the Bible	3
BIBL 212	Understanding the Old Testament	3
BIBL 222	Understanding the New Testament	3
BIBL 324	Revealing Christ in the Gospels	3
BIBL 326	Encountering the Holy Spirit in Acts	3
<b>Theological Essentials</b>		
THEO 121	Living the Spiritual Disciplines	3
THEO 203	Exploring Christian Beliefs	3
THEO 212	Shaping the Christian Mind	3
THEO 312	Navigating Moral Choices	3
THEO 324	Engaging with the Mission of God	3
<b>Total Hours</b>		<b>63</b>

### Major Requirements

Code	Title	Hours
<b>Major Core</b>		
PMIN 101	Personal Leadership	3
WSHP 101	Biblical Foundations of Worship	3
PMIN 201	Church Structures	3
WSHP 201	Music Theory for the Church	3
TECH 101	Technical Arts Foundations	3
WSHP 203	Songwriting for the Church	3
PMIN 301	Church Practices	3
WSHP 212	Worship Platform Development	3
WSHP 303	Worship Ministry Leadership	3

WSHP 325	Voice Study	3
or WSHP 335	Instrument Study	3
WSHP 305	Creating Worship Environments	3
WSHP 341	Live Music Technologies	3
WSHP 426	Advanced Vocal Techniques	3
or WSHP 436	Advanced Instrument Techniques	3
WSHP 441	Recording Technologies	3

<b>Total Hours</b>		<b>42</b>
<b>Code</b>	<b>Title</b>	<b>Hours</b>
<b>Free Electives</b>		
Choose 15 credit hours of Free Electives		15

<b>Total Hours</b>	<b>15</b>
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*All applicable prerequisites must be met.*

### Graduation Requirements

- **120** Total hours
- **2.0** Overall grade point average
- **30** Hours must be upper-level courses (300-400 level)
- **Grade of 'C'** Minimum is required for all courses
- **100%** Of the major must be taken through Highlands College
- **100** Hours must be completed through Highlands College
- **Co-Curricular** complete requirements
- **Graduation Application** Submission of Degree Completion Application must be completed within the last semester of a student's anticipated graduation date

### Minor Requirements

**Important:** This minor plan is effective for those starting in the fall of 2025. This minor plan will remain in effect for students who do not break enrollment or who do not change minors.

Code	Title	Hours
WSHP 101	Biblical Foundations of Worship	3
WSHP 201	Music Theory for the Church	3
WSHP 203	Songwriting for the Church	3
WSHP 212	Worship Platform Development	3
WSHP 303	Worship Ministry Leadership	3

<b>Total Hours</b>	<b>15</b>
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### Completion Requirements

- **15** Total hours
- **Grade of 'C'** Minimum is required for all courses
- **100%** Of the minor must be taken through Highlands College



## Worship Arts (B.A.)

### Example Course Sequence

First Semester			Second Semester		
CORE 101	Freshman Seminar	3	SOCI 103	Exploring Society and Culture	3
CORE 103	First-Year Writing	3	MATH 103	Topics in Mathematics	3
COMM 107	Speaking and Presenting Skills	3	BIBL 105	Interpreting the Bible	3
BIBL 101	Introducing the Bible	3	THEO 121	Living the Spiritual Disciplines	3
PMIN 101	Personal Leadership	3	WSHP 101	Biblical Foundations of Worship	3
		<b>Total 15</b>			<b>Total 15</b>
Third Semester			Fourth Semester		
HIST 105	The Legacy of Christianity	3	COMM 215	The Art of Listening and Responding	3
BIBL 212	Understanding the Old Testament	3	BIBL 222	Understanding the New Testament	3
THEO 203	Exploring Christian Beliefs	3	THEO 212	Shaping the Christian Mind	3
PMIN 201	Church Structures	3	TECH 101	Technical Arts Foundations	3
WSHP 201	Music Theory for the Church	3	WSHP 203	Songwriting for the Church	3
		<b>Total 15</b>			<b>Total 15</b>
Fifth Semester			Sixth Semester		
CORE 204	Money Management and Budgeting	3	BIBL 324	Revealing Christ in the Gospels	3
THEO 312	Navigating Moral Choices	3	CORE 201	Critical Thinking and Decision Making	3
PMIN 301	Church Practices	3	WSHP 303	Worship Ministry Leadership	3
WSHP 212	Worship Platform Development	3	WSHP 325	Voice Study	3
	Minor/Elective	3	or WSHP 335	Instrument Study	3
		<b>Total 15</b>		Minor/Elective	3
					<b>Total 15</b>
Seventh Semester			Eighth Semester		
BIBL 326	Encountering the Holy Spirit in Acts	3	THEO 324	Engaging with the Mission of God	3
SOCI 204	Marriage and Family Life	3	WSHP 426	Advanced Vocal Techniques	3
WSHP 305	Creating Worship Environments	3	or WSHP 436	Advanced Instrument Techniques	3
WSHP 341	Live Music Technologies	3	WSHP 441	Recording Technologies	3
	Minor/Elective	3		Minor/Elective	3
		<b>Total 15</b>		Minor/Elective	3
					<b>Total 15</b>

# Business Administration

The Business Administration minor functions as the perfect complement to any degree. Every profession requires some understanding of business concepts. This minor emphasizes the decision-making aspect of business while focusing on soft skills that can be applied in various career settings. Because of the breadth of knowledge covered, a minor in Business Administration can provide students with marketable job skills.

## Minor Requirements

**Important:** This minor plan is effective for those starting in the fall of 2025. This minor plan will remain in effect for students who do not break enrollment or who do not change minors.

Code	Title	Hours
BUSI 101	Introduction to Business Concepts	3
BUSI 202	Organizational Behavior	3
BUSI 212	Financial Accounting	3
BUSI 302	Design Thinking and Innovation	3
BUSI 402	Corporate Social Responsibility	3

<b>Total Hours</b>	<b>15</b>
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## Completion Requirements

- **15** Total hours
- **Grade of 'C'** Minimum is required for all courses
- **100%** Of the minor must be taken through Highlands College

# Student Services

## Student Success

The Student Success team provides resources to help students achieve academic, ministry, character, and spiritual goals. The Student Success team is comprised of HC Learn (Library and Writing Lab), HC Navigate, and the Success Hub. Resources include individual writing consultations, student care, financial coaching, and the Navigator program. The HC Navigator equips students with tools to overcome challenges and reach their goals. For additional information, visit the Success Hub, log in to MyHC, or contact [studentsuccess@highlandscollege.edu](mailto:studentsuccess@highlandscollege.edu).

## Student Council

The Student Council is a diverse group of students representing the student body's interests. They are elected and empowered in various ways, including overseeing student events, activities, and initiatives. The Council provides feedback on the strengths and areas for improvement of the College.

## Library

HC Library partners with faculty and team to provide a core collection of scholarly resources and various public and technological services supporting the College's vision and mission and students' educational endeavors. The library is located on the third floor. For information about the library, including hours of operation and a list of services provided, students can direct inquiries to [library@highlandscollege.edu](mailto:library@highlandscollege.edu).

## Writing Lab

The HC Writing Lab supports students in all aspects of their writing. The Writing Lab partners with learners to develop clarity, critical thinking, research skills, and successful writing processes for their educational goals. Through individual consultations, resources, and workshops, the Writing Lab fosters a culture of writing in the HC community that will empower scholars as they impact spheres of ministry around them. The Writing Lab is located on the third floor in Learning Studio 306, adjacent to the library. Scheduling an appointment is highly recommended, but walk-ins are welcome. To see hours of operation or to schedule an appointment, connect online at MyHC.

## Resolution Process

If a student cannot resolve a concern with another student, Highlands College Faculty or team member, or a Church of the Highlands Pastor or staff member, the student should follow the resolution process described below. Students should follow the procedure listed in the Academic Catalog to address grade appeals and grade disputes directly with their Instructor. Students should address housing matters with their Resident Assistant. For any additional concerns, the student should follow this resolution process.

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

A student may express concerns by submitting a Resolution Form within 14 days of the occurrence. The student will receive an immediate acknowledgment of receipt of the information and can expect a timely response. Every measure is taken to respect the student's concerns and protect the confidentiality of all information submitted. Students with specific concerns regarding their experience at Highlands College are encouraged to use this form to make those known. The Resolution Committee will review and respond promptly to all completed forms. Anonymous submissions will not receive a response.

The Resolution Committee is a small group of Highlands College team members. Depending upon the nature of the concern and the response level needed, a Resolution Committee member may respond directly to the student. The Resolution Committee may also elevate the matter to the Office of the President for review. Highlands College cannot guarantee that it will resolve every issue raised to the satisfaction of a student or a group of students.

# Academic Policies

## Student Privacy

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable U.S. Department of Education program.

Highlands College does not receive funds from the U.S. Department of Education and is not subject to FERPA. However, ethical principles for the confidentiality of student records are important to Highlands College. The College has established policies and procedures that align with FERPA regulations.

FERPA gives parents certain rights concerning their children's education records. When a student turns 18 years old or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student. For more information, contact the Office of the Registrar.

## Credit Hour Determination

The term credit hour is the unit used to measure coursework at Highlands College. The Faculty and Administration determine the credit hours awarded for courses in accordance with the vision, mission, and student learning objectives of Highlands College. This measure meets the Carnegie Collegiate Student Hour Guidelines, related Federal definitions, and requirements, and the Association for Biblical Higher Education Commission (ABHE) on Accreditation standards, policies, and guidelines. The number of credit hours assigned to a course should reflect the Course Learning Outcomes (CLOs) and the appropriate amount of time spent by a student in a course, otherwise known as "time on task."

The following are principles and working definitions, conforming to sound and commonly accepted practices, regarding the credit hour and the basis for its determination.

- The Faculty and Administration are responsible for the content, quality, and effectiveness of the curriculum; therefore, they are responsible for credit hour determination.
- Time spent in Classroom Instruction, Direct Instruction (Non-Classtime), and Outside-Of-Class Student Work determines the number of credit hours awarded to courses.
- Classroom Instruction and Direct Instruction (Non-Classtime) times are equivalent for credit hour determinations.
- The Carnegie Collegiate Student Hour equals one semester hour of academic credit for 750 minutes of combined Classroom Instruction/Direct Instruction (Non-Classtime) plus 1,500 minutes of Outside-Of-Class Student Work.
- The ratio of Classroom Instruction/Direct Instruction (Non-Classtime) and Outside-Of-Class Student Work is 1:2.
- The determination is the same for all course formats, lengths, levels, and locations.

## Class Attendance

One of the most vital aspects of a residential university experience is attendance and punctuality in the classroom. Class activities for

each course have been specifically designed to enable students to meet the course's objectives. Students are expected to be present when class begins and to remain the entire class session. Attendance is collected and recorded for each class, and instructors reserve the right to factor lateness, early departures, and class attendance into a student's grade.

Inclement weather or other events beyond Highlands College's control may occasionally result in changes to normal campus operations, including the cancellation of classes or events. In such cases, the calendar schedule may be adjusted.

## Classification of Absences

Each absence is classified as either "unexcused" or "excused." All absences, including excused absences, count as absences. Absences may be considered excused for illnesses, emergencies, or unforeseen circumstances. An excused absence permits the student to make up any in-class work or assignments. If a student is absent for any reason, they are expected to confer with their course instructor concerning the possibility of being allowed to make up missed work. Students should inform instructors of planned absences.

An unexcused absence is one in which the student does not attend a class. Students earn an "F" for work missed due to an unexcused absence. Examples of unexcused absences include alarm clock failure, traffic, inoperative vehicles, forgetfulness, and oversleeping. Students should not schedule mission trips during class sessions. All mission trips are unexcused absences. 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 72 hours of the absence.

In rare emergency circumstances, an excused absence may be approved not to count toward the maximum number of allowed absences that result in a grade of "FA." Exceptions are considered on a case-by-case basis and must be documented and approved through the Accommodations Process. Examples of emergency circumstances may include serious illness, injury, or significant family emergencies. Students are responsible for promptly notifying their instructor and initiating the Accommodations Process to request consideration for an emergency absence exception.

Students must monitor their own class attendance to know when they are approaching or have exceeded the maximum allowed. Students who exceed the maximum number of absences allowed for a class earn a Failure due to Absences grade of "FA."

The grade "FA" is recorded regardless of the student's grade in the course at the time the student violates the relevant absence standard. A course in which the student earns a grade of "FA" counts toward the student's attempted credit hours, adversely affects the student's GPA, and carries the same weight as if the student had earned a grade of "F."

## Number of Absences Allowed

The maximum allowable excused and unexcused absences are three (3) per course. Students who miss more than three (3) class sessions may appeal to the Academic Review Committee if they believe extenuating circumstances were present. The student should submit a letter with supporting documentation to the Academic Review Committee to appeal.

# Grading

At the end of the term, instructors assign a grade for every course that carries academic credit. Highlands College calculates grade point average (GPA) on a 4-point scale.

Letter Grade	GPA
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C	2.0
D	1.0
F	0.0
FA	0.0

## President’s and Dean’s List

Highlands College publishes a Dean’s List and a President’s List at the end of each Fall and Spring semester to give recognition for outstanding academic achievement. A student must have taken at least 12 semester hours to be eligible. The Dean’s List requires an overall semester GPA of 3.70-3.99, and the President’s List requires an overall 4.0 semester GPA or greater.

## 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, Highlands College will investigate and review according to the principles, policies, and procedures outlined in the Student Handbook and this Academic Catalog. Academic dishonesty occurs when students engage in any of the following behaviors.

- Plagiarism (Refer to the Plagiarism section of this catalog.)
- Misuse of Artificial Intelligence (Refer to the Artificial Intelligence section of this catalog.)
- Cheating: Using or attempting to use unauthorized materials, study aids, or people for personal assistance in academic work or examinations, including, but not limited to, the following actions:
  - ✦ Looking at an examination paper or answer sheet of another student
  - ✦ Obtaining, before the administration of a test, unauthorized information regarding the test
  - ✦ Possessing or distributing an exam or exam questions
  - ✦ Using any unauthorized materials or equipment during an examination
  - ✦ Cooperating or aiding in any of the above
- Fabrication: Altering, contriving, or inventing information that would be deceptive in any academic exercise, written or otherwise. Misrepresentation of attendance or absence.
- Misrepresentation of Academic Records: Altering of any portion of Student Records

- Facilitating Academic Dishonesty: Aiding another to violate the Academic Integrity Policy of this Institution
- Unfair Advantage: Using improper means to attempt to gain a more favorable advantage on an academic assignment or exercise
- Multiple Submissions: Using the same work to fulfill requirements for more than one assignment or course without prior approval from all instructors involved
- Sabotage: Deliberately acting to obstruct, destroy, damage, or inhibit the use of materials or equipment
- Substitution: Using a proxy or acting as a proxy in an academic assignment or exercise
- Tolerating Academic Dishonesty: Failing to address academic dishonesty promptly

## Penalties for Violations of Academic Integrity

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

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

## Right to Appeal

The student has the right to appeal an Academic Integrity penalty. The appeal must come within two weeks of the receipt of the decision. To appeal the penalty, the student should submit a letter with supporting documentation to the Academic Review Committee. The Academic Review Committee may choose to do one of the following.

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

## Plagiarism

Plagiarism is the act of using someone else's ideas, words, or work without properly acknowledging the original source. This can include directly copying text, paraphrasing without proper citation, using someone else's ideas or research findings without attribution, and self-plagiarism, which involves presenting one's own previously submitted work as new without proper acknowledgment. Plagiarism undermines academic integrity, erodes trust, and violates ethical standards by misrepresenting the originality of one's own work.

At Highlands College, we believe in fostering student development and upholding academic integrity. Plagiarism is a serious violation of the Academic Integrity Policy, and it is essential for students to understand the consequences of engaging in such behavior. By embracing academic integrity, students are not only safeguarding their own educational experience, but they are also contributing to the integrity and reputation of Highlands College. We have categorized plagiarism into three levels, each with its corresponding actions and consequences, aimed at promoting growth and preventing further instances of plagiarism.

## Tier-0 Plagiarism (Coaching)

Tier-0 Plagiarism involves minor mistakes in the citation of resources generally made by novice college writers. As students learn more about how to properly cite utilized resources, these mistakes should not continue. The course instructor will coach the student about the improper writing incident.

The instructor will meet with the student and provide coaching on how to correct the deficiency. The instructor may also require the student to make an appointment with the Writing Lab to work on these skills. The student may receive a grade penalty of up to 10% of the total grade earned on the assignment.

The following is a list of actions that are examples of zero-level plagiarism:

- Citation of information not utilized in the submission (a.k.a. "padding reference list")
- Failing to include all the parts required for a proper citation of resourced materials (i.e. failing to provide page numbers for quoted materials, missing year of publication, etc.)
- Failing to properly insert quotation marks at the beginning or ending of quoted materials
- Improper formatting of citations
- Inserting verbatim phrases of 2-3 distinctive words or inserting small parts of media or other materials without crediting the author(s)
- Citing non-credible sources (blogs or popular media) for academic arguments
- Citing a source without proper engagement with the source

## Tier-1 Plagiarism

Tier-1 Plagiarism involves improper citation or the use of source content (either human- or AI-generated) without proper attribution. This is a learning opportunity for students to enhance their understanding of academic integrity. The following is a list of actions that are regarded as Tier-1 Plagiarism:

- Using ideas or concepts from a source without crediting the author(s)
- Substituting synonyms into a sentence from a source rather than rewriting the complete sentence while not crediting the author(s)
- Reordering the clauses of a sentence while not crediting the author(s)
- Imitating the sentence, paragraph, organizational structure, or writing style of a source or using a source's line of logic, thesis, or ideas without crediting the author(s)
- Repeated Tier-1 Plagiarism may be subject to Tier-2 Plagiarism consequences.

### Possible Consequences

- ▶ The student will participate in a corrective conference between the student and their course instructor to address any areas of limited understanding.

- ▶ The student is referred to the Writing Lab for assistance with understanding the proper citation of resources and the importance of academic integrity.
- ▶ The student receives a score reduction for the assignment to reflect the severity of the incident up to the total grade value of the assignment.
- ▶ The student may be given an opportunity to resubmit the work, with proper attributions, for a reduced grade.

NOTE: Three (3) submissions with Tier-1 Plagiarism by any one student throughout their Highlands College enrollment may result in Tier-2 or Tier-3 consequences and a referral to the Writing Lab.

## Tier-2 Plagiarism

Tier-2 Plagiarism represents a greater degree of improper use of others' work. In these cases, we aim to guide students toward a deeper understanding of academic integrity and originality. The following is a list of actions that are considered Tier-2 Plagiarism:

- Engaging in Tier-1 Plagiarism three times in one or more courses
- Combining paraphrasing with verbatim sentences to create a paragraph or more of the text (a.k.a. "mosaic plagiarism")
- Direct plagiarism of phrases, but not entire paragraphs or works, that lack proper attribution and are presented as the student's work.
- Failure to cite in-text (parenthetical or footnotes) resources multiple times in a single submission that are listed on the reference list.
- Failure to cite any references, either in-text or in a reference list, when references were used to construct the assignment.
- Paraphrase of another's work without giving credit to the original source
- The first instance of a student turning in partial or total work that the student has used in a previous or current course without permission from the instructor (a.k.a. self-plagiarism)
- Most of the work is unoriginal or comes from published sources, even if properly cited, indicating a lack of original thought or effort.

### Possible Consequences

- ▶ The student receives no credit for the assignment to emphasize the seriousness of the offense.
- ▶ The student is referred to the Writing Lab for assistance with understanding the proper citation of resources and the importance of academic integrity.
- ▶ The student receives a failing grade for the course to emphasize the importance of upholding academic integrity and personal responsibility.

NOTE: Should a student submit a second assignment containing Tier-2 Plagiarism, they may be subject to Tier-3 consequences.

## Tier-3 Plagiarism

Tier-3 Plagiarism involves significant instances of copying or submitting someone else's work as one's own. Highlands College considers this a critical breach of academic integrity that requires more severe consequences. The following is a list of actions that are regarded as Tier-3 Plagiarism:

- Engaging in Tier-2 Plagiarism more than once in one or more courses
- Copying and pasting (both direct and mosaic plagiarism) of entire paragraphs or works presented as the student's own work.
- Second instance (or more) that student has turned in partial or total work that student has used in a previous or current course without permission from instructor (a.k.a. self-plagiarism)
- Submitting content from another source as one's own work. This would include collusion which involves working with others without permission, which can include sharing or copying work from others and presenting it as one's own. This would also include contract cheating that involves paying or enlisting someone else to complete academic work.

### Possible Consequences

- ▶ The student receives no credit for the assignment to emphasize the seriousness of the offense.
- ▶ The student receives a failing grade for the course to emphasize the importance of upholding academic integrity and personal responsibility.
- ▶ The student receives a permanent notation attached to their transcript to serve as a reminder of the incident and its impact on their academic record.

## The Use of Artificial Intelligence

Highlands College entrusts students with the ethical responsibility of using Artificial Intelligence (AI) in a manner that enhances their intellectual and academic abilities. AI should supplement, not replace, personal effort and active engagement in the learning process. It is important to remember that human work comes before and after AI work, ensuring that AI serves as a tool to augment abilities, not substitute for intellectual contributions.

AI detection tools are used to identify the use of AI in assignments. Assignments are then flagged to determine if AI was used appropriately. For instances where the flagged assignment contains inappropriate use of AI, the following is intended to create a life-giving, developmental process where a student's character and competency may be developed.

### Developmental Process

Highlands College follows a developmental process to help students recognize if or when they have misused AI in the completion of course assignments. This process includes a conversation with the instructor, who considers version history and knowledge gained by the student to determine the appropriate outcome. The developmental process aims to equip students with knowledge about the acceptable uses of AI that they can apply toward the successful completion of future assignments. Students

should take care and foresight when using AI, as it may constitute a violation of academic integrity. (Refer to the Penalties for Violations of Academic Integrity section in this catalog.) Questions about AI use on assignments should be directed to course instructors for clarification.

### Appropriate Use of Artificial Intelligence

Artificial Intelligence (AI) may refer to any computer-based system or algorithm that exhibits intelligent behavior by analyzing data, making decisions, or performing tasks that would typically require human intelligence.

Highlands College treats AI assistance in the same manner as collaboration with other people. Students may talk about ideas with people, as well as AI assistants. However, all submitted academic work must be produced by the students. An assignment should only include either original content written by the student or properly cited source content.

To promote student development and ethical AI usage, the following guidelines are outlined:

- **Faculty Guidance:** Highlands College students are permitted to use AI technologies under the supervision and guidance of their course instructors. Instructors often provide specific instructions, guidelines, or restrictions regarding the use of AI with assignments.
- **Approval Process:** When using AI technologies for assignments, projects, or research, students must adhere to the specific requirements set forth by the course instructor. Any deviation from these requirements without prior authorization may result in academic consequences.
- **Faculty Discretion:** Instructors can review, evaluate, and modify students' usage of AI technologies to ensure compliance with academic standards and ethical considerations. Instructors may provide additional guidance, recommend alternative approaches, or impose limitations.
- **Academic Integrity:** Students are responsible for upholding the principles of academic integrity when using AI technologies. Plagiarism, cheating, or any form of dishonesty in relation to AI usage is an issue of academic integrity. Proper attribution of any AI-generated content or output is required.

### Inappropriate Use of Artificial Intelligence

The following examples illustrate the inappropriate use of AI and its potential consequences:

- **Plagiarism:** The submission of AI-generated content as one's own original work without proper attribution or acknowledgment.
- **Unfair Advantage:** Using AI technologies to gain an unfair advantage over other students.

### Consequences

Consequences for the inappropriate use of AI may vary depending on the severity of the violation. To address situations where a student incorporates AI into their assignment inappropriately, the following consequences may be implemented based on the percentage of AI detected in the submission:

- **Low-Level:** The detection of AI in the assignment is minimal or does not significantly impact the originality or integrity of the work (AI detection up to 25%).
  - The student's grade for the assignment may be reduced according to the percentage of AI detected in the assignment.
  - The student may also be required to revise the assignment to eliminate or reduce the amount of AI detected and resubmit it within a specified timeframe.
- **Medium-Level:** The detection of AI in the assignment is a moderate amount, indicating a more significant reliance on AI-generated content (AI detection 25-50%).
  - The student's grade for the assignment may be substantially reduced according to the percentage of AI detected in the assignment.
  - The student may also be required to revise the assignment to eliminate or reduce the amount of AI detected and resubmit it within a specified timeframe, subject to a grade penalty.
- **High-Level:** The student heavily relied on AI technologies, such that the majority or entirety of the assignment is AI-generated (AI detection 51-100%).
  - The student's grade for the assignment will be significantly reduced by 50% or more, considering the extensive detection of AI.
  - In addition to a grade reduction, disciplinary action, academic penalties, or a formal investigation may be initiated depending upon the severity of the violation.

## Academic Progress

### Student Classification

Students at Highlands College are classified based on cumulative academic years. Students who experience an interruption in their academic progress (e.g., taking a leave of absence) upon return will resume their previous classification.

<b>Residency</b>	<b>Classification</b>
First-Year	Freshman
Second-Year	Sophomore
Third-Year	Junior
Fourth-Year and above	Senior

### Academic Standing

Students must maintain an overall cumulative GPA of at least 2.0 to remain in good academic standing.

### Transfer Credits

Highlands College will evaluate courses and degrees from accredited institutions for possible transfer of credit. Highlands College only awards transfer credit for prior Foundational Studies coursework. Highlands College may transfer credit for eligible academic courses if an academic review indicates a reasonable parallel in scope and content between the courses completed at the original institution and the course currently offered at Highlands College. Credit will be accepted for those undergraduate courses in which applicants have earned a grade of C or better.

Although credit hours earned elsewhere count toward graduation requirements, these credits earned are not used in calculating the GPA. If Highlands College awards transfer credit for eligible coursework, there is no reduction in tuition costs. For the results of the evaluation, contact the Office of the Registrar.

### Credit for Previous Coursework at Highlands College

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

The Office of the Registrar will review the student's prior coursework according to the following guidelines.

- The syllabi for each course are substantially comparable.
- The student earned a grade of C or better in the course.

### Course Registration

The Office of the Registrar enrolls students in courses before the start of each semester. Students are encouraged to contact the Office of the Registrar with questions or concerns regarding the registration process and the scheduling 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 beginning of the term, any absences occurring before the change will count as absences in that class.

Full-time tuition covers 12 to 18 credit hours. Students must seek permission to take more than the maximum credit hours in a semester or less than 12 credit hours. Students must have an overall cumulative GPA of 3.0 or above to be eligible for an overload of up to 21 credit hours and an overall cumulative GPA of 3.5 or above to be eligible for an overload of up to 24 credit hours.

Occasionally, courses may be canceled due to insufficient enrollment or unforeseen circumstances. In such cases, students may be eligible for a refund, or an appropriate alternative course may be offered.

### Course Drop or Add

At the beginning of each semester, there is a short time period for students to request adjustments to their class schedules. Students can locate the course drop/add deadline dates on the Academic Calendar. Students who want to drop/add a course during this window must contact the Office of the Registrar. Financial adjustments may be necessary.

Students should carefully consider dropping or adding a course. The decision should be made in consultation with Student Accounts and the Office of the Registrar. Dropping scheduled courses may extend the student's anticipated date of graduation.

### Course Withdrawal

If a student withdraws from a course after the course drop/add deadline, then the student is ineligible for a tuition refund. No financial adjustments will be made. Students can locate the dates for the course withdrawal deadline on the Academic Calendar. Students can obtain course withdrawal forms from the Office of the Registrar. Students must continue to attend class until they return the completed course withdrawal form to the Office of the Registrar. Students who withdraw will receive a grade of "W." After



the course withdrawal deadline, students cannot withdraw from a course and will remain enrolled until the course's end date.

## Leave of Absence

Students who need to interrupt their studies temporarily for medical, personal, or employment reasons may request a Leave of Absence. A leave of absence permits the student to cease attendance for a specified time and not have to apply for readmission. Students may request a leave of absence at any time and may be granted a leave of absence for one or two semesters. However, when the leave of absence ends and the student returns, they must still meet all admission requirements.

A student can request an Emergency Leave of Absence after the term withdrawal deadline for physical or mental health reasons or any other personal or family emergency up to the remainder of the term or semester. If a student requests a Leave of Absence after the Withdrawal deadline, the student will remain in the course unless an Emergency Leave of Absence is approved.

Students on academic probation who are approved to take a leave of absence will remain on academic probation when they return. Students requesting a leave of absence before the course withdrawal deadline may receive a grade of "W." 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 should contact the Office of the Registrar to submit a leave of absence. Students must submit a \$250 fee with their request for a leave of absence. Approval for a leave of absence is not automatic. The Academic Review Committee must approve all 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 must notify the Office of the Registrar of their intent to stay enrolled or withdraw from the College within seven days. If the student does not notify the College, they will automatically be withdrawn.

## Course Incomplete

Students who cannot complete coursework by the last day of class due to unavoidable circumstances such as personal illness/injury or family emergencies may appeal to their instructor for a temporary course grade of "I." The authority to grant an incomplete lies entirely with the instructor.

Denial of the request for an incomplete may include, but is not limited to, the student's inability to earn a passing grade with completion of the remaining requirements and an insufficient reason for the request. Students must initiate the request for an incomplete directly to the instructor by the last day of class.

Based on the circumstances, the instructor will establish a new deadline for completing the remaining coursework. The instructor may grant up to two weeks beyond the last day of the term. The instructor will post a final grade within one week from the deadline established for the incomplete. The GPA is unaffected by the incomplete until a final grade is posted after the deadline.

## Grade Appeal

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

- Meet with the course instructor to discuss the disagreement by the last day of class.
- 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 department Chair by the last day of class.

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

## Grade Dispute

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

- The student's request should identify the rationale for the requested review and explain why they did not raise the issue during the course.
- The student should request to meet with the course instructor to discuss the assigned course grade and present supporting evidence to the course instructor no later than two weeks after the last day of the term.
- If the student does not receive a satisfactory explanation or resolution of the course grade in question, the student may then submit a written request for review to the appropriate department Chair within one week after the instructor's decision.

The department Chair may then choose to meet with the instructor, the student, or both before making a decision. The decision is final and is not subject to appeal. If the department Chair is also the course instructor, the student may appeal in writing to the Academic Review Committee.

## Course Repeat

Students who earn a final grade of "F" or "FA" in any course or a final grade below a "C" in a student's coursework will be required to repeat the course. A student may repeat an individual course only once (for a total of two attempts). Under exceptional circumstances, and upon approval, a student may be allowed to repeat a course for a second time (for a total of 3 attempts). There is a \$300 Course Repeat Fee.

Both course instances will appear on the student's transcript, and the student's GPA calculation will include the original grade earned in that course.

Highlands College offers a Grade Forgiveness Policy which may be used a maximum of four (4) times, only once for any course, which allows a student to use the forgiveness for four different courses. In this instance, the transcript will show both the original grade and the course repeat grade, but only the grade points and credit hours earned in the repeated courses will be counted toward degree completion and averaged into the student's GPA.

## Academic Probation

If a student's overall cumulative GPA falls below 2.0 at the end of any semester, the Office of the Registrar places the student on academic probation. Academic Probation status automatically disqualifies the student from graduation until the student returns to good academic standing.

Students on academic probation are allowed one semester to raise their overall cumulative GPA to a minimum of 2.0. Students may attempt to improve their overall cumulative GPA by repeating any course wherein they did not attain the required minimum grade and/or were awarded a grade of "F" or "FA" by completing new coursework or any combination of the above. Such students should seek counsel from the Office of the Registrar to maximize the opportunity to return to good standing.

## Withdrawal from Highlands College

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

- ▶ Graduation
- ▶ Withdrawal
- ▶ Academic or disciplinary dismissal
- ▶ Expulsion
- ▶ Non-payment of tuition or fees
- ▶ Prolonged non-attendance and inactivity exceeding 14 days
- ▶ A Leave of Absence non-return

A student who decides to withdraw from Highlands College must submit a Highlands College Withdrawal Request to the Office of the Registrar. Students can obtain forms from the Office of the Registrar. A withdrawal review conversation with the Office of the Registrar is strongly encouraged.

Students can locate the dates for the course withdrawal deadline on the Academic Calendar. Students who want to withdraw from the College before this deadline must contact the Office of the Registrar. There may be financial adjustments or consequences.

Highlands College Withdrawal Requests submitted after the course withdrawal deadline will be reviewed and processed before the next semester starts. Requests after this deadline may carry financial and/or academic consequences.

## Judicial Process

The purpose of this judicial process is to maintain a safe, respectful, and conducive learning environment in line with the values and standards of Highlands College. The process ensures that students understand the expectations of behavior and the consequences of their actions while providing a fair and structured approach to address infractions. Ultimately, the goal is to guard and develop the student's character and spiritual health, as well as that of the students around them.

Depending on the severity and impact of the situation, Highlands College reserves the right to take immediate action with the goal of promoting discipline, safety, and restoration. Our approach is guided by biblical principles, including Gal 6:1-5, Heb 12:7-11, Matt 18:15-17, 21-35, Col 3:12-17.

### Level Zero Infractions

Level Zero Infractions address minor offenses that do not significantly disrupt the college community but need correction to prevent escalation, guard impacted students, and correct the student. These infractions serve as a learning opportunity for the student to understand the importance of character in both the Christian life and leadership, fostering personal responsibility, and cultivating a Christ-like character.

### Infractions:

1. Dress code violation
2. Curfew violation
3. Housing violation (e.g., room checks)
4. Courtesy hours violation
5. Parking violation
6. Failure to wear a name badge
7. Failure to apply a parking decal on a personal vehicle

### Level Zero Sanctions

Level Zero Sanctions aim to provide immediate feedback and correction for minor issues to prevent them from becoming major issues in the student's life and leadership. Level 0 Sanctions may include:

**Verbal Warning:** A verbal warning issued by a Highlands College Teammate or Student Leader.

**Fine:** A fine imposed by Highlands College.

### Level One Infractions

Level One Infractions involve more significant breaches of college policies that require formal documentation and a written warning to prevent recurrence. These infractions indicate a pattern of behavior that needs addressing to support the student's character growth as well as maintain community standards within the College.

### Infractions:

1. Accumulation of two or more Level Zero Infractions within a semester.
2. The use, possession, or distribution of nicotine products on campus, at off-campus student housing, on Church of the Highlands campuses, and at off-campus Highlands College events
3. Inappropriate physical behavior (e.g., minor physical altercations).
4. Deliberate refusal to comply with policies or directives issued by college officials, including RA's and security personnel, performing their duties.
5. Possession or viewing of inappropriate material including but not limited to obscene or distasteful material or sexually explicit content.
6. Aiding, abetting, or conspiring with another student in minor policy violations; being present when another student violates college policy and behaving in such a way that constitutes permitting or condoning the violation.
7. Disorderly, lewd, or indecent conduct.
8. Use of language unbecoming of Christian leaders, as dictated by both biblical injunctions and the cultural norms and values of Highlands College including but not limited to coarse joking, derogatory language, and profanity.
9. Possession of weapons including but not limited to BB or pellet style weapons, toy or replica non-functioning weapons which are designed in a manner that their

appearance is not easily discernible from real or functional weapons.

10. Gambling activities.
11. Violation of visitation policies.
12. Attending places of questionable amusement (e.g., bars, nightclubs).
13. Being out overnight with a member of the opposite sex.
14. Sleeping in the same bed with any person outside one's immediate family while in student housing or Highlands College-sanctioned events.

## Level One Sanctions

Level One Sanctions serve to formally document and address behaviors that, if left unchecked, could harm both the student's and the community's integrity and well-being. The goal is to correct and educate students on the importance of adhering to college policies as a means of cultivating and guarding one's character. Level One Sanctions may include one or more of the following:

**Written Warning:** A written warning documenting the infraction.

**Loss of Privileges:** Possible loss of privileges of other discretionary sanctions.

## Level Two Infractions

Level Two Infractions address serious violations of the Highlands College Statement of Faith, Community Covenant, and Housing Agreement that provide an opportunity to guide the offending student toward repentance, personal growth, and restoration while also mitigating any significant disruptions to the college environment. These infractions necessitate more severe disciplinary actions to help the offending student understand the impact of their actions and encourage their spiritual and character development while also protecting the safety and well-being of the community. These sanctions aim to foster a supportive environment for all students, ensuring the well-being of those impacted while aiding the offending student's journey toward positive change.

### Infractions:

1. The accumulation of two or more level one infractions within a semester.
2. Underage consumption or possession of alcohol on or off campus.
3. Use of illegal drugs, prescribed medication without a prescription, or misuse of prescribed medication.
4. Inappropriate sexual behavior including but not limited to premarital sexual activity, extramarital sexual activity, acts of homosexuality, indecent exposure, sexting, and attending X-rated establishments.
5. Distribution, propagation, or exposure of others to illicit or sexually inappropriate material.
6. Aiding, abetting, or conspiring with another student in major policy violations; being present when another student violates college policy and behaving in such a way that constitutes permitting or condoning the violation.

7. Physical and/or verbal abuse including but not limited to intimidation, bullying, and harassment.
8. Use of language unbecoming of Christian leaders, as dictated by both biblical injunctions and the cultural norms and values of Highlands College including but not limited to racially insensitive or offensive language and sexually explicit comments.
9. Acts of dishonesty including but not limited to cheating, furnishing false information, lying to any college official, faculty, or team, forgery, and theft
10. Hazing.
11. Violation of federal, state, or local law.
12. Possession of firearms, explosives, stun guns, dangerous knives, or other weapons on college premises
13. Participation in disruptive demonstrations.
14. Breach of peace or aiding in such behaviors.
15. Abuse of the judicial process, including but not limited to the following:
  - A. Failure to obey the summons of a judicial body or College official.
  - B. Falsification, distortion, or misrepresentation of information before a judicial body.
  - C. Disruption or interference with the orderly conduct of a judicial proceeding.
  - D. Attempting to discourage an individual's proper participation in or use of the judicial system.
  - E. Attempting to influence the impartiality of a member of a judicial body before and during the judicial proceeding.
  - F. Harassment (verbal or physical) and intimidation of a member of a judicial body before, during, and/or after a judicial proceeding.
16. Failure to comply with sanctions imposed through the judicial process.
17. Spreading unhealthy and unsound practices including but not limited to occult practices, anti-Christian activities.
18. Teaching or promoting behavior contrary to the Statement of Faith and Community Covenant.

## Level Two Sanctions

These sanctions aim to foster a supportive environment for all students, ensuring the well-being of those impacted while aiding the offending student's journey toward positive change. In the case of any potential Level Two Sanction, the Judicial Committee will confer to determine if any behavior reaches this level. All Level Two Sanctions come with a Discipleship Agreement designed to spiritually develop and coach students in their character. Level Two Sanctions may also include one or more of the following:

**Written Warning:** A notice in writing to the student that the student is violating or has violated institutional regulations.

**Probation:** A written reprimand for violation of specified regulations. Probation is for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

**Loss of Privileges:** Denial of specified privileges for a designated period.

**Restitution or Discretionary Sanctions:** Compensation for loss, damage, or injury. This may take the form of appropriate service and monetary or material replacement. Work assignments, service to the College, or other related discretionary assignments. Any assignments must have the prior approval of the judicial body or judicial official.

**Other Sanctions:** Other sanctions may be imposed instead of or in addition to those specified above (imposition must relate to the nature of the violation), including but not limited to the following:

- A. Educational or research projects,
- B. Mandated professional counseling or therapy, and/or
- C. Substance abuse assessment.

**College Suspension:** Temporary separation of the student from the College for a definite period, after which the student is eligible to return. Conditions for the student's return may be specified. If these conditions are not met, the student will be dismissed. The suspension follows the Leave of Absence protocol in the catalog.

**College Dismissal:** Dismissal of the student from the College for a definite period, after which the student is eligible to reapply to the College. Conditions for the student's return may be specified. Dismissal follows the Withdrawal protocol in the catalog.

### Level Three Infractions

Level Three Infractions involve the most severe violations of the Community Covenant that warrant permanent separation from the college. These infractions represent actions that are incompatible with the values and mission of Highlands College and significantly threaten the physical, emotional, and/or spiritual health of the community.

#### Infractions:

1. Accumulation of two or more Level Two Infractions within one semester.
2. Severe or overt violations of the Community Covenant, including but not limited to:
  - A. Sexual assault.
  - B. Significant theft or fraud.
  - C. Major acts of violence.
  - D. Repeated substance abuse violations.
  - E. Severe acts of dishonesty or moral turpitude.
  - F. Serious violation of state, federal, or local law, including acts that endanger others.

### Level Three Sanctions

Level Three Sanctions are the most severe because these breaches fundamentally undermine the values and mission of Highlands College. The sanction aims to protect the community's spiritual health and integrity while emphasizing the need for students to uphold the highest standards of behavior and character consistent with biblical principles and Christian leadership. A Level Three Infraction is a single-sanction offense: expulsion. Expulsion from Highlands College results in immediate and permanent separation from the institution. Suspensions and Expulsions

#### Procedure

In the case of all expulsions and any suspension that occurs for the remainder of the academic semester, the student will not be allowed to finish classes for that semester and will be required to leave campus within 24 hours. At that time, the student is responsible for following the withdrawal process with the Office of the Registrar. The student will earn a grade of "W" with no credit earned in any courses.

#### Dismissal

Students on academic probation have one semester to bring their overall cumulative GPA to a minimum of 2.0. Students who are unsuccessful in earning a minimum overall cumulative GPA of 2.0 after their probationary semester are subject to academic dismissal.

Students subject to academic dismissal will have their records reviewed by the 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 decide the student's status, even if the student voluntarily withdraws from the College. The decision of the Academic Review Committee is final and is not subject to appeal. The Academic Review Committee will decide on one of two possible outcomes.

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

The Academic Review Committee may allow a student to continue on academic probation. These students have a second semester to earn an overall cumulative GPA of at least 2.0. If a student does not earn an overall cumulative GPA of at least 2.0 by the end of the second semester of academic probation, the student may be subject to immediate 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 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 an overall cumulative GPA of at least 2.0 by the end of the first semester, the student may be subject to immediate academic dismissal without further review.

Students may not use voluntary withdrawal to evade dismissal. Students who voluntarily withdraw from the College before 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 at least one year after the dismissal.

The College reserves the right to withdraw a student for cause at any time. The Standards of Conduct section of the Student Handbook details policies for non-academic dismissals.

## **Amnesty Policy**

### **Philosophy**

The College Amnesty Policy is designed to allow a student who has committed a violation of the Student Community Covenant to approach the Spiritual Development Team and/or an appointed HC team member, to confess their fault and submit to a restoration process. We recognize that it is the work of the Holy Spirit to convict and lead an individual to repentance in response to the gift of God's grace and mercy.

By taking responsibility for their inappropriate behavior before it comes to the attention of the Judicial Committee, the student not only voluntarily submits to accountability and enters a restoration process, but they may also avoid any possible disciplinary sanctions that they otherwise would have been subject to and instead receive redemptive mercy.

### **Eligibility**

Amnesty is available to a student one time each academic year in their Highlands College career. The application must begin before the initiation of a disciplinary investigation into the incident by the Judiciary Committee. The student must not currently be on disciplinary probation for a prior Community Covenant violation. A level 3 violation may not be eligible for amnesty. HC has the right to decline amnesty based on the nature and severity of the violation, especially in situations involving student safety and/or criminal misconduct.

### **Procedure**

The student is to initiate contact with the Spiritual Development team member. An in-office personal appointment is strongly preferred, but in approved situations, a phone call or email may be acceptable. If a team member or student leader issues a time deadline (usually 24 hours), failure to meet that schedule could render the student's subsequent application ineligible.

In a meeting with a representative of the Spiritual Development Team, the student will discuss, agree upon, and sign a Discipline Contract. The contract will establish all conditions and future responsibilities involving the amnesty process.

The student must fulfill all conditions and responsibilities stated in the Discipline Contract. Failure to do so will subject the student to Judicial Committee review and all applicable disciplinary sanctions.

### **Appeals**

All appeals must be made in writing and sent directly to the Vice President of Spiritual Development. Appeals must be made within fourteen (14) days of the initial decision. The Vice President of Spiritual Development will provide the details of the appeal to the Executive Leadership of the College. The decision of the Executive Leadership is final, and there is no subsequent hearing or appeal.

# Faculty

## **Marguerite Armistead**

*Director of the Writing Lab*  
*Adjunct Instructor*  
B.A., Auburn University  
M.A., Auburn University

## **Dr. John Ball**

*Department Chair of Biblical Studies*  
*Professor of Biblical Studies*  
B.B.A., Belmont University  
M.A.T.S., Liberty University Baptist Theological Seminary  
M.Div., Liberty University Rawlings School of Divinity  
Th.M., Midwestern Baptist Theological Seminary  
Ph.D., Midwestern Baptist Theological Seminary

## **Dr. Matthew Benson**

*Senior Professor of Communication*  
*Instructional Design and Innovation Strategist*  
B.A., Samford University  
M.Div., Beeson Divinity School  
M.B.A., Samford University  
M.A., University of Alabama at Birmingham  
D.Min., Southeastern Baptist Theological Seminary

## **Stacey Benson**

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

## **Bradley Blaylock**

*Assistant Professor of Christian Ethics*  
B.A., University of Mississippi  
M.A. (*Theological Studies*), The Southern Baptist Theological Seminary  
M.A. (*Apologetics*), The Southern Baptist Theological Seminary

## **Dr. Kevin Bussey**

*Professor of Biblical Studies*  
B.S., Samford University  
M.A., University of Alabama at Birmingham  
M.Div., Southwestern Baptist Theological Seminary  
D.Min., Luther Rice Seminary

## **Angelyn Cantrell**

*Assistant Professor of Communication*  
B.A., University of Alabama at Birmingham  
M.A., University of Alabama at Birmingham

## **Tonya Capps**

*Executive Director of Student Success*  
B.S., University of Alabama  
M.Ed., Samford University

## **Dr. John Cespedes**

*Associate Professor of Biblical Studies*  
B.S., University of Alabama in Huntsville  
M.B.A., Auburn University  
M.A., Liberty University  
Ph.D., Liberty University

## **Taylor Fagan**

*Assistant Professor of Theological Studies*  
B.A., Huntingdon College

M.B.T.S., Dallas Theological Seminary

## **Dr. Chris Hanna**

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

## **Scott Hill**

*Librarian*  
*Adjunct Instructor*  
B.A., Athens State University  
M.A., University of Alabama  
M.L.I.S., University of Alabama

## **Michael Hodges**

*Vice President of Spiritual Development*  
*Adjunct Instructor*  
B.S., University of Alabama  
M.B.A., University of Alabama  
M.Div., Liberty University

## **Ben Johnson**

*Executive Director of Curriculum Development*  
B.A., Trinity College of the Bible and Theological Seminary  
M.A.C.M., B. H. Carroll Theological Seminary

## **Cori Johnson**

*Instructor of Mathematics*  
B.S., University of Alabama at Birmingham  
M.S., University of Alabama at Birmingham

## **Trey Johnson**

*Professor of Biblical Studies*  
B.A., Birmingham Southern College  
M.Div., Beeson Divinity School

## **John Larson**

*Vice President of Academic Instruction and Ministry Training*  
B.S., Southeastern University  
M.A.W.L., Trevecca Nazarene University

## **Dr. Sherrill Larson**

*Professor of Biblical Studies*  
M.Div., The King's University  
D.Min., Oral Roberts University

## **Joshua Manley**

*Department Chair of Family Ministry*  
B.A., Central Bible College  
M.A.C.M., Assemblies of God Theological Seminary

## **Michael Mardis**

*Executive Program Manager*  
*Adjunct Instructor*  
B.S.B.A., Auburn University  
M.B.A., Auburn University

## **Eric Parker**

*Associate Professor of Cultural Engagement*  
B.A., University of Alabama  
M.Div., Beeson Divinity School  
Th.M., Southeastern Baptist Theological Seminary

**Daniel Patti**

*Department Chair of Worship Ministry*  
B.S., Liberty University  
M.A.W.L., Trevecca Nazarene University

**Briley Ray**

*Assistant Professor of Church History*  
B.A., Union University  
M.Div., Beeson Divinity School

**Dr. Naomi Reese**

*Associate Professor of Theological Studies*  
B.S., Jacksonville State University  
Th.M., Biola University  
M.Div., Beeson Divinity School  
Ph.D., Trinity International University

**Katie Reeves**

*General Counsel*  
*Adjunct Instructor*  
B.S., University of Alabama  
J.D., Samford University  
M.Div., Duke University

**Josiah Roop**

*Assistant Professor of Biblical Studies*  
B.S., The Pennsylvania State University  
M.Div., Southeastern Baptist Theological Seminary

**Dan Savoie**

*Executive Director of Ministry Training Operations*  
B.S., University of Southwestern Louisiana  
M.Ed., Southwestern Assemblies of God University

**Kathryn Skelton**

*Department Chair of Global Ministry*  
B.A., University of Alabama at Birmingham

**Jon Torres**

*Department Chair of Pastoral, Practical, and Student Ministry*  
B.A., Oral Roberts University  
M.A.M.L., Southeastern University

**Dr. Charity Williams**

*Director of Student Care*  
B.S.W., Jacksonville State University  
M.Div., New Orleans Baptist Theological Seminary  
Th.M., New Orleans Baptist Theological Seminary  
Ph.D., New Orleans Baptist Theological Seminary

**Dr. Mike Williams**

*Vice President of Excellence in Education and Compliance*  
*Registrar*  
B.S., University of South Alabama  
M.Div., New Orleans Baptist Theological Seminary  
D.Min., New Orleans Baptist Theological Seminary  
Ed.D., Liberty University

**Katie Wilson**

*Instructional Designer*  
*Associate Professor of Mathematics*  
B.S., Auburn University  
M.S., Auburn University

**Shakima Wilson**

*Assistant Professor of Communication Studies*  
B.A., University of Alabama at Birmingham  
M.A., University of Alabama at Birmingham

**Lemuel Young**

*Department Chair of Visual Arts*  
B.A., Ball State University  
M.A.T.S., Westminster Theological Seminary

# Course Descriptions

Each course is identified by a four-letter prefix and a three-digit number. The letters represent the academic area. The first digit will be 1, 2, 3, or 4 to indicate the course is a freshman, sophomore, junior, or senior-level course, respectively.

## Biblical Studies (BIBL)

### BIBL 101

#### Introducing the Bible

##### 3 Credit Hours

Provides a study of the doctrine of the Bible through an introduction to the attributes of Scripture. Explores the authority, inspiration, inerrancy, and infallibility of the Bible, the history of doctrinal development, and scriptural support for the views proposed. Students will have the opportunity to articulate and defend each doctrine's theological relevance, its effect on their view of the Bible, and its application to ministry leadership.

### BIBL 105

#### Interpreting the Bible

##### 3 Credit Hours

Introduces the practical and theological aspects of interpreting the Bible. Explains the background on the formation, transmission, and translation of the Bible. Provides reliable strategies for understanding and applying Scripture. Explains the importance of historical and literary context using various tools and approaches in establishing a hermeneutic to determine the original meaning and contemporary application.

### BIBL 212

#### Understanding the Old Testament

##### 3 Credit Hours

Examines the redemptive story of the Bible from Genesis to Malachi, emphasizing how that story shapes the Christian worldview and informs life decisions. Students will have the opportunity to study the Old Testament as the story of God, His calling of people into a relationship with Him and each other into a community.

**Prerequisite(s):** BIBL 101, BIBL 105

### BIBL 215

#### Exploring the Bible in History and Culture

##### 3 Credit Hours

Introduces students to the historical and cultural influence of the Bible through an immersive learning experience in Washington, D.C. Emphasizes the development, transmission, and impact of Scripture through guided museum tours, national site visits, and classroom instruction. Cultivates biblical literacy and encourages reflection on the relevance of the Bible in both ancient and modern contexts.

**Prerequisite(s):** BIBL 101, BIBL 104

### BIBL 222

#### Understanding the New Testament

##### 3 Credit Hours

Examines the redemptive story of the Bible from Matthew to Revelation, emphasizing how that story shapes the Christian's worldview and informs life decisions. Students will have the opportunity to study the New Testament as the story of God, His

calling of people into a relationship with Him and each other into a community.

**Prerequisite(s):** BIBL 101, BIBL 105

### BIBL 324

#### Revealing Christ in the Gospels

##### 3 Credit Hours

Examines the life and teachings of Christ in the four Gospels. Provides background information, key themes, and the unique contributions found within each Gospel. Students will have the opportunity to examine Jesus' perspective of God's kingdom, His role within it, and His invitation for believers' participation.

**Prerequisite(s):** BIBL 101, BIBL 105, BIBL 212, BIBL 222

### BIBL 326

#### Encountering the Holy Spirit in Acts

##### 3 Credit Hours

Examines the work of the Holy Spirit in the Book of Acts. Explores the methods used by the early church for missions, evangelism, and discipleship. Identifies major Lukan themes developed through key texts, including those describing the ministries of Peter, Paul, and Barnabas.

**Prerequisite(s):** BIBL 101, BIBL 105, BIBL 212, BIBL 222, BIBL 324

## Business Administration (BUSI)

### BUSI 101

#### Introduction to Business Concepts

##### 3 Credit Hours

Provides an introduction to fundamental business concepts and principles tailored to the unique needs of nonprofit organizations. Introduces business best practices relevant to the operation and management of nonprofits with a particular focus on churches, religious organizations, and other faith-based entities.

### BUSI 202

#### Organizational Behavior

##### 3 Credit Hours

Explores the human side of organizations—what people need and desire at work, how they use their time, talent, and energy for collective ends, and how they can work together effectively for the greater good. Identifies best organizational practices for leading teams and organizations. Students will have an opportunity to demonstrate the interpersonal skills required to lead diverse groups and organizations effectively.

**Prerequisite(s):** PMIN 101

### BUSI 212

#### Financial Accounting

##### 3 Credit Hours

Introduces the fundamentals of financial accounting, including how to prepare a balance sheet, income statement, and cash flow statement, analyze financial statements, and calculate and interpret critical ratios. Emphasizes the importance of financial data in decision-making. Reviews budget preparation, fundraising, and fiscal responsibility

**Prerequisite(s):** MATH 103



## **BUSI 302**

### **Design Thinking and Innovation**

#### **3 Credit Hours**

Explores the principles of entrepreneurship and innovation, including idea generation, business planning, and risk assessment. Introduces design thinking principles and innovative problem-solving tools to solve challenges and guide strategy.

**Prerequisite(s):** BUSI 101, BUSI 202, BUSI 212

## **BUSI 402**

### **Corporate Social Responsibility**

#### **3 Credit Hours**

Identifies legal issues relevant to business operations, contracts, and employment law. Examines the legal environment in which nonprofits operate. Explores ethical dilemmas and the social responsibilities to customers, employees, investors, and society.

**Prerequisite(s):** BUSI 101, BUSI 202, BUSI 212

## **Communication (COMM)**

### **COMM 107**

#### **Speaking and Presenting Skills**

#### **3 Credit Hours**

Examines the established principles and cultivates the practices of effective verbal and nonverbal oral communication. Explains the methods used to research, prepare, and deliver speeches in various contexts. Explores and evaluates informative, persuasive, and special occasion public speaking.

### **COMM 215**

#### **The Art of Listening and Responding**

#### **3 Credit Hours**

Presents the theories and practice of verbal and nonverbal communication with a focus on interpersonal relationships. Emphasizes the improvement of interpersonal skills and improvements in communication competence in everyday social exchanges.

## **Core (CORE)**

### **CORE 101**

#### **Freshman Seminar**

#### **3 Credit Hours**

Introduces new students to an array of faculty from different disciplines that focus on issues central to the educational mission of Highlands College. Explores topics such as faith, identity, vocation, character, and responsible action. Promotes an awareness of the goals of Christian higher education as it relates to student growth and commitment to lifelong learning.

### **CORE 103**

#### **First-Year Writing**

#### **3 Credit Hours**

Introduces reading and writing with an emphasis placed on critical thinking and the Christian's responsibility to use language logically, effectively, and ethically. Identifies personal writing assumptions, approaches, and techniques while utilizing the six steps in the writing process. Teaches the formatting principles of the Modern Language Association. Strengthens research skills and the synthesis of information from many types of scholarly resources. Introduces new writing concepts using different rhetorical strategies

to assist students in writing and speaking professionally and with authority in ministry.

## **CORE 201**

### **Critical Thinking and Decision Making**

#### **3 Credit Hours**

Introduces students to the fundamental skills of critical thinking and decision-making. Applies a question-based approach to strengthen students' ability to analyze arguments, evaluate evidence, and make sound judgments. Develops students' ability to apply critical thinking skills to academic, ministry, and everyday contexts.

## **CORE 204**

### **Money Management and Budgeting**

#### **3 Credit Hours**

Provides an overview of personal financial planning that involves budgeting, saving, investments, retirement, and savings plans. Identifies methods by which students can begin practicing sound financial habits. Investigates biblical principles of financial stewardship.

**Prerequisite(s):** Math 103

## **Family Ministry (FMLY)**

### **FMLY 101**

#### **Family Ministry Foundations**

#### **3 Credit Hours**

Introduces the principles, vision, and mission of Family Ministry from birth to early adolescence. Explains the vital role of Family Ministry in the lives of children, families and the broader mission of the local church. Surveys the biblical foundation of contemporary approaches and offers students the opportunity to grow in their appreciation and commitment to this ministry area.

### **FMLY 202**

#### **Family Ministry Models**

#### **3 Credit Hours**

Provides contemporary methods of effective family ministry in the local church. Surveys the planning and evaluating of weekend services, classroom management of different age groups, and implementing various ministry initiatives. Students will have the opportunity to integrate biblical principles and perspectives into the planning and implementation of ministry activities in Family Ministry.

### **FMLY 204**

#### **Family Ministry Strategies**

#### **3 Credit Hours**

Provides strategies to engage the entire family. Examines the essential role of the Family Ministry Leader in the retention of families within the local church. Surveys opportunities to engage parents and guardians by leveraging unique moments, milestones, and conversations. Identifies resources for families across various social, cultural, and life-cycle issues.

### **FMLY 212**

#### **Departmental Operations and Administration**

#### **3 Credit Hours**

Provides the processes, skills, and systems necessary for building and maintaining the operations of Family Ministry. Identifies resources and solutions for processes and problems. Develops skills in planning, budgeting, communicating, and administering while applying biblical, ethical, and professional standards to daily operations and decision-making. Explains communication and

collaboration across departments and how to advocate to the broader church.

## **FMLY 305**

### **Discipleship and Child Development**

#### **3 Credit Hours**

Explores effective discipleship strategies for children, considering child cognitive and emotional developmental theories and practices. Examines the Bible's approach toward child discipleship, spiritual formation, and relational transformation. Identifies best practices and evaluation strategies for discipling children and equipping families through the local church ministry.

## **FMLY 321**

### **Child Learning and Curriculum I**

#### **3 Credit Hours**

Explains the foundational approaches to effective curriculum and child learning development for classrooms from early childhood until early adolescence. Compares and contrasts different models, methods, and guiding principles for curriculum design and development. Identifies best practices and evaluates strategies to ensure the curriculum is biblically accurate, generationally relevant, developmentally appropriate, and theologically sound.

## **FMLY 345**

### **Safeguarding Ministry**

#### **3 Credit Hours**

Provides policies and procedures to create a safe environment for all minors. Evaluates existing protections and risk management strategies for the local church. Surveys protocols for crisis response, reporting, screening, and training for the unique safety needs of next generation ministry. Students will have the opportunity to research, evaluate, and apply policies for safety in ministry contexts.

## **FMLY 422**

### **Child Learning and Curriculum II**

#### **3 Credit Hours**

Applies critical thinking skills with relevant research, developmental understanding, and knowledge of biblical truth to teach the Bible to children. Explains appropriate active-learning techniques and creative communication methods to refine teaching skills and adapt current resources. Students will have the opportunity to collaborate with peers to design, evaluate, and present a Bible lesson for children.

**Prerequisite(s):** FMLY 321

## **FMLY 465**

### **Readiness for Ministry**

#### **3 Credit Hours**

Provides current research and generational trends in Family Ministry. Examines research methods and data reports to gain an understanding of current issues in society, ministry, and Christian life. Develops skills in reading research publications, interpreting data, identifying credible sources, and connecting how current research informs decision-making, influences initiatives, and shapes ministry activities. Emphasizes the importance of remaining a lifelong learner.

## **Global Ministry (GLBL)**

### **GLBL 101**

#### **Understanding Poverty**

##### **3 Credit Hours**

Broadens the definition and awareness of poverty within various communities and ministry contexts. Develops a deeper understanding of personal poverty and inherent biases and explores how to communicate God's love and truth in a holistic and culturally-sensitive approach. Students will have the opportunity to learn practical tools to adapt ministry approaches to resource and empower individuals and communities.

### **GLBL 202**

#### **Global Missions**

##### **3 Credit Hours**

Surveys God's mission for the ministry leader in reaching the world and various roles in fulfilling the Great Commission. Explores the global landscape and points to unreached people groups, opportunities for strategic giving, and the historical impact of missions. Evaluates the effectiveness of various outreach and missions strategies. Introduces all aspects of planning a short-term mission trip, including funding, researching, developing partnerships, and adapting for local, national, or international impact.

### **GLBL 204**

#### **Local Strategies**

##### **3 Credit Hours**

Explores the various lanes of local ministry initiatives and the strategies, skills, and knowledge behind them to effectively engage with the greater community and broaden the impact of the local Church. Discusses unique outreach ministries within arenas such as human trafficking, correctional programs, disaster response, and community support services. Students will have the opportunity to research a specific approach to local outreach to better understand their own assignments within global compassion ministry.

### **GLBL 243**

#### **Personal Evangelism**

##### **3 Credit Hours**

Builds on the knowledge and understanding of evangelism by exploring the content of the Gospel, the fall of man, and the Great Commission as assigned by Jesus. Provides the basic skills, knowledge, and principles of sharing the gospel with another individual through evangelism, prayer, and lifestyle. Explores different contexts in which the gospel might be shared and how to adapt to those varying environments in the presentation of the gospel.

### **GLBL 307**

#### **Ministry Finance Fundamentals**

##### **3 Credit Hours**

Explores the processes, skills, and knowledge necessary for building and maintaining the operations of an outreach ministry. Identifies organizational and individual resources and solutions for financial processes, problems, and pastoring. Develops skills in planning, budgeting, grant-writing, administering, and innovating within a budget while applying biblical, ethical, and professional standards of financial stewardship.

## **GLBL 322**

### **Ministry in Complex Culture**

#### **3 Credit Hours**

Investigates current issues in culture, the church, and global ministry populations. Analyzes conversations on these issues, barriers to engaging with individuals and populations involved, and how to best adapt ministry initiatives to reach these communities. Deepens understanding of cultural inequalities, biblical perspective on these issues, and the practical applications for how Christians and the Church should respond in a way that honors God and best serves people long term.

**Prerequisite(s):** SOCI 103

## **GLBL 344**

### **Holistic Discipleship Ministry**

#### **3 Credit Hours**

Examines the principles, paradigms, and boundaries necessary for developing a long-term discipleship ministry with members from all areas of God's kingdom. Establishes biblical foundations for cultivating relationships, growing patience, developing resiliency, resourcing individuals, celebrating progress, encouraging accountability, and recognizing the interconnectedness of one's overall spiritual growth and health.

## **GLBL 405**

### **Navigating Organizational Partnerships**

#### **3 Credit Hours**

Explores key principles and methods of strategically finding, choosing, and navigating partnerships, collaborating with organizations, and developing relationships with local community agencies. Refines the ministry leader's communication, presentation, and professional practices to establish clear expectations, assess partnership efficacy, safeguard the church, and advocate for the ministry with compelling confidence. Students will have the opportunity to learn practical tools for sharing inspiring stories, contacting donors, and mobilizing the local church.

## **GLBL 465**

### **Readiness for Ministry**

#### **3 Credit Hours**

Integrates foundational knowledge of outreach ministry with a real-world opportunity to plan and execute an event and then connect attendees with the local church. Amplifies the impact of events by encouraging students to identify unique community needs, leverage marketing opportunities, implement innovative methodologies, utilize their resources, and foster relationships. Students will have the opportunity to present a brief summary and assessment of their event, reflecting on their experiences and understanding of their major coursework.

## **History (HIST)**

### **HIST 105**

#### **The Legacy of Christianity**

#### **3 Credit Hours**

Examines major periods, key figures, and practices from the history of the church. Provides students with the opportunity to gain historical research skills and apply the lessons of Christian history to contemporary issues in Christian ministry. Critiques church creeds, various heresies, and historical church councils to discover their contemporary relevance.

## **Mathematics (MATH)**

### **MATH 103**

#### **Topics in Mathematics**

#### **3 Credit Hours**

Explores the theology of mathematics and how mathematic principles reflect the nature and character of God. Applies mathematic principles in personal and ministry contexts. Explains how to use basic math skills to approach problems in a critical and analytical manner.

## **Pastoral Ministry (PSTR)**

### **PSTR 101**

#### **Pastoral Ministry Foundations**

#### **3 Credit Hours**

Introduces the foundational skills of pastoral leadership and explains how they can be used in a local church. Compares systems and processes for continual growth as a pastor and ministry leader. Provides the opportunity to develop a course of action to incorporate these skills and systems into pastoral ministry.

### **PSTR 204**

#### **Essential Skills of Pastoral Leadership**

#### **3 Credit Hours**

Defines the essential skills and mentalities needed to be in church leadership at a local church. Explains the key principles of church leadership that allow for a healthy leader, staff, and church congregation. Identifies character traits needed to be an influential and effective church leader throughout conversations, transitions, conflict, and change.

### **PSTR 214**

#### **Organizational Leadership**

#### **3 Credit Hours**

Explains the components of organizational leadership within the local church. Explores the organizational structure of a local church and compares the different levels that an organization scales and structure changes. Provides the opportunity to gain knowledge of the layers of a team within a local church and then apply that knowledge to build these specific layers.

### **PSTR 224**

#### **Church Management Systems**

#### **3 Credit Hours**

Dissects the different church management systems that are used for first-time guests and volunteer assimilation. Explores the insights given through data and metrics to make decisions. Examines the systems and processes used to lead a church congregation and church staff. Provides the opportunity to develop an assimilation system for church congregation and church staff.

### **PSTR 331**

#### **Strategy and Innovation**

#### **3 Credit Hours**

Categorizes the skills needed for pastors and ministry leaders to be strategic thinkers. Examines the system of goal setting and planning with an emphasis on innovation within a church plant setting. Explains the reasoning for data-based decisions for strategic leadership. Provides opportunities to utilize data to evaluate results and make decisions.

## **PSTR 465**

### **Readiness for Ministry**

#### **3 Credit Hours**

Provides students the opportunity to demonstrate Pastoral Ministry program competencies in a culminating project. Students will work on a self-directed project and present the project to a panel of church practitioners.

## **Practical Ministry (PMIN)**

### **PMIN 101**

#### **Personal Leadership**

#### **3 Credit Hours**

Introduces biblical leadership through the lens of character, calling, and the mission of God. Explores spiritual disciplines, theology of work, and personal development essential for ministry. Engages in personal reflection and practical application to form Christ-centered leadership habits. Provides opportunities to articulate a personal sense of calling, develop spiritual rhythms, and evaluate leadership potential through biblical models and contemporary tools.

### **PMIN 201**

#### **Church Structures**

#### **3 Credit Hours**

Explores how local churches are designed, structured, and launched. Analyzes the relationship between strategy, structure, leadership, and culture in a church context. Offers opportunities to design organizational charts, create assimilation systems, and develop leadership structures that support a healthy church launch and growth process. Emphasizes real-world application through project-based learning and ministry modeling.

### **PMIN 301**

#### **Church Practices**

#### **3 Credit Hours**

Explores the biblical, theological, and practical foundations of church practices, including baptism, communion, weddings, funerals, child dedications, and care for the sick. Examines historical development, contemporary applications, and pastoral responsibilities in conducting these ceremonies. Develops skills for planning and officiating ceremonies with theological depth, spiritual awareness, and pastoral sensitivity.

### **PMIN 323**

#### **Foundations of Pastoral Care**

#### **3 Credit Hours**

Defines the frequently experienced pastoral care scenarios as seen throughout the local church. Provides the skills needed to appropriately address these scenarios and lead through them with a biblical and practical understanding. Explains the foundational principles of pastoral care. Develops a plan of action to execute the skills of pastoral care.

### **PMIN 335**

#### **Culture-Driven Team Building**

#### **3 Credit Hours**

Reviews biblical perspectives and practices for servant leadership, pastoring diverse teams, growing a sphere of influence, navigating conflict, embracing change, and cultivating a culture of humility, innovation, accountability, and spiritual growth. Explores the ministry leader's vital role in the local church's mission and how to effectively build and structure teams and collaborate with senior

leadership and across departments to achieve the common goal of transforming lives and communities for Christ.

### **PMIN 341**

#### **Evangelism and Discipleship**

#### **3 Credit Hours**

Explores the principles of evangelism within the context of a local church and the subsequent discipleship of believers. Analyzes the biblical and theological framework for evangelism with the goal of creating disciples of Jesus Christ. Provides opportunities to evangelize and create disciples within a given ministry context and assess the effectiveness of execution.

### **PMIN 402**

#### **Effective Preaching**

#### **3 Credit Hours**

Explores the different styles of preaching and provides opportunities to present the different styles. Examines the structures and systems for preaching to multiple audiences. Analyzes the art and science of effective preaching through the principle of homiletics for expository preaching.

### **PMIN 424**

#### **Advanced Topics of Pastoral Care**

#### **3 Credit Hours**

Compares and contrasts the types of pastoral care scenarios and topics that are found throughout culture and the local church. Provides a biblical foundation for addressing these topics. Investigates the different pastoral care programs found within the local church and explores how to develop comprehensive pastoral care within a local church.

**Prerequisite(s):** PMIN 323

## **Sociology (SOCI)**

### **SOCI 103**

#### **Exploring Society and Culture**

#### **3 Credit Hours**

Analyzes topics such as culture, socialization, social groups, social institutions, stratification, sex, gender, and race. Identifies how sociology and the Christian faith are intertwined and how sociological theories have application in a ministry context. Identifies the importance of the sociological imagination to provide a greater understanding of life circumstances. Explores the three basic sociological theories and how those can apply to almost all social phenomena.

### **SOCI 204**

#### **Marriage and Family Life**

#### **3 Credit Hours**

Explores how today's Christians find a mate within a faith that esteems marriage but in a world that depreciates it. Surveys marriage tendencies around the globe and examines current trends in marriages and families. Provides a basis from which to build an understanding of marriage and the family from a biblical worldview.

**Prerequisite(s):** SOCI 103

## Student Ministry (SDNT)

### SDNT 101

#### Student Ministry Foundations

##### 3 Credit Hours

Explains the biblical foundations and theological principles, historical context, and timeline of student ministry in the United States, including past movements and key figures. Identifies ministry foundational pillars and how they intersect with current culture. Examines the contemporary landscape of student ministry by analyzing past and present trends while predicting future trends.

### SDNT 202

#### Student Ministry Models

##### 3 Credit Hours

Provides various models of student ministry. Compares and contrasts the current student ministry models throughout local churches to identify trends within the Christian landscape. Evaluates the strengths and weaknesses of current models in comparison with previous models. Analyzes successful student ministries and their strategies and inspects what makes these strategies successful.

### SDNT 204

#### Student Ministry Strategies

##### 3 Credit Hours

Identifies the contemporary strategies of student ministry in the local church. Surveys the planning and evaluating of these strategies and how they impact the discipleship journey of a student. Provides a student ministry strategy for a specific demographic. Students will have the opportunity to integrate biblical principles and perspectives in their ministry activities.

### SDNT 206

#### Student Ministry Curriculum

##### 3 Credit Hours

This course will explore the foundational elements of studying, creating, and implementing a Biblically sound and transformative curriculum within a student ministry in a local church and beyond. Equips students with the tools needed to measure curriculum effectiveness and short- and long-term outcomes for the purpose of making disciples and fulfilling the Great Commission in student ministry.

**Prerequisite(s):** SDNT 101

### SDNT 465

#### Readiness for Ministry

##### 3 Credit Hours

Provides students the opportunity to demonstrate Student Ministry program competencies in a culminating project. Students will work on a self-directed project and present the project to a panel of church practitioners.

## Technical Arts (TECH)

### TECH 101

#### Technical Arts Foundations

##### 3 Credit Hours

Identifies the foundational principles of audio, video, lighting, acoustics, and software elements within live church production. Explains how each of these areas supports and empowers the other while gaining hands-on experience through practical

assignments and projects. Collaborates with current practitioners to gain industry knowledge and experience.

### TECH 203

#### Production Technologies

##### 3 Credit Hours

Explores the technologies required to effectively produce live events, from hardware to software applications. Demonstrates common practices in live church production venues, permanent and temporary.

### TECH 212

#### Live Video Production

##### 3 Credit Hours

Introduces video fundamentals, including analog and digital technology, video signal analysis, and the evolution of the technology. Students will learn digital camera operation, basic shooting and lighting techniques, and basic editing and exporting.

**Prerequisite(s):** TECH 101

### TECH 232

#### Lighting for Worship

##### 3 Credit Hours

Introduces the fundamentals of stage lighting, including the history of lighting, illumination, lighting equipment, projection principles, color, elementary electricity, and light controls (digital and analog).

**Prerequisite(s):** TECH 101

### TECH 302

#### Church Audio

##### 3 Credit Hours

Introduces students to basic principles of the behavior of sound in ministry environments, with an emphasis on signal flow, acoustics, sound reinforcement setups and installation, signal processing, as well as microphone selection and placement. Includes setting up sound systems and mixing live music.

**Prerequisite(s):** TECH 101

### TECH 312

#### Advanced Live Video Production

##### 3 Credit Hours

Analyzes the equipment involved in video production. Exposes the student to the professional function of the video positions.

**Prerequisite(s):** TECH 212

### TECH 322

#### Audio Reinforcement

##### 3 Credit Hours

Develops students' skills in live sound reinforcement for the church, including assembling sound systems, setting stages for music production, and managing assets vital to the discipline of sound reinforcement. Emphasizes sound system design for live worship environments and the demonstration of skill in operating a live sound system.

**Prerequisite(s):** TECH 222

### TECH 332

#### Lighting Practices

##### 3 Credit Hours

Develops the artistic and practical skills necessary to effectively and esthetically light live productions. Explores the creative application and best practices of lighting designs in worship settings.

**Prerequisite(s):** TECH 232

## **TECH 411**

### **Producing Live Events**

#### **3 Credit Hours**

Applies the theory and practice in planning, directing, and producing various video productions, emphasizing skill development and production techniques.

## **TECH 465**

### **Readiness for Ministry**

#### **3 Credit Hours**

Focuses on the key elements of event production management, including preparing proposals for site and venue layouts, specifying infrastructure, and preparing budgets. Analyzes the management of operations and people in a coordinated manner to provide a successful event. Builds on skills and knowledge gained in all previous courses to deliver live events and see them through from conception to delivery and evaluation.

## **Theological Studies (THEO)**

### **THEO 121**

#### **Living the Spiritual Disciplines**

##### **3 Credit Hours**

Provides the biblical and theological foundation for the practice of spiritual disciplines with special attention to Jesus's example. Explains how to integrate the spiritual disciplines. Equips students to lead others in the practice of the spiritual disciplines. Students will have an opportunity to appreciate the work of God in their lives through the practice of each spiritual discipline during their time in the course.

### **THEO 203**

#### **Exploring Christian Beliefs**

##### **3 Credit Hours**

Explains key theological themes within the Bible, noting significant contributions from major theologians on each major theme. Provides an overview of the following doctrines: God, Humanity, Christ, the Holy Spirit, Salvation, the Church, and the Future. Students will have an opportunity to discover key theological terms, relevant biblical passages, and influential theologians.

### **THEO 212**

#### **Shaping the Christian Mind**

##### **3 Credit Hours**

Explains essential elements of a Christian worldview. Provides the biblical basis for a Christian worldview formation. Compares and contrasts other major worldviews encountered in American culture and abroad. Examines contemporary challenges to Christianity and evaluates responses to them. Develops an appreciation for the importance of Christian worldview to effective gospel ministry.

**Prerequisite(s):** THEO 203

### **THEO 312**

#### **Navigating Moral Choices**

##### **3 Credit Hours**

Provides theological and moral foundations for decision-making and a moral vision of the Christian life. Identifies standards for biblically informed moral practice. Surveys major issues, themes, and questions in Christian ethics. Explains how the Christian worldview and biblical themes address contemporary moral issues. Evaluates contemporary moral issues by the standards of biblical teaching.

## **THEO 324**

### **Engaging with the Mission of God**

#### **3 Credit Hours**

Examines the theological foundations for the mission of God (Missio Dei). Students will have the opportunity to gain an understanding of the vital role of the local church in advancing the Great Commission by exploring the biblical and theological themes, methodological approaches, and contemporary issues related to the mission of the Church.

**Prerequisite(s):** THEO 203, THEO 212

## **Visual Arts (VISL)**

### **VISL 101**

#### **Visual Arts Foundations**

##### **3 Credit Hours**

Introduces the basic skills and knowledge required to excel in the Visual arts. Identifies methods for idea generation, how to effectively communicate using vocabulary specific to the field, and provides strategies for creative problem-solving. Analyzes workflows and techniques for project management and explores collaboration with others in an artistic team environment.

### **VISL 212**

#### **Introduction to Graphic Design**

##### **3 Credit Hours**

Introduces the field of graphic design. Explores the history and principles of design and how to use design software to create visual compositions for print and digital media. Investigates research and analysis of target audiences and application of design principles to create effective designs.

### **VISL 222**

#### **Photography Principles**

##### **3 Credit Hours**

Introduces the art and science of photography. Demonstrates digital camera usage and editing software to create compelling images. Applies photography principles such as composition and lighting. Explores ministry applications, photographic aesthetics, and image critique.

### **VISL 232**

#### **Introduction to Video**

##### **3 Credit Hours**

Introduces video fundamentals. Demonstrates digital camera operation, basic shooting and lighting techniques, and basic editing and exporting.

### **VISL 312**

#### **Digital Media**

##### **3 Credit Hours**

Introduces students to the principles of digital media production by integrating photography, video, and graphics. Emphasizes practical techniques for creating cohesive visual content, focusing on applications in Christian ministry communication.

**Prerequisite(s):** VISL 101, VISL 212, VISL 222, VISL 232

## **VISL 316**

### **Advanced Graphic Design**

#### **3 Credit Hours**

Explores the development of brand identity systems and layout design for both print and digital platforms. Students will apply advanced techniques in typography, color, and imagery.

**Prerequisite(s):** VISL 101, VISL 212, VISL 222

## **VISL 332**

### **Video Editing**

#### **3 Credit Hours**

Demonstrates how to edit video using non-linear software. Identifies how to create a rough cut, fine-tune the timing and pacing of a video, add transitions, effects, audio, work with raw footage, and multi-camera edits. Provides color grading opportunities to enhance the visual look of a video. Explores effective communication of vision and collaboration with others throughout the video editing process.

**Prerequisite(s):** VISL 222, VISL 232

## **VISL 336**

### **Storytelling for Video**

#### **3 Credit Hours**

Presents the art of storytelling through video. Explores storytelling techniques, formats, scriptwriting, character development, and visual storytelling, in order to demonstrate engaging and effective stories.

## **VISL 338**

### **Advanced Video Production**

#### **3 Credit Hours**

Explains advanced techniques for producing professional-quality video content. Demonstrates how to plan and execute complex video projects, including multi-camera shoots and special effects, using non-linear editing software. Explores how to effectively manage and lead a video production team, including delegating tasks and communicating with a team.

**Prerequisite(s):** VISL 232, VISL 332

## **VISL 436**

### **Content Writing and Editing**

#### **3 Credit Hours**

Promotes effective writing skills in a variety of digital formats. Demonstrates the skills to grab attention and draw an audience in with transitions, word choice, voice, rhythm, and paragraph structure. Explores creating content for a social media brand strategy, writing an executive brief, or developing an email campaign with the right content, for the right audience, at the right time.

## **VISL 465**

### **Readiness for Ministry**

#### **3 Credit Hours**

Explores professional portfolio creation to showcase work to potential clients or employers. Identifies how to select, curate, and present content in a cohesive and compelling way. Provides students the opportunity to showcase their skills and creativity in a culminating project and demonstrate Visual Arts program competencies. Students will have the opportunity to work on a self-directed project and present the project to a panel of industry professionals.

## **Worship Ministry (WSHP)**

## **WSHP 101**

### **Biblical Foundations of Worship**

#### **3 Credit Hours**

Explores the biblical foundations of worship and identifies where worship is represented throughout scripture. Explains how worship is used in the local church. Describes the historical and cultural context of worship in the Old and New Testament, including the practices of ancient Israel and the early church. Discovers the theological basis of worship as found in scripture.

## **WSHP 201**

### **Music Theory for the Church**

#### **3 Credit Hours**

Identifies the different areas of music theory. Applies the areas of music theory to a worship environment. Introduces the number system and emphasizes how the number system is used in a live worship experience. Identifies the skills needed to perform a worship experience using the number system, ear training, harmony, and melody.

## **WSHP 203**

### **Songwriting for the Church**

#### **3 Credit Hours**

Explores the theology and biblical basis for writing and composing worship songs. Identifies the theological structure for current worship songs. Compares and contrasts theological accuracy and integrity of worship songs in contemporary worship. Provides the opportunity to write, compose, and present a theologically accurate worship song.

## **WSHP 212**

### **Worship Platform Development**

#### **3 Credit Hours**

Identifies the techniques needed for worship experiences, including music directing, building a moment, sharing a testimony or ministry moment, rehearsal, and navigating team dynamics. Suggests a system for using the worship platform techniques. Applies the skills in a live environment needed to execute a worship experience.

**Prerequisite(s):** WSHP 101, WSHP 201, TECH 101

## **WSHP 303**

### **Worship Ministry Leadership**

#### **3 Credit Hours**

Examines the role and responsibilities of those in worship ministry within a local church setting. Explores the dynamics of building a worship team while identifying the core attributes of a healthy worship leader. Defines characteristics of healthy worship teams and includes insight into creating a healthy worship team culture.

## **WSHP 305**

### **Creating Worship Environments**

#### **3 Credit Hours**

Examines how systems help to create excellent worship environments. Analyzes the creative process when developing worship environments while brainstorming, ideating, and innovating for future experiences. Applies a creative process for a worship environment using church management software. Inspects how to give and receive feedback when presenting a worship experience.

## **WSHP 325**

### **Voice Study**

#### **3 Credit Hours**

Explains the different elements and functions of the voice.

Compares and contrasts how the elements of the voice support one another. Identifies techniques for vocal care to maintain vocal health and prevent injury. Explores the skills of pitch, tone, and control dynamics to craft the skill of worship leadership.

## **WSHP 335**

### **Instrument Study**

#### **3 Credit Hours**

Explores the different instruments used during a worship experience. Inspects the various chords, scales, and systems used to play these instruments. Summarizes how these instruments play a part in creating a worship environment. Applies chords, scales, and the number system as a musical system to follow when a part of a worship team.

## **WSHP 341**

### **Live Music Technologies**

#### **3 Credit Hours**

Identifies the differences between the various music technology systems and software. Explains the skills needed to be proficient in the various music technology systems. Compares and contrasts the benefits and downfalls of music software.

## **WSHP 426**

### **Advanced Vocal Techniques**

#### **3 Credit Hours**

Applies advanced vocal techniques to enhance vocal, including breath control, tone, resonance, cadence, blending, and vocal range. Explores the collaboration with other musicians and provides the opportunity to demonstrate the ability to establish vocal roles, create harmonies, and work as a part of a team.

**Prerequisite(s):** WSHP 325

## **WSHP 436**

### **Advanced Instrument Techniques**

#### **3 Credit Hours**

Applies advanced instrument techniques and knowledge of music theory to elevate skills on a chosen instrument. Explores how to select, arrange, and execute music for a worship experience. Examines how to lead a team while operating a selected instrument proficiently.

**Prerequisite(s):** WSHP 335

## **WSHP 441**

### **Recording Technologies**

#### **3 Credit Hours**

Explores the skills needed to record and produce music in a live and studio environment. Tests the ability to present a mastered audio recording of a studio or worship environment. Suggests a system for recording and mastering audio while using the technology systems and software available.