



Highlands College

**2023-2024
EVENING HANDBOOK**



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Evening Calendar for 2023–2024

Fall Semester

August 22	Tuesday	Classes Begin
August 27	Sunday	Sunday Serve: Begins
October 10	Tuesday	Term A: Last Day of Class
October 17	Tuesday	Term B: Classes Begin
November 20–26	Monday–Sunday	Thanksgiving Break
December 10	Sunday	Sunday Serve: Ends
December 12	Tuesday	Last Day of Classes

Winter Break

December 19 – January 15

Spring Semester

January 23	Tuesday	Classes Begin
January 28	Sunday	Sunday Serve: Begins
March 12	Tuesday	Term A: Last Day of Class
March 18–24	Monday–Sunday	Spring Break
March 26	Tuesday	Term B: Classes Begin
May 12	Sunday	Sunday Serve: Ends
May 14	Tuesday	Last Day of Classes

Evening Handbook

This *Evening Handbook* describes the policies and procedures of the Highlands College Evening Program in effect at the time of publication. It is **IMPORTANT** for each student to become familiar with the regulations in this Handbook and assume the proper responsibilities concerning them. Evening certificates are non-credit-bearing. Students do not receive college credit for certificate courses, and Highlands College does not provide transferrable credit to other accredited or post-secondary institutions for non-credit-bearing certificates.

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 semesters, 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 establish an unshakable faith, prepared to deliver the gospel to the world.

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. 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. Highlands College offers evening students a choice of six certificates.

Accreditation

Highlands College is initially 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 provides evening students the opportunity to earn non-credit-bearing certificates.

Administration

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.

Chris Hodges, *Chairman*

Mark Pettus, *President*

Ronnie Bennett

Duane Donner

Colette Greene

Dr. John Maxwell

Scott Olson

Ken Polk

Darryl Rosser

Glenn Siddle

Courtney Winston

President

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

Evening Leadership

Mark Pettus, *President/Chief Executive Officer*

Paul Bullard, *Director of Evening Operations*

Mark Clement, *Vice President of Extended Education*

Suzette Johnson, *Evening Registrar*

C.J. Pate, *Evening Enrollment Coordinator*

Dan Savoie, *Executive Director of Extended Education*

Jordan Williamson, *Chief Operating Officer*

Campus Locations

Grandview Campus (Main)

3660 Grandview Parkway
Birmingham, Alabama 35243

Auburn Campus (East)

2001 East Samford Avenue
Auburn, Alabama 36830

Columbus Campus (Phoenix City)

1400 Whitewater Avenue
Phoenix City, Alabama 36867

Gadsden Campus

4409 Airport Road
Gadsden, Alabama 35904

Madison Campus (Huntsville)

330 Nance Road
Madison, Alabama 35758

Mobile Bay Campus

28810 U.S. Highway 98, Suite D
Daphne, Alabama 36526

Montgomery Campus

4255 Taylor Road
Montgomery, Alabama 36116

Oxford Campus

2107 Highway 78 East, Suite 5
Anniston, Alabama 36207

Shoals Campus

10 Hightower Place
Florence, Alabama 35630

Troy Campus

207 Love Street
Troy, Alabama 36081

Tuscaloosa Campus

721 Rice Mine Road Northeast
Tuscaloosa, Alabama 35406

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 disciplined by spiritually mature church and academic leaders and will serve on a mission trip to broaden their perspective through serving in an unfamiliar environment.

Statement of Faith

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

The Highlands College Evening Program is designed for the part-time adult learner to pursue spiritual, ministry, and leadership development. Applicants must meet the following requirements to be accepted into the Evening Program.

1. Meet the minimum age requirement of 23 years by the first day of class. Age exceptions may be permitted in very limited circumstances at the discretion of the Evening Admissions Committee.
2. Be a United States Citizen.
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, and expenses.
7. Meet one of the following academic requirements.
 - ▶ 2.0 or higher cumulative grade point average (GPA) as of high school graduation with a standard diploma.
 - ▶ 2.0 or higher cumulative grade point average (GPA) from 24 or more postsecondary college courses semester hours.

- ▶ Completed the General Educational Development (GED) Certificate.
 - ▶ Other state-recognized equivalencies of a high school diploma with a standard diploma.
8. Affirm agreement with the Highlands College Statement of Faith.
 9. Submit an application and complete all application requirements.

The Evening Admissions Committee reviews the application information, and the Evening Admissions Department notifies the applicant of a decision. In some cases, an applicant may be asked to provide additional evidence that they meet these requirements, or the Evening Admissions Committee may apply additional conditions concerning the above entry requirements.

Application Process

The application process consists of a completed online application form with the submission of all certificate-specific requirements and supporting documentation. The application for admission is on the Highlands College website, www.highlandscollege.edu.

Once the application package, including all required supporting documentation, is complete, the Evening Admissions Committee will review the application and make an admission decision. The Evening 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.

Background Authorization Consent

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

Student Information Release

Highlands College is committed to student safety, growth, and development. During a student's enrollment, situations may arise where student information needs to be shared between Highlands College departments and Church of the Highlands leaders. 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 during the post-acceptance process.

Technical Standards

The Highlands College Evening Program is a comprehensive extended education experience that places specific requirements and standards on the students who enroll. Detailed technical standards deliver the essential qualities considered necessary for students to achieve the knowledge, skills, and competencies needed to lead at the highest level. These qualities inform technical

standards for admission into the Highlands College Evening Program.

All students admitted to Highlands College must be qualified to pursue fulfillment of the technical standards. If a student cannot fulfill these technical standards, with or without reasonable accommodation, the college will not admit the student. Compliance with the college's technical standards alone does not guarantee a student's eligibility for admission.

Candidates for selection must verify that they understand and can meet these technical standards with or without reasonable accommodations. If accommodations are requested, the Evening Admissions Committee will evaluate all students who state they can meet the technical standards of the College with reasonable accommodations and confirm that the stated condition qualifies as a disability under applicable laws eligible for such.

If a student states they can meet the Technical Standards with reasonable accommodation, the College will determine whether it agrees that the student can meet the Technical Standards with reasonable accommodation. The determination includes reviewing whether the accommodations requested are reasonable and considering whether accommodations would jeopardize the student's or the institution's educational process. These abilities and skills, as determined by Highlands College, are as follows:

- **Observation Skills:** A student must possess, hear, and recognize tone.
- **Communication Skills:** Students must be able to speak intelligibly and hear sufficiently to effectively exchange information with team members, church members, and others. A student must be able to read and write English effectively to fulfill certificate requirements.
- **Psychomotor Skills:** Students must possess the physical skills, talents, and abilities to perform essential physical task functions.
- **Social Skills:** Students must possess the physical and emotional health required for the application of their intellectual abilities and the appropriate and timely employment of sound judgment. Students must display compassion, sensitivity, and concern for others and maintain professional integrity.
- **Cognitive Skills:** Students must possess an aptitude for rapid problem-solving and the capability to independently assess, interpret, and respond to a variety of scenarios.

Application Denial and Reapplication

The Evening Admissions Department will notify applicants who are not accepted for admission. An applicant denied admission can appeal the decision of the Evening 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. 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 to eveningadmissions@highlandscollege.edu.

- 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 Highlands College?
 - ▶ Are there additional factors not included in your initial application that you would like considered?

Highlands College will notify the applicant by email when all appeal requirements have been received. The Evening Admissions Department will inform the applicant regarding a decision on the appeal within 15 business days of receipt of all appeal documents. Appealing an admission decision does not guarantee acceptance into Highlands College. However, the Evening Academic Review Committee will consider the items mentioned above to determine if the additional information warrants acceptance.

The deadline to submit all items for an admission appeal is the application deadline for each semester. Applicants denied admission may reapply five months from the date the prior application was submitted.

Financial Information

Tuition and Fees

Tuition (per semester, per certificate)	\$850
Application for Admission (Non-Refundable)	\$50
Course Repeat	\$100
Leave of Absence Request	\$50
Returned Check	\$35

Outstanding Balances

Students with outstanding balances can be cleared for enrollment only with a signed, approved payment plan and the payment of the first installment of the plan. 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 certificates. Once the account is current, the financial lock will be removed. Students must have a zero balance to receive a certificate.

Refunds

A student may be eligible for a tuition refund only if the student formally withdraws. If the student withdraws before the end of the fourth week of the semester, they are eligible for a full refund. If the student withdraws after the end of the fourth week of the semester but before the eighth week of the semester, they are only eligible for a refund of Term B and Semester courses. If the student withdraws after the end of the eighth week of the semester but before the beginning of Term B, they are eligible for a refund of Term B courses.

Financial Programs

Highlands College does not participate in federal financial aid programs, such as Title IV, Veterans Administration, or individual state-recognized tuition benefit or reimbursement programs, including but not limited to all plans under Section 529 of the Internal Revenue Code.

Certificate Programs

Highlands College provides evening students the opportunity to earn non-credit-bearing certificates. The Highlands College Evening Program is designed for the part-time adult learner to pursue spiritual, ministry, and leadership development.

Biblical Studies Certificate

The Biblical Studies Certificate provides an opportunity for adult learners to increase their knowledge of the Bible.

Course Requirements

Code	Title
BSC 101	Bible Doctrine
BSC 102	Interpretation of the Bible
BSC 201	Introduction to the Old Testament
BSC 202	Introduction to the New Testament

Christian Leadership Foundations Certificate

The Christian Leadership Foundations Certificate provides an opportunity for adult learners to develop their ability to lead with a Biblical worldview.

Course Requirements

Code	Title
CLF 101	Introduction to Christian Leadership
CLF 102	Personal Leadership
CLF 201	Leadership Purpose
CLF 202	Organizational Leadership

Ministry Leadership Applications Certificate

The Ministry Leadership Applications Certificate provides an opportunity for adult learners to develop their ability to live as ministry-minded leaders.

Course Requirements

Code	Title
MLA 301	Ministry Philosophy
MLA 302	Ministry Practices I
MLA 401	Ministry Practices II
MLA 402	Ministry Comprehensive

Ministry Training Intensive Certificate

The Ministry Training Intensive Certificate provides an opportunity for adult learners to learn from Church of the Highlands staff, experience hands-on training, and study a specific area of ministry.

Course Requirements

Code	Title
MTL 101	Ministry Training Lab
MTE 101	Ministry Training Experience I
ELO 101	Evening Learning Objectives I
MTL 201	Ministry Training Lab II
MTE 201	Ministry Training Experience II
ELO 201	Evening Learning Objectives II
MTL 301	Ministry Training Lab III
MTE 301	Ministry Training Experience III
ELO 301	Evening Learning Objectives III
MTL 401	Ministry Training Lab IV
MTE 401	Ministry Training Experience IV
ELO 401	Evening Learning Objectives IV

Additional Requirements

- Lead a small group each semester
- Complete a Freedom group
- Submit weekly workout journals
- Train for and complete a 10k
- Regularly attend Church of the Highlands
- Serve on the Church of the Highlands Dream Team

Theological Studies Certificate

The Theological Studies Certificate provides an opportunity for adult learners to increase their understanding of Christian beliefs.

Course Requirements

Code	Title
TSC 101	Theological Foundations
TSC 104	Christian Beliefs I
TSC 212	Christian Beliefs II
TSC 222	The Mission of the Church

World Missions Certificate

The World Missions Certificate provides an opportunity for adult learners to pursue academic and practical cross-cultural leadership training for missions in a global context.

Course Requirements

Code	Title
WMC 101	Introduction to Missions
WMC 102	Historical and Strategic Perspectives
WMC 201	Culture and World Religions
WMC 202	Personal Leadership for Missionaries

Additional Requirements

- Lead a small group each semester
- Submit weekly workout journals
- Train for and complete a 10k
- Complete a short-term missions trip

Student Services

Library

The Library partners with faculty and staff to provide a core collection of scholarly resources along with various public and technological services that support the College's vision and mission and students' educational endeavors. The Library is located on the third floor.

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 in this Handbook to address grade appeals and grade disputes directly with their Instructor. If concerns remain, the student should then 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.

Students should 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 Evening Resolution Committee will review and respond promptly to all completed forms. Anonymous submissions will not receive a response.

The Evening Resolution Committee is a small group of Highlands College team members. Depending upon the nature of the concern and the response level needed, an Evening Resolution Committee member may respond directly to the student. The Evening 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.

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.

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 remain the entire 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.

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 course grade is changed to "FA" only at the END of the semester.

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" carries the same weight as if the student had earned a grade of "F."

Number of Absences Allowed

For the **Ministry Training Certificate** and the **World Missions Certificate** attendance is required at 75 percent of the sessions of a course to pass that course. The maximum allowable absences (25 percent) are:

8-Week Course	2
16-Week Course	4

For the **Biblical Studies Certificate**, the **Christian Leadership Foundations Certificate**, the **Ministry Leadership Applications Certificate**, and the **Theological Studies Certificate** attendance is required at 50 percent of the sessions of a course to pass that course. The maximum allowable absences (50 percent) are:

8-Week Course	4
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Grading

At the end of the term/semester, instructors assign a grade for every course. Highlands College determines grades as either pass or fail.

Grade	Definition
P	Pass = 70% or higher
F	Failure = Below 70%
FA	Failure due to Absences

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 this Handbook. Academic dishonesty occurs when students engage in any of the following behaviors.

- Plagiarism
- Misuse of Artificial Intelligence

- 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 Evening Academic Review Committee. The Evening 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

Academic Standing

Students must pass their courses to remain in good academic standing.

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 certificate 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 "P" in a pass or fail course or a C or better in all other courses.

Course Registration

The Office of the Registrar enrolls students in courses before the start of each semester. Students are encouraged to contact the Evening Registrar with questions or concerns regarding the registration process and the scheduling of classes.

Course Withdrawal

Students can withdraw from a course at any time during the semester. Withdrawal forms are available from the Evening Registrar. Students who withdraw will receive a grade of "W." When a student withdraws from a course will determine tuition refund eligibility.

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.

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 while enrolled in a course will 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 Evening Registrar to submit a leave of absence. Students must submit a \$50 fee with their request for a leave of absence.

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 or semester. The instructor will post a final grade within one week from the deadline established for the incomplete.

Grade Appeal

Course assignment grade appeals must be addressed before the end of the course. If a student disagrees with a course assignment grade, the student should meet with the course instructor to discuss the disagreement before the end of the course.

Grade Dispute

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

- 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 or semester.
- If the student does not receive a satisfactory explanation or resolution of the course grade in question, the student may submit a written request for review to the Evening Academic Review Committee within one week after the instructor's decision.

The Academic Review Committee 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.

Course Repeat

Students who earn a final grade of "F" or "FA" in any course will be required to repeat the course. There is a \$100 Course Repeat Fee.

A student may repeat an individual course twice (for a total of three attempts). Under exceptional circumstances and upon approval, a student may be allowed to repeat a course for a third time (for a total of four attempts).

Withdrawal from Highlands College

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

- ▶ 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 Evening

Registrar. Students can obtain forms from the Evening Registrar. A withdrawal review conversation with the Evening Registrar is strongly encouraged. There may be financial consequences.

Judicial Process

Discipline is the responsibility of every member of the community. Self-discipline is the highest form of discipline, which links inextricably with a growing Christian lifestyle. However, when an individual does not execute self-discipline, discipline becomes the responsibility of the college community. The following policies and procedures are not inclusive but describe the types of behavior that are inappropriate for a college community. Disciplinary action may occur if a student is found to violate the values and principles of the College.

Depending on the circumstance and situation, especially those of a more severe nature with an impact on the individual or the campus community, Highlands College may need to become involved immediately with the goals of discipline in mind. Many scriptures inform our process, including Gal 6:1-5, Heb 12:7-11, Matt 18:15-17, 21-35, Col 3:12-17.

Infractions

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

1. Any action that violates the Highlands College Statement of Faith
2. Any action that violates the Highlands College Evening Community Covenant

Sanctions

Sanctions are determined by the Evening Judicial Committee. Sanctions may vary depending on the nature and severity of the offense.

1. Warning: A written notice to the student that the student is violating or has violated institutional regulations.
2. 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 this handbook.
3. Expulsion: Dismissal of the student from the College. The student is not eligible to reapply to the College.

Spring 2024 Evening Handbook Addendum

Christian Leadership

The Christian Leadership certificate provides an opportunity for adult learners to develop their ability to lead with a Biblical worldview, and provides an opportunity for adult learners to develop their ability to live as ministry-minded leaders.

Course Requirements

Code	Title
CL 010	Biblical Worldview
CL 011	Personal Leadership
CL 020	Leadership Purpose
CL 021	Organizational Leadership
CL 030	Ministry Philosophy
CL 031	Ministry Practices I
CL 040	Ministry Practices II
CL 041	Leadership Comprehensive

Ministry Training

The Ministry Training certificate provides an opportunity for adult learners to learn from Church of the Highlands staff, experience hands-on training, and study a specific area of ministry.

Course Requirements

Code	Title
MTL 010	Ministry Training Lab I
MTE 010	Ministry Training Experience I
ELO 010	Evening Learning Objectives I

MTL 020	Ministry Training Lab II
MTE 020	Ministry Training Experience II
ELO 020	Evening Learning Objectives II
MTL 030	Ministry Training Lab III
MTE 030	Ministry Training Experience III
ELO 030	Evening Learning Objectives III
MTL 040	Ministry Training Lab IV
MTE 040	Ministry Training Experience IV
ELO 040	Evening Learning Objectives IV

Additional Requirements

- Lead a small group each semester
- Complete a Freedom group
- Submit weekly workout journals
- Train for and complete a 10k
- Regularly attend Church of the Highlands
- Serve on the Church of the Highlands Dream Team

Number of Absences Allowed

For the **Ministry Training** and the **World Missions** certificates attendance is required at 75 percent of the sessions of a course to pass that course. The maximum allowable absences (25 percent) are:

8-Week Course	2
16-Week Course	4

For the **Biblical Studies**, the **Christian Leadership**, and the **Theological Studies** certificates attendance is required at 50 percent of the sessions of a course to pass that course. The maximum allowable absences (50 percent) are:

8-Week Course	4
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