

Highlands College Leadership Institute Handbook (HCLI)

This *Handbook* describes the policies and procedures of HCLI in effect at the time of publication. It is **IMPORTANT** that each student becomes familiar with this Handbook and assumes the proper responsibilities concerning them. HCLI certificates are non-credit bearing; therefore, students will not receive college credit for completion. Highlands College will not provide transferable credit to other accredited or post-secondary institutions for non-credit bearing certificates.

HCLI 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 programs, and other school-administered programs.

About Highlands College Leadership Institute

Welcome from the President

Welcome to the Highlands College Leadership Institute 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 HCLI, we want to encourage you with our goals for you as a student.

We aim to equip 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 HCLI, 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 is vital to your success as a student.

Finally, as a HCLI student, you will refine and understand your calling to workplace or 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 HCLI, then we know you will grow more than you ever thought possible.

We have big dreams for your future at Highlands College Leadership Institute. 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. HCLI offers its students a choice of four certificates.

State Licensing and Accreditation

Highlands College is an Alabama non-profit corporation licensed through the state of Alabama's Private School Licensure Division and 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. HCLI provides its students with the opportunity to earn non-credit-bearing certificates in Christian Leadership, Ministry Leadership, Missions Leadership, and Biblical/Theological Studies.

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

Dr. John Maxwell

Patricia Oh

Scott Olson

Ken Polk, *Vice Chair*

Darryl Rosser

Glenn Siddle

Courtney Winston

President

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

Highlands College Leadership Institute Team

Mark Pettus, *President/Chief Executive Officer*

Jordan Williamson, *Chief Operating Officer*

Layne Schranz, *Vice President of Highlands College Leadership Institute*

Suzette Johnson, *Director of Highlands College Leadership Institute*

CJ Pate, *Enrollment Coordinator, Highlands College Leadership Institute*

Abbie Reed, *Registrar, Highlands College Leadership Institute*

Niki Thomas, *Project Coordinator, Highlands College Leadership Institute*

Nastya Lawhorne, *Project Coordinator, Highlands College Leadership Institute*

Campus Locations

Grandview Campus (Main)

3660 Grandview Parkway
Birmingham, Alabama 35243

Alabaster

8495 Highway 119
Alabaster, Alabama 35007

Auburn East

2001 East Samford Avenue
Auburn, Alabama 36830

Columbus (Phoenix City)

1400 Whitewater Avenue
Phoenix City, Alabama 36867

Fultondale

3250 Lowery Parkway
Fultondale, Alabama 35068

Gadsden

4409 Airport Road
Gadsden, Alabama 35904

Huntsville

3301 Whitesburg Dr. SE
Huntsville, Alabama 35801

Madison

330 Nance Road
Madison, Alabama 35758

Mobile Bay

28810 US Highway 98, Suite D
Daphne, Alabama 36526

Montgomery

4255 Taylor Road
Montgomery, Alabama, 36116

Oxford

2107 Highway 78 East, Suite 5
Anniston, Alabama 36207

Shoals

10 Hightower Place
Florence, Alabama 35630

Troy

207 Love Street
Troy, Alabama 36081

Tuscaloosa

721 Rice Mine Road Northeast
Tuscaloosa, Alabama 35406

Highlands College 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.

Highlands College 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.

Student Learning Objectives

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

1. The Authority of Scripture
2. The Pursuit of a Christ-centered Life
3. The Passion of Lifelong Learning
4. The Calling of Ministry Leadership
5. The Advancement of the Kingdom

The Four Pillars of Highlands College

Academic Instruction

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

Ministry Training

HCLI 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. HCLI gives students leadership training and opportunities to develop the skills needed to make a difference in the world.

Character Formation

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

Spiritual Development

HCLI students strengthen their devotion to God through the local church, small groups, and relationships with others. Students are disciplined 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. (II Timothy 3:16; II Peter 1:20-21; Proverbs 30:5; Romans 16:25-26)

Trinity

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

Jesus Christ

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

Virgin Birth

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

Redemption

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

Regeneration

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

Salvation

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

Repentance

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

Sanctification

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

1. Spiritual (John 3:3-11; II Corinthians 5:17-21; Romans 10:9-10)
2. Mental and Emotional (II Timothy 1:7, 2:11; Philippians 4:7-8; Romans 12:2; Isaiah 26:3)
3. Physical (Isaiah 53:4,5; Matthew 8:17; I Peter 2:24)
4. 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; Philippians 1:21-23)

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 Leadership Institute is a part-time extended education program for the adult learner to pursue leadership, ministry, and spiritual development. Applicants must meet the following requirements to be accepted into HCLI:

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 HCLI Academic and Enrollment 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. Be a graduate of an accredited four-year high school, equivalent homeschool, or received a GED.
8. Affirm agreement with the Highlands College Statement of Faith.
9. Submit an application and complete all application requirements.

The HCLI Admissions Team reviews the application information, and the HCLI 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 HCLI 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 Leadership Institute website, hcli@highlandscollege.edu

Once the application package, including all required supporting documentation, is complete, the HCLI Admissions Committee will review the application and make an admission decision. The HCLI Admissions Committee will review the application and make an admission decision. The HCLI 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, the HCLI Admissions Committee, in partnership with the Security Department, will decide whether the applicant qualifies to enroll.

Student Information Release

HCLI 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 HCLI departments and Church of the Highlands leaders. Student privacy is essential, and HCLI seeks to maintain appropriate discretion regarding information sharing.

Technical Standards

HCLI 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 HCLI students to achieve the knowledge, skills, and competencies needed to serve at the highest level. These qualities inform technical standards for admission to HCLI.

All students admitted to HCLI must be qualified to pursue fulfillment of the technical standards. If a student cannot fulfill these technical standards, with or without reasonable accommodation, HCLI 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 accommodation. If accommodations are requested, the HCLI Academics Committee team will evaluate all students who state they can meet the technical standards of HCLI 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 HCLI Academics Committee will determine whether it agrees that the student can meet the Technical Standards with reasonable accommodation. The determination includes a review of whether the accommodations requested are reasonable, considering whether accommodations would jeopardize the student's or the institution's educational process, including all coursework deemed essential for certificate completion. These abilities and skills, as determined by HCLI, are as follows:

1. **Observation Skills:** A student must be able to use the sense of vision, hearing, and somatic sensation to assimilate information quickly and accurately in the classroom and in ministry training fields (as applicable).
2. **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.
- 3.
4. **Psychomotor Skills:** Students must possess the physical skills, talents, and abilities to perform the essential physical task functions.
5. **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.
6. **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.

Application Denial and Reapplication

The HCLI Admissions team will notify applicants who are not accepted for admission. An applicant denied admission can appeal the decision of the HCLI 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 to hcliadmissions@highlandscollge.edu.

1. Submit one to three letters of recommendation from pastors/staff from the church the applicant currently serves, including their contact information.

2. Submit a typed one to three-page essay answering the following questions:
 1. Why do you feel called to attend HCLI?
 2. Why do you think you will be successful HCLI?
 3. What have you done and are continuing to do to prepare yourself spiritually, mentally, emotionally, and physically for HCLI?
 4. Are there additional factors not included in your initial application that you would like to have reconsidered?

HCLI will notify the applicant by email when all appeal requirements have been received. The HCLI 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 HCLI. However, the HCLI 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)	\$800
Application for Admission (non-refundable)	\$50
Course Repeat	\$100
Leave of Absence Request	\$50
Returned Check	\$35

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 certificates. Once the account is current, the financial lock will be removed. Students must have a zero balance to receive a certificate.

Refunds

Upon withdrawal from HCLI, a student may request a refund. The student is eligible for a full refund if they submit withdrawal paperwork by the End of the fourth week of a term.

Financial Programs

Highlands College Leadership Institute does not offer scholarships or participate in federal financial aid programs, such as Title IV or Veterans Administration.

Certificate Programs

HCLI provides adult learners the opportunity to earn non-credit-bearing certificates. HCLI is designed for the part-time learner to pursue leadership, ministry, and spiritual development.

Biblical/Theological Studies Certificate

The Biblical and Theological Studies Certificate provides theological education for adult learners who want to further deepen their knowledge of the Bible and study of essential Christian beliefs. Biblical and Theological Studies classes follow the academic calendar and are on Tuesday nights from 6:00-6:55 p.m. CST. For the complete list of locations where classes are held see the section titled Evening

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

Course Completion Plan

Semester One:

Term A: BTC 011 The Story of Scripture

Term B: BTC 012 Christian Beliefs

Semester Two:

Term A: BTC 021 Understanding the Bible

Term B: BTC 022 Christian Worldview

Upon successful completion of all courses, students will earn a Biblical and Theological Studies Certificate.

Christian Leadership

This four-semester (two-year) certificate helps further develop your leadership with a Biblical worldview and foundation. In year one, you will build your personal and organizational leadership. In year two, you will build upon your personal leadership development by applying the principles in various settings, including your church, home, and workplace.

Course Completion Plan

Semester One:

Term A: CL 011 – Christian Leadership 1

Term B: CL 012 – Christian Leadership 2

Semester Two:

Term A: CL 021 – Christian Leadership 3

Term B: CL 022 – Christian Leadership 4

Semester Three:

Term A: CL 031 – Christian Leadership 5

Term B: CL 032 – Christian Leadership 6

Semester Four:

Term A: CL 041 – Christian Leadership 7

Term B: CL 042 – Christian Leadership 8

Upon successful completion of all courses, student will earn a Christian Leadership Certificate.

Ministry Leadership

Taken in parallel with the Christian Leadership certificate, you will accelerate your ministry development through hands-on training in labs and ministry experiences with a specialized focus. Ministry Leadership is a four-semester (two-year) course and upon completion, you will be developed to serve at the highest level of your calling, whether vocationally or as a volunteer. Ministry Placement services are available to students who complete this certificate.

Course Completion Plan:

Semester One:

Term A: ML 011 – Ministry Leadership 1

Term B: ML 012 – Ministry Leadership 2

Semester Two:

Term A: ML 021 – Ministry Leadership 3

Term B: ML 022 – Ministry Leadership 4

Semester Three:

Term A: ML 031 – Ministry Leadership 5

Term B: ML 032 – Ministry Leadership 6

Semester Four:

Term A: ML 041 – Ministry Leadership 7

Term B: ML 042 – Ministry Leadership 8

Additional Requirements:

Students can declare a desire for placement assistance at the end of the first semester. Those students will have additional serve requirements. These requirements must be completed prior to graduation. Upon successful completion of all courses and additional requirements, students will earn a Ministry Leadership Certificate.

Missions Leadership

In parallel with the Christian Leadership certificate, Missions Leadership exists to educate, train, and mobilize students who sense God leading them to serve in a global context. The four courses will take place over one year and provide students with academic and practical training for cross-cultural missions. This certificate is a one-year class experience coupled with an additional year to complete the mission trip requirement.

Course Completion Plan

Semester One:

Term A: MSL 011 – Introduction to Missiology

Term B: MSL 012 – Historical and Strategic Perspectives

Semester Two:

Term A: MSL 021 – Culture and World Religions

Term B: MSL 022 – Personal Leadership for Missionaries

Additional Requirements:

- Lead a small group each semester
- Complete a Freedom small group
- Submit weekly workout journals
- Regularly attend Church of the Highlands
- Serve on the Church of the Highlands Dream Team
- Complete a Short-Term Mission Trip
- Complete eight cross-cultural experiences (over two years)
- Complete one 10k

Upon successful completion of all courses and additional requirements, students will earn a Missions Leadership Certificate.

Student Services

Resolution Process

If a student cannot resolve a concern with another student, HCLI 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. HCLI 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. Resolution forms may be obtained from the HCLI Registrar. The student will receive an 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 HCLI are encouraged to use this form to make those known. The HCLI Leadership Team will review and respond promptly to all completed forms. Anonymous submissions will not receive a response.

The HCLI Resolution Committee is a small group of HCLI and Highlands College team members. Depending upon the nature of the concern and the response level needed, a HCLI Resolution

Committee member may respond directly to the student. The HCLI Resolution Committee may also elevate the matter to the Office of the President for review. HCLI 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.

HCLI 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 HCLI. The College has established policies and procedures that align with FERPA regulations.

Class Attendance

One of the most vital aspects of the HCLI 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 must be present when class begins and remain the entire class session.

Attendance is collected and recorded for Ministry Leadership and Missions Leadership. Attendance is not collected and recorded for Christian Leadership and Biblical/Theological Studies. Students who are enrolled in Christian Leadership as a corequisite with Ministry or Missions Leadership are required to attend Christian Leadership in person.

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 Leadership and the Missions Leadership certificates, students are allowed 2 absences per eight-week term in Ministry Leadership, Missions Leadership, and Christian Leadership. Attendance is not collected for Christian Leadership and Biblical/Theological Studies certificates.

Grading

At the end of each term and semester, instructors assign a grade for every course. HCLI calculates grades on a pass/fail basis.

Grade	Definition
P	Pass = 70% or higher
F	Failure = Less than 70%
FA	Failure Due to Absences

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. The Highlands College Leadership Institute Registrar will review the student's prior coursework to determine if the coursework is acceptable for certificate completion.

Course Registration

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

Course Withdrawal

Students can request a withdrawal at any time during the semester. Withdrawal forms are available from the HCLI 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 should contact the HCLI Registrar to submit a Leave of Absence. A \$50 Leave of Absence fee will be applied to the student's account and must be paid within seven days.

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 for the decision to grant an incomplete completely 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, as well as 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 of 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.

1. The student's request should identify the rationale for the requested review and provide an explanation of why they did not raise the issue during the course.
2. 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.
3. 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 HCLI 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 for each course the student repeats.

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 HCLI

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

1. Withdrawal
2. Dismissal
3. Expulsion
4. Non-payment of tuition or fees
5. Prolonged non-attendance and inactivity exceeding 14 days
6. A Leave of Absence non-return

A student who decides to withdraw from HCLI must submit a withdrawal form to the HCLI Registrar. Students can obtain forms from the HCLI Registrar. A withdrawal review conversation with the HCLI 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 college community's responsibility. The following policies and procedures are not inclusive but describe the behavior inappropriate for HCLI students. Disciplinary action may occur if a student is found to violate the values and principles of Highlands College.

Depending on the circumstance and situation, especially those of a more serious nature with an impact on the individual or the campus community, HCLI may need to become involved immediately with the goals of correction, safety, and growth 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 HCLI Community Covenant

Sanctions

Sanctions are determined by the HCLI Judicial Committee. Sanctions may vary given 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 HCLI 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. Suspension follows the Leave of Absence protocol in this handbook.
3. Expulsion: Dismissal of the student from HCLI. The student is not eligible to reapply.