Heritage Bible College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org] having been awarded Reaffirmed status as a Category II institution by TRACS’ Accreditation Commission on April 9, 2013; this status is effective for a period of ten years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Disclosure Statement. The information contained in this catalog reflects the current policies and regulations of the College. The College reserves the right to change programs of study, academic requirements, tuition/fees, and College policies at any time without prior notice and to make corrections needed due to unintended errors in this catalog and related materials. Changes in fees, staff, and faculty that occur between regularly scheduled updates are updated to electronic copies of the catalog distributed to current and prospective students and an updated version of the catalog is posted to the website.

Approved by Board of Trustees
April 20, 2017
Our Symbols and Mission

Our priceless heritage
“Christ Centered”

Our endless effort
“Character Building”

Our timeless mission
“Committed to Ministry”

Our Mission
The Mission of Heritage Bible College is to develop servant leaders with a Christ-centered worldview and a distinct Christian character, equipping them for committed service by providing excellent biblical, academic, and practical training.

Our Symbols
Both the sundial and the hourglass are ancient instruments of timekeeping, dating back to the time of Christ and before. Used properly, both can as accurately tell time in the 21st century AD as in the fourth century BC. At Heritage Bible College, we cherish our heritage of faith and are mindful of the need to “walk in wisdom…redeeming the time” (Colossians 4:5, KJV).
CONTACT INFORMATION

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Hours of Operation

Fall & Spring Semesters               Summer Schedule
August – April                      May - July
9:00 a.m. – 5:00 p.m.                9:00 a.m. – 5:00 p.m.
Monday – Friday                     Monday – Thursday

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Dunn, NC 28334

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Course Numbering.

Degree Requirements

ASSOCIATE IN CHRISTIAN STUDIES (ACS)

BRE - BIBLICAL STUDIES MAJOR

CHRISTIAN COUNSELING TRACK

DISCIPLESHIP TRACK

MISSIONS AND EVANGELISM TRACK

YOUTH MINISTRY TRACK

BRE - WORSHIP AND MUSIC MAJOR

ASSOCIATE IN CHRISTIAN STUDIES (ACS)

Degree Requirements Chart

Course Numbering

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MESSAGE FROM THE PRESIDENT

Rev. Randy Barker
President

On behalf of the Board of Trustees, administration, faculty, and staff of Heritage Bible College, I would like to welcome you to our family. It is our purpose to provide a Christ-centered, Bible-based education for our students and partner with you to build your life upon a solid foundation of Christian doctrines and values as you continue to pursue whole heartedly God’s perfect will for a lifetime of ministry for the Kingdom of God no matter what degree program you are enrolled in at HBC.

The Mission of Heritage Bible College is “to develop servant leaders with a Christ-centered worldview and a distinct Christian character, equipping them for committed service by providing excellent biblical, academic, and practical training.” The progressive fulfillment of our mission will ensure that Heritage Bible College will continue to be a center for global spiritual renewal as we minister in the name of Jesus Christ. We are honored by your decision to join the HBC family and excited about the path we will travel together in the coming days and years. It has been well said that “family is forever.” Please remember that you will always have a place at the table here at HBC even after your formal studies are complete. You are much more than a number or statistic to us, and as much as lies within us, we are dedicated to your success as a student and most importantly as a fellow brother or sister in Christ.

Again, welcome to the family and God bless!
In 1971, Herbert Carter, then General Superintendent of the Pentecostal Free Will Baptist Church, Inc., and Ned Sauls had a dream for a college to serve their denomination and also to be extended to other denominations. General Superintendent Carter called a meeting of the Board of Directors of the PFWB to present the plan, strategies, and the name of the college. The name, Heritage Bible College, was chosen to portray the vision the founding fathers had for the school “contending for the historical faith of the church.” The denomination board voted overwhelmingly to adopt the resolution related thereto on June 7, 1971. The Articles of Incorporation were completed on June 25, 1971 and Heritage Bible College opened for classes in the fall of 1971, under the leadership of President O. Talmadge Spence with approximately 60 students in attendance.

Our intent then and now is to maintain our position as a college of Pentecostal tradition and vision through educational integrity and biblical truth. The strength of Heritage Bible College is its commitment to prepare graduates to be effective workers for the kingdom of God. The College, its management, and the responsibility of financing it reveal the potential mental, moral, and spiritual resources of the institution’s “Christ-Centered – Character Building – Committed to Ministry” philosophy.
MESSAGE FROM THE ACADEMIC DEAN

Mr. Stephen Rzonca

Since 1971, Heritage Bible College has been offering a quality, bible-based education from a Pentecostal perspective. Our graduates have become pastors, teachers, evangelists, missionaries, and music ministers in churches of various denominations. Graduates have entered and successfully completed programs at the masters and doctoral levels. Some have chosen secular careers bringing with them the gospel and a Christian perspective. The function of Heritage is to bring dedicated men and women of God to a fuller knowledge of Him and His desire for their lives. The mission of Heritage is to develop Christ-centeredness, Christian character, ministerial skills and commitment to Christian service. The tradition of Heritage is excellence, integrity and biblical truth.

We are hopeful that your time at Heritage Bible College is rewarding and fulfilling. Your education is a cooperative effort between student and faculty and you will get out of it in proportion to what you put into it. Be assured that the faculty is ready, willing and able to do its part toward your success.
ABOUT THE COLLEGE

Accreditation. Heritage Bible College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone 434.525.9539; e-mail: info@tracs.org] having been awarded Reaffirmed status as a Category II institution by TRACS’ Accreditation Commission on April 9, 2013; this status is effective for a period of ten years.

Alumni Association.

Purpose of the Association.
1. To maintain contact with the Alumni of Heritage Bible College, and to keep the Alumni informed of the activities of our Alma Mater.
2. To promote the general welfare of Heritage Bible College through such means as donation of books, monies, time or any other services that will be of beneficent effect to the college.

Membership. Membership in the Association shall be extended to those who have earned any recognized degree from Heritage Bible College.

Alumni Involvement. The Alumni Association funds annual scholarships and maintains liaison with the College and the student body. Alumni volunteers assist in recruitment and planning special events at the College.

Campus. Heritage Bible College is located at Exit 71 off I-95. The campus is situated four miles southeast of the All-American City of Dunn, which is located in the heart of North Carolina. Dunn is adjacent to I-95, a major thoroughfare that runs north and south. About six miles north of Dunn, I-95 intersects with I-40, another interstate road that links the east coast to the west coast of the United States. There are 30 or more churches representing all major faiths that play a vital role in the lives of Dunn’s approximately 10,000 residents.

Faculty. Qualified faculty is available to students as instructors and advisors; the average faculty-student ratio is 1:3. This means that students receive personal attention and individual assistance to reach their full academic potential.

History. In 1971, Herbert Carter and Ned Sauls had a dream for a college to serve the Pentecostal Free Will Baptist Church (PFWB) as well as other denominations. The General Superintendent at that time, Herbert Carter, called a meeting of the Board of Directors of the PFWB to present the plan, strategies, and the name of the college. The name of the corporation would be Heritage Bible College. The name “Heritage” was chosen to portray the vision the founding fathers had for the school “contending for the historical faith of the church.”

Rev. Carter enlisted Dr. O. T. Spence to serve as the first president. The denominational board of directors voted overwhelmingly to create Heritage Bible College on June 7, 1971 and the Articles
of Incorporation were completed on June 25, 1971. Heritage Bible College opened for classes in the fall of 1971, with approximately 60 students in attendance.

The intent was and is to remain a college in the Pentecostal tradition and vision through educational integrity and biblical truth. The strength of Heritage Bible College is its commitment to prepare graduates to be effective workers for the kingdom of God. Every aspect of the College is focused on its mission: to be Christ-centered – Character-Building – Committed to Ministry.

**Licensure Exemption.** Degree programs of study offered by Heritage Bible College have been declared by the appropriate state authority exempt from the requirements for licensure, under provisions of North Carolina General Statues Section (G.S.) 116-15 (d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon assessment of program quality under established licensing standards.

**Recognitions.** The following agencies recognize and approve Heritage Bible College as described.

Heritage Bible College is approved for the training of veterans by the North Carolina State Approving Agency for Veterans.

The State of North Carolina, Department of Education, Division of Vocational Rehabilitation approves Heritage Bible College for the training of students with disabilities/handicaps.

Heritage Bible College is approved by the United States Office of Education for participation in the Federal Stafford Loan Program, Federal PELL Grants, Federal Supplemental Educational Opportunity Grants (FSEOG) and the Federal Work Study Program (FWS).

Heritage Bible College is listed in the Directory of Post-Secondary Institutions published by the U.S. Department of Education.

Heritage Bible College is chartered as a degree-granting institution by the State of North Carolina under the supervision of the University of North Carolina.

Heritage Bible College is a non-profit college recognized by the Internal Revenue Service (IRS) as a 501(c)3 organization.

Heritage Bible College is exempt from the North Carolina Charitable Solicitations Licensure Requirements through the authority of N.C. G.S. 131F(1) and (4).

**Staff.** Heritage has a dedicated staff that provides excellent service to our students. One of our assets is the family atmosphere on campus. College personnel are happy to schedule a campus visit or arrange for a college representative to visit church, community or civic organizations to present information about Heritage Bible College to interested groups.

**Students.** Heritage Bible College students are diverse in age, ethnicity, gender, denominational affiliation, career aspirations, and life experiences. The shared experience of
learning in a Christian environment builds bridges that allow our students to connect with each other in meaningful ways despite their differences.

*Traditional Students.* Students who enroll in Heritage after graduation from high school often elect to live on campus, where they build strong bonds with each other and the faculty and staff. These young people bring an air of excitement to the campus and often develop personal ministries in area churches while completing their degrees.

*Non-Traditional Students.* Non-traditional students (adults aged 21 and up) also tend to do well at Heritage due to their commitment to pursuing higher education and their desire to learn. Most commute to class, while others take classes online due to personal or job commitments.

*Online Students.* Our online class enrollment continues to grow. Resident and commuter students often take both campus and online classes to accommodate their needs. Others take only online classes and may never appear on campus, but are able to earn their degrees through this method of distance learning.

*Website.* The College website provides information to current and prospective students, faculty, staff, college constituency, and the general public. Interested individuals may visit the website (www.heritagebiblecollege.edu) for information about the college, its programs and services, application materials, and contact telephone numbers and e-mail addresses to secure additional information.
FOUNDATIONAL STANDARDS OF THE COLLEGE

Affiliation. Heritage Bible College was founded and is sponsored by the Pentecostal Free Will Baptist Church, Inc. and has the endorsement of the Congregational Holiness Church and several other denominations. The College was established to provide systematic and comprehensive training in the Word of God from a Pentecostal perspective to enable students to fulfill their specific call to the ministry.

Heritage is a coeducational Bible College open to students from all denominations who wish to pursue the programs of the College.

Mission Statement. The Mission of Heritage Bible College is to develop servant-leaders with a Christ-centered worldview and a distinct Christian character, equipping them for committed service by providing excellent biblical, academic, and practical training.

Philosophy of Education. Heritage Bible College was established to provide systematic and comprehensive training in the Word of God from a Pentecostal perspective. The philosophy of Heritage Bible College is Christ centered and is rooted in the truths of the Word of God. All truth is regarded as originating and coming from God and is therefore to be fully pursued and internalized.

The College believes in the education of the whole person. The educational process is Christ centered and is aimed at the entire being: Body, Mind, and Spirit.

The Scriptures are the basis for the learning experience and are recognized as the source and the integrating force for all Biblical Christian Education. Personal Christian development is an aim of Heritage Bible College. The college stresses the enhancement of spiritual growth and promotes a wholesome Christian attitude in the life of the student.

Heritage Bible College integrates the Bible with all other areas of study. This process becomes a vehicle that leads the student into the knowledge of natural as well as revealed truth. In this process, the student must recognize the Holy Spirit as the ultimate teacher and the Bible as the supreme authority. It also provides the rubric for a right interaction with society and a right relationship with God.

The commitment of Heritage Bible College is that it is, and shall always be, a Bible College. There are no aspirations to be a liberal arts college but to be a Bible College fulfilling a basic need and unique purpose within the Pentecostal Free Will Baptist Church and the Kingdom of God.

Policy of Nondiscrimination. Heritage Bible College does not discriminate on the basis of age, sex, national or ethnic origin, or physical handicap in the administration of its personnel and education policies. Applicants meeting admission requirements are accepted and accorded all rights, privileges, and services available to students. International students must possess the necessary student visa and meet all other requirements specified for non-citizens.
The College is dedicated to ensuring that hiring, promotion and transfer decisions are in accord with the principles of equal employment opportunity by imposing only valid position requirements. The College strives to ensure that all personnel actions such as hiring, promotions, training, and benefits are administered based on professional and personal qualifications not influenced by age, sex, national or ethnic origin, or physical handicap not affecting the job to be performed.

Veterans or individuals with physical limitations are afforded considerations required by law and/or reasonable accommodations in the pursuit of their employment or education.

It is recognized that, as a Bible college committed to training men and women for ministry, it is expected that trustees, students, faculty, and staff adhere to the college statement of faith and standards of conduct.

Revised; BOT Approval 4/19/12

**Purposes and Objectives.**

**Purposes.** The establishing of Heritage Bible College is for the purpose of providing a systematic and comprehensive training in the Word of God from a Pentecostal perspective. With this understanding, the student can become effective in his or her Christian service.

In order to accomplish this purpose, the College seeks to teach and exemplify the following goals:

A. To enable students to come to an understanding of God’s Word and be wise in applying these axioms to daily living. The College seeks to guide students in biblical analysis and synthesis; research into biblical, systematic, and historical theology.

B. To direct students to commit themselves to the Lord and to be willing to minister in the area that God would choose. The College wants to help the students to see the vision of evangelizing the world for the Lord.

C. To enhance and enrich the student’s spiritual growth and maturity. The College desires to encourage advancement in the life of each student and to promote a wholesome Christian attitude within the framework of the student’s personality.

D. To direct students to high standards of Christian education and scholarship. The College wants to guide students in the practice of lifelong habits of serious study, including clarity of thought, impartial judgment, and the logical expression of ideas.

E. To give the student the training that is necessary to effectively communicate the Gospel to the world. The College wants to help each student to become successful in presenting the message of the Bible in a variety of methods.

**Institutional Objectives.** Heritage Bible College seeks to train individuals at the college level with skills for ministry; therefore, we approach education from a basis of core values that form the foundation of a student’s character combined with mastery of core competencies that enable him or her to be effective in ministry as an occupation or as a spiritual imperative. When a student graduates from Heritage Bible College, he or she should:
1. Exhibit evidence of being Christ centered through knowledge of the Bible, active and faithful involvement in church, personal testimony and lifestyle.
2. Exhibit evidence of Christian character through the internalization of the biblical principles taught by Heritage Bible College and respect for its core values and the faith and practices of the Pentecostal Free Will Baptist Church, Inc.
3. Demonstrate commitment to ministry by faithful participation in ministry opportunities, active lay or professional ministry, service to Christian, secular, civic or community organizations seeking to meet the natural and spiritual needs of individuals and families and thorough college-level preparation for a particular ministry.
4. Demonstrate mastery of the core competencies and acquire knowledge common to college-educated people as measured by academic standards established by the College.

**Statement of Faith**

**I. The Scriptures Inspired**

We believe in the verbal and plenary (full) inspiration of the Bible. The Bible is the inerrant Word of God, free from any error in its original form, and is the final authority in matters of faith and life (II Timothy 3:16-17).

**II. The One True God**

We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit (Jeremiah 10:10; 1 John 5:20; Matthew 3:16-17).

**III. The Deity of Christ**

We believe in the deity and the humanity of Jesus Christ. He is very man and perfect God, hence fully God and fully man; that Christ is the only begotten Son of God, and born of the virgin Mary; that Christ died for our sins, was buried, and raised from the dead and that He ascended to heaven and is today at the right hand of the Father as our intercessor (Luke 1:35a; John 1:31-34; Matthew 11:19; Luke 9:22).

**IV. The Fall of Man**

We believe that “all have sinned and come short of the glory of God,” and that repentance is necessary for the forgiveness of sins (Romans 3:23; Romans 5:12-19).

**V. The Salvation of Man**

We believe that justification is by faith alone, and that regeneration or the new birth through faith in the blood of Christ is absolutely essential (Psalms 51:3, 4, 17; Romans 4:25; 5:1-2; 10:9, 10; Ephesians 2:13; John 3:3).

**VI. Sanctification**
We believe that sanctification is subsequent to regeneration and is a second definite instantaneous work of grace, obtained by faith on the part of the fully justified believer.

Sanctification in a word is the love of God made perfect in the heart of the believer. This is perfection in quality (initially and definitely), but not quantity. The latter comes by progressive growth (Romans 6:6; Hebrews 10:20; Ephesians 4:20-24; Titus 3:5-7).

VII. The Baptism of the Holy Spirit

We believe that the Pentecostal Baptism of the Holy Spirit is an enduement of power for those who have clean hearts, and the initial evidence of the reception of this experience is speaking with other tongues as the Spirit gives the utterance (Acts 2:1-8).

VIII. The Ordinances of the Church

Baptism in Water

We believe that the saved should receive water baptism, in the name of the Father, the Son, and the Holy Spirit as a testimony to the world that he has accepted Christ as Savior and Lord (Matthew 28:19; Colossians 2:12).

Holy Communion

We believe in the sacrament of the Lord’s Supper as commemorating Christ’s death and anticipating His second coming (Matthew 26:26-28).

Feet Washing

We believe feet washing is a sacred ordinance of humility, instituted by our Lord Jesus Christ and enjoined upon His Disciples as a duty to be observed by them. In this He set the example (Matthew 28:19, 20; John 13:1-17).

IX. Divine Healing

We believe that healing provided in the atonement is both spiritual and physical (Isaiah 53:4, 5; Matthew 8:16, 17). Sin is directly or indirectly responsible for sickness. The same Christ who can deliver from sin can, if it pleases Him, deliver from sickness. We do not believe that there is anything morally wrong with taking medicine or receiving human aid. Healing is God’s promise to receive, rather than a command that must be obeyed (James 5:14, 15).

X. The Creation

We believe in the literal Genesis account of creation. We believe that the first eleven chapters of Genesis are the literal and historical accounts of God’s creation of all things and that man was created by God in His image and not the product of some process of evolution (Genesis 1:11).
XI. The Second Coming of Christ

We believe in the personal premillennial, second coming of Jesus; first, to resurrect the righteous dead and to carry away the living saints to meet Him in the air; second, to reign with His saints on earth a thousand years followed by the eternal state of the righteous (Acts 1:11; I Thessalonians 4:16; Revelation 20:4-6).

XII. Satan

We believe in the existence of a personal devil who at one time was holy and honored in heaven, but through pride fell from his lofty estate and is now completely evil, unholy, anti-God and is now the power and the prince of the air (Isaiah 14:11-15). The devil, the fallen angels and the unbelievers of all ages shall be banished to an eternity in hell (2 Peter 2:4).

XIII. Resurrection, Final Judgment, and Reward

We believe in the bodily resurrection of both the saved and the lost; the saved to life eternal and the lost to everlasting punishment (Acts 24:15, 17:31; II Corinthians 5:10; Luke 22:36).

Core Values


   We value and respect our Statement of Faith.

2. Morality

   We value the highest of ethical and moral standards because we believe this is the code of conduct that is established in the Scriptures for those who call themselves followers of Christ. It is our belief that a person can obtain this high moral standard, not through human effort alone, but by the work of the Holy Spirit through the process of sanctification. “Be ye holy” is not an archaic phrase that is to be relegated to the church of past generations. Holiness is the expected lifestyle of God’s children regardless of a person’s culture. Holiness goes far beyond the issue of ethics and morality; however, these things are an integral part of a holiness lifestyle. It is our belief that a person is to be honest in all matters of life. A person is to honor all promises and vows made, including payment of debts. The development of a Christ-like character is of more value that many successful achievements.

3. Sanctity of Life

   We value human life for we believe that all life is generated from and sustained by our Creator; therefore, life is a precious gift from God and to be respected by all.

4. Sanctity of Marriage
We value the institution of marriage as being established by God in the very beginning of human history between the first man and woman. Therefore, we do not validate any marriage between persons outside of this biblical norm.

5. Teamwork

We value working together as a team, not simply as individuals, towards achieving our mission and realizing our vision.

6. Excellence in Education

We value the notion of not just doing what is expected but going above and beyond the standard expectations to provide the education that our students are seeking through our college.

7. Mutual respect for one another

We value all members of our college community with mutual respect and sensitivity recognizing their valuable contributions to the whole of the community.

8. Servant Leadership

We value servant leadership by encouraging individuals to serve others while focusing on achieving the mission of the college and remaining true to its biblical foundation. We believe that servant leadership is the only model of leadership that ultimately glorifies Jesus Christ, the head of the Church.
College Personnel

BOARD OF TRUSTEES
Effective October 2016-October 2017

Executive Committee

Murray King, Chairman
Terry Gainer, Vice Chairman
Sandra Frazier, Treasurer
Kimberly Hargrove, Secretary

Members

Teresa Alphin, Administrator, Dunn, NC
Randy Carter, PFWB General Superintendent, Dunn, NC
Matthew Clark, Assistant Manager, Dunn, NC
Nelson Creech, Retired, Snow Hill, NC
Sandra Frazier, Retired, Dunn, NC
Terry Gainer, Budget Analyst, Goldsboro, NC
James (Pat) Godwin, Business Management, Dunn, NC
Michael Hamm, Youth Pastor, Goldsboro, NC
Kimberly Hargrove, Register of Deeds, Dunn, NC
Danny Helms, Pastor, Dunn, NC
Felton (Mike) Jackson, Retired, Clinton, NC
Murray King, Pastor, Willow Spring, NC
William (Bill) Koch, Jr., Retired Military, Raleigh, NC
Tony Kopanski, Pastor, Pink Hill, NC
Timothy Rice, Pastor, Dunn, NC
Bobby Smith, Pastor, Bladenboro, NC
Charles Smith, Business Owner, Bolton, NC
R. Anthony Warren, IT—Fidelity Bank, Willow Spring, NC
Administration

RANDY BARKER, President; Instructor, Leadership.  B.R.E., Heritage Bible College; M.A., Mid-America Christian University.

STEPHEN RZONCA, Academic Dean; Associate Professor, Bible & Theology;  Online Program Coordinator; Faculty Senate Moderator;  B.S., Temple University;  M.Ed., Slippery Rock University;  M.Div., Southern Baptist Theological Seminary.

Staff

RANDY BARKER, Campus Security Officer

KAYLA BULLARD, Financial Aid Director; Registrar; Administrative Assistant to Admissions Director

LEANNE PAGE, Business Manager; Executive Assistant to President

JANET PARKER, Director of Library Services

IRIS PRINCE, Admissions Director; Recruitment Director

STEPHEN RZONCA, Academic Dean; Online Coordinator; Faculty Senate Moderator

JAMES SHEARON, Technology Coordinator

SARA TEW, Accounts Receivable

STERLING THARRINGTON, Director of Institutional Effectiveness; Administrative Assistant to Academic Dean; Dorm Director; Alumni Liaison

Full-time Faculty

OTIS AUTRY, Chair, Worship and Music; Professor, Worship & Music. Bachelor of Music, University of Cincinnati; Master of Music, University of Cincinnati; D.W.S. (Doctor of Worship Studies), Institute of Worship Studies.

ELVIN BUTTS, Chair, Pastoral Ministry; Professor, Pastoral Ministry  B.A., Appalachian State University;  B.R.E., Heritage Bible College;  M.Div., Campbell University;  D.Min., Campbell University.

PHILLIP NEWTON, Chair, Bible & Theology; Professor, Bible & Theology.  B.S. Lee University;  M.Div., Church of God Theological Seminary;  D.Min., Erskine Theological Seminary.
JANET PARKER, Chair, General Studies; Associate Professor, English.  B.A., Campbell University; M.Ed., Campbell University; M.L.S., East Carolina University.

DANA SCHAEFER, Instructor, Christian Counseling.  B.S., Mercer University; M. Ed., Piedmont College; M.Div., Campbell University.

Part-time Faculty

MELINDA AUTRY, Instructor, Discipleship.  B.A., Evangel College; M.Div., Campbell University.

RANDY BARKER, President; Instructor, Leadership.  B.R.E., Heritage Bible College; M.A., Mid-America Christian University.

MARK JONES, Associate Professor, Bible & Theology.  B.S., Oral Roberts University; M.Div., Gordon Conwell Theological Seminary.

STEPHEN RZONCA, Academic Dean; Associate Professor, Bible & Theology; Online Program Coordinator; Faculty Senate Moderator; B.S., Temple University; M.Ed., Slippery Rock University; M.Div., Southern Baptist Theological Seminary.

Adjunct Faculty

PAUL BUTTS, Instructor, General Physical Science.  D.Pharm., Campbell University,

ROBERT GREEN, Instructor, Psychology & Sociology.  B.A. University of New York; B.S.W., UNC-Pembroke; M.A., Webster University.

GREGORY HONEYCUTT, Instructor, Music.  B.A., University of North Carolina; M.M., University of North Carolina

IRIS PRINCE, Instructor, Counseling.  B.S., Saint Leo University; M.B.A., Florida Metropolitan University; M.A., Liberty University.

PATRICIA MATTHEWS, Instructor, Apologetics.  B.R.E, Heritage Bible College; M.A., Luther Rice Seminary.

KEITH STEWART, Instructor, Worship.  B.R.E., Heritage Bible College; M.A., Regent University.

DAVID TAYLOR, Instructor, Missions.  B.R.E., Heritage Bible College; M.A., Columbia Bible College & Seminary.
BRIAN WORLEY, Instructor, Discipleship. B.A., University of North Carolina; M.Div., Gordon-Conwell.

NOTE: A listing of faculty teaching each semester is posted to the college website.

CAMPUS MAPS & FACILITIES

Campus Location. Heritage Bible College campus is located at 1747 Bud Hawkins Road, Dunn, NC at Exit 71 off I-95, an interstate highway that runs north and south. The map below shows the location of the College.

To Richmond,
Washington, D.C.
Heritage Bible College - Academic Catalog – 2017-2019
Christ Centered – Character Building – Committed to Ministry

Campus Map

To Wilmington, NC
To South Carolina

I-40
I-95
Raleigh
Benson
Dunn
Fayetteville

Heritage Bible College

To Wilmington, NC
To South Carolina

I-40
I-95
COLLEGE FACILITIES

The Alphin-Ellis Learning Center Library is located in the northwest corner of the campus. It is a modern, well-equipped facility containing numerous volumes, periodicals, and pamphlets. In addition to the campus library, students have access to the libraries of other local colleges and the main city library in Dunn, North Carolina. The Alphin-Ellis building also houses administrative offices.

Heritage House is the center of activity at the College where the chapel, student services, faculty offices, computer lab, and classrooms are located. This historic building dates to the early 1920s and first served as an elementary school. Later, it housed the PFWB Children’s Home and then the PFWB Headquarters Offices. In 1971, it was the birthplace of Heritage Bible College and for a time was the only building on campus. All college functions—teaching, chapel, administration, and food services—began in Heritage House.
The Furnie Bell Memorial Classroom is located behind Heritage House. This structure provides sufficient space and a comfortable environment for additional classes.

The College provides dormitory housing for unmarried men and women. Married students who wish to move to the area with their families may find information about area rental housing or homes for sale through local newspapers (www.mydailyrecord.com) and realtor offices.
Walter and Madge Pierce Student Center is located in the southeast corner of the campus and provides recreational activities for the students.

The Pentecostal Free Will Baptist Church Tabernacle, with an approved seating capacity of 860, is located on campus. The College has access to the Tabernacle for large gatherings such as alumni reunions, gospel and contemporary Christian concerts and fund-raising events. The annual PFWB camp meeting is held here each summer.
**CAMPUS SECURITY**

**Crime Prevention.** Heritage Bible College has no campus police or security personnel on duty. Serious crime has not been a problem; however, we caution students to be safety-conscious and provide guidance in securing their personal safety and procedures to follow in the event of a security breach or a criminal act occurring on campus. The campus is well lighted and students are encouraged to use the buddy system when walking on campus after dark. Buildings have secure locks and emergency telephone numbers are provided to students who reside on campus.

**Crime Report.** For the period from August 1, 2013 through July 31, 2014, Heritage Bible College, Inc. experienced the following security breaches:

<table>
<thead>
<tr>
<th>Incident</th>
<th>Number of Occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
</tr>
<tr>
<td>Motor vehicle</td>
<td>0</td>
</tr>
</tbody>
</table>

In addition, the College reported the following arrests for certain crimes:

<table>
<thead>
<tr>
<th>Cause</th>
<th>Number of Occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possessions</td>
<td>0</td>
</tr>
</tbody>
</table>
ADMISSIONS

ADMISSIONS REQUIREMENTS & PROCESS

Admission of Home Schooled Students. Home-schooled students who wish to apply for admission must meet the following requirements:

1. Applicants must submit a completed application for admission and meet all other general entrance requirements.
2. In addition to a high school diploma, applicants must present from the Division of Non-Public Education a copy of acknowledgment to operate a home school.
3. Applicants who have previously attended a conventional public/private school must provide a copy of their cumulative record from the school attended.
4. Applicants must present a copy of their test results from a most recently administered nationally standardized achievement test.
5. Applicants must take the college’s placement test in order to be eligible for full or conditional acceptance and enrollment. See the full policy in the Policies section.

Admission of International Students. Heritage Bible College is not accepting international students at the current time. Should this change, notification will be posted to the college website.

Admissions Requirements. Individuals seeking admission to Heritage Bible College must meet the following requirements:

1. High school diploma or GED.
2. Submission of all required application materials and fees.

In keeping with the college mission to develop Christ-centered men and women of Christian character, equipped at the college level with skills for ministry and committed to a life of Christian service, Heritage Bible College establishes the following standards for the screening of prospective students and will apply these standards to the decision-making process for accepting students for admission.

Students will be accepted for admission to the college based upon demonstration of the following attributes:

1. A sincere desire to prepare themselves to identify and/or fulfill the call of God on their lives.
2. The ability and stability necessary to perform satisfactory work in an academic setting as evidenced by application materials including transcripts, results of in-house placement testing and screening interviews by admissions staff.
3. A commitment to honor and obey college doctrine, code of conduct, rules and regulations and to refrain from the attempt to proselytize other members of the student body to any contrary belief that they may possess.
4. The ability to finance their education through federal financial aid, scholarships, loans or personal funds; in the case of loans, the ability and commitment to repay the loan is an important consideration.

Conditional Admission
Applicants who have a high school diploma/GED or prior college credits but whose grades and/or test scores reflect the need for developmental studies may be admitted on a conditional basis provided:

1. Asset test scores indicate the applicant’s ability to benefit from developmental studies and the possibility to then perform work at the required level.
2. A plan is formulated to provide the applicant with developmental and tutoring services needed to facilitate success in the course of study and end results specified that will determine whether the applicant is then eligible for full and unconditional acceptance and enrollment. The plan is recommended by the admissions committee with final approval by the Academic Dean.
3. The student’s progress and performance is monitored by his or her faculty advisor and results evaluated by the faculty advisor and the Admissions Committee. A formal review is conducted by the admissions committee at the end of the first semester. A final decision regarding the full, unconditional acceptance and enrollment of the student or his or her withdrawal from the college is made within two semesters after admission.

Admission Requirements for Veterans. Heritage Bible College programs are approved by the North Carolina State Approving Agency to enroll veterans, military personnel, and their dependents. Individuals who qualify under these requirements should contact their local VA Office for more information.

Students entitled to VA benefits for education must complete the application process required of all potential students. The Financial Aid Director will certify enrollment for those who are eligible for Department of Veterans Administration benefits.

All students applying for VA benefits must have a complete admissions file (including high school and previous college transcripts) before the College can certify the applicant to receive benefits. For information on readmission requirements for veterans, see the Admission Requirements for Veterans Policy.

Application Packet. Application forms and other materials are available on the college website (www.heritagebiblecollege.edu) or by mail. Contact the Director of Recruitment and Marketing to request that a packet be mailed to you.
Application Process. To apply for admission at Heritage, the following must be submitted to:

Admissions Office
Heritage Bible College
P. O. Box 1628
Dunn, NC 28335

Resident or Commuter or Online Students

- **Application form**
- **Non-refundable application fee** – required for new students who have not previously attended Heritage Bible College and returning students who have not attended classes for five or more years. Application fee is waived for returning students who withdrew from classes less than five years before returning.
- **Dormitory Fee** – Dorm students only.
- **Letter of Purpose** – a written statement explaining why applicant would like to attend Heritage Bible College.
- **Medical History Form** – verification of health history and status for use in the event of an emergency.
  - Students taking only online or extension classes are exempt from the requirement to complete a medical history form.
- **Immunization Verification** – North Carolina State laws require proof of required immunizations for on-campus weekday students prior to college enrollment. Proof must be in place or immunizations in progress within 30 days of first class to avoid disruption of classes. NC law requires that students not meeting immunization requirements must not be allowed to attend class.
  - Students taking only online or extension classes are exempt from immunization.
- **Pastoral Reference** – to be completed by the applicant’s pastor verifying Christian character.
- **General Reference** – a close friend should complete the form and return it to the College.
- **Official High School Transcript** is required for all applicants. If applicant did not graduate from high school, a copy of the GED certificate must be provided in addition to official transcripts from all high schools attended. (Note: Applicants applying for VA benefits must have a complete admissions file, including high school transcripts, before the College can certify the applicant to receive benefits.)
- **Official transcript** from any college previously attended.
- **Photo ID** (photocopy of driver’s license, passport, or other official photographic identity document)
- **Signed Statement of Faith/Standard of Conduct** (signature page must be submitted; remainder of document should be kept for reference)
- **SAT or ACT scores**, if available

Audit Students
Students who are auditing a class for personal enrichment must submit a completed application form, the application fee (for the first class audited), and pay the course audit fee. Audited courses are listed on the student’s record, but no grades are recorded and no credit is given.
The procedure for auditing a course taken at an off-campus location is the same as for audit students taking online classes.

*Students in Non-Degree Program of Study*
Students not wishing to enroll in a program of study for the purpose of earning a degree but who wish to earn credit for the course(s) may enroll in individual classes of their choice upon submission of application materials to the Admissions Office and payment of required fees.

**Dual Enrollment.** Heritage Bible College allows for the acceptance of public, private or home high school students to take courses at the college level, with provisions spelled out in the Dual Enrollment Policy. Please refer to the Policies section for more information.

**Enrollment.** New students must have received notice of acceptance from the Admissions Office and financial arrangements must be complete prior to being allowed to attend classes. A notice of credits eligible for transfer from other colleges attended is not an acceptance letter. The student is enrolled when registration for classes and financial arrangements are in place.

**Immunization Requirements.** All new weekday on-campus and/or resident students are required to present proof of immunizations to the Admissions Office. Required immunizations are specified in North Carolina law and students who fail to comply with these requirements will not be allowed to remain in attendance at Heritage Bible College.

Students who attend any combination of night, online or extension classes are **exempt** from immunization requirements unless their status changes to attending on-campus classes during the week. Students who take less than four credit hours of weekday classes on campus are also exempt.

Students who attend more than four credit hours of weekday classes on campus **must** provide proof of immunizations required by law for college entry.

**Immunization requirements are not only a College policy, but a legal requirement to protect the public health and avoid the occurrence of preventable communicable disease outbreaks on campus.** The application packet contains information about immunizations required for college entrance. See Immunization Requirements Policy.

**Incomplete Student Files.** Federal, accreditation, and college regulations require that student files be complete. Students whose files are incomplete will not be issued grades or transcripts until required materials are provided to the Admissions Office. Students whose files lack required documentation may be prohibited from registering for or attending classes until their files are complete.

**Veterans**
All students applying for VA benefits **must** have a complete admissions file (including high school and previous college transcripts) before the College can certify the applicant to receive benefits.
Orientation for New Students. An orientation session is held prior to the beginning of each semester to provide basic information to new students, conduct necessary testing, and register students for semester classes. There are separate delivery mechanisms for campus and online student orientations.

Orientation for New Campus Students. All new students who will reside on campus, commute to campus, or otherwise take classes on campus are required to attend orientation. New students who have a valid reason for not attending should notify the Admissions Director in advance so that arrangements may be made for testing, registration, and orientation to take place.

Orientation sessions are held on campus and give new students opportunity to meet faculty and staff, tour the campus, and participate in testing which may determine placement of students or identify students who may need tutoring or other developmental studies. Students are notified of orientation dates and times by the Admissions Office.

Orientation for New Online-Only Students. Online-only students will be provided with the following information and materials in order to orient them to the college in a way comparable to campus students.

The following information/materials will be provided electronically:

- General orientation information (comparable to on-campus orientation) distributed electronically
- Doctrinal statement and Code of Conduct
- Student Handbook
- Academic catalog
- Information and instructions specific to the online course software and course materials
- Instructions for taking the online versions of the Standardized Bible Content Test, Language Proficiency Test, and Computer Competency Test
- A statement for online students to certify provision of orientation materials and acknowledge responsibility for abiding by rules and regulations; statement is to be signed and returned to the Student Services Office for inclusion in the student’s file
- Other materials deemed appropriate

The materials shall be made available to new students by the first week of each eight-week session of online classes. Students will be required to submit a statement that they have read and understood the materials to the Online Coordinator. This statement shall be provided to the Student Services Office for inclusion in the student’s file.

Preservation of Student Confidentiality. The Populi Information System gives students access to many of their academic and financial records. Each student has a unique username and a private password chosen by the student. Students should not share their passwords with anyone in order to keep their confidential information secure.
Privacy and Verification of Identity. A picture ID (e.g., driver’s license or passport) is required to verify a student’s identity to safeguard the security of student records. Passwords for access to the College’s information system are chosen by the student and should be kept confidential and not shared with anyone in order to protect student information and maintain the integrity and reputation of the College.

Privacy of Educational Records. The Family Federal Rights and Privacy Educational Act (FERPA) of 1974 governs the Heritage Bible College policy regarding access to student educational records. Students have the right to inspect and review information contained in their educational records. A student wishing to review his or her records must make a written request to the Student Services Office listing the item or items of interest. These records will be made available within five working days of the request.

No information from a student’s records, in a personally identifiable form, will be conveyed to anyone other than HBC officials or faculty without first obtaining written permission from the student. Record release forms are available in the Admissions Office. The Privacy of Educational Records Policy provides more detailed information.

Readmission Requirements

Returning Students in Good Standing. Readmission after missing one or more semesters is not automatic. The returning student must contact the Admissions Office to discuss readmission and complete an application for admission. The student’s file will be evaluated and updated documents provided as needed. The student’s prior enrollment at the College will be reviewed and a determination made by the Admissions Director and Dean of Students (or the President’s designee) for readmission. The returning student must also contact the financial aid and business offices to arrange for payment of tuition and fees prior to being allowed to register for classes. Returning students must comply with all registration procedures required of new students with the exception that payment of application fee is waived for returning students who withdrew from classes less than five years before readmission.

Returning Students Not in Good Standing. Former students who were not in good standing at the time of withdrawal (academic or disciplinary suspension, financial arrears, or other situations affecting their standing) must follow the application process required for new students, including payment of the application fee, and must be approved for readmission by the Admissions Committee.

Any student dropped by the college for academic reasons is ineligible for readmission until one full semester has elapsed.

Readmission after Suspension. Readmission after suspension is never automatic. The student must apply for readmission through the Admissions Office and be accepted by the Admissions Committee and approved by the Academic Dean for re-entry. Any student that is dropped for academic reasons is ineligible for readmission until one full semester has passed.

Testing. Skills testing is required of all new students who do not have appropriate transfer credits in general education from other colleges or institutions.
**Asset Test.** This test of reading and writing skills is given to new students at the discretion of the Admissions Committee. Counseling and placement are based on test results. Admission may be conditional based on results of testing with conditions to be determined by the Admissions Committee and the faculty advisor.

**Bible Test.** All freshmen are required to take the Standardized Bible Content Test (SBCT). Scores enable the faculty and administration to evaluate and adjust the Bible curriculum. Seniors retake the test as an exit exam prior to graduation.

**Computer Proficiency Test.** Entering students are required to demonstrate fundamental computer skills by passing a computer competency test. Students not passing this test will be required to complete a three-hour computer fundamentals class or its equivalent during the first two weeks of the students’ first semester or online session.

**Language Proficiency Test.** Entering students are required to write an essay on an assigned topic during the orientation for new students. Based on the results of this test, students may also be required to take the Asset Test in order to determine placement in freshman English classes.

**Transfer Students and Credits.**

**Transfer Students**
Students wishing to transfer from another college must comply with the same admission requirements as non-transfer students. Transfer students may apply for campus housing or take classes as a commuter or online student.

**Transfer Credits from Other Colleges to Heritage Bible College**
It is the responsibility of students wishing to transfer to submit official transcripts of all work at previous colleges. Transfer credits will be evaluated in terms of the Heritage Bible College curriculum and credit will be allowed whenever possible for equivalent courses taken at another college. Applicants wishing to have their transcripts evaluated before enrolling at Heritage should send a written request to the Admissions Office. The Registrar and the Academic Dean will make final determination of transfer credits.

Students may transfer credits for comparable course work done at another college:
- If that college is accredited by a body recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education.
- If the course work is relevant to the program of study the student wishes to enter at Heritage.
- If the student secures an official transcript from that college for assessment of transfer credits by the Academic Dean.

Transfer credits from an unaccredited institution will be transferred if it can be documented that they represent collegiate course work taught by qualified faculty.

Only course work earned at the quality level of a “C” or above will receive transfer credit.
Transfer credit grades are included in calculation of the transfer student’s overall grade point average in consideration for academic honors and awards.

If transfer credits are denied, students have the right to appeal by submitting a written request to the registrar, who will consult with the academic dean for reconsideration of the denial. The decision of the academic dean is final.

Regardless of the number of transfer credits approved or the program of study, the final 30 hours of instruction must be taken at Heritage Bible College.

Veterans
Any transfer student eligible to receive Department of Veteran Affairs (VA) benefits must submit to the Registrar official transcripts of all prior collegiate work. All college transcripts must be evaluated and any appropriate credit granted before the student’s enrollment will be certified for VA benefits.

Transfer Credits from Heritage Bible College to Other Colleges
Credits for courses taken at Heritage Bible College may be transferred to other colleges provided the grade is a C or above; however, it is the prerogative of other colleges to make their own determination whether to accept or deny transfer credits from Heritage Bible College based on their own internal policies. Students wishing to transfer course credits to another college should query the college of their choice for undergraduate or graduate studies to determine if transfer credits will be accepted and which courses in particular qualify for transfer. Students who wish to transfer credits should consult with the registrar for guidance, either in person or by written or electronic communication. Any request for official transcripts must be made in writing.

Student Responsibility
Students wishing to transfer credits from Heritage Bible College to another college shall submit a written request along with the designated fee and the name and address of the college to which the official transcript should be sent. No transcripts will be issued for students whose account is unpaid.

Students Admitted Conditionally
Students admitted under the dual-enrollment policy who have not earned a high school diploma or GED will not receive an official transcript nor will course credits be transferred to any other college until receipt of an official high school transcript verifying graduation or a GED certificate.
FINANCIAL INFORMATION

Default Policy. The College carefully monitors student account balances. If payments are 60 days past due, the debt is turned over to a collection agency to pursue payment. This action can have a negative effect on the student’s personal credit rating. Students whose accounts are in arrears will not receive semester grades and cannot be issued an official transcript until payment is made.

Educational Costs. Education is one of the greatest personal investments available. Costs at Heritage Bible College are kept as low as sound business practices permit and are much lower than those at most private colleges. The actual cost of an education at Heritage Bible College is considerably more than the student pays.

Installment Payment Plan. Any student who is unable to pay his or her account in full at registration may participate in the College installment payment plan. The student is required to pay at least one-fourth of the semester cost no later than one week prior to the beginning of classes. The student shall consult with the Business Office to make arrangements for payment of the balance.

Withdrawals and Refunds.

1. Withdrawals. There are two types of student withdrawals: official and unofficial. It is to the student’s advantage to complete the official withdrawal process should he or she not be able to continue in school.

Withdrawal from a Course. Withdrawal from a course after the drop/add period must be made in consultation with the advisor after completing the form in the Registrar’s office. A campus course may be withdrawn from the 3rd week through the 12th week (2nd through 6th week for online) with a “W” designation on the transcript, which does not affect the student’s GPA but does affect the number of attempted credits. No campus course can be withdrawn after 12 weeks of classes (6 weeks for online) without receiving a grade of “F,” which will appear on the student’s transcript and adversely affect the GPA.

Withdrawal from the College. Students should follow the proper procedures to officially withdraw from the College in order to qualify for any refunds that are due and to avoid receiving grades of F for all courses, which adversely affects the student’s grade point average.

2. Official Withdrawal. To officially withdraw from the college, a student must provide official notification to the Registrar’s office in writing and complete all necessary forms and interviews. The official withdrawal date is determined by the registrar and recorded. As a part of the withdrawal process, the student must meet with the Dean of Students (or the President’s designee) (or the President’s designee), the Financial Aid Office, and the Business Office to settle any pending matters.
When withdrawing, the student must:

a. contact advisor to notify of intent to withdraw
b. complete the necessary withdrawal form and submit to the Registrar’s office
c. remove all mail from student mailbox
d. return all borrowed books to the Library and pay any fines due
e. if financial aid recipient, meet with Financial Aid Officer for information on refunds or payments due
f. meet with Business Manager to settle student account
g. meet with Dean of Students (or the President’s designee) (or the President’s designee) for exit interview
h. if a dorm resident, clean all personal belongings from the dorm, clean the room, and turn in any keys to dorm or other college buildings to the Dorm Supervisor

3. **Unofficial Withdrawal.** If a student does not officially withdraw but simply stops attending classes, the college must process an unofficial withdrawal. In such cases, a grade of F is assigned for all courses in which the student was enrolled. This grade will affect the student’s overall grade point average.

4. **Refunds after Withdrawal from the College.** Students who withdraw from classes or the college may be entitled to a pro-rated refund of tuition and fees as follows:

**Process.** Student must follow the established process to withdraw from the college by securing and completing official paperwork available from the Registrar’s Office.

**Refund Calculation.** Any applicable refund will be processed by the Business Office using the following computation:

**Campus Classes (16 weeks)**
- 1\(^{st}\) & 2\(^{nd}\) week of classes: 90%
- 3\(^{rd}\) week of classes: 75%
- 4\(^{th}\) week of classes: 50%
- 5\(^{th}\) week of classes: 25%
- Week 6 or later: No Refund

**Online Classes (8 weeks)**
- Week 1: 90%
- Week 2: 50%
- Week 3 or later: No Refund

A student is entitled to a refund only when he or she officially withdraws through the Office of the Registrar. Students who cease attending are withdrawn unofficially by the Registrar’s Office and are not eligible for a refund from the College.

5. **Requirements for Recipients of Federal Aid.** Students who receive federal financial aid must meet certain requirements during enrollment and withdrawal to avoid loss of federal funding.
**Class Attendance.** Class attendance and Satisfactory Academic Progress (SAP) is required to receive Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Family Education Loans (FFEL) and HBC Scholarships. Students may be billed up to 100% of any of these funds received if enrollment status changes due to non-attendance or academic dismissal.

Students **MUST** attend class through the 60% plus 1 day of each semester to receive full Student Financial Aid (SFA). Failure to meet this requirement will result in a return of Title IV funds as calculated using federal guidelines. The student will be billed for the amount due Heritage Bible College as a result. Attendance is monitored on a regular basis.

**Calculating Earned Aid.** The law requires that when a recipient of federal aid withdraws from college, the amount of federal financial aid assistance 'earned' up to that point is determined by a specific calculation developed by the United States Department of Education. If more assistance was received than earned, the excess funds must be returned.

6. **Refunds and/or Repayments of Federal Aid.** Students with Federal grants and/or Federal loans will be subject to the Title IV withdrawal calculation. The Title IV withdrawal calculation will result in the reduction and/or cancellation of all financial aid. Consideration will be given to students withdrawing due to circumstances beyond their control. In some cases, a student may have a credit to his or her account, which will be refunded to the student. If the college cannot locate and communicate within 60 days with a student to whom a Title IV credit balance is due, the said amount will be returned to the U.S. Department of Education after determining which Title IV program created the credit balance.

If a refund is due to the Department of Education, Heritage Bible College will submit the refund within 30 days of the student’s last date of attendance or notification by the Registrar’s Office in the case of unofficial withdrawal. Any refund made to the Department of Education will be charged to the former student’s account and a written bill will be mailed within 30 days.

7. **Return of Title IV Funds.** Up through the 60% point in each payment period or period of enrollment, a prorata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% plus one day point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. If a student withdraws after the 60% point in time, there are no unearned funds; however, the College will determine whether the student is eligible for a post-withdrawal disbursement.

8. **Official Withdrawal Date.** The Registrar’s Office will determine the official withdrawal date based upon the circumstances. The official withdrawal date is generally based upon either the last date of attendance or the date of notification of intent to withdraw. The official notification date is considered to be the official withdrawal date for calculating the amount of financial aid assistance earned.

9. **Administrative Withdrawal or Academic Exclusion.** A student may be required to withdraw from a course at any time if, in the judgment of the Academic Dean, continuation in the subject is
resulting in no advantage to the student or in harm to others. A student who fails to maintain satisfactory attendance can be excluded from the course with a grade of F at the discretion of the instructor. The matter may then be appealed to the President whose decision is final.

10. **Disciplinary Withdrawal.** An expulsion resulting from violation of the disciplinary system will result in an administrative withdrawal. Grades of F will be recorded in all courses for which the individual is officially or unofficially withdrawn.

11. **Fee.** A processing fee of $100 is charged for withdrawals, whether official, unofficial, academic exclusion, or disciplinary expulsion. This fee will be deducted from refunds due the student, if any, or charged to the student’s account as his or her personal obligation.

12. **Settlement of Account.** The student is responsible for any balance owed on his or her account at the time of withdrawal. The student must meet with the Business Office to make arrangements for payment. Withdrawing either officially or unofficially does not relieve the student of the legal and ethical obligation to pay any remaining balance on his or her account, including any unearned federal financial aid that was returned to the Department of Education.

**Schedule of Tuition and Fees.** The schedule provides detailed information on student charges. All charges are payable at the beginning of the semester in which the student enrolls, but may be paid in installments if needed. A student will not be considered officially enrolled and may not move into dormitory housing until his or her financial arrangements are in place.

Situations that deserve special consideration should be discussed with the Business Office prior to the first day of class. Payment may be submitted in advance to the Business Office to facilitate registration procedures. MasterCard, Visa or debit cards may be used for any or all payments.

The College reserves the right to change tuition and fees as needed. Changes in tuition and fees are posted to the college website.
SCHEDULE OF TUITION AND FEES 2017-2018

The Board of Trustees reserves the right to change the schedule of tuition and fees at any time. Changes between catalog updates are posted on the college website.

Tuition and Fees
Audit fee, per three-hour course ................................................................. $75.00
College Application Fee ................................................................. $35.00
Drop/Add Fee (per course) ................................................................. $10.00
Late Registration Fee ................................................................. $35.00
Matriculation Fee -- $32 per credit hour to maximum of ............................................ $384.00
Tuition, per credit hour ................................................................. $315.00

Conditional Fees
Housing reservation fee ................................................................. $50.00
Key Fee ................................................................. $10.00
Graduation fee (seniors) ................................................................. $75.00

Campus Housing per semester ................................................................. $1,550.00

Other Fees:
Transcript, per request ................................................................. $5.00
($2 per additional copy requested at same time)

Textbooks:
Textbooks are purchased by students directly from the provider of choice; the College does not provide or charge for textbooks.

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1 The matriculation fee covers these services: parking, class dues, Student Center, access to the Library, SGA membership, yearbook, testing fee, computer labs, and technology; for online students, matriculation fee covers technology costs for providing online courses through Populi web-based software.

2 The room charge covers only the official days the dorms are open. Mid-semester breaks, Christmas, and summer are not “official” days; therefore, it is the responsibility of the student to arrange for housing during times the dorm is closed. The housing fee is non-refundable once a student moves into campus housing. The key fee is non-refundable and additional charges apply if key is lost or not returned to the College.

3 Housing fee is the same rate per student for either single or double occupancy.
FINANCIAL SUMMARY 2017-2018

The costs for the 2017-2018 academic year, exclusive of books, are as follows:

Application Fee (non-refundable) ................................................................. $35.00

Housing Deposit Fee (non-refundable) .................................................. $50.00

Conditional Fees (as applicable)

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<thead>
<tr>
<th></th>
<th>Per Semester</th>
<th>Yearly</th>
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</thead>
<tbody>
<tr>
<td><strong>Dormitory Students</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition (12 credit hours)</td>
<td>$3780.00</td>
<td>$7560.00</td>
</tr>
<tr>
<td>Matriculation Fee (max)</td>
<td>$384.00</td>
<td>$768.00</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$1550.00</td>
<td>$3100.00</td>
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<tr>
<td><strong>Total</strong></td>
<td>$5,714.00</td>
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<table>
<thead>
<tr>
<th></th>
<th>Per Semester</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Commuting and Online Students</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition (12 credit hours)</td>
<td>$3780.00</td>
<td>$7560.00</td>
</tr>
<tr>
<td>Matriculation Fee (max)</td>
<td>$384.00</td>
<td>$768.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$4,164.00</td>
<td>$8,328.00</td>
</tr>
</tbody>
</table>

Payment Plan. Payment of no less than one-fourth of all charges minus anticipated financial aid is payable no later than one week prior to the beginning of classes. Students shall make arrangements with the Business Office for payment of the balance, which must be paid in full prior to the end of the semester.

The totals above do not include the cost of textbooks, which are purchased by the student directly from the source. These totals also do not include any conditional fees that may apply.

For more information, contact:

Business Office
910.892.3178 ext. 241

Purchasing textbooks with Federal Student Aid

As an institution which accepts Title IV funding, Heritage Bible College is required to provide a way for Title IV recipient students to purchase textbooks using their financial aid funds, if the total disbursement of those funds would create a credit to the students account (refund). It is up to the student to inform the FAD (Financial Aid Director) that they need the assistance of Federal Aid to pay for textbooks. The student must have completed the application for FSA ‘process’ prior to ensure that funds can be disbursed at a minimum of ten days prior to the start of the payment period.
EXPLANATION OF COSTS AND FEES

**Application Fee.** A non-refundable application fee must accompany each application for admission. Application materials received without the fee will not be processed.

**Books.** The cost of books and school supplies varies depending upon the course of study, subject, and the number of hours attempted. Students are provided information on required textbooks and must purchase them from the supplier of their choice.

**Conditional Fees.** Fees designated as conditional are payable only if applicable to the individual student.

**Dormitory Fees.** A deposit is required to reserve space in the dorm and is payable upon application to reside on campus. The fee is non-refundable except in instances when residence in campus housing is denied by the College or the applicant elects not to enroll and/or chooses not to move into campus housing. See the Campus Housing Policy for more information.

Room rates are the same per student for single or double occupancy. Depending on the number of resident students and the need for double occupancy, students may be required to share rooms.

**Housing for Married Students.** The College does not offer housing for married students and their families. Married students who wish to move their families to the Dunn area should contact the Dunn Area Chamber of Commerce, local real estate agencies, and check classified ads in the Daily Record (www.mydailyrecord.com) to secure rental housing or purchase a home.

**Late Registration.** Continuing students who register after the scheduled pre-registration dates each semester will be charged a late fee of $35.

**Lock and Key Fees.** A one-time fee is required for issuance of keys to campus housing. If the key is lost or not returned to the college when the student graduates or otherwise leaves the college, the cost of replacing locks (including parts and labor) will be charged to the student. See the Campus Housing Policy for more information.

**Matriculation Fee.** A matriculation fee per credit hour to a maximum of 12 credit hours is charged per semester for each student. Services covered by the matriculation fee are listed on the Schedule of Tuition and Fees. Online students pay matriculation fees to maintain the course site.

**Payment.** Payments on student accounts must be submitted to the Business Office by the specified deadlines in order to remain in good standing with the College. Student accounts in arrears for 60 days are referred to a collection agency to procure payment.

Students whose accounts are not up to date will not receive semester grades and cannot register for subsequent semesters or request official transcripts until accounts are cleared.

**Tuition.** Tuition fees cover the cost of courses taken by the student. The fee schedule supplies
tuition costs for 12 credit hours (four courses). Additional courses will increase these costs by the designated fee for each three-credit-hour course exceeding the 12 credit hours covered in the schedule.
FINANCIAL AID

College Financial Assistance. The College provides a Financial Aid Director to assist students in the application process for federal financial aid and management and monitoring of scholarships, grants and loan funds. Scholarship and federal financial aid funds are disbursed by the Business Office.

Scholarships. Heritage Bible College is committed to helping our students meet financial obligations to pay for their college education. To this end, we seek to identify sources of funding and encourage the establishment of scholarships through donation of funds. While scholarship funds are limited, the College helps as many students as possible each semester. Scholarship applications must be completed each semester and are available from the Financial Aid Office.

FEDERAL FINANCIAL AID

Application for Aid. As an accredited institution, Heritage Bible College students are eligible to apply for federal financial aid and student loans. The Financial Aid Office administers various financial aid programs. All programs can be categorized into three main groups:

- Scholarships and grants (with guidelines)
- Educational loans
- Part-time employment

Authorization. As a public nonprofit institution, Heritage Bible College is approved by the United States Secretary of Education to participate in financial aid programs authorized by Title IV of the Higher Education Act of 1965 as amended. The Financial Aid Office applies for funds annually through the Fiscal Operation Report and Application to Participate (FISAP).

The Program Participation Agreement and the Department of Education entitles the Financial Aid Office to participate in the following federal programs:

1. Federal Pell Grant Program
2. Federal Supplemental Educational Opportunity Grant Program (FSEOG)
3. Federal Family Education Loan Program (FFELP) including the Stafford Loan Program and the Parent Loan for Undergraduate Students Program (PLUS)
4. Federal Work-Study Program (FWS)
**Default Policy.** The College carefully monitors student loans in order to help prevent defaults. The default policy is explained to students before the Financial Aid Director approves loans. See the full policy in the Policies section of this catalog.

**Eligibility Requirements.** Federal government requirements for student eligibility for financial aid are:

1. The student must demonstrate financial need.

2. Student must be enrolled or accepted for enrollment at Heritage (in at least 3 semester hours) in an eligible program.

3. Heritage Bible College students who wish to be considered for student financial aid must maintain Satisfactory Academic Progress (SAP) in their selected course of study. A student may not remain on academic and/or financial aid probation for more than two consecutive semesters without losing eligibility for participation in federally funded financial aid programs. See Satisfactory Academic Progress Policy.

4. Student must not be in default on National Direct Student Loan or a Guaranteed Loan, nor owe a refund of Federal Grant aid at Heritage Bible College or any other institution.

5. Student must be a United States citizen or an eligible non-citizen.

6. Student must be registered with the Selective Service if required.

**Financial Need.** A student’s financial need is the difference between the costs of attending Heritage Bible College and the amount the student and family can reasonably be expected to contribute toward the expenses.

The information you report when you apply for aid is used in a formula established by Congress that calculates your Expected Family Contribution (EFC), the amount you and your family are expected to pay toward your education. Your EFC is used in an equation to determine your financial need:

\[
\text{Equation} \\
\text{Cost of attendance} - \text{Expected Family Contribution} = \text{Financial Need}
\]

**How Aid is Awarded.** All awards are made on an academic year basis (two semesters). The Financial Aid Director, according to prescribed policies, awards the financial aid and notifies recipients.

Financial aid is typically “packaged.” Most awards, therefore, are a combination of grants, scholarships, loans, and work-study determined by the eligibility of the student and the
availability of funds. Grants, scholarships, and loans will be credited to the student’s account. Federal work-study checks are given directly to the student.

Heritage Bible College students who wish to be considered for student financial aid must maintain Satisfactory Academic Progress (SAP) in their selected course of study as set forth in the Satisfaction Academic Progress policy.

**How to Apply for Financial Aid.** The following steps are necessary in order to apply for financial aid:

1. Create a FSA ID which is made of a username and password. This is done at www.fafsa.ed.gov.

2. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov or via www.CFNC.org. Submit the application as early as the first day of October in the year prior to the academic year you plan to enroll.

3. Be sure to include the College code (030893) in the appropriate area of the form so that the results will be sent to the College. Electronic submission normally receives a reply within a few days.

4. **FAFSA Results.** The financial aid applicant will receive a response from the federal processor in the form of a Student Aid Report (SAR) or an International Student Information Record (ISIR). This document reflects the applicant’s Expected Family Contribution (EFC) and will be used to determine eligibility for financial aid. The student will receive notification from the Financial Aid Office reflecting the ISIR results.

5. **Federal Verification Policy.** Verification is the process of confirming the accuracy of applicant reported data on financial aid applications. One hundred percent of the applicants chosen by the Department of Education for verification (indicated by an * on the Institution Student Information Report-ISIR) are required to complete the process as outlined in the Federal Student Aid Handbook guidelines. In some instances, Heritage Bible College selects applicants for institutional verification upon review of the ISIR. This occurs whenever there appears to be a discrepancy in the reported data or when advised by the third party processor to do so.

Applicants are notified of their federal selection for verification on the ISIR by the Department of Education. All applicants are notified in writing within a timely manner by the College on their selection for federal or institutional verification. The notification explains the documentation needed to satisfy the verification requirements. These documents include but are not limited to:
• A completed and signed Verification Worksheet.

• A signed copy of the appropriate Federal Income Tax Return 1040, 1040A, or 1040EZ, or other documentation to support income.

• Verification of all responses to the questions on the FAFSA Worksheets A, B, and C when there is evidence of a discrepancy.

• The Business/Investment Value Worksheet when there is evidence of property and/or investment ownership.

Applicants must complete the verification process while matriculated to receive federal funding. Failure to submit requested documentation could result in the applicant being determined ineligible for federal funding.

Once the verification process is complete, the student will be notified of their eligibility for federal funding in writing with an award letter. The award letter will include an explanation of any change in the applicant’s EFC as a result of verification. The student will be notified in writing or verbally if he/she is required to make changes on the FAFSA.

**Work Study.** The Financial Aid Director has oversight of the Federal Work Study Program and provides as many work-study jobs for students as possible based on availability of funds and college needs. Earnings for work-study jobs are paid directly to the student based on hours worked during the pay period.

**TYPES OF FINANCIAL AID**

**Federal Pell Grants.** These grants are the primary program of financial aid from the Federal Government. Every student who is a citizen or national of the U.S. should apply by completing the Free Application for Federal Student Aid (FAFSA). An application for determination of Pell Grant eligibility may be secured by applying online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Federal Stafford Loans.** These are low-interest loans made available to students attending college at least halftime.

**Federal Student Loans.**

*William D. Ford Federal Direct Loan Program.* **Effective July 1, 2010,** all new financial aid student loans are endorsed by "The William D. Ford Federal Direct Loan Program (also called FLDP, FDSLP, and Direct Loan Program)."
Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution.

With Direct Loans, students:

- Borrow directly from the federal government and have a single contact—the Direct Loan Servicing Center—for everything related to the repayment of your loans, even if Direct Loans are received at different schools.
- Have online access to Direct Loan account information 24 hours a day, 7 days a week at Direct Loans on the Web at: [www.dl.ed.gov](http://www.dl.ed.gov).
- Can choose from several repayment plans that are designed to meet the needs of almost any borrower, and can switch repayment plans if needs change.

**Consolidation of Loans.** There may be advantages to consolidating (combining) federal student loans into one loan, starting with the convenience of making a single monthly payment. Consolidation generally extends the repayment period, resulting in a lower monthly payment. This may make it easier to repay loans; however, more interest will be charged since payments are extended for a longer period of time. Applicants or students should contact the Direct Loan Consolidation Center for more information: at 1-800-557-7392, TTY for the hearing-impaired at 1-800-557-7395. The Direct Loans Consolidation website also has an online calculator to determine monthly payments after consolidation. **If you are interested in loan consolidation; please do not contact the school officer; the above toll free number will be the point of contact for you.**

**Applying for Federal Student Loans.** To apply for federal student loans:

1. Access the [www.studentloans.gov](http://www.studentloans.gov) website
2. Complete and submit a Master Promissory Note and Entrance Counseling

This action is mandatory for new and continuing students before any loans may be awarded.

**Federal Supplemental Educational Opportunity Grants (FSEOG).** These grants are intended for students with exceptional financial need, as determined by the school. Priority is given to Federal Pell Grant recipients. An FSEOG award does not have to be repaid.

**Federal Work Study.** This type of financial aid assists students who are able to demonstrate that employment is necessary for them to continue their college education. Students are assigned to a variety of jobs and paid at least the federal minimum wage. The Federal Government provides most of the funds to support this program.
REQUIREMENTS FOR RECIPIENTS OF FEDERAL FINANCIAL AID

**Attendance.** Students must be attending class through the 60% plus one day point of each semester to receive full Student Financial Aid (SFA). Failure to meet this requirement will result in return of Title IV funds as calculated using federal guidelines. The student will be billed for the amount due Heritage Bible College as a result. See the Withdrawal and Refund Policy for more information.

**Satisfactory Academic Progress.** Recipients of federal financial aid and veterans’ benefits must demonstrate satisfactory academic progress as defined in the Satisfactory Academic Progress Policy in order to continue to receive benefits. Loss of financial aid or veterans’ benefits can severely impact or terminate the student’s ability to complete his or her education. It is important that students comply with these requirements.

The Satisfactory Academic Progress Policy applies only to students receiving financial aid. All students are covered under the Academic Probation, Suspension, or Exclusion Policy.

**Standards for Financial Aid Recipients.**

*Qualitative Standards.* The minimum standard of achievement expected is a “C” average (2.0).

*Quantitative Standards.*
- The minimum number of hours a student must pass each semester is at least 80% of the credit hours attempted. This is monitored by the Registrar’s Office.
- The maximum time frame that a full-time student has for completing a bachelor’s degree is 6 years. The maximum time frame that a full-time student has for completing an associate’s degree is 3 years.
- The Registrar checks a student’s SAP at the end of each semester. Those failing to meet SAP are reported to the Director of Financial Aid.
- When a student is placed on financial aid suspension, he or she may appeal reinstatement of aid, although this does not guarantee reinstatement.

**Withdrawals and Refunds.** The Withdrawal and Refund Policy covers the requirements and process for withdrawals and refunds for all students, including financial aid recipients.
VETERANS BENEFITS

Applicant Requirements. Applicants must complete the application process required of all potential students at http://www.gibill.va.gov. The Financial Aid Director will certify enrollment for those who are eligible for Department of Veterans Administration benefits and have been accepted for admission at Heritage Bible College.

Certification of Benefits. All students applying for VA benefits MUST have a complete admissions file (including high school and previous college transcripts) before the College can certify the applicant to receive benefits.

Record Keeping and Progress Report. Records of progress are kept by this institution on Veteran and non-Veteran students alike. Progress records (grades) are furnished to all students, including veterans, at the end of each scheduled school term, providing all requirements are met by the student. Student accounts must be paid in order for progress reports to be issued.

Termination of VA Benefits. If VA students are terminated from the College for any reason, notification is made to the Department of Veterans Administration and the student’s VA benefits are subsequently terminated.

Veterans Affairs. Heritage Bible College programs are approved by the North Carolina State Approving Agency to enroll veterans, military personnel and their dependents. Individuals who qualify under these requirements should contact their local VA Office for more information.

Students receiving Veterans Benefits must maintain a GPA of 2.0 at the end of each academic semester. If a student fails to reach a 2.0, the student will be placed on Academic Probation and the VA Certifying Official will be notified. After two consecutive terms, if the student fails to bring the GPA to a 2.0 or better, all Veterans benefits will be suspended. See the Academic Probation, Suspension, or Exclusion Policy for more detail.

For more information, contact:
Financial Aid Office
910.892.3178 or 800.297.6351 ext. 232
ACADEMICS

GENERAL INFORMATION

Academic Calendar. Semester calendars are developed in advance and published in the catalog for a period of two academic years. Updated calendars are also posted on the College website for easy reference by students.

Academic Freedom Statement. Heritage Bible College encourages academic freedom within the context of its mission, vision, philosophy, purpose, statement of faith, and standards of conduct. The Academic Freedom policy is included in the Policies and Procedures section of this catalog, the Student Handbook, Faculty Handbook, Administrative Policy & Procedure Manual; all the listed publications are posted on the college website.

Academic Load. The minimum academic load for classification as a full-time student is 12 semester hours. The normal load is 15 semester hours and the maximum load is 18 semester hours. Anything over 18 hours requires the approval of the Academic Dean. This approval is granted based on superior academic achievement. Students admitted provisionally and those on probation may not enroll for more than 12 semester hours.

Academic Policies. Selected academic policies related to applicants or students are published in the Policies and Procedures section of this catalog and in the Student Handbook. Policy questions not addressed in this publication should be directed to the academic administration or the Dean of Students (or the President’s designee) for clarification.

Academic Standing and Continuance. Academic standing is computed by dividing the total number of quality points by the number of attempted credits. A standing of 2.0 (average of C) is required for graduation. Continuance and promotion from one academic classification to another is based on completion of the following number of hours:

- Freshman 0-30
- Sophomore 31-60
- Junior 61-90
- Senior 90 or more

Auditing. A student may audit any course by completing an application form and paying the specified one-time application fee and the audit fee. The student may register to audit additional courses by paying only the audit fee. Audited courses are listed in the student’s file, but no grades are recorded and no credit is given. See Schedule of Tuition and Fees and Application Process Policy.

Catalog Requirements. Students must qualify for graduation [graduate] under the program
requirements published in the catalog in effect at the time of initial enrollment, if that enrollment is continuous. If a student drops out for two or more consecutive semesters and then returns, he or she is bound by the catalog requirements in effect at the time of return. Additional course work may be needed to meet those requirements.

Each student is responsible for the proper completion of his or her academic program, for knowing the academic policies of the College, for maintaining academic standing and for meeting all graduation requirements. Faculty advisors, the Registrar and Academic Dean will provide counsel and assistance, but the final responsibility rests with the student.

The institution reserves the right to make changes in programs of study and disclaims liability for unintended errors in catalogs.

**Classes Offered.** Heritage offers day, evening, and online classes on a systematic schedule for both traditional and non-traditional students. Class schedules are posted on the website in time for pre-registration each semester and copies are available on campus.

**Computer Labs.** A computer lab with Internet access is available in Heritage House for students to use for research, study, and preparation of class assignments. Computers are also available in the Library for research, assignments and learning lab sessions.

**Credit Hour Definition.** The accrediting association (TRACS) requires that 2 hours of academic work outside the classroom be assigned to students for each hour in the classroom. This means that for a three (3) credit hour course, assignments require six (6) hours of outside work per week. Course syllabi reflect this requirement. Online classes of three (3) credits should have a total of 18 hours of activity per week.

**Curriculum.** Heritage provides a four-year curriculum that leads to a Bachelor’s Degree in Religious Education (B.R.E.) in Pastoral Ministries, Worship and Music, or Biblical Studies with a concentration in a specific ministry area (Christian Counseling, Discipleship, Missions and Evangelism, or Youth Ministry). The curriculum is designed to provide students with a well-rounded educational experience as well as preparing them for professional ministry.

The student also has the option of enrolling in the Associate of Christian Studies (A.C.S.) program designed to give the student basic general education courses and a general study of the Bible. This program is designed for students who wish to have biblical training but have no professional ministerial goals. Credit for general education courses is eligible for transfer to another four-year institution; however, each college or university makes its own determination as to whether or not to accept transfer credits.

Heritage grants the following degrees:

- Bachelor of Religious Education in Biblical Studies with concentrations in Christian Counseling, Discipleship, Missions and Evangelism, or Youth Ministry
- Bachelor of Religious Education in Pastoral Ministries
• Bachelor of Religious Education in Worship and Music

• Associate of Christian Studies

**Developmental Studies.** Developmental studies are provided for students who are admitted with specific conditions for continued enrollment. These developmental studies normally will consist of Basic English, Study Skills, Reading Improvement, and/or an individual program of study. Three hours per week for one semester is required for successful completion. These hours must be spent in the learning lab and/or with a college-approved tutor.

Any student who does not achieve the required grade point average (C) within the specified time frame established upon admission is subject to the Academic Probation, Suspension and Exclusion Policy.

**Directed Studies.** Directed study is designed to meet a specific need in exceptional circumstances and is not intended to have extended use. Application for directed studies must be made through the office of the Academic Dean during the semester registration process. To qualify for directed study, the following criteria must be met:

- Student in the associate program must be classified as a sophomore.
- Student in the bachelor’s program must be a senior.
- Student must have a grade point average of 3.0 and/or have the approval of the Academic Dean.
- The course must be required and not available by regular class session, or the student’s schedule will not permit him/her to take the course at the scheduled time.

The student will work with the assigned professor as required in order to submit work and to receive assignments. Assignments will be made by the professor and may include lectures, readings, reports, papers, library research, discussions, and examinations as determined at the time of registration. Course requirements must be completed in the equivalent of one semester. The student must pay full tuition for each credit hour. No more than twelve hours of study for the bachelor’s program or six hours for the associate program may be taken by directed study unless approved by the Academic Dean.

**Extension Classes.** As a ministry to churches that share the College’s interest in studying the scriptures, Heritage offers the opportunity for extension classes that may be taught in the local church. The purpose of the extension classes is to offer a solid biblical instruction program for those students who are unable to attend college full-time or who wish to stay at home while they earn college credits. Up to 50% of required courses may be taken in extension classes; the remaining credits must be earned on campus or online.
Faculty Advising. An advising committee is made up of certain faculty members appointed by the Academic Dean. Each student is assigned to an advisor to provide guidance throughout his or her degree program. The Academic Dean will be consulted as needed to assist in the student’s overall academic program (see Academic Advising Policy).

Grade Appeals. Students who have reason to disagree with a grade awarded by an instructor have the right to appeal as outlined in the Grade Appeals Policy. The policy is also included in the Student Handbook.

Graduation Attendance. It is expected that all students, faculty, and staff will attend graduation exercises. This is the highlight of every school year and the beginning of the graduates’ venture into ministry to their world.

Honor Students. Students enrolled at HBC who have distinguished themselves academically will receive special recognition.

- To qualify for the Dean’s List, a student must maintain a semester GPA of 3.60-4.00.
- To qualify for the Honors List, a student must maintain a semester GPA of 3.24-3.59.

The grade point average for all courses, including transfer credits, will be considered in computing the student’s overall grade point average.

Late Registration. A late fee will of $35 be charged for registration after the deadline (see semester calendars for dates). The late fee is imposed by the Registrar and paid to the Business Office. Continuing students who register after the specified pre-registration period each semester will be charged a late fee.

Library. The Alphin-Ellis Learning Center’s scheduled hours for the 2017-2019 academic years are as follows but are subject to change:

- Monday, Tuesday, & Thursday: 9:00 a.m-9:00 p.m.
- Wednesday & Friday: 9:00 a.m-5:00 p.m.

Library staff posts changes in the schedule as they occur. During the summer months, the library is open from 9 a.m. until 5 p.m. Monday through Thursday. An online public access catalog (OPAC) is available in the library. Computers for research or class assignments are available for student use. A learning lab is also provided for students who need additional assistance to ensure a successful academic outcome in their studies.

The Alphin-Ellis Learning Center subscribes to a number of periodicals relating to the educational concerns of the College.
The library has an Interlibrary Loan agreement with Campbell University at Buies Creek, NC, allowing students to borrow books from the university library.

**Online Classes.** Heritage Bible College is approved to offer online classes for completion of a degree program. Two eight-week sessions of online classes are offered per semester, along with one eight-week session over the summer. All online practicums are 16 weeks in length.

New online students must register for classes before the end of the drop/add period (see semester calendar) for each session of online classes during a semester. Continuing online students must pre-register during the special pre-registration period in the previous semester (see semester calendar). After pre-registration, continuing students selecting or changing courses will be charged a late registration fee.

Online classes are available to students living on campus but must be taken in conjunction with on-campus classes. No student living on campus may register for a course load consisting only of online classes.

The matriculation fee is the same for online students as for on-campus students. The fee is charged per credit hour, up to a maximum of 12 credit hours. Online-only students are required to meet the same requirements for payment of tuition and fees as are on-campus students. Tuition and fees are itemized in the Financial Information section. Students should see the Business Office for payment options.

**Populi.** The College utilizes a web-based system for student records, delivery of online classes, and communication with students, staff, and faculty. All students are provided a password to access the system for course syllabi, “bulletin board” notices, grades, e-mail, and other information. Online students access the Populi system for assignments, discussion boards, and communication with the instructor and fellow students in the class.

**Preservation of Student Confidentiality.** The Populi Information System gives students access to many of their academic and financial records. Each student has a unique username and a private password chosen by the student. Students should not share their passwords with anyone in order to keep their confidential information secure.

**Repeating a Course.** When a student elects or is required to repeat a course, only the higher grade received will be counted in the computation of his/her grade point average. There is no discount for repeated courses. See Repeating a Course Policy for additional information.

**Satisfactory Academic Progress.** A student must maintain a satisfactory level of academic performance in order to be eligible for federal financial aid. A minimum cumulative grade point average must be achieved according to the following schedule:

<table>
<thead>
<tr>
<th>Bachelor of Religious Education</th>
<th>Associate in Christian Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits Attempted</td>
<td>Minimum</td>
</tr>
</tbody>
</table>

63 | Page
<table>
<thead>
<tr>
<th>Cumulative GPA</th>
<th>1-30</th>
<th>1.4</th>
</tr>
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<td>1.6</td>
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<tr>
<td>61-90</td>
<td></td>
<td>1.8</td>
</tr>
<tr>
<td>90 and above</td>
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<td>2.0</td>
</tr>
</tbody>
</table>

(See the Satisfactory Academic Progress Policy)

**Summer Online Sessions.** The College offers one eight-week online session during the summer (mid-May to mid-July) to meet student needs and to extend its outreach. The summer online session is designed for students who want to accelerate or enrich their program of study or to correct deficiencies. Other individuals may take courses to improve their Bible knowledge or to enhance their Christian service. Summer courses consist of representative courses from the College curriculum and earn three semester hours of credit. The College reserves the right to cancel any classes with fewer than six students. Resident faculty members normally teach the courses.

**Tutoring.** Any student experiencing academic difficulty or needing learning assistance may contact the librarian in the Alphin-Ellis Learning Center. Learning labs, tutoring, and mentoring are available to students who need these services. Students on academic probation may be required to attend tutoring sessions.

**GRADUATION**

**Candidate Application.** When a student is in his or her last semester of studies, it is necessary to complete and file an application for graduation with the Registrar’s Office. The application and graduation fee are due at the time of registration for the student’s final semester.

**Delayed Graduation.** Students who drop out of the College for a year or more and later return to complete their course work for graduation must meet the requirements in effect for the catalog of the year in which they re-enter.

Continuing students who change majors or tracks must meet the requirements of the catalog in effect for the year in which they make the change. The Registrar records changes in the Populi database.

**Graduation Awards.**

**Heritage Citizenship Award.** This award is presented to the graduating senior who has evidenced the most outstanding qualities of citizenship.
The selected student must have demonstrated exemplary Christian character that sets a positive example for other students and must have contributed to the good of the community and/or Heritage Bible College through voluntary participation in extracurricular activities or personal service to organizations, groups, or individuals.

Potential recipients are nominated by the faculty and staff with final approval by the President’s Council.

The award shall be a plaque presented to the recipient. In the event more than one individual deserves the honor, additional plaques will be awarded.

**Rev. Jean B. Koch Memorial Public Speaking Award.** This award is established and is to be supported in perpetuity by the family of Jean Koch. The college presents an annual Public Speaking Award to the member of the graduating class who has demonstrated the most outstanding ability as a public speaker. This award consists of a plaque and a cash award by the family of Reverend Jean Koch.

**Theology Award.** A Theology Award is presented annually to the graduating senior with the highest grade point average in all theology classes. The recipient of the award is determined by the Registrar based on grades submitted by faculty and final grade point average for the student in the specified classes. The award shall consist of a plaque presented to the recipient. In the event of a tie in grade point average, additional plaques shall be awarded.

**Academic Achievement Award.** Graduating students who have completed their final 30 credit hours at Heritage Bible College will be considered for this academic achievement based on the highest grade point average for the entire college career, including transfer credits accepted from other colleges. If two students have identical GPA’s, the one who has completed the most credit hours at HBC shall receive this award. The student shall be presented a plaque in recognition of his or her achievement at commencement exercises.

**Graduation Requirements Policy.** A student is qualified for graduation from Heritage Bible College provided he or she:

**Academic**

- Satisfactorily completes the prescribed studies in the chosen curricular program. No student with “Incompletes” recorded in his or her transcript will be allowed to graduate until all coursework is complete, unless exempted by the College President and the Chairman of the Board of Trustees.

- Earns a cumulative GPA of at least 2.0.

- Is proficient in the core competencies: Writing, Public Speaking, Technology, and Exegesis.
• Takes at least the final 30 hours of his or her program of study at Heritage Bible College

• Satisfactorily completes all practicum requirements.

Financial
Meets all financial obligations in the business office and library.

Exit Interview
Each student receiving a bachelor degree must complete an exit interview with the President or the President’s representative.

Moral
Gives evidence of high Christian character and conduct in accord with College standards as demonstrated by personal integrity and lifestyle, adherence to the Standards Agreement, and regular participation in corporate worship services.

Student Ministry
Satisfactorily demonstrates commitment to ministry and Christian service through involvement in ministry or service to others, including personal, church, and community service.

Recommendation/Approval
Meets all requirements as assessed by academic and administrative staff and is approved for graduation by the Board of Trustees.

Graduation with Honors. An honors system within the College provides graduation with distinction for students who achieve excellent cumulative academic averages. Honors are awarded as follows:

Graduation with honors is determined as follows:

• Cum laude for a grade point average 3.40-3.69

• Magna cum laude for a grade point average 3.70-3.89

• Summa cum laude for a grade point average 3.90-4.00

Marshals. The selection of students to serve as marshals at graduation ceremonies shall be based upon those with the highest grade point averages in the spring semester who exemplify Christian character and school loyalty. Students will be recommended by the Registrar with the final selection made by the Dean of Students (or the President’s designee) (or the President’s designee). Notification of selection as marshals will be by the Dean of Students (or the President’s designee) (or the President’s designee).
PROGRAMS OF STUDY

Catalog requirements. Students must graduate under the program requirements published in the catalog in effect at the time of initial enrollment, if that enrollment is continuous. If a student changes programs or returns after an absence of a year or more, he/she will be under the catalog requirements in effect at that time.

Each student is responsible for the proper completion of his or her academic program, for knowing the academic policies of the College, for maintaining academic standing and for meeting all graduation requirements. Faculty advisors, the Registrar and Academic Dean will provide counsel and assistance, but the final responsibility rests with the student.

The institution reserves the right to make changes in programs of study and disclaims liability for unintended errors in this catalog and related materials.

Choosing Your Program of Study. In keeping with its mission, Heritage Bible College offers programs designed to provide a curriculum, environment, and learning experience for divinely called men and women in Bible knowledge, ministry skills, and spiritual maturity, to prepare them academically and spiritually for professional and lay ministry at home and abroad.

Programs. All degrees require the completion of the General Studies Program. Students should make careful and prayerful decisions concerning their academic curricula and career paths. They should work closely with their advisors in making these choices. Heritage Bible College offers degrees in the following areas:

- Bachelor of Religious Education (BRE) in Biblical Studies with concentration in one of these tracks:
  - Christian Counseling
  - Discipleship
  - Missions and Evangelism
  - Youth Ministry
- Bachelor of Religious Education (BRE) in Pastoral Ministry
- Bachelor of Religious Education (BRE) in Worship and Music
- Associate in Christian Studies (ACS)

All programs include courses in General Studies, Bible and Theology, and Professional Studies as outlined in the program descriptions that follow. All courses are three (3) credit hours unless otherwise specified.
GENERAL STUDIES PROGRAM
(required for all degrees)

Purpose: The General Studies Program is designed to present students with a wide range of information from a Christian perspective and equip students with knowledge and skills that are generally expected of college graduates.

Measurable Learning Outcomes for the General Studies Program:

To show that he or she is equipped with knowledge and skills at the college level, at the completion of the General Studies curriculum the student will:

1. Explore from a Christian worldview a variety of subjects resulting in a broad-based understanding of contemporary culture and its historical foundation,
2. Evaluate the contemporary culture in terms of a Christian worldview.
3. Employ correct, standard English in writing and speaking assignments.
4. Demonstrate proficient use of technology in writing, presenting and communicating.
5. Examine and appraise the quality of information sources.
BRE - BIBLICAL STUDIES MAJOR

Purpose: The Biblical Studies Major is designed to equip students at the college level with the biblical and theological knowledge necessary to effectively minister in contemporary society and to produce spiritually growing Christ-centered men and women with a commitment to a life of Christian service.

Measurable Learning Outcomes for the Biblical Studies Major:

1. The student will demonstrate a comprehensive knowledge of the Bible.
2. The student will apply biblical principles to life situations.
3. The student will know the theological foundations of the Christian faith.
4. The student will write biblical exegeses with accuracy and clarity.
5. The student will demonstrate the knowledge and skills needed in a particular type of ministry.

The student will choose a Christian Ministry from the following: Christian Counseling, Discipleship, Missions and Evangelism, Youth Ministry.
CHRISTIAN COUNSELING TRACK

Purpose: The Christian Counseling Track is designed to equip students with basic knowledge and skills in the ministry of pastoral care.

The Christian Counseling Track is designed to prepare students at the undergraduate level for:

- Work as pastoral care providers in the local church or Christian community organization.
- Graduate level education that could eventually lead to state credentialing in counseling. This track does not qualify a student as a professional counselor.

Measurable Learning Outcomes for the Christian Counseling Track:

1. The student will apply the skills and techniques of individual, family, and small group pastoral care in light of sound biblical principles.
2. The student will create and maintain a plan for spiritual, emotional and physical self-care.
3. The student will identify the legal, ethical and personal limitations for the pastoral care ministry.
4. The student will describe in general terms the contemporary issues that impact their potential clientele.
5. The student will analyze, evaluate and develop strategies to deal with hypothetical crisis situations.

General Studies (36 credit hours)

Course Titles:

1. EAS 101 Enhancing Academic Skills
2. ENG 101 English Composition I
3. ENG 102 English Composition II
4. WOR 201 Survey of the Arts
5. PSY 202 Introduction to Psychology
6. SOC 201 Introduction to Sociology
7. SP 102 Public Speaking
8. CHI 302 Church History
9. ENG 301 English Literature
10. GS 201 General Physical Science
11. WR 401 World Religions
12. LS 201 Survey of Leadership

Professional Studies (9 credit hours)
Course Titles:

1. DIS 101 Discipleship Concepts
2. MI 103 Introduction to Missions and Evangelism
3. WOR 202 Introduction to Worship

**Biblical Studies Major (45 credit hours)**

Course Titles:

1. BI 101 Introduction to the Bible
2. BI 102 Book of Romans
3. BI 103 Bible Study Methods
4. TH 211 Basic Christian Doctrine
5. TH 311 Systematic Theology I
6. TH 312 Systematic Theology II
7. BI 301 Pentateuch
8. BI 302 Historical Books
9. BI 303 Life of Christ and the Gospels
10. BI 304 Acts and the Journeys of Paul
11. BI 401 Poetic Books
12. BI 403 Pastoral and General Epistles
13. BI 404 Book of Revelation
14. BI 405 Hebrew Prophets
15. TH 411 Christian Apologetics

**Christian Counseling Track (18 credit hours)**

Course Titles:

1. CC 102 Fundamentals of Counseling
2. CC 211 Counseling Methods
3. CC 212 Pastoral Counseling
4. CC 303 Marriage and Family Counseling
5. CC 304 Crisis Counseling
6. CWV 212 Christian World View

**Electives (12 credit hours)** chosen from any available course not in the track

**BRE in Biblical Studies, Christian Counseling Track: 120 credit hours**
DISCIPLESHIP TRACK

Purpose: The Discipleship Track is designed to develop in students the ministry skills for efficiently and competently motivating and training believers in Christ for their personal spiritual development and a life of Christian service.

Measurable Learning Outcomes for the Discipleship Track:

1. Students will describe the Biblical and theological foundations of the discipleship ministry.
2. Students will analyze the needs and competencies of the different age and interest groups and formulate strategies for discipleship for each group.
3. Students will envision a comprehensive discipleship ministry in a church or Christian agency.
4. Students will demonstrate competency in the practice of developing disciples.

General Studies (36 credit hours)

Course Titles:

1. EAS 101 Enhancing Academic Skills
2. ENG 101 English Composition I
3. ENG 102 English Composition II
4. WOR 201 Survey of the Arts
5. PSY 202 Introduction to Psychology
6. SOC 201 Introduction to Sociology
7. SP 102 Public Speaking
8. CHI 302 Church History
9. ENG 301 English Literature
10. GS 201 General Physical Science
11. WR 401 World Religions
12. LS 201 Survey of Leadership

Professional Studies (9 credit hours)

Course Titles:

1. DIS 101 Discipleship Concepts
2. MI 103 Introduction to Missions and Evangelism
3. WOR 202 Introduction to Worship

Biblical Studies Major (45 credit hours)

Course Titles:
1. BI 101 Introduction to the Bible
2. BI 102 Book of Romans
3. BI 103 Bible Study Methods
4. TH 211 Basic Christian Doctrine
5. TH 311 Systematic Theology I
6. TH 312 Systematic Theology II
7. BI 301 Pentateuch
8. BI 302 Historical Books
9. BI 303 Life of Christ and the Gospels
10. BI 304 Acts and the Journeys of Paul
11. BI 401 Poetic Books
12. BI 403 Pastoral and General Epistles
13. BI 404 Book of Revelation
14. BI 405 Hebrew Prophets
15. TH 411 Christian Apologetics

**Discipleship Track (18 credit hours)**

Course Titles:

1. DIS 201 Discipleship of Children
2. DIS 202 Discipleship of Adolescents
3. CWV 212 Christian World View
4. DIS 301 Discipleship of Adults
5. DIS 302 Discipleship of the Aged
6. DIS 401 Discipleship Practicum

**Electives (12 credit hours)** chosen from any available course not in the track

**BRE in Biblical Studies, Discipleship Track: 120 credit hours**
MISSIONS AND EVANGELISM TRACK

Purpose: The Missions and Evangelism Track is designed to develop in students the ministry skills for efficiently and competently sharing the gospel in various settings and cultures.

Measurable Learning Outcomes for the Missions and Evangelism Track:

1. The student will apply the principles of bible-based evangelism in real world settings and cultures.
2. The student will formulate strategies for reaching unbelievers and/or the un-churched with the gospel.
3. The student will demonstrate practical evangelistic skills needed for bringing people to faith in Christ.

General Studies (36 credit hours)

Course Titles:

1. EAS 101 Enhancing Academic Skills
2. ENG 101 English Composition I
3. ENG 102 English Composition II
4. WOR 201 Survey of the Arts
5. PSY 202 Introduction to Psychology
6. SOC 201 Introduction to Sociology
7. SP 102 Public Speaking
8. CHI 302 Church History
9. ENG 301 English Literature
10. GS 201 General Physical Science
11. WR 401 World Religions
12. LS 201 Survey of Leadership

Professional Studies (9 credit hours)

Course Titles:

1. DIS 101 Discipleship Concepts
2. MI 103 Introduction to Missions and Evangelism
3. WOR 202 Introduction to Worship

Biblical Studies Major (48 credit hours)

Course Titles:

1. BI 101 Introduction to the Bible
2. BI 102 Book of Romans
3. BI 103 Bible Study Methods
4. TH 211 Basic Christian Doctrine
5. TH 311 Systematic Theology I
6. TH 312 Systematic Theology II
7. BI 301 Pentateuch
8. BI 302 Historical Books
9. BI 303 Life of Christ and the Gospels
10. BI 304 Acts and the Journeys of Paul
11. BI 401 Poetic Books
12. BI 403 Pastoral and General Epistles
13. BI 404 Book of Revelation
14. BI 405 Hebrew Prophets
15. TH 411 Christian Apologetics

**Missions and Evangelism Track (18 credit hours)**

Course Titles:

1. MI 201 Principles of Church Growth
2. MI 205 History and Theology of Missions
3. MI 204 Cross-cultural Communication
4. CWV 212 Christian World View
5. MI 301 Foundations and Strategy of Church Planting
6. MI 405 Missions and Evangelism Practicum

**Electives (12 credit hours)** chosen from any available course not in the track

**BRE in Biblical Studies, Missions and Evangelism Track: 120 credit hours**
Purpose: The Youth Ministry Track is designed to prepare students for ministry as professional youth pastors and/or other positions of ministry to youth within the church or para-church organizations.

Measurable Learning Outcomes for the Youth Ministry Track:

1. Students will articulate a biblical and theological foundation for youth ministry.
2. Students will identify the characteristics, needs and culture of today’s teens.
3. Students will evaluate curriculum and programs designed to minister to youth.
4. Students will effectively teach and preach the Scriptures to youth, making use of sound exegetical and hermeneutical principles.
5. Students will demonstrate entry-level skills and knowledge appropriate to youth ministry.

General Studies (36 credit hours)

Course Titles:

1. EAS 101 Enhancing Academic Skills
2. ENG 101 English Composition I
3. ENG 102 English Composition II
4. WOR 201 Survey of the Arts
5. PSY 202 Introduction to Psychology
6. SOC 201 Introduction to Sociology
7. SP 102 Public Speaking
8. CHI 302 Church History
9. ENG 301 English Literature
10. GS 201 General Physical Science
11. WR 401 World Religions
12. LS 201 Survey of Leadership

Professional Studies (9 credit hours)

Course Titles:

1. DIS 101 Discipleship Concepts
2. MI 103 Introduction to Missions and Evangelism
3. WOR 202 Introduction to Worship

Biblical Studies Major (45 credit hours)

Course Titles:
1. BI 101 Introduction to the Bible
2. BI 102 Book of Romans
3. BI 103 Bible Study Methods
4. TH 211 Basic Christian Doctrine
5. TH 311 Systematic Theology I
6. TH 312 Systematic Theology II
7. BI 301 Pentateuch
8. BI 302 Historical Books
9. BI 303 Life of Christ and the Gospels
10. BI 304 Acts and the Journeys of Paul
11. BI 401 Poetic Books
12. BI 403 Pastoral and General Epistles
13. BI 404 Book of Revelation
14. BI 405 Hebrew Prophets
15. TH 411 Christian Apologetics

Youth Ministry Track (18 credit hours)

Course Titles:

1. YM 101 Introduction to Youth Ministry
2. DIS 202 Discipleship of Adolescents
3. PT 211 Sermon Preparation
4. CWV 212 Christian World View
5. YM 302 Models of Youth Ministry
6. YM 401 Youth Ministry Practicum

Electives (12 credit hours) chosen from any available course not in the track

BRE in Biblical Studies, Youth Ministry Track: 120 credit hours
BRE - WORSHIP AND MUSIC MAJOR

Purpose: The Worship and Music Major is designed to develop in students the professional ministry skills to efficiently and competently create, organize and conduct worship services and to produce spiritually growing Christ-centered men and women with a commitment to a life of Christian service.

Measurable Learning Outcomes for the Worship and Music Major:

1. The student will acquire an in-depth knowledge and understanding of the Bible.
2. The student will critically examine a wide range of opinion on biblical topics.
3. The student will describe the theological foundations of the Christian faith.
4. The student will write biblical exegeses with accuracy and clarity.
5. The student will demonstrate the understandings and technical skills necessary to plan, organize and lead Christian worship that are faithful to the Scriptures, true to the Spirit, and contextualized to the local culture.
6. The student will demonstrate the basic skills in using technology in worship.
7. The student will demonstrate the skills to perform music in Christian ministry.
8. The student will articulate the biblical, theological, historical and philosophical underpinnings of the arts, especially music, in Christian worship.

General Studies (36 credit hours)
Course Titles:

1. EAS 101 Enhancing Academic Skills
2. ENG 101 English Composition I
3. ENG 102 English Composition II
4. WOR 201 Survey of the Arts
5. PSY 202 Introduction to Psychology
6. SOC 201 Introduction to Sociology
7. SP 102 Public Speaking
8. CHI 302 Church History
9. ENG 301 English Literature
10. GS 201 General Physical Science
11. WR 401 World Religions
12. LS 201 Survey of Leadership

Professional Studies (9 credit hours)
Course Titles:

1. DIS 101 Discipleship Concepts
2. MI 103 Introduction to Missions and Evangelism
3. WOR 101 Introduction to Worship
Biblical Studies (36 credit hours)
Course Titles:

1. BI 101 Introduction to the Bible
2. BI 103 Bible Study Methods
3. TH 211 Basic Christian Doctrine
4. BI 301 Pentateuch
5. BI 302 Historical Books
6. BI 303 Life of Christ and the Gospels
7. BI 304 Acts and the Journeys of Paul
8. BI 401 Poetic Books
9. BI 403 Pastoral and General Epistles
10. BI 404 Book of Revelation
11. BI 405 Hebrew Prophets
12. TH 411 Christian Apologetics

Worship and Music (39 credit hours)
Course Titles:

1. MUS 103 Materials and Practices of Music (3 credit hours)
2. MUS 221 Music Theory and Musicianship I (3 credit hours)
3. MUS 222 Music Theory and Musicianship II (3 credit hours)
4. MUS 310 Applied Harmony and Keyboard Skills (3 credit hours)
5. MUS 312 Conducting Skills (2 credit hours)
6. MUS 410 Arranging and Song Writing (2 credit hours)
7. WOR 204 Technology for Worship (3 credit hours)
8. WOR 311 The Worship Leader (3 credit hours)
9. WOR 302 Worship and Spiritual Formation (3 credit hours)
10. WOR 413 Worship and Music Administration (3 credit hours)
11. WOR 404 Worship Practicum (3 credit hours)
12. ENS Ensemble (0.5 X 4 semesters = 2 credit hours)
13. Applied Music (6 credit hours)
14. Piano Proficiency (0 credit hours)
15. Voice Proficiency (0 credit hours)

BRE in Worship and Music: 120 credit hours
BRE - PASTORAL MINISTRY MAJOR

Purpose: The Pastoral Ministries Major is designed to develop in students the professional skills to efficiently and competently perform the duties of pastor in a local congregation and to produce spiritually growing Christ-centered men and women with a commitment to a life of Christian service.

Measurable Learning Outcomes for the Pastoral Ministries Major:

1. The student will demonstrate a comprehensive knowledge of the Bible.
2. The student will apply biblical principles to life situations.
3. The student will know the theological foundations of the Christian faith.
4. The student will write biblical exegeses with accuracy and clarity.
5. The student will express the Word of God accurately and effectively.
6. The student will demonstrate the ability to be an effective pastor of a local congregation.

General Studies (36 credit hours)

Course Titles:

1. EAS 101 Enhancing Academic Skills
2. ENG 101 English Composition I
3. ENG 102 English Composition II
4. WOR 201 Survey of the Arts
5. PSY 202 Introduction to Psychology
6. SOC 201 Introduction to Sociology
7. SP 102 Public Speaking
8. CHI 302 Church History
9. ENG 301 English Literature
10. GS 201 General Physical Science
11. WR 401 World Religions
12. LS 201 Survey of Leadership

Professional Studies (9 credit hours)

Course Titles:

1. DIS 101 Discipleship Concepts
2. MI 103 Introduction to Missions and Evangelism
3. WOR 202 Introduction to Worship

Biblical Studies (45 credit hours)

Course Titles:

1. BI 101 Introduction to the Bible
2. BI 102 Book of Romans
3. BI 103 Bible Study Methods
4. TH 211 Basic Christian Doctrine
5. TH 311 Systematic Theology I
6. TH 312 Systematic Theology II
7. BI 301 Pentateuch
8. BI 302 Historical Books
9. BI 303 Life of Christ and the Gospels
10. BI 304 Acts and the Journeys of Paul
11. BI 401 Poetic Books
12. BI 403 Pastoral and General Epistles
13. BI 404 Book of Revelation
14. BI 405 Hebrew Prophets
15. TH 411 Christian Apologetics

**Pastoral Ministry (30 credit hours)**

Course Titles:

1. PT 211 Sermon Preparation
2. CC 212 Pastoral Counseling
3. CWV 212 Christian World View
4. WOR 302 Worship and Spiritual Formation
5. PT 303 Pastoral Theology
6. PT 305 Church Administration
7. PT 405 Biblical Preaching
8. PT 404 Pastoral Ministries Practicum

**Electives (6 credit hours)** chosen from any available course not in the track

**BRE in Pastoral Ministry: 120 credit hours**
ASSOCIATE IN CHRISTIAN STUDIES (ACS)

Purpose: The degree of Associate in Christian Studies is designed for the non-ministerial student who would like to attend a Christian college for the first two years of undergraduate studies to get a foundation in Bible, theology and the practices of the Christian church.

Measurable Learning Outcomes for the Associate in Christian Studies:

1. The student will acquire a well-rounded basic education in general studies.
2. The student will understand and verbalize a Christian world-view as it relates to a variety of disciplines.

General Studies (36 credit hours)

Course Titles:

1. EAS 101 Enhancing Academic Skills
2. ENG 101 English Composition I
3. ENG 102 English Composition II
4. WOR 201 Survey of the Arts
5. PSY 202 Introduction to Psychology
6. SOC 201 Introduction to Sociology
7. SP 102 Public Speaking
8. CHI 302 Church History
9. ENG 301 English Literature
10. GS 201 General Physical Science
11. WR 401 World Religions
12. LS 201 Survey of Leadership

Professional Studies (9 credit hours)

Course Titles:

1. DIS 101 Discipleship Concepts
2. MI 103 Introduction to Missions and Evangelism
3. WOR 202 Introduction to Worship

Biblical Studies (15 credit hours)

Course Titles:

1. BI 101 Introduction to the Bible
2. BI 102 Book of Romans
3. BI 103 Bible Study Methods
4. TH 211 Basic Christian Doctrine
5. CWV 212 Christian World View

ACS degree: 60 credit hours
HERITAGE BIBLE COLLEGE
Degree Requirements Chart

All courses are 3 credit hours unless otherwise noted.

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<th>General Studies</th>
<th>BRE-PM</th>
<th>BRE-Bible CC</th>
<th>BRE-Bible DISC</th>
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<td>ENG 101 English Composition I</td>
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<td>BI 303 Life of Christ and the Gospels</td>
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<td>BI 304 Acts and the Journeys of Paul</td>
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<td>BI 403 Pastoral and General Epistles</td>
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<td>BI 404 Book of Revelation</td>
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<td>BI 405 Hebrew Prophets</td>
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<td>DIS 202 Discipleship of Adolescents</td>
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<td>DIS 301 Discipleship of Adults</td>
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<td>DIS 302 Discipleship of the Aged</td>
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<td>DIS 401 Discipleship Practicum</td>
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<th>Missions and Evangelism</th>
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<tr>
<td>MI 103 Intro to Missions and Evangel</td>
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<td>MI 201 Principles of Church Growth</td>
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<td>MI 205 History and Theo of Missions</td>
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<td>MI 204 Cross-cultural Communication</td>
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<td>MI 301 Church Planting</td>
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<td>MI 405 Missions and Evang. Practicum</td>
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<tr>
<td>YM 101 Intro to Youth Ministry</td>
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<td>YM 302 Models of Youth Ministry</td>
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<td>MUS 103 Materials &amp; Practices Music</td>
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<tr>
<td>MUS 221 Music Theory Musicianship I</td>
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<td>MUS 222 Music Theory Musicianship II</td>
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<tr>
<td>MUS 310 Applied Harmony/Keyboard</td>
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<tr>
<td>MUS 312 Conducting Skills (2 cr)</td>
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<tr>
<td>MUS 410 Arranging &amp; Song Writing (2 cr)</td>
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<tr>
<td>WOR 101 Introduction to Worship</td>
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<td>WOR 204 Technology for Worship</td>
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<td>WOR 311 The Worship Leader</td>
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<td>WOR 302 Worship and Spiritual Formation</td>
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<td>WOR 412 Worship and Music Admin</td>
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<td>WOR 404 Worship Practicum</td>
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<td>ENS Ensemble 0.5 X 4 semesters = 2 ch</td>
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<td>Applied Music 1 X 6 semesters = 6 ch</td>
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<td>Piano Proficiency 0 ch</td>
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<td>Voice Proficiency 0 ch</td>
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<th>BRE-PM</th>
<th>BRE-Bible CC</th>
<th>BRE-Bible DISC</th>
<th>BRE-Bible M-E</th>
<th>BRE-Bible YM</th>
<th>BRE-W-M</th>
<th>ACS</th>
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Course Numbering.

100’s  First Year Subjects  
200’s  Second Year Subjects  
300’s  Third Year Subjects  
400’s  Fourth Year Subjects

Except where noted, all courses offered earn three credit hours.

In the following course descriptions, courses are listed alpha-numerically. Courses are arranged and described within their classifications (e.g., Biblical Studies, Discipleship, etc.) and a brief description is provided. If a program of study includes electives, these may be chosen from any courses not required for that program.

Measurable Learning Outcomes
Student learning is assessed through established learning outcomes for each program of study and each course. Assessment of student learning is conducted by the faculty and academic administration each semester.

Program/Major Learning Outcomes and Assessments

<table>
<thead>
<tr>
<th>Common to all BRE Programs</th>
<th>Covered in these courses</th>
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<tbody>
<tr>
<td>The student will demonstrate a comprehensive knowledge of the Bible.</td>
<td>BI 101, BI 102*, BI 103, BI 301, BI 302, BI 303, BI 304, BI 401, BI 403, BI 404, BI 405, WOR 101</td>
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<tr>
<td>The student will apply biblical principles to life situations.</td>
<td>CWV 212, BI 303, BI 304</td>
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<tr>
<td>The student will know the theological foundations of the Christian faith.</td>
<td>TH 211, TH 311*, TH 312*, TH 411</td>
</tr>
<tr>
<td>The student will write biblical exegeses with accuracy and clarity.</td>
<td>BI 103, BI 301, BI 302, BI 303, BI 304, BI 401, BI 403, BI 405</td>
</tr>
<tr>
<td>The student will acquire a well-rounded basic education in general studies by:</td>
<td>EAS 101, ENG 101, ENG 102, WOR 201, PSY 202, SOC 201, SP 102, CHI 302, ENG 301, GS 201, WR 401</td>
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<tr>
<td>• Explore from a Christian world-view a variety of subjects resulting in a broad-based understanding of contemporary culture and its historical foundations.</td>
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<tr>
<td>• Evaluating the contemporary culture in terms of a Christian worldview.</td>
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<tr>
<td>• Employing correct, standard English in writing and speaking assignments.</td>
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</table>
- Demonstrating proficient use of technology in writing, presenting, and communicating.
- The student will demonstrate proficiency in higher-level cognition skills (analysis and evaluation). TRACS 11.5b.
- The student will examine and appraise the quality of information sources. TRACS 11.15.

<table>
<thead>
<tr>
<th>The students will demonstrate the knowledge and skills needed in a particular type of ministry.</th>
<th>CC 102, CC 103, CC 212, CC 303, CC 304 Or DIS 201, DIS 202, DIS 301, DIS 302, DIS 401 Or MI 201, MI 205, MI 204, MI 301, MI 405 Or YM 101, YM 302, YM 401, DIS 202, PT 211</th>
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**Specific to Worship and Music Major**

**Accomplished by completing:**

<table>
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<tr>
<th>The student will demonstrate the understandings and technical skills necessary to plan, organize and lead Christian worship that are faithful to the Scriptures, true to the Spirit, and contextualized to the local culture.</th>
<th>WOR 311, WOR 412, WOR 404</th>
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<tbody>
<tr>
<td>The student will demonstrate the basic skills in using technology in worship.</td>
<td>WOR 204, WOR 404</td>
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<tr>
<td>The student will demonstrate the skills to perform music in Christian ministry</td>
<td>MUS 103, MUS 221, MUS 222, MUS 310, MUS 312, MUS 411, ENS, Applied Music, Piano Proficiency, Voice Proficiency</td>
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<tr>
<td>The student will reflect on the relationship between worship and a deepening spirituality both individually and corporately</td>
<td>WOR 302</td>
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**Specific to Pastoral Ministry Major**

**Accomplished by completing:**

<table>
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<th>The student will express the Word of God accurately and effectively.</th>
<th>PT 211, PT 405,</th>
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<tbody>
<tr>
<td>The student will demonstrate the ability to be an effective pastor of a local congregation.</td>
<td>CC 212, WOR 302, PT 303, PT 304, PT 404, PT 405</td>
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**Specific to Associate in Christian Studies**

**Accomplished by completing:**

<p>| The student will acquire a well-rounded basic education | EAS 101, ENG 101, ENG 102, WOR 201, |</p>
<table>
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<th>in general studies.</th>
<th>PSY 202, SOC 201, SP 102, CHI 302, ENG 301, GS 201, WR 401</th>
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<tr>
<td>The student will understand and verbalize a Christian world-view as it relates to a variety of disciplines.</td>
<td>CWV 212, LS 201, GS 201, WR 401, SOC 201, PSY 202</td>
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</tbody>
</table>

In the following course descriptions, courses are listed alpha-numerically. Courses are arranged and described within their classifications (e.g., Biblical Studies, Discipleship, etc.) and a brief description is provided. If a program of study includes electives, these may be chosen from any courses not required for that program.
Biblical Studies

BI 101 - Introduction to the Bible 3 hours
A basic overview of the 66 Books of the Old and New Testaments, giving the student a chronological and historical framework upon which to build future Bible studies.

Course Learning Outcomes:
A sound, in-depth knowledge of the Bible and biblical concepts being the foundation of Christian ministry and service and critical to a Christ-centered life and Christian character, BI 101 will produce the following learning outcomes:

1. The student will know the basic chronology, history, and background of the books of the Bible.
2. The student will demonstrate sound methodology for accurate analysis of biblical material.
3. The student will describe the people, themes, events and principles described in the Bible.
4. The student will demonstrate basic skill in analyzing and evaluating a controversial issue related to this course.

BI 102 - Book of Romans 3 hours
A study of the historical background and text of the Book of Romans. The five major divisions of the book, which deal with Sin, Salvation, Sanctification, Sovereignty, and Service, are emphasized with distinctions made between the doctrinal section and the practical sections. Theological patterns are shown in the development of the course.

Course Learning Outcomes:
A sound, in-depth knowledge of the Bible and biblical concepts being the foundation of Christian ministry and service and critical to a Christ-centered life and Christian character, BI 102 will produce the following learning outcomes:

1. The student will identify essential facts concerning the historical and cultural background of the Book of Romans.
2. The student will demonstrate an understanding of the Book of Romans in terms of doctrinal themes, importance, and application.
3. The student will apply the teachings of the Book of Romans to life and ministry.
4. The student will demonstrate critical thinking skills by formulating biblical and theological constructs from the teachings in the Book of Romans.
5. The student will demonstrate basic skill in analyzing and evaluating a controversial issue related to this course.

BI 103 - Bible Study Methods 3 hours
A basic course in the use of proper methodologies and techniques for accurate Biblical analysis. Instructions for writing Biblical expositions are also given.

Course Learning Outcomes:
A sound, in-depth knowledge of the Bible and biblical concepts being the foundation of Christian ministry and service and critical to a Christ-centered life and Christian character, BI 103 will produce the following learning outcomes:

1. The student will demonstrate his/her ability to apply the sound bible study methods learned in the course to various passages of Scripture.
2. The student will demonstrate the ability to utilize the e-Sword study bible program.
3. The student will demonstrate the ability to fully utilize other bible study tools including bible atlases, bible dictionaries, commentaries, word studies, etc. both in printed and electronic form.
4. The student will demonstrate the ability to construct an exposition of a passage of Scripture.
5. The student will recognize the necessity of carefully evaluating the quality of information sources.

**BI 301 - The Pentateuch**

*Prerequisite: BI 101 and BI 103*

A study of the first five books of the Old Testament, dealing with the significant aspects of its history, ceremony, and typology.

*Course Learning Outcomes:*

A sound, in-depth knowledge of the Bible and biblical concepts being the foundation of Christian ministry and service and critical to a Christ-centered life and Christian character, BI 301 will produce the following learning outcomes:

1. The student will articulate the source, central themes, content and context of the Pentateuch with special emphasis on passages that have historically evoked scholarly debate or interpretive variance.
2. The student will demonstrate exegetical proficiency and critical thinking skill.
3. The student will apply the principles gleaned from the Pentateuch to personal faith, and contemporary church life
4. The student will demonstrate proficiency in analyzing and evaluating a controversial issue related to this course.

**BI 302 - Historical Books**

*Prerequisite: BI 101 and BI 103*

A study of the historical books--Joshua through Esther--which provides the student with a working knowledge of Old Testament history from 1400 B.C. to 400 B.C.

*Course Learning Outcomes:*

A sound, in-depth knowledge of the Bible and biblical concepts being the foundation of Christian ministry and service and critical to a Christ-centered life and Christian character, BI 302 will produce the following learning outcomes:
1. The student will articulate the source, central themes, content and context of the Historical Books with special emphasis on passages that have historically evoked scholarly debate or interpretive variance.
2. The student will demonstrate exegetical proficiency and critical thinking skill.
3. The student will apply the principles gleaned from the Historical Books to personal faith, and contemporary church life.
4. The student will demonstrate proficiency in analyzing and evaluating a controversial issue related to this course.

**BI 303 - Life of Christ and the Gospels**  
*3 hours*

*Prerequisite: BI 101 and BI 103*

A chronological study of the Life of Christ as set forth in the four Gospels, with special emphasis on the crises in the life of Christ.

**Course Learning Outcomes:**
A sound, in-depth knowledge of the Bible and biblical concepts being the foundation of Christian ministry and service and critical to a Christ-centered life and Christian character, BI 303 will produce the following learning outcomes:

1. The student will articulate the source, central themes, content and context of the Gospels with special emphasis on passages that have historically evoked scholarly debate or interpretive variance.
2. The student will demonstrate the core competencies of exegesis and critical thinking.
3. The student will apply the principles gleaned from the Life of Christ and the Gospels to personal faith and contemporary church life.
4. The student will demonstrate proficiency in analyzing and evaluating a controversial issue related to this course.

**BI 304 - Acts and the Journeys of Paul**  
*3 hours*

*Prerequisite: BI 101 and BI 103*

A study of the birth of the Church on the Day of Pentecost with an emphasis on the evangelistic thrust to the Jewish population followed by a study of Paul and the evangelistic expansion of the Gospel to the Gentile world. There is a concentration on the three missionary journeys of the Apostle Paul, including his visit to the Jerusalem Council and voyage to Rome.

**Course Learning Outcomes:**
A sound, in-depth knowledge of the Bible and biblical concepts being the foundation of Christian ministry and service and critical to a Christ-centered life and Christian character, BI 304 will produce the following learning outcomes:

1. The student will articulate of the source, central themes, content and context of Acts, I and II Corinthians, Galatians, Ephesians, Colossians, Philippians, I and II Thessalonians and Philemon with special emphasis on passages that have historically evoked scholarly debate or interpretive variance.
2. The student will demonstrate of exegetical proficiency and critical thinking skill.
3. The student will apply of the principles gleaned from Acts, I and II Corinthians, Galatians, Ephesians, Colossians, Philippians, I and II Thessalonians and Philemon to personal faith, and contemporary church life.
4. The student will demonstrate proficiency in analyzing and evaluating a controversial issue related to this course.

BI 401 - Poetic Books
Prerequisite: BI 101 and BI 103
A study of the Books of Poetry of the Old Testament (Job through Song of Solomon), with special emphasis on the Messianic Psalms.

Course Learning Outcomes:
A sound, in-depth knowledge of the Bible and biblical concepts being the foundation of Christian ministry and service and critical to a Christ-centered life and Christian character, BI 401 will produce the following learning outcomes:

1. The student will articulate the source, central themes, content and context of the Poetic Books with special emphasis on passages that have historically evoked scholarly debate or interpretive variance.
2. The student will demonstrate exegetical proficiency and critical thinking skill.
3. The student will apply the principles gleaned from the Poetic Books to personal faith, and contemporary church life.
4. The student will demonstrate proficiency in analyzing and evaluating a controversial issue related to this course.

BI 403 - Pastoral and General Epistles
Prerequisite: BI 101 and BI 103
An analytical study of the Pastoral and General Epistles, with special attention given to the occasion of the Epistles and the development of the theme of each book.

Course Learning Outcomes:
A sound, in-depth knowledge of the Bible and biblical concepts being the foundation of Christian ministry and service and critical to a Christ-centered life and Christian character, BI 403 will produce the following learning outcomes:

1. The student will articulate the source, central themes, content and context of the Pastoral and General Epistles with special emphasis on passages that have historically evoked scholarly debate or interpretive variance.
2. The student will apply the principles gleaned from the Pastoral and General Epistles to personal faith, and contemporary church life.
3. The student will demonstrate exegetical proficiency.
4. The student will demonstrate proficiency in analyzing and evaluating a controversial issue related to this course.
BI 404 - The Book of Revelation  
3 hours  
Prerequisite: BI 101 and BI 103  
A study of the major apocalyptic book of the Bible. After the introduction showing the seven keys to unlocking the mystery of the book, the church age is discussed, revealing the relationship of these periods to the development of the church chronologically through history. The twenty-one consecutive, sequential events of chapters 6 through 19 are presented. The course concludes with the Revelation of Jesus Christ, the Millennial Reign, and Eternal State.

Course Learning Outcomes:  
A sound, in-depth knowledge of the Bible and biblical concepts being the foundation of Christian ministry and service and critical to a Christ-centered life and Christian character, BI 404 will produce the following learning outcomes:

1. The student will articulate the source, central themes, content and context of the Book of Revelation with special emphasis on passages that have historically evoked scholarly debate or interpretive variance.  
2. The student will demonstrate exegetical proficiency and critical thinking skill.  
3. The student will apply the principles gleaned from the Book of Revelation to personal faith, and contemporary church life  
4. The student will demonstrate proficiency in analyzing and evaluating a controversial issue related to this course.

BI 405 - Hebrew Prophets  
3 hours  
Prerequisite: BI 101 and BI 103  
The study of the Major and Minor Prophets of the Old Testament. An overview of each book is given with special emphasis on Christological and Eschatological themes.  
Course Learning Outcomes:  
A sound, in-depth knowledge of the Bible and biblical concepts being the foundation of Christian ministry and service and critical to a Christ-centered life and Christian character, BI 405 will produce the following learning outcomes:

1. The student will articulate the source, central themes, content and context of Acts, I and II Corinthians, Galatians, Ephesians, Colossians, Philippians, I and II Thessalonians and Philemon with special emphasis on passages that have historically evoked scholarly debate or interpretive variance.  
2. The student will demonstrate of exegetical proficiency and critical thinking skill.  
3. The student will apply of the principles gleaned from Acts, I and II Corinthians, Galatians, Ephesians, Colossians, Philippians, I and II Thessalonians and Philemon to personal faith, and contemporary church life  
4. The student will demonstrate proficiency in analyzing and evaluating a controversial issue related to this course.

Christian Counseling
CC 102 - Fundamentals of Counseling 3 hours
A study of basic counseling skills useful for a Christian counselor to help others find emotional healing from hurtful past experiences and damaging ways of relating to others. Modern Biblical principles and techniques are demonstrated, explained, and practiced. The student is given an overview of various techniques in good counseling and learns guidelines for conducting counseling in various areas of ministerial responsibility. The course provides help for pastors and counselors in selecting appropriate resources to expand on the material presented in the classroom.

Course Learning Outcomes:
To show that he or she is equipped at the college level for Christian ministry, at the completion of CC 102 the student will produce the following outcomes:

1. The student will demonstrate empathic listening, probing and clarifying skills necessary to guide clients through a counseling interview.
2. The student will practice sample counseling (role-playing) sessions to help evaluate his or her interest in the counseling ministry.
3. The student will know the historical background, the theological foundations, the goals, the processes, and the practices of biblical counseling.
4. The student will begin exploring current literature in the field of Christian counseling.

CC 103 - Counseling Methods 3 hours
An exploration and analysis of a variety of modern counseling methods with the purpose of aiding the student in identifying his or her preferred approach to Christian counseling. The integration of the Christian world-view with these methods is emphasized.

Course Learning Outcomes:
To show that he or she is equipped at the college level for Christian ministry, at the completion of CC 103 the student will produce the following outcomes:

1. The student will differentiate among the variety of contemporary counseling methodologies.
2. The student will analyze and evaluate various counseling methods in relation to the Christian world-view.
3. The student will locate and summarize recent journal articles pertaining to his or her preferred counseling method.
4. The student will demonstrate how counseling concepts can be applied in the discipleship activities of a Christian church or group.

CC 212 - Pastoral Counseling 3 hours
Pastoral Counseling concentrates on the spiritual aspects that are a critical part of the helping process when dealing with individuals, families and small groups by the pastoral minister. It assumes an integration of body, mind and spirit with spirit in the most important place. It emphasizes the importance of growth in sanctification through the practice of forgiveness, confession, prayer and other spiritual disciplines, and how these can be encouraged in others.
Course Learning Outcomes:
To show that he or she is equipped at the college level for Christian ministry, at the completion of CC 212 the student will produce the following outcomes:

1. The student will examine the need for Christian counseling as a part of the pastoral ministry and begin developing the skill-set involved in meeting those needs.
2. The student will recognize his or her own need to be in a constant state of personal spiritual growth.
3. The student will describe the goals, processes, and Christian ethics involved in helping people through counseling with God’s Word.
4. The student will summarize how forgiveness is the key to spiritual health and growth, and how that relates to any counseling situation.
5. The student will recognize disorders that may be faced within the setting of pastoral counseling, and describe techniques for dealing with them in a pastoral context.

CC 303 - Marriage and Family Counseling 3 hours
Marriage and Family Counseling is a biblically-oriented study of the Christian home from a family systems point of view including discussion of love, courtship, engagement, wedding ceremony, mixed marriages, finances, personality adjustment, sex education, in-laws, children and divorce.

Course Learning Outcomes:
To show that he or she is equipped at the college level for Christian ministry, at the completion of CC 303 the student will produce the following outcomes:

1. The student will identify and define healthy and unhealthy family characteristics based on Biblical principles.
2. The student will discern and articulate ways to facilitate families in finding solutions to difficulties they may be facing.
3. The student will demonstrate appropriate interaction with couples and family groups.
4. The student will articulate an understanding of key family systems concepts.
5. The student will discern and identify areas of personal vulnerability in counseling others and take steps toward proper self-care.

CC 304 - Crisis Counseling 3 hours
Crisis Counseling presents a biblical perspective for dealing with crisis situations. It covers the unique aspects of dealing with individuals, families, or small groups in emergencies and critical situations giving a basic understanding of how to assess problems as well as basic skills for working with someone in crisis. Topics include suicide, domestic violence, child abuse intervention, grief support, transference, counseling referral, etc.

Course Learning Outcomes:
To show that he or she is equipped at the college level for Christian ministry, at the completion of CC 304 the student will produce the following outcomes:

1. The student will recognize the differences between a crisis and a trauma.
2. The student will demonstrate familiarity with appropriate intervention techniques for persons in crisis.
3. The student will assess his or her own limitations in regard to crisis ministry.
4. The student will develop personal strategies and techniques to assist him or her in navigating future crisis events.

**Christian World View**

**CWV 212 Christian World View**  
3 hours  
This course contrasts the Christian perspective to the secular humanist post-modern perspective. Topics include the concepts of truth, philosophy, man, God, science, history, sociology, government and the religious foundations of the United States.

*Course Learning Outcomes:*  
To show that he or she is equipped at the college level with skills for ministry, at the completion of CWV 212, the student will exhibit the following learning outcomes:

1. The student will compare and contrast the Christian point of view with the post-modern secular view.
2. The students will discuss and defend the Christian world-view on the various topics covered in the course.
3. The student will examine their own views in light of the Christian perspective.
4. The student will examine and appraise the quality of information sources.

**Church History**

**CHI 302 Church History**  
3 hours  
An overview of the Christian Church from the Apostolic Age to the Reformation and a more detailed study of the history of the Christian Church from the reformation to the present.

*Course Learning Outcomes:*  
To show that he or she is equipped at the college level with skills for ministry, at the completion of CHI 302, the student will exhibit the following learning outcomes:

1. The student will accurately recall facts concerning the development and spread of the Christian Church from its inception to the present day.
2. The student will describe the origins, development and impact of the major philosophical, cultural, political and economic elements that have shaped the Christian Church over the centuries.
3. The student will examine the impact of the Lutheran Reformation on western culture.
4. The student will accurately describe facts concerning the beginning and development of the Holiness-Pentecostal tradition.
Discipleship

DIS 101 Discipleship Concepts 3 hours
This course is an overview of the ministry of educating, training, and developing believers in the Christian church. The biblical and theological foundations of the discipleship mandate are examined as well as the critical nature of discipleship for the future health of the church. Topics include the Sunday School program, mid-week discipleship training, cell groups, mentoring and inter-generational discipling.

Course Learning Outcomes:
To show that he or she is equipped at the college level for Christian ministry, at the completion of DIS 101 the student will produce the following outcomes:

1. The student will know the biblical and theological foundations and the critically important nature of the discipleship ministry of the Church.
2. The student will describe in broad terms the various ways that discipleship can be carried out in the local church and other settings.

DIS 201 Discipleship of Children 3 hours
This course is designed to give the student the tools and techniques necessary to competently perform the discipleship ministry with children. Topics include age appropriate discipleship methods, communication skills, spiritual formation, curriculum development and organizing and administering a comprehensive discipleship program.

Course Learning Outcomes:
To show that he or she is equipped at the college level for Christian ministry, at the completion of DIS 201 the student will produce the following outcomes:

1. The student will recognize the variety of methodologies and settings available for developing Christian disciples during their pre-school through elementary school age.
2. The student will employ communication skills appropriate for children.
3. The student will explore ways and means to encourage and guide spiritual formation in children.
4. The student will formulate biblically-based curriculum for children to effectively train children to be followers of Christ and workers in God’s kingdom.
5. The student will envision and plan an organized discipleship program for children in the local church.

DIS 202 Discipleship of Adolescents 3 hours
This course is designed to give the student the tools and techniques necessary to competently perform the discipleship ministry with adolescents. Topics include age appropriate discipleship
methods, communication skills, spiritual formation, curriculum development and organizing and administering a comprehensive discipleship program.

**Course Learning Outcomes:**
To show that he or she is equipped at the college level for Christian ministry, at the completion of DIS 202 the student will produce the following outcomes:

1. The student will recognize the variety of methodologies and settings available for developing Christian disciples during their adolescent years.
2. The student will employ communication skills appropriate for adolescents.
3. The student will explore ways and means to encourage and guide spiritual formation in adolescence.
4. The student will formulate biblically-based curriculum to effectively train adolescents to be followers of Christ and workers in God’s kingdom.
5. The student will envision and plan an organized discipleship program for adolescents in the local church.

**DIS 301 Discipleship of Adults**
**3 hours**
This course is designed to give the student the tools and techniques necessary to competently perform the discipleship ministry with adults. Topics include age appropriate discipleship methods, communication skills, spiritual formation, curriculum development and organizing and administering a comprehensive discipleship program.

**Course Learning Outcomes:**
To show that he or she is equipped at the college level for Christian ministry, at the completion of DIS 301 the student will produce the following outcomes:

1. The student will recognize the variety of methodologies and settings available for developing Christian disciples during their adult years.
2. The student will employ communication skills appropriate for adults.
3. The student will explore ways and means to encourage and guide spiritual formation in adults.
4. The student will formulate biblically-based curriculum to effectively train adults to be followers of Christ and workers in God’s kingdom.
5. The student will envision and plan an organized discipleship program for adults in the local church.

**DIS 302 Discipleship of the Aged**
**3 hours**
This course is designed to give the student the tools and techniques necessary to competently perform the discipleship ministry with the aged. Topics include age appropriate discipleship methods, communication skills, spiritual formation, curriculum development and organizing and administering a comprehensive discipleship program.

**Course Learning Outcomes:**
To show that he or she is equipped at the college level for Christian ministry, at the completion of DIS 302 the student will produce the following outcomes:

1. The student will recognize the variety of methodologies and settings available for developing Christian disciples during their senior adult years.
2. The student will employ communication skills appropriate for older adults.
3. The student will explore ways and means to encourage and guide spiritual formation in senior adults.
4. The student will formulate biblically-based curriculum to effectively train senior adults to be followers of Christ and workers in God’s kingdom.
5. The student will envision and plan an organized discipleship program for the elderly in the local church.

**DIS 401 Discipleship Practicum**
3 hours
The student gains practical experience in the discipleship ministry through the observation of and assistance in the performance of discipleship activities under the supervision of a faculty adviser and a local pastor or other appropriate supervisor.

**Course Learning Outcomes:**
To show that he or she is equipped at the college level for Christian ministry, at the completion of DIS 302 the student will produce the following outcomes:

1. The student will conduct various activities associated with a discipleship ministry.
2. The student will integrate the knowledge and skills learned in previous discipleship and other college course work into a comprehensive and meaningful practical experience.
3. The student will evaluate his or her performance and effectiveness in the ministry of discipleship.

**English**

**ENG 099 - Developmental English**
No college credit
This course is for selected students based on test results and focuses on developing the student’s familiarity with and knowledge of basic English grammar to prepare the student for successful completion of English courses in the regular curriculum.

**ENG 101 - English Composition I**
3 hours
An introduction to college-level writing and reading. Extensive practice in techniques of invention, development, organization, editing, and revision with emphasis on narrative and
expository forms appropriate to academic writing. A rapid review of English grammar and mechanics of writing is included.

Course Learning Outcomes:
The ability to communicate using standard written English is essential for Christian ministry and service; therefore, English 101 will produce the following learning outcomes:

1. The student will demonstrate an awareness of the working of the language, in particular the relationships of its parts—words to sentences to paragraphs to essays.
2. The student will demonstrate a working knowledge of the steps of the writing process, which are prewriting (with emphasis on topic selection and audience analysis), writing (with emphasis on thesis, topic sentence, and thesis support), rewriting (with emphasis on editing and revision), publish (with emphasis on the appropriate mode of publication).
3. The student will demonstrate an understanding of the various sources of material available to a writer, such as personal experience, observation, interviews, reading, and the basic reference works; the student will then make use of these sources in writing essays and constructing PowerPoint presentations.
4. The student will write essays following the patterns of organization characteristic of expository prose, i.e. development by description, narration, exemplification, process analysis, definition, comparison/contrast, argumentation, division/ classification, and causal analysis.
5. The student will cite sources in footnotes and on the bibliography page following Kate Turabian Guidelines.
6. The student will recognize the necessity of carefully evaluating the quality of information sources.

ENG 102 - English Composition II 3 hours
Prerequisite: ENG 101 - English Composition I
College-level writing and reading for advanced students. Extensive practice in composing processes and in gathering, analyzing, synthesizing, evaluating, and documenting information from sources. Prepares students for writing college papers.

Course Learning Outcomes:
The ability to communicate using standard written English is essential for Christian ministry and service; therefore, English 102 will produce the following learning outcomes:

1. The student will demonstrate the ability to state clearly his position on a controversial issue following the rules of standard written English.
2. The student will write a proposal explaining a solution or solutions to a problem following the rules of standard written English.
3. The student will correctly cite references following the Kate Turabian Guidelines.
4. The student will analyze literary works (including the Bible) for theme, symbol, plot, conflict, and other literary elements.
5. The student will recognize the necessity of carefully evaluating the quality of information sources.
ENG 301 - English Literature  
This course is an introduction to the subject of English literature with emphasis on masterworks from Beowulf to John Milton. Two or three analytical papers are required.

Course Learning Outcomes:
To equip students at the college level for ministry and service and address the General Program Outcomes, Eng. 301 students will produce the following outcomes:

1. The student will demonstrate understanding of the religious, cultural, and political concerns of the Anglo Saxon Period, the Middle Ages, the Renaissance, and the Reformation through class discussion, multimedia presentations, essays, and tests.
2. The student will analyze and discuss the Christian and autobiographical qualities of Milton’s poetry and Paradise Lost via class discussion, multi-media presentation, and test.
3. The student will identify modern attitudes, Christian worldview, and techniques of literature of the twentieth century revealed via class discussion, group work/presentation, and exam.
4. The student will classify authors by periods during which they wrote and identify the effects of historical periods on authors’ attitudes as revealed in their works.
5. The student will write well-developed essays following the Kate Turabian Style Manual and present multi-media presentations that reveal 21st Century technology skills and knowledge of the subject matter.
6. The student will critique and evaluate information sources.

Enhancing Academic Skills

EAS 101 - Enhancing Academic Skills  
This course is designed to foster and enhance the skills and attitudes necessary for a successful college experience. Study methods, note-taking, critical thinking, time management and test-taking, as well as other skills will be covered. The course will also help the student to develop the proper mind-set for excellence in college work.

Course Learning Outcomes:
To show that he or she is equipped at the college level for Christian ministry, at the completion of EAS 101 the student will produce the following outcomes:

1. The student will identify his/her particular learning style and know specific strategies for learning based on that style.
2. The student will practice good note-taking and memory techniques.
3. The student will demonstrate the necessary steps for writing a research paper and other college writing assignments.
4. The student will describe the study techniques for effectively preparing for tests and practice sound test-taking strategies, including good rest, relaxation, and eating habits that effect performance.
5. The student will recognize the necessity of carefully evaluating the quality of information sources.

**Leadership**

**LS 201 - A Survey of Leadership**  
**3 hours**

This course is designed to introduce leadership in a Biblical context with the focus on developing an understanding of leadership theories and styles as well as strategies for successful leadership. Students learn to enhance their leadership effectiveness in a variety of settings and will develop insight about themselves and others. Emphasis is placed on practical applications.

**Course Learning Outcomes:**  
To show that he or she is equipped at the college level for Christian ministry, at the completion of LS 201 the student will produce the following outcomes:

1. The student will acquire a thorough knowledge of Leadership Principles from a Biblical context.
2. The student will translate the Leadership Principles in a practical way to their arena of influence.
3. The student will recognize Leadership Principles at work in their peers, and therefore be able to maximize their potential.
4. The student will relate these Leadership Principles in such a proficient manner that others may be able to apply and use them.

**LS 304 - Skill Formation of a Leader**  
**3 hours**

Once God establishes our “being,” He then begins construction of our “doing.” The student will learn the art of decision-making, delegating and developing, communication, building people skills, conflict management, and creating positive change. The student will explore task and relations behavior among leaders and will understand the contributions and limitations of the behavior approach. Other leadership skills that are research based will be discussed within a Christian worldview.

**Course Learning Outcomes:**  
To show that he or she is equipped at the college level for Christian ministry, at the completion of LS 304 the student will produce the following outcomes:

1. The student will have a thorough knowledge of the five practices and ten commitments of leadership discussed in the textbook.
2. The student will translate those five practices and ten commitments in a practical way to their arena of influence.
3. The student will recognize those five practices and ten commitments at work in their peers, and therefore to be able to maximize their potential.
4. The student will relate these five practices and ten commitments in such a proficient manner that others may be able to apply and use them.

**LS 401 - Strategic Formation of a Leader**  
**3 hours**
This course is designed to provide an understanding of leadership strategies in a Biblical context. The focus is on developing an understanding of leadership theories and styles as well as strategies for successful leadership. Each student is required to develop his/her personal philosophy of leadership as God matches such preparation with a strategic task. Students learn how to lead change in organizations and explore strategic leadership by executives. Emphasis is placed on practical applications.

**Course Learning Outcomes:**
To show that he or she is equipped at the college level for Christian ministry, at the completion of LS 401 the student will produce the following outcomes:

1. The student will know the concepts involved in building effective lay leadership teams and mentor leadership.
2. The student will translate the concepts of building effective lay leadership teams and mentor leadership in a practical way to their arena of influence.
3. The student will be able to recognize the concepts of building effective lay leadership teams and mentor leadership at work in their peers, and relate these concepts in such a proficient manner that others may be able to apply and use them.

**Missions and Evangelism**

**MI 103 Introduction to Missions and Evangelism** 3 hours
A survey course that introduces students to the purpose, techniques and strategies involved in reaching the world with the Gospel message. The course will also give an overview of the current world-wide situation in Christian missions.

**Course Learning Outcomes:**
To show that he or she is equipped at the college level for Christian ministry, at the completion of MI 103 the student will produce the following outcomes:

1. The student will describe in broad terms the historical progress of Christian missions from Pentecost up to the present.
2. The student will describe the practical aspects and challenges of modern missionary and evangelistic activities.
3. The student will identify the strategies and principles of modern evangelism
4. The student will examine the current status of Christian missions and its effects in countries and regions around the world.

**MI 201 - Principles of Church Growth** 3 hours
Provides an introduction to the principles and philosophy of church growth as applied primarily to the North American context. The student gains a thorough understanding of principles and strategies for the growth of a church with a concentration on the causes and cures of non-growth.

**Course Learning Outcomes:**
To show that he or she is equipped at the college level for Christian ministry, at the completion of MI 201 the student will produce the following outcomes:

1. The student will be exposed to the principles of the Church Growth movement as well as be able to evaluate its strengths and weaknesses.
2. The student will demonstrate an understanding of the principles of leading change in a congregation with declining or plateaued participation.
3. The student will give prayerful consideration of issues regarding spiritual leadership as they relate to the health and growth of a church.
4. The student will analyze the health of a local church where the student is involved.

**MI 203 History and Theology of Missions**

A survey of Christianity’s expansion through the ages with emphasis on the cultural and strategic dimension of its growth. Students will examine the divine process of missions from God’s call to Israel to be a witness to the nations in the Old Testament through Christ’s call to the Church to “go into all nations” in the New Testament. Special attention is given to the post-Reformation period and the development of modern world-wide missions outreach.

**Course Learning Outcomes:**

To show that he or she is equipped at the college level for Christian ministry, at the completion of MI 203 the student will produce the following outcomes:

1. The student will explain the biblical and theological basis for missions and evangelism.
2. The student will investigate the historical progress of Christian missions from its roots among the Old Testament Israelites, through the Great Commission, Pentecost, and early Church age in the New Testament.
3. The student will describe the historical development of Christian missions from the post-Apostolic age to the modern world-wide missions effort of the Church.

**MI 204 Cross-cultural Communication**

This course will study systems of human behavior, thought and expression in various modern cultures for the purpose of improving understanding between people. Typical problems and pitfalls encountered when working with different cultures are explained and ways of dealing with them are discussed.

**Course Learning Outcomes:**

To show that he or she is equipped at the college level for Christian ministry, at the completion of MI 204 the student will produce the following outcomes:

1. The student will recognize the variety of ways that people throughout the world have of behaving, valuing and expressing their thoughts and ideas.
2. The student will describe problems and common mistakes that are encountered when dealing with people of different cultures.
3. The student will explore techniques, strategies and practices that will enhance understanding between people of different cultural backgrounds.

**MI 301 – Foundations and Strategy of Church Planting 3 hours**
Students will develop a philosophy of church planting to serve as a foundation for future ministry. They will develop a philosophy of church structure and mission; an understanding of the skills needed to plant a church and conduct an assessment of one’s strengths and weaknesses; an understanding of one’s personality characteristics and how to work in harmony with people of similar and diverse personalities in a church planting context; and an understanding of one’s spiritual gifts and how they relate to church planting. One will receive a basic knowledge of a variety of church planting methodologies and in what context each is appropriate. The church planting process will be discussed from beginning to end with information shared about how to build competent church leaders in the new church.

**Course Learning Outcomes:**
To show that he or she is equipped at the college level for Christian ministry, at the completion of MI 301 the student will produce the following outcomes:

1. The student will formulate a philosophy of church planting including the structure and mission of that new church plant.
2. The student will assess the skills, characteristics and gifts necessary for a successful church planter.
3. The student will evaluate various church planting methods and the situational indications of the appropriateness of each.
4. The student will identify and explain the practical steps necessary in a successful church plant.

**MI 405 Missions and Evangelism Practicum 3 hours**
The student gains practical experience in the missions and evangelism ministry through the observation of and assistance in the performance of missionary and/or evangelistic outreach under the supervision of a faculty adviser and a local pastor or other appropriate supervisor.

**Course Learning Outcomes:**
To show that he or she is equipped at the college level for Christian ministry, at the completion of MI 405 the student will produce the following outcomes:

1. The student will conduct various activities associated with a missions and evangelism ministry.
2. The student will integrate the knowledge and skills learned in previous missions and evangelism and other college course work into a comprehensive and meaningful practical experience.
3. The student will evaluate his or her performance and effectiveness in the ministry of missions and evangelism.
Music

**MUS 103 Materials and Practices of Music**  
3 hours
This is a course designed to introduce the student to the study of music – the materials or elements of music, a survey of how these materials have been used through history, especially in Christian worship, and a comprehensive study of music fundamentals (the piano keyboard, notation of pitch and rhythm, meter signatures, key signatures, diatonic major and minor scales, intervals, and triads). This course is open to any student, but is required for those in the Worship and Music program. Course includes a weekly half-hour lab.

**Course Learning Outcomes:**
The student will show progress in developing college-level skills in the music ministry as shown by the following learning outcomes:

1. The student will demonstrate a general knowledge of music history and a particular knowledge of how music has been used in Christian worship.
2. The student will demonstrate an understanding of how the materials of music have been used to create varying styles of music.
3. The student will demonstrate a working knowledge of music notation.
4. The student will demonstrate a working knowledge of the music keyboard.
5. The student will demonstrate a working knowledge of the twelve 5-note major scales and triads (including singing and playing on the keyboard).
6. The student will demonstrate a knowledge of key signatures.
7. The student will demonstrate a basic knowledge of major and minor (harmonic, melodic, & natural) scales.
8. The student will demonstrate an acceptable knowledge of the four types of triads (major, minor, augmented and diminished).
9. The student will demonstrate a basic knowledge of intervals.
10. The student will demonstrate the ability to sing on pitch.

**MUS 221 Music Theory and Musicianship I**  
3 Hours
**Pre-requisite:** MUS 103 Materials and Practices of Music
Beginning with a review of music fundamentals, this course (along with Music Theory II) is designed as a first year course in music theory. It provides detailed knowledge of scales, intervals, chords, chord progressions and other pertinent aspects of melodic organization and functional harmony. This course further develops the student’s music-reading skills, sight singing ability, ear training and dictation skills, and basic keyboard harmony. A weekly one hour lab focusing on sight-singing and keyboard skills is included.

**Course Learning Outcomes:**
The student will show progress in developing college-level skills in the music ministry as shown by the following learning outcomes:

1. The student will acquire an in-depth understanding of the structure of music.
2. The student will develop the ability to make practical application of the rules and accepted practices in creating, notating and performing music.
3. The student will develop the ability to aurally comprehend what is heard in music.
4. The student will take the initial steps in learning music notation software.

MUS 222 Music Theory and Musicianship II 3 Hours
Pre-requisite: MUS 221 Music Theory and Musicianship I
A continuation of MUS 211 Music Theory and Musicianship I. This course further develops the student’s music-reading skills, sight singing ability, ear training and dictation skills, and basic keyboard harmony. A weekly one hour lab focusing on sight-singing and keyboard skills is included.
Course Learning Outcomes:
The student will show progress in developing college-level skills in the music ministry as shown by the following learning outcomes:

1. The student will acquire an in-depth understanding of the structure of music.
2. The student will develop the ability to make practical application of the rules and accepted practices in creating, notating and performing music.
3. The student will develop the ability to aurally comprehend what is heard in music.
4. The student will take the initial steps in learning music notation software.

MUS 310 Applied Harmony and Keyboard Skills 3 hours
Pre-requisite: MUS 221 & MUS 222
The emphasis in this course is the student’s development of harmonic vocabulary beyond the diatonic chords and functional harmony learned in Music Theory and Musicianship. This includes major and minor 7th chords, and an introduction to the more complex 9th, 11th, and 13th chords, borrowed and altered chords, modulations, and transpositions.

Course Learning Outcomes:
The student will show progress in developing college-level skills in the music ministry as shown by the following learning outcomes:

1. The student will correctly identify, notate, and play diatonic triads and diatonic and isolated seventh chords and use them in harmonizing melodies (both written and playing), giving particular attention to voicing.
2. The student will identify 9th, 11th, and 13th chords.
3. The student will demonstrate the ability to play 4-part (hymn style) songs.
4. The student will demonstrate the ability to play songs from lead sheet charts in various styles.
5. The student will recognize by analysis common modulation processes.
MUS 312  Conducting Skills  2 hours
This course introduces the student to the basic conducting patterns, gestures, and communication skills necessary for directing music ensembles. Attention is also given to effective rehearsal techniques.

Course Learning Outcomes:
The student will show progress in developing college-level skills in the music ministry as shown by the following learning outcomes:

1. The student will demonstrate command of standard conducting patterns and the accompanying gestures of cueing entrances, cutoffs, dynamics, tempo, and articulation.
2. The student will analyze how to apply conducting patterns and gestures to a variety of songs.
3. The student will plan and execute an effective rehearsal.

MUS 411  Arranging and Song Writing  2 hours
Pre-requisites: MUS 221, MUS 222 and MUS 310
An introduction to the techniques of song writing and arranging for voices and instruments. Emphasis is given to the creative use of the skills learned in Music Theory and Harmony to compose original melodies with lyrics and harmonizations. There are also exercises in basic arranging of music for vocal and instrumental performance.

Course Learning Outcomes:
The student will show progress in developing college-level skills in the music ministry as shown by the following learning outcomes:

1. The student will demonstrate basic skills in creating original songs, including lyrics, melody and harmony.
2. The student will demonstrate basic skills in arranging a song for various vocal/instrumental ensembles, giving evidence of a general understanding of the issues of range, instrumental transpositions, blending, balance and creativity.
3. The student will demonstrate a basic ability in using a music notation software program (Finale preferred) in preparing notated songs and arrangements.

Music Ensemble 0.5 hours
MUS Ens 111, 112/211, 212/311, 312/411, 412
This course is designed to give the student experience in group rehearsals and presentation of music for various HBC activities, including chapel. (Four semesters (4 @ .5 = 2) to meet requirement.)

Course Learning Outcomes:
The student will show progress in developing college-level skills in the music ministry as shown by the following learning outcomes:
1. The student will demonstrate the ability to sing the vocal part for his/her vocal range.
2. The student will demonstrate the ability to sing vocal parts other than his/her own vocal range.
3. The student will demonstrate the ability to make correct entrances and cut-offs when singing with instrumental accompaniment.
4. The student will demonstrate the ability to apply good vocal technique in singing with other singers.
5. The student will demonstrate the ability to blend his/her voice in good ensemble balance with other singers.

**APPLIED MUSIC**
(Piano, Voice, Worship Guitar or Worship Dance) (Six credits required)

**Applied Piano**  
1 hour/Half-hour lesson per week  
MUS ApP 111, 112/ 211, 212/ 311, 312/ 411, 412  
Applied piano is designed to develop keyboard fundamentals, including the ability to sight-read, improvise accompaniments, and demonstrate technical proficiency. Repertoire appropriate to the student’s own level will be studied and performed. Attention is given to preparing for the Applied Piano proficiency.

**Applied Voice**  
1 hour/Half-hour lesson per week  
MUS ApV 111, 112/ 211, 212/ 311, 312/ 411, 412  
Applied voice is designed to develop fundamental vocal techniques to produce a healthy singing voice. Emphasis will be on optimizing tonal quality and developing a smooth vocal line. Vocal literature and exercises appropriate to the student’s level of readiness will be studied. Attention is given to preparing for the Applied Voice proficiency.

**Worship Guitar and Worship Dance are acceptable as Applied Music**

**Applied Proficiency**  
0 hours  
This requirement is to insure that students demonstrate an acceptable level of proficiency in both voice and piano before qualifying to enroll in WOR 404 Worship Practicum.

**Course Learning Outcomes:**
The student will show progress in developing college-level skills in the music ministry as shown by the following learning outcomes:

**Voice**

1. The student will sing on pitch with correct rhythm.
2. The student will demonstrate an understanding of the basics of good vocal technique – posture, breath control, tone quality, clear diction, and acceptable pronunciation.
3. The student will be able to demonstrate the ability to sing the part (SATB) of the student’s voice type.
4. The student will perform with confidence.

**Piano**

1. The student will play the 12 major 5-note scales and triads with inversions.
2. The student will play the 12 major diatonic (8-note) scales, hands separately.
3. The student will play the I IV V I cadence formula in all major keys/in all inversions.
4. The student will play a standard 4-part hymn or song (any single part alone, any 2 parts together, any 3 parts together).
5. The student will play a simple piano accompaniment to a song.

**Pastoral Ministry**

**PT 211 - Sermon Preparation**
This course includes a survey of the different types of sermons with an emphasis on preparation and delivery.

*Course Learning Outcomes:*
To show that he or she is equipped at the college level for Christian ministry, at the completion of PT 211 the student will produce the following outcomes:

1. The student will identify and define the fundamental principles of sermon preparation.
2. The student will apply the principles of sermon preparation by delivering a sermon before a body of his/her peers.
3. The student will compose a full manuscript of a sermon.
4. The student will develop proper speech patterns and appropriate pulpit mannerisms.
5. The student will implement the use of technology into the skill of preaching by developing a multimedia presentation based upon a sermon developed by the student.
6. The student will read and listen to biblical passages in such a way as to discover their meaning as a part of his/her process of sermon preparation.

**PT 303 - Pastoral Theology** 3 hours
A study of the practical function of a minister’s responsibilities in serving a congregation. The student gains insight into the ministerial roles a congregation expects a minister to fulfill, such as pastor, preacher, teacher, administrator, theologian, evangelist, and prophet.

*Course Learning Outcomes:*
To show that he or she is equipped at the college level for Christian ministry, at the completion of PT 303 the student will produce the following outcomes:
1. The student will articulate the roles and duties of a pastor based upon the scriptural standards as outlined in the New Testament epistles.
2. The student will articulate a thorough answer to the most basic question in pastoral theology, “Who is the pastor and what is his/her role in the church, community and world?”

3. The student will develop and articulate his/her philosophy of ministry by employing Scriptural and practical principles discovered during the semester.
4. The student will trace the development of pastoral ministry from the establishment of the church in the first century A.D. to the current post-modern era.
5. The student will identify various models of pastoral ministry
6. The student will practically apply the principles of pastoral theology to a variety of pastoral ministry roles.

**PT 305 - Church Administration**

**Course Learning Outcomes**

To show that he or she is equipped at the college level for Christian ministry, at the completion of PT 305 the student will produce the following outcomes:

1. The student will identify the areas of a minister’s life that he/she is to manage to insure that his/her ministry is healthy and enduring.
2. The student will define purposeful church administration and how to integrate the theory of church administration with the practice of church administration.
3. The student will define the five basic systems of church structure and apply the principles of effective church administration to each of these structures.
4. The student will define the biblical concept of team leadership, specifically using Jesus as a model and be able to formulate and articulate a basic plan for implementing team leadership within his/her own ministry context.
5. The student will design a system of time management that will increase his/her productivity.
6. The student will define the purpose of conflict; identify the source(s) of conflict; articulate biblical solutions; and formulate a strategy for conflict resolution.

**PT 405 - Biblical Preaching**

**Prerequisite: PT 211 - Sermon Preparation**

This course develops the skills needed to analyze a Biblical text to determine the author’s intent considering the historical, religious, and cultural contexts, and to bring the original intent to a modern audience.
Course Learning Outcomes:
To show that he or she is equipped at the college level for Christian ministry, at the completion of PT 405 the student will produce the following outcomes:

1. The student will analyze the historical, religious and cultural background of a Scriptural text in order to determine as accurately as possible the author’s original intent, and apply the intent to a contemporary context.
2. The student will develop an expository sermon based upon the Scriptural analysis.
3. The student will communicate an expository sermon by means of the art of preaching.
4. The student will utilize technological information and devices in the preparation, writing and delivery of an expository sermon.

PT 404 Pastoral Ministry Practicum 3 hours
The student gains practical experience in pastoral ministry through the observation of and assistance in the performance of pastoral duties under the supervision of a faculty adviser and a local pastor.

Course Learning Outcomes:
To show that he or she is equipped at the college level for Christian ministry, at the completion of PT 404 the student will produce the following outcomes:

1. The student will conduct various activities associated with a pastoral ministry.
2. The student will integrate the knowledge and skills learned in previous pastoral ministry and other college course work into a comprehensive and meaningful practical experience.
3. The student will evaluate his or her performance and effectiveness in the pastoral ministry.

Public Speaking

SP 102 - Public Speaking 3 hours
Public Speaking is a course designed to help students develop the ability to speak confidently, effectively, and ethically in a variety of public speaking situations. Emphasis is placed on audience analysis, organizational skills, and delivery techniques.

Course Learning Outcomes:
The ability to communicate using standard written and spoken English is essential for Christian ministry and service; therefore PS 102 will produce the following learning outcomes:

1. The student will develop organizational skills for arranging and outlining a speech.
2. The student will plan, write, and deliver informative and persuasive speeches using language effectively for clear, appropriate, and vivid expression.
3. The student will demonstrate the ability to analyze audience and create audience-centered speeches.
4. The student will use visual aids appropriately and logically to enhance speeches.
5. The student will demonstrate ethical communication by citing sources correctly following Kate Turabian Guidelines.
6. The student will develop effective delivery skills and appropriate nonverbal behaviors.

**Psychology**

**PSY 202 - Introduction to Psychology**  
3 hours  
An introductory course designed to acquaint the student with the field of psychology as a scientific discipline concerned with the study of human behavior, with special emphasis on the Christian viewpoint.

**Course Learning Outcomes**  
In order to effectively minister and serve in a Christian context, students must have an awareness of a variety of disciplines and a Christian perspective on them. To partially accomplish this, a student completing PSY 202 Introduction to Psychology will produce the following outcomes:

1. The student will accurately identify theorists and pioneers in the field of psychology.
2. The student will accurately describe the scientific method as it applies to psychology.
3. The student will accurately identify the basic stages of human development and determine how persons within each stage can be ministered to appropriately.
4. The student will accurately identify terms and theories regarding brain anatomy, memory, learning, language and thinking, intelligence, personality development, stress and social behavior.
5. The student will appropriately identify terms and descriptions of psychological disorders and develop a strategy for offering help to those whom they encounter with such needs.
6. The student will demonstrate HBC’s core competency of technology by preparing all assignments electronically and submitting them via e-mail or the online course room.

**Science**

**GS 201 - General Physical Science**  
3 hours  
This integrated approach focuses on human health, technology, environmental concerns and other issues related to general science.

**Course Learning Outcomes:**  
In order to effectively minister and serve in a Christian context, students must have an awareness of a variety of disciplines and a Christian perspective on them. To partially accomplish this, a student completing GS 201 General Physical Science will produce the following outcomes:

1. The student will describe how science and technology are important in society and world development.
2. The student will describe the basic background and historical development for a variety of science ideas that are discussed during this course.
3. The student will analyze the condition of problems in their environment and present ideas of how a Christian can interact in these areas.
4. The student will indicate an understanding of how science can be related to other interests, health, hobbies or activities in daily life.
5. The student will describe or answer questions about the basic scientific concepts of Scientific Methodology, Energy, Atomic Theory, Matter, Ecology, Geology and Living Organisms.
6. The student will assess and evaluate basic scientific concepts in terms of a Christian worldview.
7. The student will discuss and explain some of the limitations of science.

**Sociology**

**SOC 201 - Introduction to Sociology** 3 hours
A course concerned with the behavior patterns of groups of people. Our society patterns are examined in the light of the Bible with the centering of attention on Christian responsibility.

**Course Learning Outcomes**
In order to effectively minister and serve in a Christian context, students must have an awareness of a variety of disciplines and a Christian perspective on them. To partially accomplish this, a student completing SOC 201 Introduction to Sociology will produce the following outcomes:

1. The student will describe and explain the historical development of the field, major sociological theories, and the methods of research in sociology.
2. The student will describe the components of social structure and social processes, including culture, socialization, group, organizations and institutions, deviance and social control, social inequalities, and social change.
3. The student will apply the major theoretical perspectives to the analysis of social structure and social change. Examine personal values and actions in light of the sociological and cross-cultural perspectives.
4. The student will understand the significant theoretical perspectives: functionalist, conflict, symbolic-interactionist, post-modern, and feminist sociology.
5. The student will understand culture, social structure, and socialization.
6. The student will understand the sociological imagination to be able to see the larger social forces at work and affecting our individual lives.
7. The student will explain crime and deviance, social inequalities along the lines of race, gender, class, and sexuality, social change, media, and sports using the significant theoretical perspectives within sociology.

**Theology**

**TH 211 Basic Christian Doctrine** 3 hours
An introduction to the basic doctrines of the church. This course will introduce the student to the foundational doctrines of the Christian church: Bibliology, Theology Proper, Anthropology, Angelology, Christology, Soteriology, Pneumatology, Ecclesiology and Eschatology. Special attention will be given to key terms, concepts and biblical texts.
Course Learning Outcomes:
A sound, in-depth knowledge of the Bible and biblical concepts being the foundation of Christian ministry and service and critical to a Christ-centered life and Christian character, TH 211 will produce the following learning outcomes:

1. The student will articulate the foundational doctrines of the Christian church.
2. The student will give biblical evidence for the major doctrines of the church.
3. The student will develop and to formulate biblical and theological constructs that reflect the student’s faith tradition and theological commitments.
4. The student will define basic theological concepts.
5. The student will demonstrate basic skill in analyzing and evaluating a controversial issue related to this course.

TH 311 - Systematic Theology I 3 hours
Prerequisite: TH 211 Basic Christian Doctrine
A study of Prolegomena (an overview) of Bibliology, Theology Proper, Christology, Anthropology (man), and Hamartiology (sin).

Course Learning Outcomes:
A sound, in-depth knowledge of the Bible and biblical concepts being the foundation of Christian ministry and service and critical to a Christ-centered life and Christian character, TH 311 will produce the following learning outcomes:

1. The student will recall the major theological issues in the biblical concepts of Bibliology, Theology Proper, Christology, Anthropology, and Hamartiology.
2. The student will demonstrate proficiency in applying theological and biblical truths in the areas of Bibliology, Theology Proper, Christology, Anthropology, and Hamartiology.
3. The student will demonstrate proficiency in analyzing and evaluating a controversial issue related to this course.

TH 312 - Systematic Theology II 3 hours
Prerequisite: TH 211 Basic Christian Doctrine
Students will make a study of Soteriology, Pneumatology, Ecclesiology, Angelology and Eschatology.

Course Learning Outcomes:
A sound, in-depth knowledge of the Bible and biblical concepts being the foundation of Christian ministry and service and critical to a Christ-centered life and Christian character, TH 312 will produce the following learning outcomes:

1. The student will recall the major theological issues in the biblical concepts of Soteriology, Pneumatology, Ecclesiology, Angelology, and Eschatology.
2. The student will demonstrate proficiency in applying theological and biblical truths in the areas of Soteriology, Pneumatology, Ecclesiology, Angelology, and Eschatology.
3. The student will demonstrate proficiency in analyzing and evaluating a controversial issue related to this course.
TH 404 - Principles of the Christian Life (Ethics) 3 hours

Prerequisite: TH 211 Basic Christian Doctrine

Students explore the basics of Christian ethics by examining past and current social problems in the context of Biblical teachings. Topics include abortion, euthanasia, sexuality, etc.

Course Learning Outcomes:
A sound, in-depth knowledge of the Bible and biblical concepts being the foundation of Christian ministry and service and critical to a Christ-centered life and Christian character, TH 404 will produce the following learning outcomes:

1. The student will recognize the major ethical issues facing the contemporary Christian Church.
2. The student will analyze and evaluate the different ethical options.
3. The student will develop and defend a workable and principled ethical position.
4. The student will demonstrate proficiency in analyzing and evaluating a controversial issue related to this course.
5. The student will critique and evaluate information sources.

TH 411 Christian Apologetics 3 hours

Prerequisite: TH 211 Basic Christian Doctrine

This course is a study of the defense of the Christian faith. The student will examine various approaches to apologetic methods. Additionally, attention will be given to such topics as the existence of God, the deity and resurrection of Jesus, the reality of miracles, and major objections to the Christian faith. The course will seek to equip students with the basic knowledge and skills needed to defend the Christian faith.

Course Learning Outcomes:
A sound, in-depth knowledge of the Bible and biblical concepts being the foundation of Christian ministry and service and critical to a Christ-centered life and Christian character, TH 411 will produce the following learning outcomes:

1. The student will evaluate various approaches to apologetic methods.
2. The student will articulate a biblical defense of the Christian faith.
3. The student will respond to some major objections to the Christian faith.
4. The student will demonstrate the rationale for the Christian faith as the acceptable worldview.
5. The student will demonstrate proficiency in analyzing and evaluating a controversial issue related to this course.

World Religions

WR 401 - World Religions 3 hours
This course introduces the world’s major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.

Course Learning Outcomes:
1. The student will understand and explain what constitutes a pseudo-Christian cult and why they are so prevalent in our world today.
2. The student will discuss the history, the founders and the major tenets of several pseudo-Christian cults.
3. The student will understand and explain the difference between a Biblical worldview and other religious worldviews.
4. The student will discuss the history, founders and major tenets of several of the world’s living religions.

Worship

WOR 101 Introduction to Worship 3 hours
This course is designed for students to understand better what Christian worship is. Emphasis is given to developing a philosophy of worship that is biblically-based, historically connected, theologically sound and relevant to 21st century Christian believers. To accomplish this, there is a primary focus on what the Bible says about worship; a study of worship practices through the centuries; and a look at the current trends of worship practices.

Course Learning Outcomes:
The student will progress in Christ-centeredness, Christian character and commitment to a life of Christian service by becoming a better worshiper and worship leader as shown by the following learning outcomes:

1. The student will articulate key biblical, theological, and historical principles regarding public worship and how these should inform worship practices.
2. The student will articulate how the issues of time, space, prayer, music, Scripture, sacraments, and rites relate to effective public worship.
3. The student will make a disciplined application of critical thinking in evaluating historical and current worship practices.
4. The student will articulate an understanding and an appreciation of the role of culture in worship practices.

WOR 201 Survey of the Arts 3 hours
Pre-requisite: WOR 101 or may be concurrent
This course is designed to introduce the student to the creative and performing arts (i.e., music, literature, dance, art, drama, media, etc.) in a survey fashion from biblical, historical, theological, and liturgical perspectives. The emphasis will be on how the arts have been, are, and could be used in the context of Christian worship, and the development of a philosophy of the arts which is biblically and theologically grounded. [This course replaces MUS 101 Music Appreciation.]
Course Learning Outcomes:
The student will progress in Christ-centeredness, Christian character and commitment to a life of Christian service by becoming a better worshiper and worship leader as shown by the following learning outcomes:

1. The student will develop a basic understanding of the various art mediums for expression and communication.
2. The student will become acquainted with a broad overview of the history of the arts in the context of cultural/sociological changes with particular attention given to their use in worship.
3. The student will articulate an understanding of how Scripture and theology give insight to inform our use of the arts in worship.
4. The student will gain insights to various art forms through involvement in practicum assignments using the arts in worship contexts.

**WOR 204 Technology for Worship 3 hours**
This course deals with presentation/projection software and equipment/skills and sound and lighting equipment/skills. There is also an introduction to the basics of practical staging in conjunction with the use of sound and lighting. Students are expected to do practical assignments of the above in chapel/church services.

Course Learning Outcomes:
The student will progress in Christ-centeredness, Christian character and commitment to a life of Christian service by becoming a better worshiper and worship leader as shown by the following learning outcomes:

1. The student will demonstrate skill in preparing and using PowerPoint and a lyric software program (such as Easy Worship).
2. The student will demonstrate a general understanding of the use of sound equipment - sound board, microphones, speakers and monitors.
3. The student will demonstrate a general understanding and effective use of a light control board, and types and placement of installed fixtures.
4. The student will demonstrate a basic understanding of effective use of a stage for various functions.

**WOR 302 Worship and Spiritual Formation 3 hours**
Worship is generally understood to be the context for expressions of praise and thanksgiving in response to God’s revelation of himself to us. But it is also the arena where the Holy Spirit shapes us corporately as the body of Christ and individually into the image of Christ. The focus of this course is on the second of these purposes. Therefore, Worship and Spiritual Formation is designed to deepen the understanding of the importance of good worship practices in affecting the formative goals. To accomplish this, the content of this course builds on the foundations laid in WOR 202 Introduction to Worship, as we give attention to developing a practical theology of worship that is shaped by a framework expressed in terms of the source, agency, context, process, means and goal of Christian spiritual formation through corporate worship. Pre-requisite: WOR 101.
Course Learning Outcomes:
The student will progress in Christ-centeredness, Christian character and commitment to a life of Christian service by becoming a better worshiper and worship leader as shown by the following learning outcomes:

1. The student will be able to reflect biblically and theologically about corporate worship as a primary context for Christian spiritual formation.
2. The student will be able to be more attentive and responsive to the Holy Spirit and the Scriptures in the process of being shaped both corporately as the body of Christ and individually into the image of Christ.
3. The student will be able to take initial steps in developing a practical theology of corporate worship praxis with a view to Christian spiritual formation.
4. The student will demonstrate the ability to reflect biblically, theologically and historically in planning worship.

WOR 311 The Worship Leader 3 hours
Pre-requisite: WOR 101
This course is designed to acquaint the student with the calling, qualifications, responsibilities, and training needs of the role of the contemporary worship leader. The focus is on accessing and addressing the students’ current skills and further developing those skills. The course includes practicums of various worship leading assignments for weekly chapel services.

Course Learning Outcomes:
The student will progress in Christ-centeredness, Christian character and commitment to a life of Christian service by becoming a better worshiper and worship leader as shown by the following learning outcomes:

1. The student will gain perspective on the role of a worship leader by observing the biblical foundations, theological implications, and historical developments leading to current practices.
2. The student will demonstrate and articulate an understanding of the ministry of leading worship and the inclusion of music as an element of the worship experience.
3. The student will demonstrate progress in the development of his/her particular set of worship leading skills.
4. The student will gain experience in leading worship through various assignments in chapel services.

WOR 412 Worship and Music Administration 3 hours
This course deals with the practical aspects of planning and leading worship, showing evidence of making application of the content of the courses listed above in a worship setting. There are also readings and discussions of working with worship teams, choirs, and ensembles; how to locate music and other materials for worship; and working with a budget. A particular feature of this course is the development of a personal philosophy of worship and music. This course includes weekly opportunities to assist in planning and leading worship and music in chapel services.
Course Learning Outcomes:
The student will progress in Christ-centeredness, Christian character and commitment to a life of Christian service by becoming a better worshiper and worship leader as shown by the following learning outcomes:

1. The student will demonstrate through weekly chapel assignments a command of dealing with the details of planning, rehearsing and leading a worship service – including, but not limited to, content and order; communication and coordinating with other personnel (singers, instrumentalists, sound/lighting techs); preparation and distribution of service orders; and preparedness of the facilities.
2. The student will articulate basic principles of spiritual/musical leadership qualifications in the ministry of worship and music and demonstrate a commitment to continued development in these areas.
3. The student will articulate an understanding of the responsibilities of leading a church music program with regards to organization, scheduling, personnel and budget.
4. The student will articulate in writing his/her personal philosophy of worship and music.
5. The student will demonstrate knowledge of how to locate resources for the various ministries of a church music program and worship needs.

WOR 404 Worship Practicum 3 hours
The student gains practical experience in worship and music ministry through the observation of and assistance in the performance of worship duties under the supervision of a local worship pastor or leader. This is the capstone course for the Worship and Music degree program and is typically done in the student’s final semester. All other Worship and Music course should have already been taken.

Course Learning Outcomes:
The student will show progress in developing college-level skills in the music ministry as shown by the following learning outcomes:

1. The student will demonstrate technical expertise and spiritual maturity in performing worship/music duties in actual worship settings.
2. The student will demonstrate ability to work well under supervision.
3. The student will demonstrate ability to complete assigned tasks in a timely fashion.
4. The student will demonstrate ability to communicate clearly and perform duties with acceptable social skills.
5. The student will show evidence of initiative as well as willingness to learn.

WOR 111 Worship Guitar I 1 hour
Worship Guitar is designed to develop the fundamentals of playing both acoustic and electric guitar for the modern corporate worship context, as well as leading corporate worship from the guitar. The course will include/focus on the anatomy of the guitar, tuning(s), strum patterns, basic chording, and basic music scales on the instrument. The depth to which the afore mentioned foci
will depend on the student’s ability and progress. This course will prepare the student for Worship Guitar II.

_**Course Learning Outcomes:**_
The student will progress in Christ-centeredness, Christian character and commitment to a life of Christian service by becoming a better worshiper and worship leader as shown by the following learning outcomes:

1. The student will describe the respective anatomies of both the acoustic and electric guitar.
2. The student will correctly tune the guitar in both standard tuning as well as other popular alternate tunings.
3. The student will strum the basic patterns for 4/4 and 6/4 time signatures.
4. The student will demonstrate the correct finger positioning for the more commonly used basic (open) chords.

**WOR 112 Worship Guitar II** 1 hour
Worship Guitar II is designed to further develop the skills and knowledge acquired in Worship Guitar. The foci of this course will be for the student to be able to learn how to transition between basic (open) chords, transition between time signatures (4/4 and 6/4), sustain chords, playing and singing, barre chording, and playing by ear.

_**Course Learning Outcomes:**_
The student will progress in Christ-centeredness, Christian character and commitment to a life of Christian service by becoming a better worshiper and worship leader as shown by the following learning outcomes:

1. The student will be able to transition between most basic (open) chords.
2. The student will be able to transition between 4/4 and 6/4 time signatures.
3. The student will begin to be able to play the guitar while singing.
4. The student will learn the finger positions of basic barre chords (major, minor, major 7th, and minor 7th).
5. The student will begin to be able to play by ear.

**WOR 121 Worship Dance I** 1 hour
This is a class for the purpose of developing the students’ knowledge and skills in the use of dance for worship and ministry (see below). The biblical references of dance will be thoroughly studied and applied during the class. New movement vocabulary will be added on each week to the previous class content. The students will be exposed to ballet and modern technique and the basic elements of dance and choreography in the context of worship dance. Seasonal choreography will be taught for outreaches and church services. The use of props and appropriate dress for worship/liturgical dance will be covered.
Course Learning Outcomes
The Student will gain an understanding of the role of dance in worship and ministry and develop various skills for executing worship dance in such settings as local outreaches and church services as shown by the following learning outcomes.

1. The student will articulate the main biblical references of dance and how they relate to current use of dance today in worship.
2. The student will demonstrate basic worship movement and shapes in the context of several worship dances.
3. The student will demonstrate a limited use of ballet and modern technique in the context of worship dance.
4. The student will demonstrate the use of various props in a worship dance.
5. The student will be able to articulate appropriate attire for worship dance versus common dance costuming.

Youth Ministry

YM 101 Introduction to Youth Ministry 3 hours
An introductory course examining the foundational aspects of youth ministry. Careful consideration will be given to the need for youth ministry in the local church and para-church organizations. The course will expose the student to foundational theories and praxis of youth ministry.

Course Learning Outcomes:
To show that he or she is equipped at the college level for Christian ministry, at the completion of YM101 the student will produce the following outcomes:

1. The student will describe in broad terms the basis and rationale for youth ministry in the post-modern context.
2. The student will identify the various settings in which ministry to youth might effectively be accomplished.
3. The student will recognize the different approaches to youth ministry and the theoretical and theological background for each.

YM 301 Models of Youth Ministry 3 hours
This course will examine current trends and issues in various models of youth ministry. The student will examine the theological foundations and ministry implications of various models of youth ministry. The course is intended to guide the student in developing a relevant model of youth ministry.

Course Learning Outcomes:
To show that he or she is equipped at the college level for Christian ministry, at the completion of YM 301 the student will produce the following outcomes:
1. The student will analyze and evaluate the different approaches to youth ministry and the theoretical and theological background for each.
2. The student will envision and create a plan for a viable, relevant and practical youth ministry for a local church or para-church organization.

YM 401 Youth Ministry Practicum 3 hours
The student gains practical experience in youth ministry through the observation of and assistance in the performance of duties under the supervision of a faculty adviser and a local youth pastor or leader.

Course Learning Outcomes:
To show that he or she is equipped at the college level for Christian ministry, at the completion of YM 401 the student will produce the following outcomes:

1. The student will conduct various activities associated with a youth ministry.
2. The student will integrate the knowledge and skills learned in previous youth ministry and other college course work into a comprehensive and meaningful practical experience.
3. The student will evaluate his or her performance and effectiveness in the youth ministry.
College Calendars
FALL 2017 SEMESTER CALENDAR

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation/Testing/Registration for new students</td>
<td>July 20</td>
<td>Separate online orientation for new online-only students</td>
</tr>
<tr>
<td>Dorm opens for new students</td>
<td>August 10</td>
<td>Check-in with Student Services Office</td>
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<tr>
<td>Dorm opens for continuing students</td>
<td>August 11</td>
<td>Check-in with Student Services Office</td>
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<tr>
<td>Weekday Campus Classes begin</td>
<td>August 14-December 3</td>
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<tr>
<td>Online Classes (Session I)</td>
<td>August 14-October 8</td>
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<tr>
<td>Online Session I drop/add deadline</td>
<td>August 18</td>
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<td>Campus Classes drop/add deadline</td>
<td>August 25</td>
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<tr>
<td>Labor Day Holiday</td>
<td>September 4</td>
<td>No classes; offices closed</td>
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<tr>
<td>Fall Break</td>
<td>October 9-15</td>
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<tr>
<td>Online Classes (Session II)</td>
<td>October 9-December 3</td>
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<tr>
<td>Online Session II drop/add deadline</td>
<td>October 13</td>
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<tr>
<td>Board of Trustees meeting</td>
<td>October 19</td>
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<tr>
<td>Online Session I grades due</td>
<td>October 20</td>
<td></td>
</tr>
<tr>
<td>Pre-registration for Spring Semester</td>
<td>November 13-17</td>
<td>Late fee applies if not pre-registered</td>
</tr>
<tr>
<td>Campus Day</td>
<td>TBA</td>
<td>Prospective students invited</td>
</tr>
<tr>
<td>Thanksgiving Service</td>
<td>November 21</td>
<td>Visitors welcome</td>
</tr>
<tr>
<td>Thanksgiving Holidays</td>
<td>November 23-24</td>
<td>No classes; offices closed</td>
</tr>
<tr>
<td>Final Exams</td>
<td>November 27-December 3</td>
<td></td>
</tr>
<tr>
<td>Dorms close</td>
<td>December 4</td>
<td></td>
</tr>
<tr>
<td>Orientation/Testing/Registration for new students in the Spring Semester</td>
<td>December 7</td>
<td>Separate online orientation for online-only students</td>
</tr>
<tr>
<td>Online Session II and Campus grades due</td>
<td>December 15</td>
<td></td>
</tr>
<tr>
<td>Christmas Break</td>
<td>December 22-29</td>
<td>Offices closed</td>
</tr>
<tr>
<td>Offices reopen</td>
<td>January 2</td>
<td></td>
</tr>
</tbody>
</table>

Updates to the semester calendar are posted to the website calendar.
## SPRING 2018 SEMESTER CALENDAR

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation/Testing/Registration for new students in the Fall semester</td>
<td>December 7</td>
<td>Separate online orientation for new online-only students</td>
</tr>
<tr>
<td>New Year Holiday</td>
<td>January 1</td>
<td>Offices closed</td>
</tr>
<tr>
<td>Dorm opens for new students</td>
<td>January 5</td>
<td>Check-in with Student Services Office</td>
</tr>
<tr>
<td>Dorm opens for continuing students</td>
<td>January 6</td>
<td>Check-in with Student Services Office</td>
</tr>
<tr>
<td>Weekday Campus Classes begin</td>
<td>January 8- April 29</td>
<td></td>
</tr>
<tr>
<td>Online Classes (Session I)</td>
<td>January 8- March 4</td>
<td></td>
</tr>
<tr>
<td>Online Session I drop/add deadline</td>
<td>January 12</td>
<td></td>
</tr>
<tr>
<td>Campus Classes drop/add deadline</td>
<td>January 19</td>
<td></td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 5-9</td>
<td></td>
</tr>
<tr>
<td>Online Classes (Session II)</td>
<td>March 5-April 29</td>
<td></td>
</tr>
<tr>
<td>Online Session II drop/add deadline</td>
<td>March 9</td>
<td></td>
</tr>
<tr>
<td>Online Session I grades due</td>
<td>March 16</td>
<td></td>
</tr>
<tr>
<td>Easter Holiday (Good Friday)</td>
<td>March 30</td>
<td>Offices closed</td>
</tr>
<tr>
<td>Pre-registration for Fall Semester</td>
<td>April 9-13</td>
<td>Late fee applies if not pre-registered</td>
</tr>
<tr>
<td>Campus Day</td>
<td>TBA</td>
<td>Prospective students invited</td>
</tr>
<tr>
<td>Board of Trustees Meeting</td>
<td>April 19</td>
<td></td>
</tr>
<tr>
<td>Heritage Day</td>
<td>April 22</td>
<td></td>
</tr>
<tr>
<td>Final Exams</td>
<td>April 23-29</td>
<td></td>
</tr>
<tr>
<td>Grades for Graduates due</td>
<td>May 1</td>
<td></td>
</tr>
<tr>
<td>Online Session II and Campus Grades due</td>
<td>May 4</td>
<td></td>
</tr>
<tr>
<td>Graduation Rehearsal</td>
<td>May 4</td>
<td>By invitation</td>
</tr>
<tr>
<td>Graduation</td>
<td>May 5</td>
<td></td>
</tr>
<tr>
<td>Dorms close</td>
<td>May 7</td>
<td></td>
</tr>
</tbody>
</table>

*Updates to the semester calendar are posted to the website calendar.*
### SUMMER 2018 CALENDAR

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Online Session</td>
<td>May 7 – June 29</td>
<td></td>
</tr>
<tr>
<td>Drop/add deadline</td>
<td>May 11</td>
<td></td>
</tr>
<tr>
<td>Memorial Day Holiday</td>
<td>May 28</td>
<td>Offices closed</td>
</tr>
<tr>
<td>Staff Planning Retreat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>July 4</td>
<td>Offices closed</td>
</tr>
<tr>
<td>PFWB Camp Meeting</td>
<td>July 22-27*</td>
<td>Open to all</td>
</tr>
<tr>
<td>Give-it-All Parade of Pastors (HBC offering)</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Summer Online Session grades due</td>
<td>July 13</td>
<td></td>
</tr>
<tr>
<td>Orientation/Testing/Registration for new students in the Fall semester</td>
<td>August 9</td>
<td>Separate online orientation for new online-only students</td>
</tr>
</tbody>
</table>

Updates to semester calendar are posted to the website calendar.

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\* Dates may change
# FALL 2018 SEMESTER CALENDAR

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation/Testing/Registration for new students</td>
<td>July 19</td>
<td>Separate online orientation for new online-only students</td>
</tr>
<tr>
<td>Dorm opens for new students</td>
<td>August 9</td>
<td>Check-in with Student Services Office</td>
</tr>
<tr>
<td>Dorm opens for continuing students</td>
<td>August 10</td>
<td>Check-in with Student Services Office</td>
</tr>
<tr>
<td>Weekday Campus Classes begin</td>
<td>August 13-December 2</td>
<td></td>
</tr>
<tr>
<td>Online Classes (Session I)</td>
<td>August 13-October 7</td>
<td></td>
</tr>
<tr>
<td>Online Session I drop/add deadline</td>
<td>August 17</td>
<td></td>
</tr>
<tr>
<td>Campus Classes drop/add deadline</td>
<td>August 24</td>
<td></td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>September 3</td>
<td>No classes; offices closed</td>
</tr>
<tr>
<td>Fall Break</td>
<td>October 8-12</td>
<td></td>
</tr>
<tr>
<td>Online Classes (Session II)</td>
<td>October 8-December 2</td>
<td></td>
</tr>
<tr>
<td>Online Session II drop/add deadline</td>
<td>October 12</td>
<td></td>
</tr>
<tr>
<td>Board of Trustees meeting</td>
<td>October 18</td>
<td></td>
</tr>
<tr>
<td>Online Session I grades due</td>
<td>October 19</td>
<td></td>
</tr>
<tr>
<td>Pre-registration for Spring Semester</td>
<td>November 12-16</td>
<td>Late fee applies if not pre-registered</td>
</tr>
<tr>
<td>Campus Day</td>
<td>TBA</td>
<td>Prospective students invited</td>
</tr>
<tr>
<td>Thanksgiving Service</td>
<td>November 20</td>
<td>Visitors welcome</td>
</tr>
<tr>
<td>Thanksgiving Holidays</td>
<td>November 22-23</td>
<td>No classes; offices closed</td>
</tr>
<tr>
<td>Final Exams</td>
<td>November 26-December 2</td>
<td></td>
</tr>
<tr>
<td>Dorms close</td>
<td>December 3</td>
<td></td>
</tr>
<tr>
<td>Orientation/Testing/Registration for new students in the Spring Semester</td>
<td>December 6</td>
<td>Separate online orientation for online-only students</td>
</tr>
<tr>
<td>Online Session II and Campus grades due</td>
<td>December 14</td>
<td></td>
</tr>
<tr>
<td>Christmas Break</td>
<td>December 24-28</td>
<td>Offices closed</td>
</tr>
<tr>
<td>Offices reopen</td>
<td>January 2</td>
<td></td>
</tr>
</tbody>
</table>

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### SPRING 2019 SEMESTER CALENDAR

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation/Testing/Registration for new students in the Fall semester</td>
<td>December 6</td>
<td>Separate online orientation for new online-only students</td>
</tr>
<tr>
<td>New Year Holiday</td>
<td>January 1</td>
<td>Offices closed</td>
</tr>
<tr>
<td>Dorm opens for new students</td>
<td>January 4</td>
<td>Check-in with Student Services Office</td>
</tr>
<tr>
<td>Dorm opens for continuing students</td>
<td>January 5</td>
<td>Check-in with Student Services Office</td>
</tr>
<tr>
<td>Weekday Campus Classes begin</td>
<td>January 7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- April 28</td>
<td></td>
</tr>
<tr>
<td>Online Classes (Session I)</td>
<td>January 7 - March 3</td>
<td></td>
</tr>
<tr>
<td>Online Session I drop/add deadline</td>
<td>January 11</td>
<td></td>
</tr>
<tr>
<td>Campus Classes drop/add deadline</td>
<td>January 18</td>
<td></td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 4-8</td>
<td></td>
</tr>
<tr>
<td>Online Classes (Session II)</td>
<td>March 4-April 28</td>
<td></td>
</tr>
<tr>
<td>Online Session II drop/add deadline</td>
<td>March 8</td>
<td></td>
</tr>
<tr>
<td>Online Session I grades due</td>
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<td>April 18</td>
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<td>Final Exams</td>
<td>April 22-28</td>
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<tr>
<td>Grades for Graduates due</td>
<td>April 30</td>
<td></td>
</tr>
<tr>
<td>Online Session II and Campus Grades due</td>
<td>May 3</td>
<td></td>
</tr>
<tr>
<td>Graduation Rehearsal</td>
<td>May 3</td>
<td>By invitation</td>
</tr>
<tr>
<td>Graduation</td>
<td>May 4</td>
<td></td>
</tr>
<tr>
<td>Dorms close</td>
<td>May 6</td>
<td></td>
</tr>
</tbody>
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<tbody>
<tr>
<td>Summer Online Session</td>
<td>May 20-July 14</td>
<td></td>
</tr>
<tr>
<td>Drop/add deadline</td>
<td>May 24</td>
<td></td>
</tr>
<tr>
<td>Memorial Day Holiday</td>
<td>May 27</td>
<td>Offices closed</td>
</tr>
<tr>
<td>Staff Planning Retreat</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>July 4</td>
<td>Offices closed</td>
</tr>
<tr>
<td>Summer Online Session grades due</td>
<td>July 28</td>
<td></td>
</tr>
<tr>
<td>PFWB Camp Meeting</td>
<td>July 21-26°</td>
<td>Open to all</td>
</tr>
<tr>
<td>Give-it-All Parade of Pastors (HBC offering)</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Orientation/Testing/Registration for new students in the Fall semester</td>
<td>August 8</td>
<td>Separate online orientation for new online-only students</td>
</tr>
</tbody>
</table>

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5 Dates may change
STUDENT LIFE

STUDENT SERVICES

Automobiles and Parking Facilities. Resident students are permitted to have cars on campus, but must observe designated parking areas for staff and students. There is ample parking for students in the dormitory parking lot. Commuting students should also park in the dormitory parking lot when space is available. The main parking lot is reserved for staff, faculty and campus visitors.

Campus Housing. Students who wish to reside in campus housing must submit a Housing Reservation Fee with their application and must complete and submit the Campus Housing Application and Contract when they first enroll and at the beginning of each semester thereafter. Financial arrangements must be satisfied prior to moving into campus housing and approval signatures obtained as shown on the contract form. Resident students who violate the provisions of the Contract as described on the reverse of the Application for Housing form jeopardize their privilege to remain in residence.

Keys to campus housing will be issued by the Dean of Students (or the President’s designee) and/or the Dorm Supervisor for dormitory residents. Students will pay a one-time key fee to the Business Office at registration in order to obtain a key. If key is lost, an additional fee is charged to replace door locks to preserve security and provide a key to the student. Keys must be returned to the Dean of Students (or the President’s designee) for summer break and when the student graduates or otherwise withdraws from the College. See the Campus Housing Policy for complete information.

Campus Security. Heritage Bible College keeps records on campus crime statistics which are available from the office of the Dean of Students (or the President’s designee). The most recent statistics are included in the Campus Facilities section of this catalog. Heritage is located in a rural area and has experienced no major crimes on campus. As a safety measure, students are encouraged to use the “buddy system” when walking on campus after dark and to report any unusual occurrences of strangers, packages, or other items that don’t belong on campus to the Dorm Supervisor immediately. Students are also to report any breaches of security or criminal activity immediately and to practice caution to ensure their personal safety.

Career Counseling Services
Heritage Bible College exists to train men and women for Christian ministry as well as Christian men and women with a biblical worldview as professionals in secular fields. Our objective is to provide each HBC student Career Counseling that begins at student orientation, continues through student life at HBC and is offered after completion of their studies at HBC.

All new students are required as part of the orientation process to complete the Career Counseling Assessment (CCA). The CCA will be made available to returning students and all students will be
encouraged to complete and update as needed. The information gathered will be used by Career Counselor(s) to assist the student.

Career counselor(s) will be available throughout the year to assist students. It is the college’s goal for a career counselor to meet with each student at least once per year.

Internships are offered to students by the college. These will consist, but not limited to, ministries at the college, ministries with churches, parachurch organizations, hospitals and other organizations. The college will consistently develop partnering relationships with these organizations with the goal of placing each student that desires and qualifies for an internship to have opportunity to serve.

**Cell Phones.** Students with cell phones should turn the ringers off during class and chapel times and should not leave class or chapel to answer a call unless it is an urgent matter.

**Computer Labs.** A computer lab with Internet access is available in Heritage House for students to use for research, study, and preparation of class assignments. Computers are also available in the Library for research, assignments and learning lab sessions. Students are required to sign and abide by an Internet Agreement to maintain privileges for use of the computer labs and the Internet.

**Counseling Services.** Spiritual counseling is a vital part of services provided at Heritage Bible College. Many faculty and staff are pastors and have counseling experience; however, there are no licensed psychologists or psychiatrists on staff. The Academic Dean provides guidance concerning academics while the Dean of Students (or the President’s designee) gives guidance related to student interaction and activities. Students needing professional counseling services are referred to appropriate individuals or agencies in the community.

**Dormitory Housing.** Dormitory housing for unmarried male and female students is available on campus. Rules regarding dormitory living are contained in the Student Handbook. No on-campus housing is available for married students. Information on rental housing in the Dunn area is available from local newspapers and real estate offices for married students who wish to relocate to the Dunn area.

**E-mail.** Each student is issued a college e-mail address, which is used to disseminate administrative, academic, and student life information to students. It is the responsibility of the student to check his or her college e-mail daily in order not to miss the receipt of important information. E-mail can be accessed through the Populi web-based system. Students are held accountable for information disseminated by e-mail.

**Health Services and Insurance.** There are no on-campus health services or treatment facilities. Professional medical services are available from area physicians and the local hospital; contact information is provided in the Student Handbook. A health history form giving indication of physical health is a part of the application package and must be completed and maintained in the student’s file. Online-only or extension students are exempt from the requirement to
complete the health history form.

The College assumes no responsibility to provide health care or insurance. Students are encouraged to purchase personal health and accident insurance from the carrier of their choice. Resident students are also encouraged to purchase renter’s insurance as the College assumes no liability for lost or stolen personal property.

**Inclement Weather.** In the event of inclement weather that prohibits the College being open for office hours and/or classes, every attempt will be made to provide notifications to staff, faculty and students. Closings and delays are now being announced on Populi. If no notification is made, either by personal contact or media announcement, the college is operating under normal hours with offices open for staff and faculty and classes in session for students. The Inclement Weather Policy is included in the Student Handbook.

**Job Placement.** Although no formal job placement program is in place at Heritage Bible College, the sponsoring denomination, the Pentecostal Free Will Baptist Church, places Heritage students or graduates who are PFWB members in ministerial positions within their churches whenever possible. Students from other denominations are encouraged to work with their denominational leaders to identify career opportunities and placement.

The College notifies students of opportunities for paid or unpaid positions in ministry through bulletin board notices, e-mails, announcements, and personal conversations. The College maintains relationships with various denominations, which may lead to the placement of a student in a ministerial position within a denomination other than PFWB. The College assists in job placement where possible, including consideration for staff or instructor positions at the College after the student completes the required educational degree level.

**Mail Service.** The mailing address for students who live on campus is P. O. Box 1628, Dunn NC 28335. Outgoing mail is processed through the Business Office during the work week.

**Student Government Association.** The Student Government Association (SGA) consists of elected officers, student members, and volunteer student assistants. The SGA seeks to develop the spiritual, physical, and social life of the students, to inspire loyalty to the College and to the principles for which it stands, and to promote an efficient and harmonious school life. The SGA promotes student fellowship through special activities and seeks to involve students in ministry projects.

**Telephone Service.** A telephone for local calls only is located in the dormitory for student use. Students may install telephones in dormitory rooms at their own expense. Students are restricted from using office telephones designated for official business purposes. Personal cell phones are permitted provided they are turned off during class and in chapel services to prevent disruption to other students.

**STUDENT RIGHTS, RESPONSIBILITIES**
AND OPPORTUNITIES

Appearance and Conduct. Because we represent Christ and Christianity to the world, Heritage Bible College students are required to conform to a reasonable code of conduct. All students sign a pledge recognizing the Code of Conduct and the Statement of Faith signifying their agreement to honor and abide by the specified requirements. Violation of the Code of Conduct is grounds for disciplinary action up to and including expulsion from the College and/or campus housing.

The Student Standards Agreement is included at the end of this section. A signature indicating the student’s agreement to abide by the requirements in the Agreement and to honor the standards of the College is a condition of enrollment and tenure at Heritage Bible College.

Disciplinary Action, Suspension, or Dismissal. Heritage Bible College reserves the right to discipline, suspend, or dismiss any student at any time it deems necessary to safeguard and uphold the standards of scholarship, character, and principles of the College. Dishonesty in any aspect of college work, failure to give truthful testimony to a College official, disregard for the safety and rights of others, and any behavior which reflects discredit upon the individual or the College are very serious offenses which may lead to dismissal. In all disciplinary cases, students are provided with due process, which includes the right to have a hearing and to appeal judgments to higher levels of authority. Discipline policies are given in the Student Handbook.

Upon dismissal of any student, the Dean of Students (or the President’s designee) notifies the faculty, the Business Office, the Library, the Financial Aid Office and the Registrar’s Office. The Registrar and/or the Financial Aid Director notify any other appropriate organizations outside the College. The Student Discipline, Suspension, and Dismissal Policy is included in the Student Handbook, along with the general Disciplinary Policy.

Harassment. Heritage Bible College will not tolerate verbal, physical, or sexual harassment of or by any student or employee. If any student or employee believes that he or she is the object of harassment, the student/employee should immediately report the incident directly to the person identified in the College protocol policy as defined in the Student Handbook. All incidents of alleged harassment will be thoroughly and promptly investigated in accordance with the Heritage Bible College Harassment Policy as stated in the Administrative Policy and Procedure Manual, the Student Handbook and the Personnel Manual.

Student Handbook. Students at Heritage enjoy a friendly, family atmosphere on campus. A deliberate effort is made to keep rules and regulations to a minimum, but certain requirements are necessary for the good of all concerned. These basic rules for life at Heritage, as well as policies relating to student records, crime prevention and a safety plan, are printed in the Student Handbook, which is distributed to new students during the orientation and registration process.

The Student Handbook is made available to all students through one or more of the following means:

- Bound copy
Students must acknowledge receipt of the Handbook and sign a statement that they understand and will abide by the rules, regulations, policies, and procedures of the College as stated in the Handbook. Failure to honor this commitment will result in disciplinary action up to and including expulsion from the College and/or campus housing.

**Student Right to Know.** According to Public Law 101-542, students have the right to know certain information about the College where they are enrolled or considering enrollment. Specifically, current and prospective students have the right to information regarding persistence and graduation rates of students enrolled at the college. Information about persistence and graduation rates is maintained by the Office of the Registrar and is included in appropriate College publications and/or is available upon request from the Registrar. This information is also posted on the college website.

In addition, PL 101-542 stipulates that students have the right to know information about campus crime statistics regarding certain violations of law. Information on campus security and crime statistics is maintained by the Student Services Department and is published in the academic catalog. Statistics on specified crimes or arrests are reported to the U.S. Department of Education on an annual basis. The most recent report is included in the About the College section of this publication.

**Students with Disabilities.** The College recognizes its responsibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act to provide equal access to handicapped students. Regular procedures for applications and admission apply to students with disabilities. Students seeking accommodations should complete the Request for Accommodations Form in the application packet. For further information, contact the Dean of Students (or the President’s designee) at 910.892.3178 or 800.297.6351.

**SPIRITUAL LIFE**
Chapel Attendance
Chapel services are held at 10:50 a.m. each Thursday during the semester. Students on campus at chapel time are expected to attend chapel service each week. Chapel is intended as a time of spiritual worship and refreshing as well as a time of fellowship and sharing among faculty, staff and students. Failure to attend chapel will adversely affect the student’s spiritual growth and his/her eligibility for scholarships.

Chapel programs are planned with students in mind with student participation in music, scripture readings, testimonies, drama and messages as assigned. Ministerial students plan and carry out occasional chapel services as a part of their training. Students in a leadership role in a chapel service are expected to dress appropriately for a church service.

Church Attendance. In keeping with the College’s basic devotion to Christ and His Church, it is expected that students and other members of the College family regularly attend services at the church of their choice and take advantage of opportunities to be active in ministry.

Devotional Life. Heritage students have the opportunity not only to train their minds and perfect their skills, but also to nurture their spiritual life in order to become competent and dedicated servants of God. Dormitory devotions provide opportunities to deepen relationships with dorm-mates and with God. An active prayer life is emphasized. Weekly chapel services and interaction with fellow students, staff, and faculty provide spiritual fellowship and nurture. Above all, Heritage utilizes the Bible as its primary textbook, continually reminding students that they are preparing themselves for devoted Christian service.

Student Ministry. Opportunities for student ministry enable students to gain valuable experience as Christian servants. The primary focus of all Christian service is to bring glory to God through meeting human needs in his name. Student ministry opportunities allow students to develop ministry skills through practical and personal ministry to individuals or groups. The College encourages students to be actively involved in ministry in their own churches and the community to enhance their academic and vocational experience.

The Student Services Department provides information about ministry opportunities to students as they become available. A Director of Student Ministries leads students in identification of and involvement in ministry opportunities. Participation in the various activities and aspects of HBC Expressions, a volunteer student ministry team, allows opportunity for ministry through music, message, testimony, teaching, and drama in churches and other venues. Active involvement in ministry both within and without the College is a factor considered in making scholarship awards.
RECREATION

**Recreational Opportunities.** Students have access to a variety of recreational opportunities in the Dunn area. The student center on campus offers basketball and a variety of table games. Health clubs, a bowling alley, and golf courses are located nearby.

Other recreational and entertainment opportunities in the area include the William C. Lee 82nd Airborne Museum, the annual Cotton Festival and other events and festivals within a 20-mile radius.

**Social Life.** Students have access to social activities and functions sponsored by the SGA or the College, the community and nearby churches. The Student Handbook lists recreational opportunities available in the local area. The handbook is available on the college website ([www.heritagebiblecollege.edu](http://www.heritagebiblecollege.edu)).
STUDENT STANDARDS AGREEMENT FORM

PHILOSOPHY OF EDUCATION

PURPOSES & OBJECTIVES

STATEMENT OF FAITH

STANDARD OF CONDUCT

(Note: All students must sign agreement to these standards as a condition of enrollment.)

PHILOSOPHY OF EDUCATION

Heritage Bible College was established to provide systematic and comprehensive training in the Word of God from a Pentecostal perspective. The philosophy of Heritage Bible College is Christ centered and is rooted in the truths of the Word of God. All truth is regarded as originating and coming from God and is therefore to be fully pursued and internalized.

The College believes in the education of the whole person. The educational process is Christ centered and is aimed at the entire being: Body, Mind, and Spirit.

The Scriptures are the basis for the learning experience and are recognized as the source and the integrating force for all Biblical Christian Education. Personal Christian development is an aim of Heritage Bible College. The college stresses the enhancement of spiritual growth and promotes a wholesome Christian attitude in the life of the student.

Heritage Bible College integrates the Bible with all other areas of study. This process becomes a vehicle that leads the student into the knowledge of natural as well as revealed truth. In this process, the student must recognize the Holy Spirit as the ultimate teacher and the Bible as the supreme authority. It also provides the rubric for a right interaction with society and a right relationship with God. The commitment of Heritage Bible College is that it is, and shall always be, a Bible College.

There are no aspirations to be a liberal arts college but to be a Bible College fulfilling a basic need and unique purpose within the Pentecostal Free Will Baptist Church and the Kingdom of God.

PURPOSES & OBJECTIVES

Purposes

The establishing of Heritage Bible College is for the purpose of providing a systematic and comprehensive training in the Word of God from a Pentecostal perspective. With this understanding, the student can become effective in his or her Christian service.

In order to accomplish this purpose, the College seeks to teach and exemplify the following goals:
A. To enable students to come to an understanding of God’s Word and be wise in applying these axioms to daily living. The College seeks to guide students in biblical analysis and synthesis; research into biblical, systematic, and historical theology.

B. To direct students to commit themselves to the Lord and to be willing to minister in the area that God would choose. The College wants to help the students to see the vision of evangelizing the world for the Lord.

C. To enhance and enrich the student’s spiritual growth and maturity. The College desires to encourage advancement in the life of each student and to promote a wholesome Christian attitude within the framework of the student’s personality.

D. To direct students to high standards of Christian education and scholarship. The College wants to guide students in the practice of lifelong habits of serious study, including clarity of thought, impartial judgment, and the logical expression of ideas.

E. To give the student the training that is necessary to effectively communicate the Gospel to the world. The College wants to help each student to become successful in presenting the message of the Bible in a variety of methods.

**Educational Objectives**

Heritage Bible College seeks to train individuals at the college level with skills for ministry; therefore, we approach education from a basis of core values that form the foundation of a student’s character combined with mastery of core competencies that enable him or her to be effective in ministry as an occupation or as a spiritual imperative. When a student graduates from Heritage Bible College, he or she should:

1. Exhibit evidence of being Christ centered through knowledge of the Bible, active and faithful involvement in church, personal testimony and lifestyle.

2. Exhibit evidence of Christian character by a discernible and demonstrated Christian walk.

3. Demonstrate commitment to ministry by faithful participation in ministry opportunities, active lay or professional ministry, service to Christian, secular, civic or community organizations seeking to meet the natural and spiritual needs of individuals and families, and thorough college-level preparation for a particular ministry.

4. Demonstrate mastery of the core competencies and acquire knowledge common to college-educated people as measured by academic standards established by the College.

**STATEMENT OF FAITH**

**I. The Scriptures Inspired**

We believe in the verbal and plenary (full) inspiration of the Bible. The Bible is the inerrant Word of God, free from any error in its original form, and is the final authority in matters of faith and life (II Timothy 3:16-17).

**II. The One True God**

We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit (Jeremiah 10:10; 1 John 5:20; Matthew 3:16-17).

**III. The Deity of Christ**

We believe in the deity and the humanity of Jesus Christ. He is very man and perfect God, hence fully God and fully man; that Christ is the only begotten Son of God, and born of the virgin Mary: that Christ died for our sins, was buried, and raised from the dead and that He ascended to heaven and is today at the right hand of the Father as our intercessor (Luke 1:35a; John 1:31-34; Matthew 11:19; Luke 9:22).

**IV. The Fall of Man**

We believe that “all have sinned and come short of the glory of God”, and that repentance is necessary for
the forgiveness of sins (Romans 3:23; Romans 5:12-19).

V. The Salvation of Man
We believe that justification is by faith alone, and that regeneration or the new birth through faith in the blood of Christ is absolutely essential (Psalms 51:3, 4, 17; Romans 4:25; 5:1-2; 10:9, 10; Ephesians 2:13; John 3:3).

VI. Sanctification
We believe that sanctification is subsequent to regeneration and is a second definite instantaneous work of grace, obtained by faith on the part of the fully justified believer. Sanctification in a word is the love of God made perfect in the heart of the believer. This is perfection in quality (initially and definitely), but not quantity. The latter comes by progressive growth (Romans 6:6; Hebrews 10:20; Ephesians 4:20-24; Titus 3:5-7).

VII. The Baptism of the Holy Spirit
We believe that the Pentecostal Baptism of the Holy Spirit is an enduement of power for those who have clean hearts, and the initial evidence of the reception of this experience is speaking with other tongues as the Spirit gives the utterance (Acts 2:1-8).

VIII. The Ordinances of the Church

Baptism in Water
We believe that the saved should receive water baptism, in the name of the Father, the Son, and the Holy Spirit as a testimony to the world that he has accepted Christ as Savior and Lord (Matthew 28:19; Colossians 2:12).

Holy Communion
We believe in the sacrament of the Lord’s Supper as commemorating Christ’s death and anticipating His second coming (Matthew 26:26-28).

Feet Washing
We believe feet washing is a sacred ordinance of humility, instituted by our Lord Jesus Christ and enjoined upon His Disciples as a duty to be observed by them. In this He set the example (Matthew 28:19, 20; John 13:1-17).

IX. Divine Healing
We believe that healing provided in the atonement is both spiritual and physical (Isaiah 53:4, 5; Matthew 8:16, 17). Sin is directly or indirectly responsible for sickness. The same Christ who can deliver from sin can, if it pleases Him, deliver from sickness. We do not believe that there is anything morally wrong with taking medicine or receiving human aid. Healing is God’s promise to receive, rather than a command that must be obeyed (James 5:14, 15).

X. The Creation
We believe in the literal Genesis account of creation. We believe that the first eleven chapters of Genesis are the literal and historical accounts of God’s creation of all things and that man was created by God in His image and not the product of some process of evolution (Genesis 1-11).

XI. The Second Coming of Christ
We believe in the personal premillennial, second coming of Jesus; first, to resurrect the righteous dead and to carry away the living saints to meet Him in the air; second, to reign with His saints on earth a thousand years followed by the eternal state of the righteous (Acts 1:11; I Thessalonians 4:16; Revelation 20:4-6).
XII. Satan
We believe in the existence of a personal devil who at one time was holy and honored in heaven, but through pride fell from his lofty estate and is now completely evil, unholy, anti-God and is now the power and the prince of the air (Isaiah 14:11-15). The devil, the fallen angels, and the unbelievers of all ages shall be banished to an eternity in hell (2 Peter 2:4).

XIII. Resurrection, Final Judgment, and Reward
We believe in the bodily resurrection of both the saved and the lost; the saved to life eternal and the lost to everlasting punishment (Acts 24:15, 17:31; II Corinthians 5:10; Luke 22:36).

STUDENT STANDARD OF CONDUCT

In this day of disappearing moral absolutes, it is imperative that all Christians be reminded that the Bible, as the revelation of God’s truth, must determine not only our doctrinal beliefs, but also our lifestyle. In a changing world, the Christian has an unchanging standard, the Word of God. Heritage’s standard of conduct is based on the teachings and principles of Scripture, seeking to develop personal holiness and discipline exemplified in a lifestyle glorifying to God.

I understand that my involvement in, or my preparation for, Christian work requires my personal commitment to the Lord Jesus Christ and separation from sin. I further realize that as a Heritage Bible college student or employee, I represent the Lord Jesus Christ as well as the college. I am aware that Scripture denounces specific sins and attitudes, which are to be avoided. In addition, I understand that certain types of activities are questionable and will avoid these activities as determined by the College for testimony’s sake. As a member of the Heritage Bible College family, I purpose, by God’s grace, to follow Scriptural principles which will help protect myself, others, and this institution from destructive influences, false philosophies, and Satanic temptations. In that regard:

- I believe that the ultimate priority in life is to know and love the Lord Jesus Christ who personally declared that He is the Son of God. I purpose to glorify Him in all that I do, and seek to build my goals around His priorities, as they are taught and revealed in His Word (Psalm 31:23, 119:2; Matthew 6:24-33, 22:34-40; John 4:23; Philippians 3:7-10; Acts 2:41-47).
- I consider my body to be the living temple of God and acknowledge His demand that my body be kept clean from sin and that it be daily set apart for His use (Romans 12:1,2; II Corinthians 6:14-18; I Peter 1:14-16).
- I regard marriage to be a biblical and holy institution, and I will endeavor to conduct myself in such a manner so as to continually strengthen my home and marriage (if applicable) and the marriages of those around me (Genesis 2:21-25; Proverbs 6:32; Matthew 5:27-28; Hebrews 13:4).
- I purpose to guard my tongue and keep my words in harmony with the Word of God (Psalm 19:14; Proverbs 14:28; Luke 6:45; Ephesians 5:29-32; Philippians 4:8; James 1:19).
- I endeavor to be faithful to the local church where I am a member in prayer, attendance, service, and scriptural giving (Luke 18:1; Hebrews 10:25; Psalm 100:2; II Corinthians 9:6-7).
- I aspire to use my life as a positive, Godly testimony to those who know not Christ as Savior (Psalm 126:5-6; Proverbs 11:30; Matthew 5:13-16; John 15:8).
- I respect God ordained authority in the Christian church and Heritage Bible College, and pledge myself to submit and pray for those in authority that they might function according to the principles, standards and doctrines of God’s Word (Thessalonians 5:12-13; I Timothy 5:17; Hebrews 13:7-17).
• I purpose that my activities and conduct will be used as a means of encouragement and growth to other believers, and in no way be used to weaken their biblical convictions and/or hinder their spiritual progress (Proverbs 28:10; Matthew 18:6; Romans 14:13; I Corinthians 8:9-13).

• I believe the Bible is God’s inspired reliable Word of God and that it is to be taught and preached as such. I further acknowledge that God’s Word is the final authority for my life and conduct (Psalm 19:7-9; 119:11, 44, 128, 167; II Timothy 3:16; II Peter 1:20-21).

• I acknowledge that differences of opinion and/or misunderstandings easily surface under the best of conditions. Because of this, I purpose to communicate openly, honestly, and lovingly with those I have offended or those who have offended me. I plan to follow the principles as given in the Word of God regarding such situations (Matthew 18:15-17; Ephesians 4:15; Colossians 4:6).

• I understand the importance of maintaining a Godly testimony for Jesus Christ in my attitude, appearance, and actions. I will strive to exhibit Godly character and present a positive Christian witness in all that I do (Colossians 3:17; I Timothy 2:9-10; I Peter 3:17).

• I understand the importance of upholding the integrity and reputation of myself and Heritage Bible College to avoid bringing reproach upon my God, my family, my community, my church, the College, or myself. I will therefore treat my body as the temple of the Holy Spirit and strive to abide by scriptural principles and College guidelines, rules, and policies as outlined in the Bible, Student Handbook, and the guidance of College administration and leadership.

I further understand that the College teaches abstinence from the use of alcohol, drugs, and tobacco products and prohibits their use on campus. I further understand that violation of these prohibitions and the requirements outlined in the Student Handbook will result in disciplinary action, up to and including suspension or expulsion from the College (Psalm 101:3; Proverbs 19:27; 20:1; Habakkuk 2:15; Romans 12:21, 14:8; I Corinthians 5:17; Colossians 3:17; I Thessalonians 5:22; James 4:4).

Note: Please retain this statement for your reference. Sign, date, and return the Signature Page provided to the Student Services Office.
I understand that this Standard of Conduct is the guide to my behavior on and off campus for the time I am enrolled at Heritage Bible College. While it is recognized that personal preferences differ and that every member of the College community might not agree with every detail of these standards, I must honorably adhere to them. Such an attitude on my part is a way I can develop Christian discipline, exhibit Christian maturity and demonstrate the love of Christ in concern both for the integrity of the College itself, as well as for the personal welfare of other believers. Further, I understand failure to cooperate in maintaining the Standard will lead to appropriate disciplinary action up to and including suspension or expulsion from the College.

This is to certify that I have read and that I understand and I will comply with the requirements of this document.

Print Your Name Here

Signature

Date

Comments or reservations in relation to this Document:
POLICIES

This listing of policies is provided for student information and reference, but is not a complete compilation of all College policies. If policy questions arise about these or other policies, students may contact the Academic Administration or the Dean of Students (or the President’s designee) for guidance.

Policies are provided in alphabetical order by title for easy location. Policies and page numbers are listed in the Table of Contents.

Academic Advising Policy.

**Institutional Responsibility:** The College has the obligation to provide for every student an academic advisor who is knowledgeable of students, the academic programs available, and the institution’s academic regulations. Faculty members accepting advisory duties should regard them highly and conduct them in a serious, professional manner.

**Student Responsibility:** The student has an obligation to work closely with his or her advisor, striving to be cooperative in carrying out instructions and meeting obligations to the advisor with proper regard for advice received.

*Source: 2003 Administrative Policy and Procedure Manual*

Academic Freedom Policy. Heritage Bible College encourages academic freedom within the context of its mission, vision, philosophy, purpose, statement of faith, and standards of conduct. Academic freedom is therefore defined as follows:

**Philosophy**
- God is the source of all truth. The Scriptures are the written expression of truth and the revealed will of God. There is also natural revelation. Both types of revelation contribute to our understanding of truth.
- Academic freedom serves to further the college mission of developing Christ-centered students of Christian character who are committed to ministry and our vision of being a "center for global renewal through leadership training." This vision can be achieved only if faculty demonstrates these qualities and principles in the classroom.
- “The teacher is a citizen, a member of a learned profession and an officer of an educational institution" ("Academic Freedom and Tenure, 1940 Statement of Principles and Interpretive Comments," American Association of University Professors). What faculty say or do as private citizens outside their own area of professional competence cannot be justified on the grounds of academic freedom. The public will judge the college by the faculty's utterances. Consequently, accuracy, proper restraint and respect for the rights of others to express their opinions shall be exercised by faculty speaking in public as private citizens. These considerations are not meant to restrict the faculty's ability to make public utterances on topics outside of their discipline, but to encourage faculty to speak the truth in love in accordance with scriptural principles.
- As private citizens, faculty members are not restricted from speaking out politically, or from addressing the wrongs in society. Faculty members are free to hold public office so long as
holding that office does not interfere with fulfillment of contractual duties and so long as the faculty member does not use his or her position as faculty at Heritage Bible College to further his or her political views or opinions or doctrinal beliefs that may be contrary to the standards of the college.

**Instructional Requirements**

- Faculty members are required to sign agreement with the Statement of Faith and are expected to present the doctrines therein, but are not precluded from sharing other and conflicting views so long as doctrine contrary to the College stance is not promoted to students or other faculty and staff.
- Faculty members are required to sign agreement with and adherence to a Standard of Conduct and are expected to model Christian conduct both in and out of the classroom.
- Faculty members should pursue knowledge and truth about their discipline in order to provide comprehensive education in the subject matter to students.
- Faculty should facilitate open discussion about opposing viewpoints on matters within the course curriculum but should not promote a position contrary to the standards of Heritage Bible College or encourage students to do so.
- Faculty may not use their position or classroom as a platform to demand adherence by students to a personal theological viewpoint, political preference or social agenda.

**Breaches of Academic Freedom**

Breaches of academic freedom may occur when faculty violates the provisions of this policy or when a faculty member feels that he or she has been denied academic freedom. Students may report perceived breaches of academic freedom (overstepping the provisions of this policy) by a faculty member or faculty may report perceived restrictions of academic freedom in the performance of his or her teaching duties.

Allegations of breaches of academic freedom must be submitted in writing to the Academic Dean by the student or faculty member. The Academic Dean and/or his designated representative will investigate the report and submit findings and recommendations to the President. The President will present the matter to the Board of Trustees for resolution. A response will be provided in writing to the individual reporting the violation or restriction of academic freedom within 21 calendar days from submission of the written allegation.

*Revised; BOT Approval 4/21/11*

**Academic Load Policy.** The minimum academic load for classification as a full-time student is 12 semester hours. The normal load is 15 semester hours and the maximum load is 18 semester hours. Anything over 18 hours requires the approval of the Academic Dean. This approval is granted based only on superior academic achievement. Students admitted provisionally and those on probation may not enroll for more than 12 semester hours. Learning labs, tutoring, and mentoring shall be made available to students who need these services.

*Revised; BOT Approval 4/21/11*

**Academic Standing and Continuance Policy.** Academic standing is computed by dividing the total number of quality points by the number of hours taken. A standing of 2.0 (average of C) is required for graduation. Continuance and promotion from one academic classification to another is based on completion of the following number of hours:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-30</td>
</tr>
<tr>
<td>Sophomore</td>
<td>31-60</td>
</tr>
</tbody>
</table>
Admission of Home Schooled Students Policy. Home-schooled students who wish to apply for admission must meet the following requirements:

1. Applicants must submit a completed application for admission and meet all other general entrance requirements.
2. In lieu of a high school diploma, applicants must present from the Division of Non-Public Education a copy of acknowledgment to operate a home school.
3. Applicants who have previously attended a conventional public/private school must provide a copy of their cumulative record from the school attended.
4. Applicants must present a copy of their test results from a most recently administered nationally standardized achievement test.
5. Applicants must take the college’s placement test in order to be eligible for full or conditional acceptance and enrollment.

Admissions Requirements Policy. Individuals seeking admission to Heritage Bible College must meet the following requirements:

1. High school diploma or GED.
2. Submission of all required application materials and fees.

In keeping with the college mission to develop Christ-centered men and women of Christian character, equipped at the college level with skills for ministry and committed to a life of Christian service, Heritage Bible College establishes the following standards for the screening of prospective students and will apply these standards to the decision-making process for accepting students for admission.

Students will be accepted for admission to the college based upon demonstration of the following attributes:

1. A sincere desire to prepare themselves to identify and/or fulfill the call of God on their lives.
2. The ability and stability necessary to perform satisfactory work in an academic setting as evidenced by application materials including transcripts, results of in-house placement testing and screening interviews by admissions staff.
3. A commitment to honor and obey college doctrine, code of conduct, rules and regulations and to refrain from the attempt to proselytize other members of the student body to any contrary belief that they may possess.
4. The ability to finance their education through federal financial aid, scholarships, loans or personal funds; in the case of loans, the ability and commitment to repay the loan is an important consideration.

Conditional Admission
Applicants who have a high school diploma/GED or prior college credits but whose grades and/or test scores reflect the need for developmental studies may be admitted on a conditional basis provided:
1. Asset test scores indicate the applicant’s ability to benefit from developmental studies and the possibility to then perform work at the required level.

2. A plan is formulated to provide the applicant with developmental and tutoring services needed to facilitate success in the course of study and end results specified that will determine whether the applicant is then eligible for full and unconditional acceptance and enrollment. The plan is recommended by the admissions committee with final approval by the Academic Dean.

3. The student’s progress and performance is monitored by his or her faculty advisor and results evaluated by the faculty advisor and the Admissions Committee. A formal review is conducted by the admissions committee at the end of the first semester. A final decision regarding the full, unconditional acceptance and enrollment of the student or his or her withdrawal from the college is made within two semesters after admission.

Revised; BOT Approval 10/18/12

**Admission Requirements for Veterans Policy.** Heritage Bible College programs are approved by the North Carolina State Approving Agency to enroll veterans, military personnel, and their dependents. Individuals who qualify under these requirements should contact their local VA Office for more information.

Students entitled to VA benefits for education must complete the application process required of all potential students. The Financial Aid Director will certify enrollment for those who are eligible for Department of Veterans Administration benefits.

All students applying for VA benefits must have a complete admissions file (including high school and previous college transcripts) before the College can certify the applicant to receive benefits.

*Revised; BOT Approval 4/12/12

**Application Process Policy.** To apply for admission at Heritage, the following must be submitted to:

Admissions Office
Heritage Bible College
P. O. Box 1628
Dunn, NC 28335

**Resident or Commuter or Online Students**

- **Application form**
- **Non-refundable application fee** – required for new students who have not previously attended Heritage Bible College and returning students who have not attended classes for five or more years. *Application fee is waived for returning students who withdrew from classes less than five years before returning.*
- **Dormitory Fee** – Dorm students only.
Letter of Purpose – a written statement explaining why applicant would like to attend Heritage Bible College.

Medical History Form – verification of health history and status for use in the event of an emergency.
  o Students taking only online or extension classes are exempt from the requirement to complete a medical history form.

Immunization Verification – North Carolina State laws require proof of required immunizations for on-campus weekday students prior to college enrollment. Proof must be in place or immunizations in progress within 30 days of first class to avoid disruption of classes. NC law requires that students not meeting immunization requirements must not be allowed to attend class.
  o Students taking only online or extension classes are exempt from immunization.

Pastoral Reference – to be completed by the applicant’s pastor verifying Christian character.

General Reference – a close friend should complete the form and return it to the College.

Official High School Transcript is required for all applicants. If applicant did not graduate from high school, a copy of the GED certificate must be provided in addition to official transcripts from all high schools attended. (Note: Applicants applying for VA benefits must have a complete admissions file, including high school transcripts, before the College can certify the applicant to receive benefits.)

Official transcript from any college previously attended.

Photo ID (photocopy of driver’s license, passport, or other official photographic identity document)

Signed Statement of Faith/Standard of Conduct (signature page must be submitted; remainder of document should be kept for reference)

SAT or ACT scores, if available

Audit Students
Students who are auditing a class for personal enrichment must submit a completed application form, the application fee (for the first class audited), and pay the course audit fee. Audited courses are listed on the student’s record, but no grades are recorded and no credit is given.

The procedure for auditing a course taken at an off-campus location is the same as for audit students taking online classes.

Students in Non-Degree Program of Study
Students not wishing to enroll in a program of study for the purpose of earning a degree but who wish to earn credit for the course(s) may enroll in individual classes of their choice upon submission of application materials to the Admissions Office and payment of required fees.

Revised; BOT Approval 4/19/12

Attendance Policy.

1. Instructors are required to maintain up-to-date attendance records for all classes. Accurate attendance reporting is essential to comply with Federal Financial Aid regulations.

2. Students are required to be in class for each class meeting. If a student is absent, he/she is responsible for any missed work and is expected to take the initiative in catching up with the class.

3. Students must attend class a minimum of 75% of scheduled time to be eligible for academic
credit.

- For classes that meet twice per week, the maximum number of absences is 8.
- For classes that meet once per week, the maximum number of absences is 4.
- For online classes, the maximum number of absences is 2.

4. Students enrolling in a class during the drop-add period will be considered absent for the classes missed from the beginning of the semester or session.

5. Students in **campus classes** must be present at the class start-time. If a student is up to 30 minutes late for class, he/she will be considered tardy. Three tardies constitute an absence. After 30 minutes, the student will be considered absent.

6. Students in **online classes** must demonstrably participate *during* the week in order to be considered present. A student participates when an assignment is turned in, and a discussion comment is posted, and an interaction with the instructor takes place. Late work is considered participation for the week of its submission – not for the week it was due.

7. If a student is absent more than the maximum allowable, he/she will receive a grade of F for the course. However, if there are extraordinary and documented circumstances which caused a student to be absent more than the allowable times, he/she may appeal in writing to the Academic Dean. The Academic Dean, in consultation with the course instructor, will decide within 10 business days if the grade of F for absences can be waived and what make-up work will be required to justify the waiver.

8. Federal Financial Aid recipients must be attending classes through the 60% plus one day point of each semester or session to receive their full amount of financial aid. Failure to meet this requirement will result in return of Title IV funds as calculated using federal guidelines, with the student being billed for the amount due Heritage Bible College as a result.

*Revised: April 2015*

**Biblical Standards Policy.** The Biblical Standards of Heritage Bible College are defined in a Statement of Faith approved by College administration and the Board of Trustees. This Statement must conform to accreditation requirements and must not be in conflict with the Articles of Faith of the Pentecostal Free Will Baptist Church, Inc.

The Statement of Faith is reviewed by College administration at least every five years to assure its continued compliance with standards and agreement with the denomination’s Articles of Faith. Any recommendations for changes are submitted by the President to the Board of Trustees for approval. All trustees, staff, faculty, and students must sign their agreement to honor the Statement of Faith upon initial appointment, employment, or enrollment. Copies of signed statements are maintained in appropriate files.

*NEW; BOT Approval 10/21/10*

**Campus Housing Policy.**  
*Application and Deposit.* Applicants who wish to reside in campus housing must submit the required housing fee and completed Campus Housing Application and Contract Form with their application materials in order to reserve space in the dorm. This one-time fee is in addition to housing fees per
semester and is non-refundable except in cases where housing is denied by the College or the applicant elects not to enroll or not to reside in campus housing.

*Contract.* Resident students must complete and submit the Campus Housing Contract when they first enroll and at the beginning of each semester thereafter. Financial arrangements must be satisfied prior to moving into campus housing each semester and proper approval signatures obtained on the contract form. Resident students who violate the provisions of the contract as described on the reverse of the form jeopardize their privilege to remain in residence.

*Keys.* Dormitory students are issued keys to their assigned rooms upon completion of satisfactory financial arrangements as verified by appropriate signatures on the rental contract. In all cases where keys are issued, they are intended for exclusive use and the person to whom the keys are issued is solely responsible for the use and safekeeping of the key. This individual is also responsible for the return of the key upon separation from the college or when the key is no longer needed.

A one-time fee is required for issuance of keys to campus housing. If the key is lost or otherwise not returned when the student leaves the college, the cost of replacing keys and locks (including parts and labor) will be charged to the student.

NEW; BOT Approval 4/21/11

**Campus Safety and Security Policy.**

Campus Sexual Violence and Harassment. Heritage Bible College is committed to protecting you from sexual and relationship violence. It is a key campus concern. You should never have to contend with sexual assault, dating violence, domestic violence, stalking, or any other type of harassment. We strictly prohibit these crimes. They have no place within our College Community.

Our policy is designed to help prevent sexual assault, dating violence, domestic violence, stalking and harassment of any kind, while also raising awareness and providing support at every turn.

Heritage Bible College is committed to creating a safe environment for all students, faculty, and staff.

If you or someone you know experiences sexual assault, dating violence, domestic violence, stalking, or any other type of harassment, the college is here to fully support you. As a student, you will be given additional materials which will, in further detail, define the following:

- Definitions covered under the Violence Against Women Reauthorization Act (VAWA) which defines what constitutes sexual assault, dating violence, and stalking.
- Instructions on how to report an incident of sexual or relationship violence to the proper Campus Security Authorities (CSA’s)
- The procedure the College will follow when an incident of sexual violence and/or harassment is reported to the Campus Security Authorities (CSA’s)
- Preventive measures you take as a student to reduce your risk of experiencing an act of sexual or relationship violence.
- Preventive measures you can take to make sure you do not perpetrate a crime of sexual or relationship violence.
- Action you can take to be a proactive bystander when an incident of sexual or relationship violence is about to take place.
• Advance notifications of college sponsored prevention and awareness campaigns and ongoing educational programs to raise awareness and hopefully prevent incidents of sexual and relationship violence.

Contact information to report an incident of sexual or relationship violence:

Dean of Students (or the President’s designee)/Campus Security Authority
910-892-3178 (ext. 221)
rbarker@heritagebiblecollege.edu

Safety. The Health, Safety, & Emergency Management Plan provides information, resources, and procedures for protection of staff, faculty, and students. The plan is included in the Student Handbook and is provided to all campus employees. The plan is reviewed with resident students as a part of the orientation process each semester. Reference copies are available in the dormitory and the library.

Accidents or Injuries. Accidents resulting in personal injury should be reported to the Safety Officer on the appropriate form no more than 24 hours after the event. Any observed unsafe conditions should be reported immediately so that the issue may be resolved to avoid injury.

Security. Campus security is protected through secure locks on campus buildings, adequate lighting, monitoring by staff during work hours, and the presence of a resident dorm supervisor. The importance of security awareness is emphasized to students and the college community. Security concerns are reported to the Campus Security Officer for correction.

Crime Statistics and Reporting. The college provides an annual Crime Statistics and Security Report to the U.S. Department of Education. Public Law 101-542, the Student Right-to-Know Act, mandates the reporting of on-campus incidents of the following criminal acts:

• Murder
• Negligent Manslaughter
• Sex offenses-Forcible
• Rape
• Fondling
• Sex offenses-Non-forcible
• Incest
• Statutory Rape
• Robbery
• Aggravated Assault
• Burglary
• Motor Vehicle theft
• Arson
• Hate Crimes
• Domestic violence
• Dating violence
• Stalking

The law also requires reporting of arrests initiated for liquor, drug, and weapons violations.
Information updated by the Dean of Students (or the President’s designee)/Student Services Head/Campus Security Officer in accordance with revised VAWA standards.

The annual Crime Statistics and Security Report is published in the next updates of the academic catalog, student handbook, and on the website. The report is also posted on the web-based student information system.

Campus Incidents. Allegations of crimes on campus are reported to the Campus Security Authority on the appropriate form. Incidents are investigated by campus administration. As appropriate, such incidents are reported to law enforcement for arrest and prosecution and/or handled through college disciplinary policies and procedures.

Responsibility. Responsibility for collecting, reporting, and publishing crime statistics is assigned to the Campus Security Officer, who also handles any identified security threats.

Catalog Requirements Policy. Students must qualify for graduation [graduate] under the program requirements published in the catalog in effect at the time of initial enrollment, if that enrollment is continuous. If a student drops out for two or more consecutive semesters and then returns, he or she is bound by the catalog requirements in effect at the time of return. Additional course work may be needed to meet those requirements.

Each student is responsible for the proper completion of his or her academic program, for knowing the academic policies of the College, for maintaining academic standing and for meeting all graduation requirements. Faculty advisors, the Registrar and Academic Dean will provide counsel and assistance, but the final responsibility rests with the student.

The institution reserves the right to make changes in programs of study and disclaims liability for unintended errors in catalogs.

Changing Courses or Class Schedules Policy. After registration, a student may drop or add a course of study with approval of the advisor or Academic Dean. Drop/Add period will continue through the first two weeks of campus classes each semester. Drop/Add period for 8-week online courses is one week from the first day of the class. A fee is charged for each course dropped or added. See the Schedule of Tuition and Fees for information on charges.

Add. In a regular semester, a course may be added officially with approval of the instructor and advisor by completing a Drop/Add form by the specified deadline. Classes missed will be recorded as absences. The Drop/Add form is available in the Registrar’s Office and on the college website.

Drop. A course may be officially dropped by completing a Drop/Add form and submitting it to the Registrar’s Office by the specified deadline. All courses dropped without going through the proper
procedure will receive a grade of F and the student will be responsible for the cost of tuition for that course. Changes in enrollment status may cause the reduction or cancellation of Financial Aid awards.

**After the Academic Drop Period.** A student may not request a course schedule drop/add after the academic drop period has ended for a particular semester/session. Once a student has financially registered, it is the student’s responsibility to make changes to the course schedule within the drop/add timeframe for that semester/session.

**Refunds for Dropped Courses.** Courses dropped within the drop/add period and through the proper procedures will be eligible for a refund of all or a portion of the course charge or application of that fee to an added course, if applicable. 
*Revised; BOT Approval 4/21/11*

**Chapel Policy.** Chapel is a vital part of campus life and is integrated into the total mission of the college which is to be Christ Centered, Character Building and Committed to Ministry. There is one primary chapel service held on Thursdays at 10:50 a.m. The following guidelines are relevant to the chapel:

1. Chapel attendance is expected of all resident students, commuter students whose class schedules require them to be on campus immediately preceding or following chapel service, and campus faculty and staff unless prohibited by work schedules, appointments, illness, or other valid reasons.

2. Chapel is to be approached as a time of worship and celebration, not as another class.

3. When students are leading and/or participating in a chapel service, their dress should be appropriate for the occasion. Sometimes special chapel services are planned when visitors from local churches and the community are invited, such as Thanksgiving, Pentecostal Free Will Baptist Church Ladies Day of Sharing. During these special events students are to dress less casually and more professionally.

**Chapel**
Administration
Student Services
*REVISED/BOT Approval - 4/21/11*
*REVISED/BOT Approval – 4/21/16*

**Default Policy.** Timely collection of student tuition and fees is a crucial element of financial stewardship and college solvency. To prevent or reduce student default on payments owed to the college, the following requirements are established to manage and monitor student debt and repayment:

*Student Accounts at the College:*

1. Tuition and fees must be paid in full prior to the end of the semester according to the payment plan established for the student.
2. Students whose accounts have an unpaid balance do not receive semester grades, may not register for subsequent semester, and may not receive an official transcript until accounts are cleared.
3. Student accounts in arrears for 60 days are referred to a collection agency to secure payment.

Since student defaults on college loans impact accreditation status, the following requirements are established to help students avoid defaulting on college loans:

**Student Loan Repayment:**

1. Students who have federal student loans must complete an online Exit Counseling Session ([www.nsids.ed.gov](http://www.nsids.ed.gov)). A formal letter is forwarded to each exited student stating the mandatory action.
2. Periodic surveys of graduates are conducted to determine, among other things, the status of their student loan repayment.
3. Default rate is closely monitored.
4. Persistence and graduation rates are monitored.

*NEW; BOT Approval 10/21/10*

**Directed Studies Policy.** Directed study is designed to meet a specific need in exceptional circumstances and is not intended to have extended use.

Application for directed studies must be made through the office of the Academic Dean during the semester registration process. To qualify for directed study, the following criteria must be met:

- Student in the associate program must be classified as a sophomore.
- Student in the bachelor’s program must be a senior.
- Student must have a grade point average of 3.0 and/or have the approval of the Academic Dean.

The student will meet with the assigned professor as required in order to submit work and to receive assignments. Assignments will be made by the professor and may include lectures, readings, reports, papers, library research, and examinations as determined at the time of registration. Course requirements must be completed in the equivalent of one semester. The student must pay full tuition for each credit hour.

*Revised; BOT Approval 10/21/10*

**Dual Enrollment Policy.** Heritage Bible College allows for the acceptance of public, private or home high school students to take courses at the college level, with the following provisions:

1. Applicant must be at least 16 years old and be in his or her junior or senior year of high school.
2. Applicant must complete a Heritage Bible College Dual Enrollment Application Form and secure the appropriate parental consent and approval by the Principal of the high school or home school in which the applicant is enrolled.
3. Students accepted for dual enrollment must complete the Dual Enrollment Application Form with appropriate approvals and designated courses each semester they are in attendance at Heritage Bible College.
4. In the case of a home-schooled student, a copy of official recognition of the home school by the state of residence must be included with the application materials.
5. Applicant must meet all other requirements for admission including a current, official high school transcript from a public, private, or home school.
6. Dual-enrolled students may not register for more than nine (9) credit hours per semester while simultaneously enrolled in a public, private, or home school.

7. No official transcript will be issued and no course credits transferred to another college until the dual-enrolled student presents an official high school transcript verifying graduation or a GED certificate.

8. High school students who enroll under the Dual Enrollment Policy are not regular students and are not eligible for federal financial aid.

Heritage Bible College will grant college credit for courses taken and will transfer course credits to the high school where the student is enrolled provided the final grade is C or above and provided such credits are acceptable by the high school and used to satisfy graduation requirements. A transcript will be provided to the high school upon written request to the registrar by the dual-enrolled student.

Dual-enrolled students who wish to enroll at Heritage Bible College as a regular full-time or part-time student after graduation from high school and who have earned college credits for courses taken at another institution as a dual-enrolled high school and college student may request transfer credits for college credit courses earned at another institution. The standard transfer credit policy applies with the following additional requirements:
   1. An official transcript from the college or university attended (not just the high school transcript)
   2. An official high school transcript
   3. College course credits used to satisfy high school graduation requirements as shown on the high school transcript will not transfer

It is the applicant's responsibility to have the above documents sent to the Heritage Bible College Admissions Office when making application for admission. The high school transcript alone is not adequate.

It is the decision of the registrar and academic dean whether to accept such transfer credits based on the transfer credit policy and relevance to Heritage Bible College curriculum requirements.

Revised; BOT Approval 4/19/12

Facilities Accommodations Policy. The college is mindful of responsibilities under the Americans with Disabilities Act and seeks to provide adequate access to college facilities for students, staff, faculty or visitors with disabilities. Ensuring such access is a part of short-term planning for renovations and long-term planning for new construction. It is the policy of the college to provide reasonable accommodations wherever practically and economically feasible to aid students in their education and staff or faculty in their employment.

Prospective students may indicate their need for special accommodations through submission of the Request for Accommodations Form to the Admissions Office. Current students may submit the completed form to the Student Services Office. Staff or faculty shall submit the completed form to the Department Head for submission through the proper channels.

NEW; BOT Approval 10/18/12

Financial Aid Application Policy. The Financial Aid Office provides assistance to prospective and current students in the application and authorization process for federal financial aid. Guidance is provided through communication by telephone, email, or in person to aid the student in completing the FAFSA online and explanation of each step in the process from application to notification of approval or denial of aid.
Students are provided with detailed written instructions and the assistance of the financial aid director. Deadline reminders are issued each semester by the Financial Aid Office.

NEW; BOT Approval 4/19/12

Financial Aid Records Management Policy.
Confidentiality  All records and Financial Aid conversations between aid applicant, his/her family, and the Financial Aid Director are confidential. As a rule, all currently enrolled and former students have the right to review their records to determine their content and accuracy. Parents of dependent students have the same right. For the cost of photocopying, a student may generally have copies of any documents in their file.

Active Records.  The FAO maintains records for each student receiving financial assistance. All active financial aid records are maintained within secure filing cabinets in the FAO.

Inactive Records.  Any inactive records are filed in the Archives.

Preservation.  All double-entry bookkeeping records, computer back-up disks (including back-up disks of current student financial aid records), important documents, and past financial statements are kept on back-up tapes off campus.

Revised; BOT Approval 4/15/10

Grade Appeals Policy.  Students enrolled in classes at Heritage Bible College have the right to appeal grades assigned them. The following procedures outline the steps the student will take to make his or her appeal. In the spirit of Matthew 18:15-17, participants are encouraged to resolve such issues at the lowest appeal level. Students who have reason to disagree with a grade awarded by an instructor shall:

1. Discuss the grade with the instructor. If a satisfactory conclusion is not reached, the student may appeal the grade as follows.

2. Prepare a written appeal outlining the reason for concern about the assigned grade. Address the appeal to the Academic Dean with copies to the instructor and the faculty advisor. Exception: If the Academic Dean is the instructor who assigned the grade, the written appeal shall be addressed to the President with the Academic Dean receiving a copy.

3. The Academic Dean (except when he or she is the instructor who assigned the grade) will review the appeal and discuss it with the instructor involved. The Academic Dean may wish to consult individually with the student and instructor. If the disagreement about the grade is resolved in this discussion, grade change action (when needed) should originate from the instructor and be approved by the Academic Dean.

4. If the situation is unresolved in Step 3, the Academic Dean may elect to refer the appeal to the Faculty Senate Committee for its review and recommendation. Alternatively, the Academic Dean may elect to refer the appeal directly to the President for review and a decision.

5. A decision to grant or deny the appeal will be provided to the student and the instructor by the Academic Dean within 10 business days from receipt of the appeal.

6. In cases where the Academic Dean is the instructor who assigned the grade, the President shall oversee the review process and render a final decision.
7. There is no further appeal once a decision is rendered by the Academic Dean and/or the President.

*Deadline for Appeal.* The right to appeal a grade expires three weeks (21 calendar days) after grades are posted on Populi student database for the semester in which the grade is assigned. The time limit may be waived by the Academic Dean only in unusual circumstances. When a student appeals a grade assigned by an instructor no longer employed by the institution, Step 1 does not apply.

*Revised; BOT Approval 4/21/11*

**Grading Scale Policy.** The 4.0 system of awarding academic credit is used. Grading scales with assigned quality points are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality of Work</th>
<th>4-Point Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>0.0</td>
</tr>
</tbody>
</table>

*Good Standing.* A student is deemed to be in good academic standing when he or she maintains a grade point average of 2.0 or above.

A student’s grade point average (GPA) is determined by dividing the total quality points by the number of hours attempted. Only the higher grade of a repeated course is used in computing the grade point average.

**Aud (Audit).** Students may attend classes without the requirement to complete assignments. No grade or credit is given for audited courses.

**I (Incomplete).** Work designated as Incomplete must be completed within two weeks of the end of the semester. After two weeks following the end of the semester, all Incomplete grades will be automatically recorded as “F.”

The grade of “I” (Incomplete) shall be assigned only if the student has been unable to complete the work due to unavoidable circumstances. Merely failing to complete the work is not a legitimate justification for the use of “I.” There must be an acceptable reason.

**Withdrew (W).** Students who withdraw from a course or the college are given a designation of “W,” regardless of whether they were passing or failing at the time of withdrawal. A grade of “W” does not affect the student’s grade point average.

**Changing of Grades.** If the student completes the missing work within the two-week period, the instructor shall assign a grade and notify the Registrar. No grades other than “I” may be changed by an instructor for any reason without the consent of the Academic Dean.

**Notification of Grades.** Grades are posted by instructors onto the Populi web-based program by the specified deadline at the end of each semester. Students must log in to Populi to receive notification of semester grades.

**Graduation Requirement.** No degree will be awarded to a student whose cumulative GPA is below 2.0.
Graduation Requirements Policy. A student is qualified for graduation from Heritage Bible College provided he or she:

**Academic**
- Satisfactorily completes the prescribed studies in the chosen curricular program. No student with “Incompletes” recorded in his or her transcript will be allowed to graduate until all coursework is complete, unless exempted by the College President and the Chairman of the Board of Trustees.
- Earns a cumulative GPA of at least 2.00.
- Is proficient in the core competencies: Writing, Public Speaking, Technology, and Exegesis.
- Takes at least the final 30 hours of his or her program of study at Heritage Bible College
- Satisfactorily completes all practicum requirements.

**Financial**
Meets all financial obligations in the business office and library.

**Exit Interview**
Each student receiving a bachelor degree must complete an exit interview with the President or the President’s representative.

**Moral**
Gives evidence of high Christian character and conduct in accord with College standards as demonstrated by personal integrity and lifestyle, adherence to the Standards Agreement, and regular participation in corporate worship services.

**Student Ministry**
Satisfactorily demonstrates commitment to ministry and Christian service through the maintenance of a Student Ministry Journal describing involvement in ministry or service to others, including personal, church, and community service.

**Recommendation/Approval**
Meets all requirements as assessed by academic and administrative staff and is approved for graduation by the Board of Trustees.

Graduation with Honors Policy. An honors system within the College provides graduation with distinction for students who achieve excellent cumulative academic averages. The grade point average for all courses, including transfer credits, will be considered in computing the student’s overall grade point average. Honor graduates are recognized during graduation ceremonies and their achievement is listed in the graduation program.

Graduation with honors is determined as follows:

- *Cum laude* for a grade point average 3.40-3.69
- *Magna cum laude* for a grade point average 3.70-3.89
- *Summa cum laude* for a grade point average 3.90-4.00

Revised; BOT Approval 10/21/10
Honor Students Policy. Students who have distinguished themselves academically will receive special recognition.

- To qualify for the Dean’s List, a student must maintain a semester GPA of 3.60-4.00.
- To qualify for the Honors List, a student must maintain a semester GPA of 3.24-3.59.

Such an achievement is recorded on the student’s transcript. The grade point average for all courses, including transfer credits, will be considered in computing the student’s overall grade point average. 
Revised; BOT Approval 10/21/10

Immunization Requirements Policy. North Carolina law requires entering college students to present proof of certain immunizations no later than 30 days from the date they begin classes. The law requires that students who do not present documentation within the specified time will be excluded from attending classes until the documentation is provided. Required immunizations are specified in North Carolina law and students who fail to comply with these requirements will not be allowed to remain in attendance at Heritage Bible College.

These requirements apply to all on-campus students, either resident or commuter, who are enrolled for four or more credit hours on weekdays. Students who attend any combination of night, online or extension classes are exempt from immunization requirements unless their status changes to attending on-campus classes during the week.

The Admissions Office shall be responsible for securing the required proof of immunizations. Students not in compliance with immunization requirements shall be reported to the Dean of Students (or the President’s designee) for implementation of the required exclusion from attendance.

NEW; BOT Approval 4/21/11

Inclement Weather Policy. In the event of inclement weather that prohibits the College being open for office hours and/or classes, notifications to staff, faculty and students will be by one or more of the following means:

- an email from the college to college email addresses
- an announcement posted on the college website except in the event of a power failure
- posted on Populi

If no notification is made, either by personal contact or media announcements, the college is operating under normal hours with offices open for staff and faculty and classes in session for students.

All HBC personnel and students are urged to exercise good judgment in coming to work or class based on the condition of roads in their area of residence. Absences from class due to adverse weather will be excused and students will be allowed to make up the work missed.

Absences from work due to adverse weather will be handled in one of the following ways, as decided by the President:

- excused by college administration based on the extent of hazardous conditions and the concern that employees’ safety will be compromised by reporting to work
- made up within 30 days of the absence
Incomplete Student Files Policy. Federal, accreditation, and college regulations require that student files be complete. Students whose files are incomplete will not be issued grades or transcripts until required materials are provided to the Admissions Office. Students whose files lack required documentation may be prohibited from registering for or attending classes until their files are complete.

Veterans
All students applying for VA benefits must have a complete admissions file (including high school and previous college transcripts) before the College can certify the applicant to receive benefits.

NEW; BOT Approval 10/16/08

Motor Vehicles Policy. Because of the rural location of the college and the absence of public transportation, resident students are permitted to have automobiles on campus. Automobiles must be insured and drivers must be licensed. Drivers are expected to observe safe driving practices and all state and local laws pertaining to operation of a motor vehicle. Non-compliance or other issues arising from the use of motor vehicles on campus may result in disciplinary action and/or loss of the privilege.

Parking
- The parking lot on the dorm side of Heritage House is designated for student parking. The parking lot between Heritage House and Alphin-Ellis Learning Center is designated for faculty, staff and visitors.
- Spaces designed for handicapped parking can only be used by those who have an official handicapped parking permit. Violators will be assessed a $20.00 fee. Failure to pay the fee will result in disciplinary action.
- No parking is allowed on grassy surfaces.

Revised; BOT Approval 4/19/12

Orientation for New Students Policy. An orientation session is held prior to the beginning of each semester to provide basic information to new students, conduct necessary testing, and register students for semester classes. There are separate delivery mechanisms for campus and online student orientations.

Orientation for New Campus Students. All new students who will reside on campus, commute to campus, or otherwise take classes on campus are required to attend orientation. New students who have a valid reason for not attending should notify the Admissions Director in advance so that arrangements may be made for the testing, registration, and orientation to take place.

Orientation sessions are held on campus and give new students opportunity to meet faculty and staff, tour the campus, and participate in testing which may determine placement of students or identify students who may need tutoring or other developmental studies. Students are notified of orientation dates and times by the Admissions Office.

Orientation for New Online-Only Students. Online-only students will be provided with the following information and materials in order to orient them to the college in a way comparable to campus students.

The following information/materials will be provided electronically:
General orientation information (comparable to on-campus orientation) distributed electronically
• Doctrinal statement and Code of Conduct
• Student Handbook
• Academic catalog
• Information and instructions specific to the online course software and course materials
• Instructions for taking the online versions of the Standardized Bible Content Test, Language Proficiency Test, and Computer Competency Test
• A statement for online students to certify provision of orientation materials and acknowledge responsibility for abiding by rules and regulations; statement is to be signed and returned to the Student Services Office for inclusion in the student’s file
• Other materials deemed appropriate

The materials shall be made available to new students by the first week of each eight-week session of online classes. Students will be required to submit a statement that they have read and understood the materials to the Online Coordinator. This statement shall be provided to the Student Services Office for inclusion in the student’s file.

Revised; BOT Approval 4/21/11

Plagiarism and Cheating Policy. Heritage Bible College students are expected to be men and women of honor in all aspects of life, exhibiting Christian character and actions. Cheating is a serious offense in any setting, particularly in a Christian educational institution. Plagiarism is a form of cheating and is illegal since it infringes on copyright protections for the author of the work. Students who cheat on an assignment or examination by copying from or utilizing another student’s work and/or commit plagiarism in preparing research or other required papers will face serious consequences.

In accordance with the Copyright Law and the definition of Fair Use, students must be careful to give credit for sentences, paragraphs or larger blocks of text and ideas that they may incorporate into their papers by the use of footnotes or endnotes. Using material found on the Internet word for word without proper credit is plagiarism. The act of copying and pasting large blocks of text and submitting it as your own work is plagiarism, an illegal and unethical act.

Copyright Law. The United States Constitution, Article I, Section 8 gives the U.S. Congress power to make laws regarding copyright and patent. “The Congress shall have power...to promote the progress of science and useful arts, by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries.” (Copyright Act of October 19, 1976-Title 17 of the U.S. Code, Public Law 94-553, 90 Statue 2541) states that items of expression can include literary, dramatic, and musical works; pantomimes and choreography; pictorial, graphic and sculptural works; audio visual works; sound recordings; and architectural works. An original expression is eligible for copyright protection as soon as it is fixed and tangible form.

Fair Use. Fair use is a term associated with copyright and is the right to reproduce materials for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. There are four criteria by which to determine fair use:

• Purpose and character of work and nature of work
• Amount and substantiality of the portion to be copied
• Effect of the use upon the potential market for, or value of, the work
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Copying by libraries is authorized by Sections 107 and 108 of the Copyright Act.

The library is not responsible for any copyright violations made by the patrons. Faculty is responsible for the compliance of any materials they place into the library for use.

Consequences. Penalties for cheating or plagiarism can result in a lowered grade, an F for the course, suspension, or expulsion from the College. Faculty shall report all incidents of cheating or plagiarism to the Academic Dean. The student and faculty member shall appear before the Academic Dean and the evidence of cheating or plagiarism presented for a decision on penalties. The President has final approval for suspensions or expulsions.

Revised; BOT Approval 4/19/12

Policy of Nondiscrimination. Heritage Bible College does not discriminate on the basis of age, sex, national or ethnic origin, or physical handicap in the administration of its personnel and education policies. Applicants meeting admission requirements are accepted and accorded all rights, privileges, and services available to students. International students must possess the necessary student visa and meet all other requirements specified for non-citizens.

The College is dedicated to ensuring that hiring, promotion and transfer decisions are in accord with the principles of equal employment opportunity by imposing only valid position requirements. The College strives to ensure that all personnel actions such as hiring, promotions, training, and benefits are administered based on professional and personal qualifications not influenced by age, sex, national or ethnic origin, or physical handicap not affecting the job to be performed.

Veterans or individuals with physical limitations are afforded considerations required by law and/or reasonable accommodations in the pursuit of their employment or education.

It is recognized that, as a Bible college committed to training men and women for ministry, it is expected that trustees, students, faculty, and staff adhere to the college statement of faith and standards of conduct.

Revised; BOT Approval 4/19/12

Privacy of Educational Records Policy. Heritage Bible College policy regarding access to student educational records is governed by the Family Federal Rights and Privacy Educational Act (FERPA) of 1974. According to this law, certain “directory” information can be released upon request. Directory information includes:

- Student’s full name
- Address
- College-assigned e-mail address
- Telephone listings
- Date and place of birth
- Major field of study
- Degrees and awards received
- Dates of attendance
- Most recent previous school attended
- Classification (grade level)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
• Photograph
• Enrollment status (undergraduate or graduate; full-time or part-time)

Directory information can never include:

• Social security number
• Student identification number
• Race
• Ethnicity
• Nationality
• Gender

Students have the option to request that directory information be withheld; if the student exercises this option, no information can be released to anyone outside the college except as provided by law or to anyone within the college who does not have a need to know. Students who wish to request that directory information not be released must complete a form that is kept in their student file with copies to Financial Aid and Registrar Offices so that directory information is not released. Forms for this purpose may be obtained from the Student Services or Financial Aid offices. A sample of the form is included in the Forms section. Students are reminded annually of their right to withhold or release directory information by the Student Services Office.

Parents may have access to a student’s educational record if the student is claimed as a dependent for Federal income tax purposes. If the student is not claimed as a dependent on either parent’s Federal income tax return, parents can have access to information only with the student’s written consent. In either case, the student must provide written consent on a form available from the Registrar’s Office or the Admissions Office.

Students have the right to inspect and review information contained in their educational records. A student wishing to review his or her records must make a written request to the Student Services office listing the items of interest. These records will be made available within five working days of the request. Certain items in the student’s file are restricted, such as reference forms or other confidential materials. Students may view the file in the presence of a staff person and may make notes from the files but may not make photocopies of any documents.

Questions regarding provisions of FERPA or a student’s educational records should be directed to the Dean of Students (or the President’s designee) for clarification.

Revised; BOT Approval 4/21/11

Readmission Requirements Policy.

Returning Students in Good Standing. Readmission after missing one or more semesters is not automatic. The returning student must contact the Admissions Office to discuss readmission and complete an application for admission. The student’s file will be evaluated and updated documents provided as needed. The student’s prior enrollment at the College will be reviewed and a determination made by the Admissions Director and Dean of Students (or the President’s designee) for readmission. The returning student must also contact the financial aid and business offices to arrange for payment of tuition and fees prior to being allowed to register for classes. Returning students must comply with all registration procedures required of new students with the exception that payment of application fee is waived for returning students who withdrew from classes less than five years before readmission.
Returning Students Not in Good Standing. Former students who were not in good standing at the time of withdrawal (academic or disciplinary suspension, financial arrears, or other situations affecting their standing) must follow the application process required for new students, including payment of the application fee, and must be approved for readmission by the Admissions Committee.

Any student dropped by the college for academic reasons is ineligible for readmission until one full semester has elapsed.

Readmission after Suspension. Readmission after suspension is never automatic. The student must apply for readmission through the Admissions Office and be accepted by the Admissions Committee and approved by the Academic Dean for re-entry. Any student that is dropped for academic reasons is ineligible for readmission until one full semester has passed.

Revised; BOT Approval 4/19/12

Registration Policy.
New Students
New resident or commuter students shall register for classes as a part of the orientation session or no later than the end of the drop/add period for the semester (see semester calendar).

Continuing Students
Continuing students should pre-register for classes for the upcoming semester during the designated pre-registration period each semester. The process for pre-registration is as follows:

- Meet with faculty advisor to determine appropriate classes based on program of study and classes already completed.
- Meet with the Financial Aid Office and the Business Office to make financial arrangements.

No continuing students may register for classes after the end of the drop/add period. Continuing students registering after the designated pre-registration period will be charged a late registration fee.

Online-only or Extension (off campus) Students
Online-only or extension students are responsible for completing all registration procedures required of resident or commuter on-campus students; however, these procedures may be completed via telephone or email contact with staff handling the registration process.

New online students must register for classes before the end of the drop/add period (see semester calendar) for each session of online classes during a semester. Continuing online students must pre-register during the special pre-registration period in the previous semester (see semester calendar). After pre-registration, continuing online students registering late will be charged a late registration fee.

Online and Campus Combination
New students who wish to enroll for online courses in addition to their on campus courses must register for both sessions of online courses at the beginning of the semester. New online-only students who wish to enroll in classes to be offered during the second session of online courses may enroll and register for these classes prior to the beginning of the second session of online classes.

Online classes are available to students living on campus but must be taken in conjunction with on-campus classes. No student living on campus may register for a course load consisting only of online classes.

Matriculation and Tuition Fees
The matriculation fee is the same for online students as for on-campus students up to a maximum per-
credit-hour fee for 12 credit hours (full-time). Online-only students are required to meet the same requirements for payment of tuition and fees as are on-campus students.

Late Registration Fee
A late fee will be charged for registration after the registration deadline has passed. The fee will be imposed by the registrar and paid to the business office.
Revised; BOT Approval 4/19/12

Registration for Online Classes Policy. Heritage Bible College is approved to offer online classes for completion of a degree program.

New online students must register for classes before the end of the drop/add period (see semester calendar) for each session of online classes during a semester. Continuing online students must pre-register during the special pre-registration period in the previous semester (see semester calendar). After pre-registration, continuing students selecting or changing courses will be charged a late registration fee.

Online classes are available to students living on campus but must be taken in conjunction with on-campus classes. No student living on campus may register for a course load consisting only of online classes.

The matriculation fee is the same for online students as for on-campus students up to a maximum per-credit-hour fee for 12 credit hours (full-time). Online-only students are required to meet the same requirements for payment of tuition and fees as are on-campus students.
Revised; BOT Approval 4/21/11

Release of Transcripts or other Student Records. Student records are protected under the Federal Educational Records Privacy Act of 1994. No information from a student’s records, in a personally identifiable form will be conveyed to anyone other than HBC officials or faculty without first obtaining written permission from the student. Record release forms are available in the Student Services Office. The student must authorize the release of information from his file to any outside party prior to its release.

Release of Records other than Transcripts. Students may authorize the release of all or a portion of their files to a third party by submitting a written request to the Admissions Office on the specified form. The Admissions Office will review the request and, if approved, will comply within a period of ten business days. If the request is deemed inappropriate or detrimental to the student or college, the student will be notified in writing of the denial and reasons for such denial within the same ten day period. Forms to Request Release of Student Records are maintained in the Student Services Department.

Release of Transcripts. Students must submit a written request to the Registrar to release their official transcript to an outside party such as a college or university where they plan to apply for admission. This request may be submitted via a release form from another school signed by the student or in a letter written by the student. The request must be accompanied by the required fee.
Revised; BOT Approval 4/21/11

Repeating a Course Policy. Students who fail courses required for graduation must repeat the course to earn a passing grade in order to receive a degree. Students may elect to repeat courses to attain a higher grade and improve their overall grade point average (GPA). Only the highest grade earned for the course will be recorded in the student’s records and included on the official transcript.

Tuition costs for repeated courses are the same as for non-repeated courses. Recipients of federal financial
aid or veteran or vocational rehabilitation benefits are responsible for determining whether payment for repeated courses is authorized by these agencies prior to registration for the repeated course. 
Revised; BOT Approval 4/21/11

Satisfactory Academic Progress
Revised April 2017

The Higher Education Act mandates institutions of higher education to establish minimum standards of "Satisfactory Academic Progress" (SAP). The SAP regulations, at Sec. 668.34(a)(3)(ii), require that, for programs that are longer than one academic year, the student’s SAP must be evaluated “at the end of each payment period or at least annually to correspond with the end of a payment period;” Annually means a 12-month period. An institution is expected to review a student’s SAP at least once every 12 months. Heritage Bible College evaluates a student’s SAP after each payment period and makes these standards applicable to all financial aid offered at Heritage Bible College. Heritage Bible College reserves the right to evaluate a student’s SAP more frequently. This includes Federal (Title IV), State (North Carolina), and Institutional (Heritage Bible College) funding. Federal regulations require the college to establish SAP standards in the following areas: (1) Cumulative GPA; (2) Minimum Semester Hours Earned/Completion Rate; and (3) Maximum Time Frame. In addition the school’s SAP policy must include the student's total academic history. Programs administered by agencies other than Heritage Bible College, such as private scholarships, or grants given by states other than North Carolina, may have their own academic standards for students. Students will need to contact such agencies to determine what those requirements are.

GENERAL SATISFACTORY ACADEMIC PROGRESS PRINCIPLES

1. Federal Regulations require the college to establish SAP standards in the following areas: (1) Cumulative GPA; (2) Minimum Semester Hours Earned/Completion Rate; and (3) Maximum Time Frame. In addition, a school’s SAP policy must include the student’s total academic history.
2. These general principles apply to all of Heritage Bible College’s degree programs. In addition to the general principles, students must meet specific guidelines (if any) for their individual academic program(s). Program specific requirements are listed in the academic catalogue.
3. SAP will be determined after each payment period for all students.
4. A student, who fails SAP, MUST successfully appeal to continue at Heritage Bible College, to receive financial aid and will be placed on financial aid probation (PROB). PROB cannot be given automatically. More details are provided under Financial Aid Probation (PROB).
5. A student, who fails to make SAP at the end of the probation payment period, is placed on Financial Aid Suspension (FAS) and is ineligible for financial aid.
6. To earn hours at Heritage Bible College, a student must receive a grade of A, B, C, or D. Any other grade does not earn hours.
7. Classes, from which a student has withdrawn (W), will be counted as hours attempted but not hours earned, therefore, will negatively impact a student’s ability to satisfy SAP.
8. Classes in which a student receives a grade of Incomplete (I) count as hours attempted but not as hours earned; therefore, will negatively impact a student’s ability to satisfy SAP.
9. When a student repeats a course, the total attempted hours will increase with each repeat, but the student will only earn hours for a completed course once. Therefore, repeating classes will negatively impact a student’s ability to satisfy the 67% passage rate, but may significantly increase a student’s cumulative GPA.
10. Included in attempted hours are all coursework attempted, including transfer credits, passed, repeated, incomplete, failed and withdrawn courses. Attempted hours do not include credits earned through Advanced Placement (AP), College Level Examination Program (CLEP), or other similar testing programs.

**Cumulative GPA**

The cumulative number of credits attempted includes those credits attempted at the end of the schedule adjustment (drop/add). Multiple attempts of the same course will be counted for each attempt for financial aid purposes. Students must meet the minimum cumulative GPA per credits attempted according to the following schedule to maintain SAP:

**Bachelor of Religious Education**

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- 30</td>
<td>1.4</td>
</tr>
<tr>
<td>31-60</td>
<td>1.6</td>
</tr>
<tr>
<td>61-90</td>
<td>1.8</td>
</tr>
<tr>
<td>90 and above</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Associate in Christian Studies**

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- 30</td>
<td>1.5</td>
</tr>
<tr>
<td>31-60</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Minimum Semester Hours Earned/Completion Rate**

An undergraduate student must earn a minimum of 67% of the cumulative hours attempted to maintain SAP. To calculate, take the cumulative number of credit hours at the end of schedule adjustment (drop/add) and multiply it by 0.67. For example: if a student had 12 hours at the end of schedule adjustment then the student would have to earn at least 8 hours to remain eligible for further financial aid (12 X 0.67 = 8.04). The credit hours will always be rounded down.

Any student with a quality point deficit of 40 or more as calculated by the Registrar, will be deemed academically ineligible, and therefore, will be placed directly on Financial Aid Cancellation without a probation period. The calculation in determining the quality point deficit is the total credit hours attempted, as established by the Registrar, times 2 minus the total quality points.

**Maximum Time Frame**

Students must complete their degree requirements within 150% of the published length of their academic program to remain eligible for financial aid. At Heritage Bible College, students must complete the requirements for a bachelor’s
degree within a maximum number of credits attempted (including transfer credits) of 180. The maximum for the associate’s degree is 90. This is the maximum allowable time for receipt of federal and state financial aid regardless of whether the student did or did not receive financial aid during any period of his/her enrollment. A student cannot have more than 150% of the published length of the education program to graduate. For HBC students, 12 semesters is the maximum time frame allowable for bachelor degree completion (180 divided by the normal class load of 15 hours = 12 semesters). For the associate’s degree, 7 semesters is the maximum (90 divided by the normal class load of 15 hours = 6 semesters). Institutional scholarships may have their own particular restrictions. The Financial Aid Office has a listing of these particular scholarships. A student can appeal the 150% maximum time frame (see Appeals).

Failure to Meet SAP

Financial Aid Probation (PROB)

A student who fails SAP must successfully appeal (see Appeals) to be placed on PROB. PROB CANNOT be given automatically. Heritage Bible College must review the student’s progress at the end of that one payment period, as probation status is for one payment period only. At the end of one payment period on PROB, the student must make SAP or must be meeting the requirements of the academic plan. A student may be placed on PROB for one payment period per appeal. It is possible that a student could be placed on probation more than once in his or her academic career.

- If Heritage Bible College determines, based on the appeal, that the student should be able to meet the SAP standards by the end of the subsequent payment period, the student is placed on PROB without an academic plan. HBC must review the student’s progress at the end of that one payment period, as PROB status is for one payment period only. At the end of one payment period on PROB, the student must make SAP or will be ineligible to receive financial aid.

- If Heritage Bible College determines, based on the appeal, that the student will require more than one payment period to meet SAP, the student will be placed on PROB and an academic plan must be developed for the student. The student’s academic advisor and the student should develop a plan that ensures that the student is able to meet Heritage Bible College’s SAP standards by a specific point in time. The plan could specify that the student is reviewed more frequently than the rest of the institution’s population; however, a student on an academic plan would not be reviewed less frequently than the rest of the institution’s population.
  - If the academic plan shows that the student can make SAP, the student will be placed on PROB and Heritage Bible College MUST review the student’s progress at the end of one payment period as is required of a student on PROB status, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive financial aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.
  - If the academic plan does NOT show that the student can make SAP, then the student will NOT be eligible for financial aid and will be immediately placed on Financial Aid Suspension (FAS). Students who are placed on FAS will be ineligible for all federal, state, and institutional financial aid. This includes any alternative loans that require certification by Heritage Bible College.

At the end of the PROB period, the student’s SAP is evaluated. If the student is making SAP, then the student is no longer on PROB. Students on PROB who still do not meet the SAP standards will be placed on Financial Aid Suspension (FAS). Students who are placed on FAS will be ineligible for all federal, state, and institutional financial aid. This includes any alternative loans that have an SAP requirement.
Students who are under suspension may, with the permission of the Academic Dean, take a limited number of classes, paid for out of pocket, and attempt to regain SAP. However, a student will be excluded if, in the judgment of the Academic Dean, continuing would result in no advantage to the student or in harm to others.

Transfer students will be evaluated at the time of enrollment using the same SAP standards.

Students returning to Heritage Bible College while they are on PROB or FAS must meet Heritage’s SAP policy in order to regain eligibility for financial aid.

Financial aid may be reinstated by the Director of Financial Aid upon demonstration of mitigating circumstances which must be documented to the satisfaction of the director along with a written letter of appeal from the student.

**Appeals (PROB, FAS, 150% Time Frame)**

- The appeal for a student to be put on PROB must include a written letter of appeal from the student and appropriate documentation as to why the student failed to make SAP and what has changed that will allow the student to make SAP at the next payment period. If the Director determines, based upon the appeal that the student will require more than one payment period to meet SAP, the appeal must also include an academic plan from the student’s academic advisor designed to ensure the student will be able to meet SAP by a specific point in time (usually two payment periods). **If the plan does NOT show that the student can make SAP, then the student will NOT be eligible for an appeal.**

- The appeal for a student who is on Financial Aid Suspension (FAS), for failure to make SAP at the end of the probation payment period, must include a written letter of appeal from the student and appropriate documentation as to what had changed that caused the student to not make SAP during the probationary payment period and why the student should be able to meet SAP on the terms of the academic plan, if applicable.

- The appeal for the 150% Time Frame must include a written letter of appeal from the student and appropriate documentation as to why the student has exceeded the 150% Time Frame and the time frame in which the student will complete the requirements for a bachelor’s degree.

Examples of mitigating circumstances and appropriate documentation for Appeals, include, but are not necessarily limited to:

1. Serious illness or injury of student- notarized statement from physician that illness interfered with student’s ability to meet SAP along with written letter of appeal from student.
2. Serious illness or injury of immediate family member- notarized statement from a physician along with written letter of appeal from student.
3. Death of an immediate/close family member- notarized statement from a minister, nearest relative, or an unbiased concerned adult along with written letter of appeal from student.
4. Disruptive internal family problems- legal/court documentation from lawyer, statement from parents, minister, or an unbiased concerned adult along with written letter of appeal from student.

However, the Financial Aid Director may choose to request additional documentation when a particular student circumstance warrants it and may decide to require more extensive documentation on an initial appeal and an updated statement on a subsequent appeal. The Director also has the discretion to deny the appeal if the documentation received is not sufficient.

*Revised; BOT Approval 10/2014*
*Revised; BOT Approval 4/20/2017*
Scholarships Policy.

Applications. Applications for scholarships are available in the Financial Aid Office and on the financial aid section link on the college website. Applications must be submitted by the September 15th Fall deadline and the February 15th Spring deadline. Failure to return the application by the deadline is forfeiture of ability to receive any HBC scholarships.

Once a scholarship application has been received, it will be reviewed by the Financial Aid Office, aligned with HBC scholarship availability and requirements, recommendations made by the Financial Aid Director and then voted on by the Financial Aid Scholarship Committee.

Scholarship Criteria. Scholarship donors may establish criteria and conditions for awarding of designated scholarship funds to students. Recommendations are made by the Scholarship Committee and the donor may make a selection among qualified recipients or may defer to the judgment of the Committee.

Priorities. In awarding scholarship funds, preference is given to:

a. Students who meet scholarship criteria
b. Students who are citizens of the United States and have a financial need
c. International students who have an affiliation with the Pentecostal Free Will Baptist Church and who have a financial need

Recipients. Recipients are required to sign a Scholarship Agreement and must maintain the requirements on the agreement in order to keep the award.

Revised; BOT Approval 4/21/11

Standards Statements Policy. All trustees, staff, faculty, and students are required to sign adherence to the Statement of Faith and the Standard of Conduct at the time of initial appointment, employment, enrollment or re-enrollment. Signature documentation is to be maintained in the employee’s or student’s file and disposed of according to established schedules of retention and disposition. Signature documentation for trustees will be maintained in the President’s Office.

Revised; BOT Approval 10/21/10

Student Government Association Policy. A student government association is provided as a part of the Student Services Department. The association operates under its own Constitution & Bylaws with leadership and oversight by the Dean of Students (or the President’s designee) or his or her designated representative.

Qualifications and elections of SGA Officers and Student Council representatives are accomplished as mandated by the Constitution & Bylaws. Officers meet regularly and provide written minutes of all meetings to the Student Services Department within the guidelines and timeframe specified in the Constitution & Bylaws.

A report on student government activities is provided periodically by the SGA President and the Dean of Students (or the President’s designee) to the President who in turn keeps the Board updated. The SGA President may attend board meetings as requested or required by the Dean of Students (or the President’s designee) and/or the President.

Revised; BOT Approval 10/21/10

Student Recruitment and Admissions Policy. The recruitment and admission of
students whose life goals are consistent with college programs is a priority. To this end, recruitment goals and strategies are developed to identify target populations and methods are designed to effectively reach them. Recruitment planning and assessment is an important component of the overall institutional effectiveness process. Integrity in recruitment and admission of students is vital.

Recruitment programs and activities shall be guided by the following principles and practices:

**Principles:**
1. The Policy of Nondiscrimination shall be followed in the recruitment and admission of students.
2. The requirements of the Americans with Disabilities Act shall be met in the recruitment and admission of students with physical or other disabilities that may require reasonable accommodations.
3. The academic catalog, media advertising, the college website, and other recruitment materials shall accurately present the college programs, services, and activities along with financial costs and eligibility for federal or institutional financial aid and other information required by accreditation standards.
4. The accreditation status of the college shall be accurately stated as required by accreditation standards.
5. Policies and procedures for admission shall be clearly explained in the academic catalog and by recruitment and admissions staff.

**Recruitment Practices:**
1. The Recruitment and Marketing Director shall have primary responsibility for recruitment and shall coordinate his or her efforts with the Admissions Director and the Financial Aid Director.
2. Recruitment programs and activities shall focus primarily on target populations identified as compatible with the program and services offered by the college, i.e., prospective students whose goals are to enter active professional or lay ministry.
3. Recruitment programs and activities shall target adult learners as well as traditional students.
4. Recruitment and admissions staff shall provide ample information and opportunity to ensure that prospective students understand the programs and services offered by the college through written materials, personal contact, campus days, new student orientations, or other means.
5. When attending off-campus recruitment events or otherwise representing the college in an official capacity, recruiting staff shall honor requirements of the sponsor and venue where recruitment activities are held.

**Admissions Practices:**
1. The Admissions Director shall have primary responsibility for the admissions process, from initial application through orientation and enrollment of new students. The Admissions Director shall coordinate his or her efforts with the Financial Aid Director and the Recruitment and Marketing Director.
2. The Admissions Director is responsible for ensuring that student files are complete and accurate.
3. The Admissions Director shall chair the Admissions Committee and shall schedule meetings to make admissions decisions. Minutes of meetings shall be recorded and retained in the Admissions Office.
4. The Admissions Committee shall review all application materials to determine if the applicant meets all requirements and has the potential to succeed in completing his or her educational program.
5. Applicants shall be notified of their status in a timely manner by the Admissions Office. Notification shall state any conditions of acceptance, including any reasonable accommodations to be made for students with disabilities.
6. Orientation for new students shall be carried out prior to the beginning of each semester as scheduled by the Admissions Director and the Dean of Students (or the President’s designee).

_BOT Approval 10/18/12_

**Summer Financial Aid Policy.**
Financial aid eligibility for the summer online session is determined on a case-by-case basis. Per the Department of Education, this is possible because Heritage Bible College’s summer semester serves neither as a header or trailer for the Academic year.

Reviewing students need for FA on a case-by-case basis is to provide the best option and assistance for the student. If a student has remaining aid for the current year, then that aid will be applied and disbursed for the summer semester. If a student has no remaining aid available for the current year, then the student can opt to use the upcoming year’s Financial Aid funds for summer. The student must be advised this will affect their remaining aid percentages for the Fall and Spring semester of that year. Once a student understands this will decrease their aid for upcoming semesters, a summer disbursement can be made. This is dependent upon a student’s completion of the entire financial aid process. All verification documents must be complete and submitted.

As with other semesters, a student may choose to pay cash for their tuition if they have sufficient personal funds.

All drop/add and withdrawal policies for summer courses will apply.

_Revised; BOT Approval 4/15/10_
_Revised; BOT Approval 4/20/17_

**Testing Policy.** Skills testing is required of all new students who do not have appropriate transfer credits in general education from other colleges or institutions.

_Asset Test._ This test of reading and writing skills is given to students deemed appropriate by the Admissions Committee. Counseling and placement are based on test results. Admission may be conditional based on results of testing with conditions to be determined by the Admissions Committee and the faculty advisor.

_Bible Test._ All freshmen are required to take the Standardized Bible Content Test (SBCT). Scores enable the faculty and administration to evaluate and adjust the Bible curriculum. Seniors retake the test as an exit exam prior to graduation.

_Computer Proficiency Test._ Entering students are required to demonstrate fundamental computer skills by passing a computer competency test. Students not passing this test will be required to complete a three-hour computer fundamentals class or its equivalent during the first two weeks of the students’ first semester or online session.

_Language Proficiency Test._ Entering students are required to write an essay on an assigned topic during the orientation for new students. Based on the results of this test, students may also be required to take the Asset Test in order to determine placement in freshman English classes.

_Revised; BOT Approval 4/19/12_

**Transfer Students and Credits Policy.**
Transfer Students
Students wishing to transfer from another college must comply with the same admission requirements as non-transfer students. Transfer students may apply for campus housing or take classes as a commuter or online student.

Transfer Credits from Other Colleges to Heritage Bible College
It is the responsibility of students wishing to transfer to submit official transcripts of all work at previous colleges. Transfer credits will be evaluated in terms of the Heritage Bible College curriculum and credit will be allowed whenever possible for equivalent courses taken at another college. Applicants wishing to have their transcripts evaluated before enrolling at Heritage should send a written request to the Admissions Office. The Registrar and the Academic Dean will make final determination of transfer credits.

Students may transfer credits for comparable course work done at another college:
- If that college is accredited by a body recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education.
- If the course work is relevant to the program of study the student wishes to enter at Heritage.
- If the student secures an official transcript from that college for assessment of transfer credits by the Academic Dean.

Transfer credits from an unaccredited institution will be transferred if it can be documented that they represent collegiate course work taught by qualified faculty.

Only course work earned at the quality level of a “C” or above will receive transfer credit. Transfer credit grades are included in calculation of the transfer student’s overall grade point average in consideration for academic honors and awards.

If transfer credits are denied, students have the right to appeal by submitting a written request to the registrar, who will consult with the academic dean for reconsideration of the denial. The decision of the academic dean is final.

Regardless of the number of transfer credits approved or the program of study, the final 30 hours of instruction must be taken at Heritage Bible College.

Veterans
Any transfer student eligible to receive Department of Veteran Affairs (VA) benefits must submit to the Registrar official transcripts of all prior collegiate work. All college transcripts must be evaluated and any appropriate credit granted before the student’s enrollment will be certified for VA benefits.

Transfer Credits from Heritage Bible College to Other Colleges
Credits for courses taken at Heritage Bible College may be transferred to other colleges provided the grade is a C or above; however, it is the prerogative of other colleges to make their own determination whether to accept or deny transfer credits from Heritage Bible College based on their own internal policies. Students wishing to transfer course credits to another college should query the college of their choice for undergraduate or graduate studies to determine if transfer credits will be accepted and which courses in particular qualify for transfer. Students who wish to transfer credits should consult with the registrar for guidance, either in person or by written or electronic communication. Any request for official transcripts must be made in writing.

Student Responsibility
Students wishing to transfer credits from Heritage Bible College to another college shall submit a written request along with the designated fee and the name and address of the college to which the official transcript should be sent. No transcripts will be issued for students whose account is unpaid.

Students Admitted Conditionally
Students admitted under the ability-to-benefit policy or the dual-enrollment policy who have not earned a high school diploma or GED will not receive an official transcript nor will course credits be transferred to any other college until receipt of an official high school transcript verifying graduation or a GED certificate.
Revised; BOT Approval 4/19/12

Tuition Discount for PFWB Ministers Policy. PFWB pastors or ministers who are licensed or ordained at the Conference level and wish to enroll in Heritage Bible College are eligible for a discount of up to 50% of the tuition rate in effect at the time of enrollment. This discount applies only to tuition costs. The student is responsible for all additional applicable fees and purchase of textbooks.

Approval of Ministerial Discount. If the applicant is accepted for admission by the Admissions Office, the approved discount will be applied by the Business Office during the registration process after receiving a letter from the PFWB Superintendent verifying that the minister is ordained, licensed, and in good standing with the Conference.

Requirements and Conditions. Students who enroll under the provisions of this policy are subject to the same requirements and conditions applicable to all students as outlined in the Academic Catalog and the Student Handbook.
Revised; BOT Approval 10/18/12

Whistleblower Protection Policy

Heritage Bible College requires trustees, faculty, staff and students to observe high standards of business and personal ethics in the conduct of their duties and responsibilities as evidenced in the Standards Agreements signed by board members, faculty, staff and students. As representatives of the College, it is expected that honesty and integrity be practiced and that all applicable laws and regulations be followed. Violations of these standards will be subject to disciplinary action such as suspension, termination of employment or enrollment, or criminal prosecution if warranted.

Reporting Responsibility
The purpose of the Whistleblower Protection Policy is to encourage and enable employees and others to raise serious concerns internally so that the College can address and correct inappropriate or illegal conduct and actions. It is the responsibility of trustees, faculty, staff and students to report legitimate concerns about violations of the Standards Agreement or suspected violations of laws or regulations that govern College operations.

Anyone filing a verbal or written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations proven not to be substantiated or which prove to have been made maliciously and falsely will be grounds for disciplinary action.
**Reporting Procedure**
Reports of suspected or proven violations of legal, procedural, or ethical standards should be reported in accordance with the chain of command outlined in the College Protocol Policy. An exception to this general rule is if the immediate supervisor who would otherwise receive the report is the individual in violation; in that case, the reporting individual should take his or her concerns to the next management level. In the event that the President is found to be in violation of legal or ethical standards in the conduct of his responsibilities, the matter should be reported to the Chairman of the Board of Trustees.

Initial reports may be made verbally but must be followed by a written description of the allegation accompanied by any supporting documentation. Written reports must be signed by the individual alleging the violation. Anonymous submissions are not considered to be official.

**Confidentiality**
While every effort will be made to protect the confidentiality of complainants, the ability to do so may be limited by the necessity to fully investigate reports.

**Investigation of Reports**
The President or his/her designee will conduct a thorough investigation of any allegations of impropriety. The investigation may include interviews with the accused individual and others in the organization that may have knowledge of the alleged violation. When the investigation is concluded, a determination will be made as to the validity of the allegation and the proper resolution or action.

The decision will be rendered in writing to the accused individual and the reporting individual. If guilt is determined, appropriate consequences will be applied. In the case of violations of civil or criminal law, these will be reported to law enforcement as necessary and subject to criminal prosecution.

Unless the President is the accused individual, he or she makes the final determination regarding consequences. The President shall inform the Board of Trustees of serious allegations having a potential financial or other negative impact upon the College.

**No Retaliation**
It is contrary to the values of Heritage Bible College for anyone to retaliate against any board member, officer, employee, student or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the College. An employee or student who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or enrollment.

**Complaints to Accrediting Association**
Reports regarding violation of accreditation standards or requirements may be made directly to the TRACS Office as outlined in the College Protocol Policy.
Withdrawal and Refund Policy

1. **Withdrawals.** There are two types of student withdrawals: official and unofficial. It is to the student’s advantage to complete the official withdrawal process should he or she not be able to continue in school.

Withdrawal from a Course. Withdrawal from a course after the drop/add period must be made in consultation with the advisor after completing the form in the Registrar’s office. A campus course may be withdrawn from the 3rd week through the 12th week (2nd through 6th week for online) with a “W” designation on the transcript, which does not affect the student’s GPA. No campus course can be withdrawn after 12 weeks of classes (6 weeks for online) without receiving a grade of “F,” which will appear on the student’s transcript and adversely affect the GPA.

Withdrawal from the College. Students should follow the proper procedures to officially withdraw from the College in order to qualify for any refunds that are due and to avoid receiving grades of F for all courses, which adversely affects the student’s grade point average.

2. **Official Withdrawal.** To officially withdraw from the college, a student must provide official notification to the Registrar’s office in writing and complete all necessary forms and interviews. The official withdrawal date is determined by the registrar and recorded. As a part of the withdrawal process, the student must meet with the Dean of Students (or the President’s designee), the Financial Aid Office, and the Business Office to settle any pending matters.

When withdrawing, the student must:

a. contact advisor to notify of intent to withdraw
b. complete the necessary withdrawal form and submit to the Registrar’s office
c. remove all mail from student mailbox
d. return all borrowed books to the Library and pay any fines due
e. if financial aid recipient, meet with Financial Aid Officer for information on refunds or payments due
f. meet with Business Manager to settle student account
g. meet with Dean of Students (or the President’s designee) for exit interview
h. if a dorm resident, clean all personal belongings from the dorm, clean the room, and turn in any keys to dorm or other college buildings to the Dean of Students (or the President’s designee)

3. **Unofficial Withdrawal.** If a student does not officially withdraw but simply stops attending classes, the college must process an unofficial withdrawal. In such cases, a grade of F is assigned for all courses in which the student was enrolled. This grade will affect the student’s overall grade point average.

4. **Refunds after Withdrawal from the College.** Students who withdraw from classes or the college may be entitled to a pro-rated refund of tuition and fees as follows:

Process. Student must follow the established process to withdraw from the college by securing and completing official paperwork available from the Registrar’s Office.

Refund Calculation. Any applicable refund will be processed by the Business Office using the following computation:
Campus Classes (16 weeks)

- 1<sup>st</sup> & 2<sup>nd</sup> week of classes: 90%
- 3<sup>rd</sup> week of classes: 75%
- 4<sup>th</sup> week of classes: 50%
- 5<sup>th</sup> week of classes: 25%
- Week 6 or later: No Refund

Online Classes (8 weeks)

- Week 1: 90%
- Week 2: 50%
- Week 3 or later: No Refund

A student is entitled to a refund only when he or she officially withdraws through the Office of the Registrar. Students who cease attending are withdrawn unofficially by the Registrar’s Office and are not eligible for a refund from the College.

5. **Requirements for Recipients of Federal Aid.** Students who receive federal financial aid must meet certain requirements during enrollment and withdrawal to avoid loss of federal funding.

*Class Attendance.* Class attendance and Satisfactory Academic Progress (SAP) is required to receive Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Family Education Loans (FFEL) and HBC Scholarships. Students may be billed up to 100% of any of these funds received if enrollment status changes due to non-attendance or academic dismissal.

Students **MUST** attend class through the 60% plus 1 day of each semester to receive full Student Financial Aid (SFA). Failure to meet this requirement will result in a return of Title IV funds as calculated using federal guidelines. The student will be billed for the amount due Heritage Bible College as a result. Attendance is monitored on a regular basis.

*Calculating Earned Aid.* The law requires that when a recipient of federal aid withdraws from college, the amount of federal financial aid assistance 'earned' up to that point is determined by a specific calculation developed by the United States Department of Education. If more assistance was received than earned, the excess funds must be returned.

6. **Refunds and/or Repayments of Federal Aid.** Students with Federal grants and/or Federal loans will be subject to the Title IV withdrawal calculation. The Title IV withdrawal calculation will result in the reduction and/or cancellation of all financial aid. Consideration will be given to students withdrawing due to circumstances beyond their control. In some cases, a student may have a credit to his or her account, which will be refunded to the student. If the college cannot locate and communicate within 60 days with a student to whom a Title IV credit balance is due, the said amount will be returned to the U.S. Department of Education after determining which Title IV program created the credit balance.

If a refund is due to the Department of Education, Heritage Bible College will submit the refund within 30 days of the student’s last date of attendance or notification by the Registrar’s Office in the case of unofficial withdrawal. Any refund made to the Department of Education will be charged to the former student’s account and a written bill will be mailed within 30 days.

7. **Return of Title IV Funds.** Up through the 60% point in each payment period or period of enrollment, a prorata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% plus one day point in the payment period or period of enrollment, a
student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. If a student withdraws after the 60% point in time, there are no unearned funds; however, the College will determine whether the student is eligible for a post-withdrawal disbursement.

8. **Official Withdrawal Date.** The Registrar’s Office will determine the official withdrawal date based upon the circumstances. The official withdrawal date is generally based upon either the last date of attendance or the date of notification of intent to withdraw. The official notification date is considered to be the official withdrawal date for calculating the amount of financial aid assistance earned.

9. **Administrative Withdrawal or Academic Exclusion.** A student may be required to withdraw from a course at any time if, in the judgment of the Academic Dean, continuation in the subject is resulting in no advantage to the student or in harm to others. A student who fails to maintain satisfactory attendance can be excluded from the course with a grade of F at the discretion of the instructor. The matter may then be appealed to the President whose decision is final.

10. **Disciplinary Withdrawal.** An expulsion resulting from violation of the disciplinary system will result in an administrative withdrawal. Grades of F will be recorded in all courses for which the individual is officially or unofficially withdrawn.

11. **Fee.** A processing fee of $100 is charged for withdrawals, whether official, unofficial, academic exclusion, or disciplinary expulsion. This fee will be deducted from refunds due the student, if any, or charged to the student’s account as his or her personal obligation.

12. **Settlement of Account.** The student is responsible for any balance owed on his or her account at the time of withdrawal. The student must meet with the Business Office to make arrangements for payment. Withdrawing either officially or unofficially does not relieve the student of the legal and ethical obligation to pay any remaining balance on his or her account, including any unearned federal financial aid that was returned to the Department of Education.

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