HERITAGE CHRISTIAN UNIVERSITY

ACADEMIC CATALOG

2020–2021

UNDERGRADUATE

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Heritage Christian University is accredited by the Commission on Accreditation of the Association for Biblical Higher Education, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the US Department of Education.

Association for Biblical Higher Education
5850 T.G. Lee Blvd, Suite 130
Orlando, FL 32822
Phone: 407-207-0808
www.abhe.org

This catalog supersedes all previous issues. Any student who does not enroll in a course for a period of one year will incur the obligation of meeting requirements of the most recent catalog. Any student who does not enroll in a course for a period of two years must reapply for admission to the university. The university reserves the right to change the requirements and regulations contained in this catalog and to determine whether a student has satisfactorily met its requirements for admission or graduation. The university reserves the right to reject any applicant for admission or graduation for any reason the university determines to be material to the applicant's qualifications for admission or graduation.

Statement of Nondiscrimination

Heritage Christian University admits qualified students of any race, age, sex, religion, disability, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the university. Heritage Christian University does not discriminate on the basis of age, sex, religion, disability, race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs. The following individual has been designated to handle inquiries regarding the non-discrimination policy:

Travis Harmon
PO Box HCU
Florence, AL 35630
256-766-6610

Title IX

Heritage Christian University follows the principle of non-discrimination and operates within applicable federal and state laws. As a recipient of federal financial assistance, Heritage Christian University is required by Title IX of the Educational Amendments of 1972, as amended, not to discriminate on the basis of sex in its admission policies, treatment of students, employment practice or educational programs, except as required by religious tenets of the Churches of Christ. The following individual has been designated to handle inquiries regarding the Title IX policy:

Mechelle Thompson
PO Box HCU, Campus Box 51
Florence, AL 35630
256-766-6610

Inquiries may be sent directly to the Office for Civil Rights at the US Department of Education at https://www2.ed.gov/about/offices/list/ocr/docs/howto.html.

For online information on the Undergraduate and Graduate programs at HCU, visit www.hcu.edu.

Family Educational Rights and Privacy Act (FERPA)

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact the compliance office at the following address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

A MESSAGE FROM THE VICE PRESIDENT OF ACADEMIC AFFAIRS

When you look at the lives and work of our graduates and current students, it is humbling to see the impact that is being made on the kingdom. We are so blessed to see graduates serving and impacting their circles with the tools they've sharpened through our academic program and interaction with our campus community. The culmination of more than 50 years of kingdom impact is impossible to fully grasp, understand, or be properly grateful for. Our University vision statement envisions that congregations around the globe will be effectively living out the story of God and His mission to the world as a result of our inspiration and education of servant leaders for the church. I'm proud of the work we accomplish every day that pushes us toward that future.

How do we advance churches of Christ through our area of influence in academia? The mission statement explicitly points to how we equip servants through our undergraduate and graduate programs, as well as through continuing education. And though we may define advancement of the church in different ways and through our various lenses, the connection between the church and what we do every day in teaching and learning and academic support is clear. To use a picture from biology, it is a mutually symbiotic relationship—when we work together, we have the ability to thrive together. And we have worked well together for so many years by God's abundant grace.

There are countless ways in which our academic programs have strengthened the church, and a few should be mentioned- as part of our founding vision as a Bible college, we have been uniquely positioned as an institution with profound emphasis on direct study of the Bible as a core and foundational part of the educational experience. Our Field Education (formerly Christian Service) requirements entail the direct practice of ministry as part of our academic programs. Graduate programs include a focus on spiritual formation and maturity appropriate to the level of study. Our undergraduate Bible curriculum includes some comparative advantages to programs elsewhere, including a strong counseling component as part of the required offerings. The pathways that have been created through the generosity of donors are overwhelming in the sheer size and scope of what is accomplished in academics on an everyday basis. In addition, we make these strengths available in an affordable package to so many different types of students (young, older, on-campus, distance learning, commuter, undergraduate, graduate, synchronous, asynchronous, first-time, transfer, preacher training school graduate, etc.). And we do all of this with a premier theological library as a resource base, operating at a small size with family values and personability in our relationships.

It is with pleasure that we welcome you as a part of this rich heritage.

Advancing the church together,

Michael D. Jackson, Ed.D.

THE UNIVERSITY

History

Heritage Christian University traces its roots to 1871, when T.B. Larimore opened Mars Hill Academy on land inherited by his wife Esther Gresham Larimore. Located along Cox Creek near Florence, Alabama, Mars Hill Academy equipped ministers and other Christian leaders for service in the Churches of Christ. Students trained at Mars Hill established hundreds of congregations in Florence and surrounding communities in North Alabama and southern Tennessee. Initially housed in Larimore's home, the Academy closed in 1887 in order for Larimore to devote himself fully to evangelism. The 12-room house was restored in 1971 and added to the National Register of Historic Places in 1974. It was destroyed by a fire in July 2018. Among those educated by Larimore at Mars Hill were notable restoration preachers F.D. Srygley and J.C. McQuiddy.

Locally organized Christian education for the Churches of Christ resumed in 1947 when Mars Hill Bible School, an elementary and secondary school, began on the site of the old Mars Hill Academy. William Wallace Alexander, a local physician, purchased property for the school from T.B. Larimore's son, Virgil, who still resided on the land where his father had operated the original academy. Mars Hill Bible School continues to provide excellent preschool through high school education.

In November 1965, noting an extreme shortage of preachers, a number of Shoals area church leaders proposed to the Mars Hill Board of Directors the establishment of a school to help prepare men for ministry. A steering committee, functioning under the Mars Hill Board of Directors, quickly assumed responsibility for the promotion of the school, curriculum planning, and the selection of teachers. Supplementing the work of Mars Hill Bible School, the new T.B. Larimore School of Evangelists was seen as a restoration of the type of preacher training accomplished by Larimore in the late 19th century.

Opening in January 1966 with 70 students enrolled, the T.B. Larimore School of Evangelists followed the model of a non-credit Bible institute or preacher training school. After operating in the spring and fall of 1966, the school's steering committee, at the direction of the Mars Hill Board of Directors, transitioned from an administrative function to an advisory one. There is no known record of the school meeting for classes after December 1966.

The dream of providing higher education in the Shoals, designed specifically for the training of preachers, did not lay dormant for long. Before the end of 1967, plans were already underway to establish a private college in Florence, independent of Mars Hill, to prepare students for ministry. In 1968, those plans began taking shape, when Malcolm Hill agreed to leave his work as preacher for the Forest Park congregation in greater Atlanta to become the inaugural president of the newly established Southeastern Institute (College) of the Bible in Florence. Inez Alexander, widow of Dr. William Wallace Alexander, donated land for a campus near the old T.B. Larimore home and local orthopedic surgeon, Dr. G.R. Melson, serving as chair of the Businessmen's Advisory Board, began efforts to establish an endowment for the school. Founded in 1968, Southeastern classes met for the first time in January 1969. The institute would include a three-year program offering bachelor's degrees in Sacred Literature and Religious Education. No accreditation from secular or academic associations would be sought.

In October 1970, the Southeastern administration and Board of Directors was reorganized and in early 1971, Charles Coil was selected by the new board as the second president of Southeastern College of the

Bible. As president, Coil was empowered to establish a program unique among the Churches of Christ—the four-year Bible college. Neither a preacher training school nor a liberal arts college, the coeducational Bible college would have a standardized academic calendar, admissions policies, and curriculum. In September 1971, Southeastern was renamed International Bible College. The new name would reflect a desire and practice to train men and women for service worldwide. In 1989, after serving eighteen years as the college's chief administrator, Charles Coil announced his resignation as president of International Bible College. He continued to serve as chancellor until his death in 1994. IBC alumnus, Dennis Jones, succeeded Coil as the institution's third president. He served from January 1, 1990, to April 6, 2017.

To help meet the need for advanced education for preachers and church leaders, a graduate program offering Master of Ministry and Master of Arts degrees was added in 2000. In January 2001, the institution changed its name to Heritage Christian University to reflect more accurately its status as offering both undergraduate and graduate degrees. In August 2001, the first graduates were awarded their master's degrees. In 2011, the university initiated a Master of Divinity program with emphasis on small church growth.

On December 15, 2017, the Board of Directors announced the selection of W. Kirk Brothers as HCU's fourth president. Dr. Brothers took office on June 1, 2018 with the presidential inauguration celebrated on August 18, 2018.

Mission Statement

Heritage Christian University exists for the advancement of Churches of Christ by equipping servants through undergraduate and graduate programs and continuing education. HCU produces effective communicators, preachers, teachers, and missionaries for real-world ministry with a focus on evangelism and a commitment to scripture.

Vision Statement

We envision that congregations all around the globe will be effectively living out the story of God and His mission to the world as a result of our efforts to inspire and educate the next generation of servant leaders for the church.

Core Values

1. God is Sovereign, Christ is Lord
2. Committed to Scripture
3. Focused on Evangelism
4. Bound by Honesty
5. Faithful and Trustworthy
6. Accountable and Continually Improving
7. Collaborative in Community
8. Eager to Listen
9. Hungry for Information, Sensitive to its Limitations
10. Rooted and Grounded in Love

Institutional Goals

To ensure a preeminent biblical education, Heritage Christian University will:

1. Provide general studies courses.
2. Provide degree offerings in biblical studies to give students the skills necessary to meet the needs of the church.
3. Offer a quality library to assist students, faculty, and alumni in research, ministry, and personal development.
4. Assist students in achieving their educational goals by making available student and educational support services.
5. Operate with a systematic, broad-based research, planning, and evaluation process for the ongoing pursuit of institutional effectiveness and continuous improvement.
6. Utilize a qualified, competent faculty, staff, and administration dedicated to carrying out the role, scope, and mission of the institution as adopted by the Board of Directors.
7. Operate with adequate physical, financial, and relational resources to accomplish the role, scope, and mission of the institution.

Distinctiveness

Heritage Christian University exists to help Christians answer God's call to ministry. We offer a balanced, comprehensive, practical education that impacts the whole person. We aim to:

- Challenge students academically.
- Enhance their passion for ministry.
- Strengthen their skills for service.

Within our rigorous academic program under the direction of experienced Christian leaders, HCU students engage in the study of Scripture, explore the roots of the faith, receive training in ministerial service, identify patterns for character formation, articulate goals, and practice knowledge in a variety of contexts within God's world. Our distinctive focus maintains real-world ministry occurs as an outpouring from God's transformation of the person: heart, mind, whole being.

Religious Character

All Heritage Christian University faculty accept the following statements as literally true: God exists and by His love, mercy, and grace saves all who believe, love, and obey Him; the Bible is God's Word; Jesus Christ is the Son of God; the church is the body of Christ and "the pillar and bulwark of the truth;" the mission of the church is to glorify God as it evangelizes the world.

Academic Recognition

Heritage Christian University is accredited by the Commission on Accreditation of the Association for Biblical Higher Education, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the US Department of Education.

Any formal comments or complaints should be directed to:

The Executive Director
Association for Biblical Higher Education
5850 TG Lee Blvd, Suite 130
Orlando, FL 32822
Telephone: 407-207-0808
Website: www.abhe.org

The Alabama State Department of Postsecondary Education licenses Heritage Christian University as a private university.

The United States Department of Education Register lists the university, making Heritage Christian University students eligible for grants and federal loans.

The State Approving Agency recognizes Heritage Christian University for educational benefits to veterans. Heritage Christian University is a Yellow Ribbon and Military Friendly institution.

Heritage Christian University is an SEVP Certified School authorized by the Student and Exchange Visitor Program to accept international students.

Heritage Christian University is also a member of National Council for State Authorization Reciprocity Agreements (NC-SARA) and has an agreement with the state that is not an NC-SARA affiliate: California.

Heritage Christian University is properly constituted, authorized, and operated as a non-profit organization and is officially recognized by both state and federal authorities.

Retention and Graduation Rates

Retention Rates. 100% of all full-time, first-time freshmen that enrolled at HCU in the Fall of 2017 returned in Fall 2018. 72.73% of all new undergraduate students (including part- time and transfer students) that enrolled at HCU in the Fall of 2017 returned in Fall 2018.

Graduation Rates. 50% of all full-time, first-time freshmen that enrolled at HCU in the Fall of 2010 graduated within 6 years.

Location

Heritage Christian University is located in Florence, Alabama. Lauderdale County was created on February 6, 1818. Florence was founded five weeks later and named by a young Italian surveyor, Ferdinand Sannoner, after his favorite city at home, Florence, Italy. Florence has a population of about 40,000.

The adjacent cities of Muscle Shoals, Sheffield, and Tuscumbia combine with Florence to make up a metropolitan area of approximately 200,000, known as "The Shoals." The Shoals area has many recreational facilities, tourist attractions, and cultural events. Among these are Wilson Dam, the oldest in the TVA chain, featuring the world's highest single-lift navigation lock; Ivy Green, the birthplace of Helen Keller; the Rosenbaum House, designed by Frank Lloyd Wright; and the William C. Handy home, birthplace of the famous musician and composer. Other places of interest include the Indian Mound and

Museum, Natchez Trace Parkway, Pope's Tavern, Alabama Music Hall of Fame, the Children's Museum of the Shoals, and the Kennedy-Douglas Center for the Arts.

Florence is the home of the University of North Alabama, one of the oldest universities in the South. The area's recreational opportunities attract many visitors, and the Tennessee River provides excellent water sports.

In addition, there are more than thirty Churches of Christ in the city of Florence and more than seventy-five in the metropolitan area.

Campus

Heritage Christian University has a fifty-seven-acre campus in Florence, Alabama. Campus resources include:

The *Academic Building*, housing classrooms, faculty and administrative offices, an auditorium/chapel, and a cafeteria.

The *Alexander Activities Building*, housing the Overton Memorial Library, gymnasium, recording studio, and faculty offices.

The *Coil Conference Center*, with conference room, two offices, and amenities.

Kerr Hall, a dormitory housing up to thirty-two students in four-bedroom apartments.

Married Student Apartments, a triplex at the front of campus.

Dr. John Kerr Student Center, housing a theater, recreation areas, and a kitchenette.

The *Jim McCreary Cabin* and the *Brenda McCreary Cabin*, each housing up to 18 guests in a bunkhouse arrangement.

Smith Park, an area for picnics, devotionals, and a playground for children. The *Ezell Pavilion* is in Smith Park.

Ralph C. Bishop Soccer Field and *Edith M. Rinks "Meme" Nature Trail*.

ADMISSIONS

Applicants must provide evidence of character and maturity, good standing in church and community, and the ability to benefit from a university education. Upon acceptance, the student agrees to abide by all university policy. Address admission questions to the Director of Enrollment Services.

Admission Procedures

Application Requirements

Online Application. Every applicant must complete an online application and submit a non-refundable application fee. To access the application forms, go to www.hcu.edu/enrollment/application. First-time freshmen, transfer students, and students seeking readmission after an absence of more than twenty-four months must apply for admission to the university before enrolling in a course.

Background Check. Every applicant must authorize HCU to obtain a background check. HCU will complete the application review when the background check is received.

Personal References. Every applicant must submit the names of three people within the application to use as personal references. References will be asked to address the applicant's character and suitability for undergraduate work.

Transcripts. Every applicant must submit an official High School transcript or GED and official transcripts from every college, university, military academic institution, seminary, or divinity school previously attended, even if the enrollment resulted in drops or withdrawals, and regardless of whether or not a degree was completed. No transcript issued to a student will be accepted.

ACT or SAT Scores. HCU requires all first-time freshmen, GED holders, high school graduates of less than five years, and applicants under the age of thirty-one to submit at least one college readiness test score such as the ACT and/or SAT. The scores may be sent directly from the testing agency or be reflected on an official high school transcript. Scores must be received by the appropriate application deadline. Applicants who have not taken a college readiness test should plan to test at least six weeks prior to the application deadline to allow sufficient time for scores to be sent to HCU. Official scores must be at least 18 on the ACT or at least 900 on the SAT. The ACT/SAT requirement is waived for transfer students who have completed 12 hours at an accredited institution with a minimum GPA of 2.5. When the ACT/SAT requirement is waived, applicants admitted to the AA or BA programs must take the English Placement and the Math Diagnostic Exam to determine correct placement in these courses of study.

Written Disclosure. Applicants previously dismissed for behavioral problems from other institutions will be required to provide a complete written disclosure of dismissal information in order to receive enrollment consideration.

Admission Status

Acceptance and Rejection. The university reserves the right to reject or accept any application at its discretion.

Probation. Applicants with poor academic records may be accepted on a probationary basis for one semester.

Enrollment Requirements

Application and Course Attendance. New students, transfer students, and students seeking readmission after an absence of more than twenty-four months must apply for admission to the university before enrolling in a course.

Computer Literacy. Every applicant must have a basic level of computer literacy prior to entrance into the program. In addition, the applicant should expect to spend a considerable amount of time learning to use word processing programs, internet web-based tools, online classroom management systems, and various other computer-related programs.

Picture for Populi. Every student, credit and audit, must upload a recent picture of themselves to Populi for identification and security purposes.

Undergraduate Transfer Applicants

Heritage Christian University accepts applications for admission from students who have attended community colleges, junior colleges, other four-year institutions, and schools of preaching using the above procedures.

Quarter hours are converted to semester hours according to the following schedule:

Quarter Hours	Semester Hours
1.0	0.5
2.0	1.0
3.0	2.0
4.0	2.5
5.0	3.0

- HCU endorses the November 2000 Council for Higher Education Accreditation document *A Statement to the Community: Transfer and the Public Interest.* The following three criteria are central to transfer decision-making: academic quality, comparability of courses, and appropriateness/applicability of courses. Responsibility for decisions regarding acceptance or non-acceptance of credits earned elsewhere lies with the Academic Dean.
- Courses with course numbers beginning with zero are not eligible for transfer.
- Courses with a grade lower than C– are not eligible for transfer.
- Eligible credits from institutions holding CHEA-recognized accreditation may be accepted as elective credit.
- Eligible credits from institutions holding CHEA-recognized accreditation may be accepted as non-elective credit on a course-by-course basis provided the transferring course is comparable upon review by the Academic Dean to the corresponding course or course group offered by HCU.

- Based on a strong history of biblical knowledge demonstrated by transfer students of certain schools of preaching, courses from institutions lacking CHEA-recognized accreditation will be accepted by HCU on the following basis:
    1. Knowledge by HCU of the academic quality of the transferring institution.
    2. Courses in the area of biblical studies or closely related fields may be transferred as non-elective credit on a course-by-course basis provided the transferring course is comparable to the corresponding course or course group by HCU.
    3. Courses in the area of biblical studies may be transferred as elective hours.
    4. No course from an unaccredited institution can be accepted as transfer credit to cover a senior-level (400-level) course at HCU.
    5. No course from an unaccredited institution can be accepted as transfer credit to cover a general education course in Areas I–IV at HCU.
- Students transferring from unaccredited institutions must complete 12 semester hours at HCU with a GPA of 2.0 or above before any transfer of credit is awarded.

International Applicants

Heritage Christian University requires a separate application for international applicants. Please review the information under Admissions Procedures for Undergraduate applicants, as the same information applies to international applicants, with the following exceptions:

Scholarship. Eligible international applicants may be awarded a full tuition scholarship. Because of the limited financial aid resources available to international applicants, HCU can offer this scholarship to no more than 5 individuals from the same country each year. Applicants who are awarded the scholarship must maintain a cumulative GPA of 2.0 or higher.

Financial Support. International applicants are not eligible for Federal Financial Aid, and typically not allowed to work in the US while in school. Therefore, applicants are required to submit proof of financial support and sponsorship from a church of Christ congregation in the U.S. or pay all charges up front for two years or more. For additional information about financial support and church sponsorship, contact the Office of Financial Aid.

Academic Credential Evaluation. International applicants must contact an approved academic credential evaluation company to evaluate all foreign academic credentials. The credential evaluation must verify that the applicant has a U.S. equivalent high school diploma before applying to our undergraduate programs. Based on performance and student satisfaction, HCU provides the website for the following servicer: World Education Services (www.wes.org). Applicants may use another approved academic credential evaluation company. Personal copies of academic credentials will not be accepted by HCU for the admissions process.

Proficiency in English. Applicants must demonstrate English proficiency by taking and passing the TOEFL exam (www.toefl.org) as part of the application process. Applicants must complete a TOEFL Score Report Request Form and **use the code number 8931** when indicating Heritage Christian University as the score recipient. Applicants may not submit personal copies of TOEFL scores as official records. Applicants from a TOEFL exempt country and applicants who have earned an accredited degree from an institution of higher learning within the US or an American institution abroad, or a transfer student who completed English Composition 101 or higher with a C or better from an accredited US institution are not required

to take the TOEFL. For a complete list of TOEFL exempt countries, please visit our website. Applicants must achieve at least the following scores on the TOEFL:

TOEFL iBT Score	80, with minimum score of 20 in both Reading and Writing
TOEFL Paper-delivered Testing Score	550

Residential Requirements. Single students and married students who are not accompanied by a spouse must live in campus housing. Married students accompanied by a spouse and family may live off-campus with prior written permission from both the university and the student's sponsoring congregation. Students who remain in the US during the summer are required to take a minimum of six credit hours at HCU.

Fundraising. International students are never permitted to fundraise.

Health Insurance. International students must maintain health insurance coverage while attending HCU.

Undergraduate Transient Students

Transient status is available to students regularly enrolled and in good standing at other colleges and universities but desire to attend Heritage Christian University under transient status. Transient students should provide an approved transient form from the college or university in which the student is presently enrolled. Transient work from a student on academic probation or conditional acceptance will not be accepted. Every student, credit and audit, will be required to upload a recent picture to Populi for identification and security purposes.

Dual Enrollment/Dual Credit

Heritage Christian University participates in dual enrollment/dual credit for high school sophomores, juniors, and seniors, in accordance with the rules of the Alabama State Board of Education. High school upperclassmen with at least a "B" average may enroll in university courses and receive both high school and college credit. Enrollment for dual credit requires prior written approval by the student's high school and successful application to the university. Each applicant must also complete a Dual Enrollment Authorization form.

Returning HCU Students

Students not enrolled in the preceding twenty-four months must reapply for admission. Students not enrolled in the preceding twelve months must adhere to most recent catalog requirements.

Audit Students

Auditors must register and submit full name, address, phone number, and email address to enroll in a course. Auditors must be 13 years of age unless accompanied by a parent or guardian.

Credit by Examination

A student may receive a maximum of thirty hours through one or more of the programs listed:

- *CLEP (College Level Examination Program).* The university will accept both general and subject examination scores that meet the standards set by the American Council on Education (ACE) for granting credit (HCU code: 0805).
- *DANTES (Defense Activity for Non-Traditional Education Support).* DANTES Subject Standardized Tests are also developed and scored by ETS (Educational Testing Service) with their current fees in effect and may be administered to the students at any time of the year.
- *Credit by Demonstrated Competence.* HCU will grant college credit through the Credit by Demonstrated Competence process. This process has also been known as Credit for Prior Learning or Prior Learning Assessment. The concept is based upon the assumption that adult learners have a number of experiences in their past during which they engaged in learning at the university level. This learning, to result in university credit, must also be retained, must not duplicate other learning (i.e., college or university courses), and must be explained and documented.
- *Advanced Placement.* Credits will be accepted for high school AP courses in which a score of 3 or higher is earned on a course-for-course basis for required courses or as elective credit (HCU code: 0805).

CAMPUS LIFE AND STUDENT SERVICES

Student life outside the classroom includes a variety of on-campus and off-campus opportunities.

Connect

Connect is the initial orientation experience at Heritage Christian University. It is designed to help new undergraduate campus students make a successful transition to university life. Connect provides an introduction to student support services, registration, academic success. Sessions help familiarize new students with university procedures, such as how to obtain textbooks. Connect also provides a social setting to introduce new students to the current students, staff, and faculty.

Housing

On-campus housing is available for single and married students. Kerr Hall is comprised of eight four-bedroom apartments for single students and three two-bedroom apartments for married students. Room/apartment assignments are made by the Dean of Students in consultation with the Campus Life Assistant and Enrollment Services staff. See the Resident Handbook for information regarding residency requirements, housing reservation, deposits, and general rules and regulations. The university takes no responsibility for financial, legal, or maintenance issues related to off-campus housing.

Student Activities

While at HCU, students have opportunity for involvement in organizations and activities that promote spiritual, physical, academic, and social development.

- The Student Government Association exists to promote the welfare of the student body and the university as a whole. It acts 1) in an advisory capacity, promoting effective communication between each student and the administration, 2) in a relational capacity, promoting constructive student-to-student interaction, and 3) in a motivational capacity, promoting student-led service to the church, community, and university.
- HCU provides programs that include speakers from around the world who share their knowledge and experience with faculty, staff, students, and guests.
- HCU provides student facilities to offer students opportunities for exercise, rest, and relaxation.
- The Department of Student Affairs coordinates student social activities to develop relationships with fellow students, faculty, and staff.
- The university provides opportunities for spiritual development, including regular chapel services.

Attire

As an academic institution, the university's environment is professional, yet personal. Dress is assumed to be "relaxed" business casual, especially in class, chapel, or the library. For specific guidelines, see the Student Handbook.

Conduct

The Student Code of Conduct and consequences for violations, including reasons for dismissal, are detailed in the Student Handbook. A student who is disciplined or dismissed for any reason may file an appeal (see the Student Handbook for the university's Student Grievance Policy).

Students with Disabilities

Heritage Christian University is committed to providing reasonable accommodations for all persons with disabilities including, but not limited to, alternate methods of testing and evaluation and modifications necessary for the accessibility of facilities. Any student with a documented disability may contact the Dean of Students to discuss concerns. All discussions will remain confidential.

Counseling

Students who need personal, premarital, marital, or family counseling should contact the Dean of Students for a referral. The Dean of Students, as well as faculty members, are also available for career counseling and will take time with students to help them pursue their professional goals.

Library

The Overton Memorial Library serves Heritage Christian University. The library is an invaluable source of information helping students reach their goal of attaining a degree and supporting faculty research and development. OML's holdings include extensive electronic resources, including ATLA Religion Database and OverDrive.

Bookstore and Textbooks

Required textbooks will be listed in Populi and on the university website in advance of each semester and through the end of the semester. Students may purchase textbooks through Populi or through any bookseller. If needed, please seek assistance through the HCU Librarian or the Director of Distance Learning.

Technology Requirements

Students are expected to have a functioning knowledge of computer skills and usage. Students are required to have access to and use of a computer with a webcam and internet access. Free wireless internet access is available on campus. A student's computer must have the minimum operating requirements to function properly with university programs. Current minimum operating requirements can be found online at https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux.

Computer equipment owned by a student cannot be restored, renovated, or repaired by the university IT Services Department. A student must obtain these services outside of the university.

Food Services

The university maintains a cafeteria that provides a continental breakfast and a lunch with salad bar Tuesdays through Thursdays during the fall and spring semesters.

Alumni Association

The Heritage Christian University Alumni Association exists to strengthen relationships between our alumni community, current students, and the university. Every IBC/HCU graduate is an alumnus. Membership into the Alumni Association is open to all alumni who choose to pay Association dues. Along with conducting chapel once a month, the Association works to stimulate interest in the university and to keep all graduates informed of university events and opportunities. The Alumni Association President serves as Chair of the Association membership and the Executive Committee. The Executive Committee is comprised of the Past President, President, Vice President, Secretary, Treasurer, and two Officers at Large. Executive Committee members are nominated and elected each year during Alumni Days.

FINANCES

The following financial policies address the costs to attendance and scholarship for the current academic year. Assistance is available through the Office of Financial Aid. HCU reserves the right to increase fees and other charges without prior notice.

Payment at Registration

Payment of all tuition and fees is expected at registration. Students who make full payment on or before the first day of the semester will receive a 5% discount off tuition charges. The university accepts payment by cash, check, money order, debit card, or credit card.

Payment Plan

Heritage Christian University offers a no interest payment plan, which extends tuition payments over a four-month period for the fall and spring semesters, and a three-month period for the summer semester. The plan is as follows:

Fall Semester	25% due by the first day of the semester 25% due September 1 25% due October 1 25% due November 1
Spring Semester	25% due by the first day of the semester 25% due February 1 25% due March 1 25% due April 1
Summer Semester	50% due by the first day of the semester 25% due June 1 25% July 1

Students in the following categories are required to sign up for the partial payment plan:

- Students who do not expect to receive federal financial aid and cannot pay all charges in full by the first day of the semester but can make payments on the above applicable dates.
- Students with pending financial aid and scholarship award amounts that will not cover the entire semester's charges and who cannot pay all outstanding charges in full by the first day of the semester but can make payments on the above applicable dates.

2020–2021 Academic Year Tuition and Fees

Charges for attending HCU are determined by the number of semester credits and program standing. Tuition and fee rates are reviewed annually by the HCU Administrative Council and are subject to change.

Tuition. Tuition is charged per credit hour each semester. Charges are assessed at the current academic tuition rate regardless of residency status or course delivery method.

Registration Fee. A registration fee is charged per credit hour for all students. Students with full-time status are charged a flat full-time registration fee. Registration fees subsidize the cost of maintaining academic records, administration of the mandatory placement tests, student support programs, and library-based activities.

Technology Fee. A technology fee is charged per credit hour for all students. The technology fee supports the maintenance of software systems designed for student engagement and Logos Bible Software for each undergraduate student.

On-Campus Housing. On-campus housing is available for full-time single and married students. Room assignments are made according to the date of application. Interested students should contact the Department of Student Affairs (DSA).

On-Campus Housing Reservation and Maintenance Fee. A one-time reservation fee and a one-time maintenance fee are required for resident students. Both fees should accompany the application for admission. The university retains the maintenance fee and the reservation fee is refundable within 10 days after written request by the student at the end of the contract period (e.g., withdrawal from school, move out, graduation).

Fee Schedule

Application Fee (Graduate)	$35.00
Application Fee (Undergraduate)	$35.00
Application Fee (International)	$25.00
Graduation Fee (Graduate)	$140.00
Graduation Fee (Undergraduate)	$125.00
On-Campus Housing (married student, fall semester)	$2000.00
On-Campus Housing (married student, spring semester)	$2000.00
On-Campus Housing (married student, summer semester)	$800.00
On-Campus Housing (single student, fall semester)	$1800.00
On-Campus Housing (single student, spring semester)	$1800.00
On-Campus Housing (single student, summer semester)	$900.00
On-Campus Housing Maintenance Fee	$150.00
On-Campus Housing Reservation Fee	$150.00
Practicum Binding Fee	$30.00
Practicum Research Continuation Fee (per semester)	$750.00
Receive Diploma in Absentia Fee	$500.00
Registration Fee (Graduate, per credit hour, $315 max)	$35.00
Registration Fee (Undergraduate, per credit hour, $540 max)	$45.00
Technology Fee (Undergraduate, per credit hour, $150 max)	$15.00
Thesis Binding Fee	$30.00
Thesis Research Continuation Fee (per semester)	$750.00
Transcript Fee (Digital Copy)	$13.50

Transcript Fee (Mailed Copy)	$22.50
Tuition (Graduate, per credit hour)	$249.00
Tuition (Undergraduate, per credit hour)	$423.00

Refund Policy

Upon withdrawal from one or more courses, a refund is due on a pro rata basis according to the schedule below. The withdrawal date is the date the student submits the completed Registration Withdrawal form to the Office of Academic Affairs.

Before First Day of Class through the Drop/Add date	100%
One Week after Drop/Add Date	50%
Two Weeks after Drop/Add Date	25%
Three Weeks after Drop/Add Date	0%

Student Financial Information

Federal Aid

Heritage Christian University administers an array of federal aid programs to eligible students. Students in need of financial assistance are encouraged to complete the necessary paperwork in a timely manner and contact the Office of Financial Aid for help or questions. Depending on need, eligible students may receive one or more types of assistance through the various programs. The Office of Financial Aid manages all financial aid support.

The following financial resources are available to Undergraduate students:

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant
- Federal Work-Study Program
- Iraq and Afghanistan Service Grant
- Federal Direct Loan Program (Subsidized, Unsubsidized, PLUS)
- Veterans Educational Program
- Scholarships

All undergraduate students who will need federal financial assistance are encouraged to complete the Free Application for Federal Student Aid (FAFSA) application early. Students are encouraged to submit the application online at fafsa.gov. HCU's school code is 015370. Students receiving and expecting to receive federal financial aid must adhere to the financial aid standards outlined in the Office of Financial Aid's Satisfactory Academic Policy. For a complete copy of this policy, please visit http://www.hcu.edu/enrollment/financial-aid/satisfactory-academic-progress/

Federal Grant Aid

Federal Pell Grant. The Pell Grant is a federally funded program for undergraduate students from low-income families. The amount of the award varies based on the expected family contribution (EFC) as calculated by the FAFSA. Students may only receive a Federal Pell Grant for 12 full-time semesters (or

equivalent). Students can check lifetime Pell Grant eligibility by logging into The National Students Loan Data System (www.nslds.ed.gov). Awards will vary based on enrollment hours (at the end of the drop/add period each term) as illustrated by the table below:

Number of Hours Enrolled Per Term	Percentage of Federal Pell Grant
12+ hours	100% of award
9-11 hours	75% of award
6-8 hours	50% of award
1-5 hours	25% of award

Federal Supplemental Educational Opportunity Grant (FSEOG). The Federal Supplemental Educational Opportunity Grant is a program for undergraduate students from low-income families. Undergraduate students who are eligible to receive the Pell Grant, have an EFC of 0, and are enrolled in their first bachelor's degree program are considered for the FSEOG. Funding is very limited and not all eligible students are awarded. Award range varies each academic year.

Federal Work-Study Program (FWS). The Federal Work-Study Program provides funding for part-time jobs for undergraduate students with financial need. The intent of the program is to encourage part-time employment and reduce the amount of loan debt incurred while attending college. The program highly encourages community service work as well as provides various on-campus job opportunities. To qualify for the FWS award, a student must file the FAFSA and have sufficient financial need.

Federal Iraq and Afghanistan Service Grant. Undergraduate students may be eligible to receive the Iraq and Afghanistan Service Grant if not eligible for a Federal Pell Grant on the basis of Expected Family Contribution (EFC) but meets the remaining Federal Pell Grant eligibility requirements, and:

- A parent or guardian was a member of the US Armed Forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11.
- If the student was under 24 years old or enrolled in college at least part- time at the time of a parent's or guardian's death.

The grant award is equal to the amount of a maximum Federal Pell Grant for the award year but cannot exceed the student's cost of attendance for that award year.

Federal Direct Loan Programs

Federal student loans, unlike grants or scholarships, are borrowed funds that must be repaid. If a student borrows a federal student loan, it must be repaid, even if a student does not like the university experience, does not obtain a job in the field of study, or is facing financial hardship. The Federal Student Aid Ombudsman of the US Department of Education helps resolve disputes and other problems with federal student loans.

US Department of Education FSA Ombudsman Group
PO Box 1843
Monticello, KY 42633
Phone: 1-877-557-2575
Fax: 1-609-396-4821

(https://studentaid.ed.gov/sa/repay-loans/disputes/prepare#how-do-i-contact)

Types of Federal Student Loans

Federal student loans are available for undergraduate students through the William D. Ford Federal Direct Loan Program. Under this program, the US Department of Education is the lender.

Subsidized Loans. Subsidized loans are awarded to undergraduate students on the basis of financial need as determined by the FAFSA. With a subsidized loan, the federal government pays interest on the student loan during:

- At least half-time enrollment in school
- The six-month grace period after the student is no longer enrolled on at least a half-time basis.

Unsubsidized Loans. Undergraduate student borrowers may qualify for this type of loan regardless of need or income. With unsubsidized loans, the student is responsible for interest that accrues on the loan from the time the loan is disbursed until it is paid in full. Students may choose to pay the interest as it accrues while enrolled or may defer the interest payments and allow them to accumulate (capitalize). Students who choose to pay the interest as it accumulates will ultimately repay less. If the student defers the interest, it will capitalize, which will increase the total loan cost and monthly payments.

Direct Parent PLUS Loan. Direct PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay for college or career school. Just like the subsidized and unsubsidized loans, the US Department of Education is the lender. The maximum loan amount is the cost of attendance (determined by the school) minus any other financial aid received.

To be considered for the Parent PLUS loan:

- Parent must be the biological, adoptive, or stepparent of a dependent undergraduate student.
- Parent must be a US citizen or eligible non-citizen (permanent resident).
- Parent must not be in default on repayment of federal aid.
- Parent must consent to and pass a credit check by the US Department of Education.
- The parent's debt-to-income ratio, credit score, and employment status are not taken into consideration; however, adverse credit typically results in a PLUS loan denial.
- The student must meet Direct Loan Eligibility Requirements.

Direct Loan Interest Rates and Origination Fees. The interest rates and origination fees for Direct Subsidized Loans, Direct Unsubsidized Loans, and Parent PLUS loans are shown in the chart below. Origination fees are a percentage of the loan amount that is deducted from each loan disbursement. Interest rates and origination fees are subject to change.

Loan Type	Borrower Type	Interest Rate	Origination Fee
Direct Subsidized	Undergraduate	4.53%	1.059%
Direct Unsubsidized	Undergraduate	4.53%	1.059%
Direct PLUS	Parent of Student	7.08%	4.236%

Student Loan Limits

Eligibility for Federal Direct Loans will be based on cost of attendance, the estimated family contribution (EFC) as determined by FAFSA, other aid received, and the loan limits set by the US Department of Education. Students may never qualify for more than the cost of attendance for the university or the annual loan limit.

Loan Eligibility

In addition to the FAFSA, the following eligibility requirements must be met in order to qualify for a Federal Direct Student Loan:

- Half-time enrollment (at least 6 credit hours) in an eligible degree-seeking program
- Be a US citizen or eligible non-citizen
- Maintain Satisfactory Academic Progress (SAP)
- Not be in default on an educational loan or overpayment on an educational grant
- Not have Title IV student loans that exceed the annual or aggregate loan limits

Veterans Education Benefits for Veteran Undergraduate Students

GI Bill Assistance

Veteran services are provided to student veterans, dependents, and military personnel through the Office of Financial Aid (OFA). The OFA aims to facilitate veteran student success by providing support, resources, and information that meets the unique needs of veteran students. Its administrative role includes assisting with the processing of veteran benefits, processing payments from the VA, and ensuring that students understand the procedure that they will be receiving their benefits from the VA.

Heritage Christian University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Veteran Education Programs

Montgomery GI Bill - Chapter 30. The Montgomery GI Bill (MGIB) program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training, and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following release from active duty. This program is also commonly known as Chapter 30.

Post 9/11 GI Bill - Chapter 33. The Post 9/11 GI Bill is for individuals who served at least 90 days of aggregate duty on or after September 11, 2001. Individuals who served aggregate period of at least 36 months of active duty will receive 100% of the maximum benefits. Any individual who has served less than 36 months will receive a percentage of the maximum benefits. An eligible veteran must have received an honorable discharge to be eligible for this program.

Montgomery GI Bill - Selected Reserve - Chapter 1606. The MGIB-SR program may be available to members of the Selected Reserve and have completed Initial Active Duty Training (tech school). The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard.

Montgomery GI Bill - Reserve Educational Assistance Program (REAP) - Chapter 1607. The Secretaries of each military service, Department of Defense, and Department of Homeland Security (Coast Guard) will determine eligibility and establish the program to provide educational assistance to members of the Reserves of the Armed Forces who are called to duty for 90 days or more. Members may be eligible after serving 90 consecutive days on active duty after September 11, 2001.

Survivor's and Dependent's Education Assistance Program - Chapter 35. Dependent's Education Assistance (DEA) provides education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition, who died while on active duty, or as a result of a service-related condition. The program offers up to 45 months of education benefits.

Yellow Ribbon Program

Heritage Christian University is a participant in the Yellow Ribbon GI Enhancement Program. Qualified veterans or dependents are eligible for unlimited Yellow Ribbon institutional matching funds from the university without limitation on the number of recipients. This program is a provision of the Post 9/11 Veterans Educational Assistance Act of 2008. It allows institutions of higher learning (degree-granting institutions) in the US to voluntarily enter into an agreement with the Department of Veteran Affairs to fund tuition expenses that exceed the highest public in-state undergraduate tuition rate.

Executive Order 13607 Principles of Excellence Compliance Statement

Executive Order 13607, signed April 27, 2012 by the President of the United States, established Principles of Excellence (POE) for educational institutions serving service members, veterans, spouses, and other family members. Eight Principles of Excellence are described in the Order. Compliance with the POE is intended to ensure an institution provides meaningful information to prospective and current military-associated students about the financial cost and quality of the institution, to assist those students in making choices about how to use Federal educational benefits, prevent abusive and deceptive recruiting practices that target the recipients of Federal military and veterans educational benefits, and ensure that the institution provides high-quality academic and student support services to the respective group of students. To see how HCU complies with the POE, visit www.hcu.edu/wp-content/uploads/2015/05/Executive-order- 13607.pdf.

VA Complaint Policy

Any VA complaint against HCU should be directed through the VA GI Bill feedback system by going to http://www.benefits.va.gov.GIBILL/Feedback.asp . The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

Scholarships

A variety of scholarships that have been provided by HCU, interested foundations, and individuals are available to eligible degree-seeking students. For details concerning many of these scholarships, contact the Office of Financial Aid. Recipients are chosen based on need, previous academic record, and ministerial promise. Students wishing to apply for a scholarship may print the HCU Scholarship Application from the HCU website or contact the Office of Financial Aid. HCU awards scholarships each semester. A student needing such assistance must apply each semester. The deadline for application is August 1 for fall, and December 1 for spring. Applications received after that date will be considered only as funds become available. Scholarship assistance does not apply to dormitory cost or fees. HCU does not assume financial responsibility for any student.

Satisfactory Academic Progress Policy

There are academic standards that must be met in order to continue receiving payments through the GI Bill® or any other educational benefit provided by the U.S. Department of Veterans Affairs. HCU requires all students using VA benefits to adhere to the same SAP standards needed to receive federal financial aid such as Pell Grant and student loans. This academic progress policy requires undergraduate students receiving federal financial aid and/or VA benefits to uphold the following standards:

Conditions for Maintaining Satisfactory Academic Progress

In order to maintain Satisfactory Academic Progress (SAP), students must successfully complete 67% of all credit hours attempted, complete a degree program in the allowable timeframe, and maintain a minimum cumulative GPA as presented in the following table:

Total Attempted Hours	Minimum Cumulative GPA
0–59	1.80
60 and above	2.00

Hours attempted include transferred credits, repeated courses, dropped courses, withdrawals, and incomplete courses.

Requirements of SAP are monitored at the end of each semester (fall, spring, summer). Students who do not meet SAP requirements will not be eligible for financial aid. Minimum standards, including qualitative and quantitative measures of progress, must be achieved by the end of the semester in order to maintain financial aid eligibility.

Students are expected to read the HCU Satisfactory Academic Progress policy located on the university website. In addition, students are encouraged to pay special attention to eligibility requirements and the consequences of failure to meet satisfactory academic progress.

Financial aid standards for Satisfactory Academic Progress are not the same as the university academic standing standards. Students should review both sets of policies. Questions about federal student aid SAP policies should be directed to the Office of Financial Aid; questions about the university's Academic Standing policies should be directed to the Office of the Registrar.

ACADEMIC POLICIES

The following policies have been adopted to guide decision making, provide structure and benefit, and encourage equity and integrity within the academic community. These academic policies inform the activity of and interaction between students, faculty, and staff. Changes and additions to academic policies will be communicated yearly in this catalog.

Academic Year

Heritage Christian University operates on the semester system, dividing the academic year into fall, spring, and summer semesters. In each semester, courses exist in a variety of formats including courses on campus, distance learning, and independent or directed study. Many courses meet for approximately fifteen weeks, excluding semester breaks. Others may occur in shortened formats including, but not limited to, one-week courses, two-week courses, or monthly meetings.

All courses are governed by the university's definition of a credit hour: one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester (or equivalent time for intensive courses). For every course credit hour, the typical student should expect to spend at least three clock hours per week of concentrated attention on course-related work including, but not limited to, time attending class as well as out-of-class time spent reading, reviewing, organizing notes, preparing for upcoming quizzes/exams, problem solving, developing and completing projects, and other activities that enhance learning. Thus, for a three-hour course, a typical student should expect to spend at least nine hours per week dedicated to the course or a minimum of 135 total hours for an intensive course.

Class Standing

For curriculum planning and membership in the SGA, students are classified according to the number of semester hours they have completed successfully, according to the following table:

Freshman	0–29 hours
Sophomore	30–64 hours
Junior	65–100 hours
Senior	101–128 hours

Students entering from other institutions will receive classification according to the number of hours needed to complete requirements for the Bachelor of Arts in Biblical Studies.

Grading Policies and Grade Reports

Students may view grade reports in Populi at the end of each semester if they are current with financial obligations to the university.

The Office of the Registrar maintains the grades, and they become part of the official record of the university. In reporting grades, notations of letters and their equivalents in numerical grade points (quality points) and other notations are as follows:

Grades		Quality Points
A+	98–00	4.00
A	95–97	4.00
A-	93–94	3.66
B+	90–92	3.33
B	86–89	3.00
B-	83–85	2.66
C+	79–82	2.30
C	74–78	2.00
C-	70–73	1.66
D+	67–69	1.33
D	63–66	1.00
D-	60–62	0.66
F	0–59	0.00

Course Withdrawal Policy

The academic calendar shows a Drop/Add date each semester. A withdrawal on or before the Drop/Add date will not be recorded on the student's transcript. After this date, the student may drop a course with a W (Withdrawn). No course may be dropped the last two weeks of the semester prior to final exams. This deadline is also reflected in the academic calendar. A W does not count against the student's grade point average. A student is not withdrawn from a course unless the student provides the Office of the Registrar with a Registration Withdrawal form.

In a case of official withdrawal from a course, the withdrawal date will be the date that the student submits the Registration Withdrawal form to the Office of the Registrar. In a case of unauthorized withdrawal, faculty members will record the date of the student's last recorded academic-related activity on the Registration Withdrawal form.

Financial aid recipients are encouraged to speak with the Office of Financial Aid before withdrawing from courses as this can affect financial aid eligibility.

Incomplete Courses

Additional time for an incomplete course may be granted when a student's work is of passing quality and represents a significant portion of the requirements for a final grade but is incomplete for a good cause (as determined by the instructor).

A student may initiate a contract in order to allow the completion of a course beyond the end of the term in which the course is attempted. In order to initiate the contract, the student must 1) contact the instructor to request an Incomplete and 2) complete the Instructor-Student Contract for Finishing an Incomplete Course. Allowance for continuation of the course is at the sole discretion of the instructor. An instructor is under no obligation to grant continuation of the course. For the request to be considered, the student must deliver or email the completed contract to the Office of the Registrar before the last two weeks of the semester. No course extension may be filed during the last two weeks of the semester prior to final exams. This deadline is also reflected in the academic calendar.

The incomplete procedure is as follows:

1. The student speaks with the instructor.
2. The student and instructor complete the Instructor-Student Contract for Finishing an Incomplete Course.
3. The instructor enters zeros in Populi for every unfinished assignment.
4. The student delivers the form to the Office of the Registrar.
5. The student GPA is calculated with the missing assignments. The university does not use the designation "I" for an incomplete course. Rather, the grade reflects the earned score in the course and impacts the GPA of the student. The contract will allow the student to receive an updated grade at the discretion of the instructor within the time limit dictated by the instructor.
6. An incomplete course may last up to 120 days beyond the final date of the semester in which the course is taken. The instructor will choose a period between 1 and 120 days for the completion of the work.
7. If time beyond 120 days is necessary, the student may file an Extension of the Instructor-Student Contract for Finishing an Incomplete Course form. Only at the discretion of the instructor, the student may petition for up to a one-year extension beyond final day of the ending of the original course. An extension may only be filed before the end date of the original contract. If the original contract has expired, the extension cannot be granted.
8. If the student does not adhere to the contract, no action is taken. The grade will remain in Populi as is. If the student completes the contract, the Registrar will update the course in Populi with the grade provided by the instructor. Course grades and GPA calculations are only updated at the end of a semester (i.e., after final exam week in Fall, Spring, Summer).
9. The student is subject to all university disciplinary action during the period of the contract (probation, suspension, etc.) as the GPA, Satisfactory Academic Progress (SAP), eligibility for federal aid, and continuation of university scholarship will remain impacted by the unfinished course.

Grade Point Average

A scale of 4.0 is used to figure the Grade Point Average (GPA) for courses attempted (see Grading Policies and Grade Reports). To calculate a GPA, divide the total number of quality points by the total number of credit hours attempted.

Semester Honors

At the end of each semester, the administration recognizes students with outstanding GPAs. Those with a semester GPA of at least 3.5 with no grade below "C" are placed on the Dean's List. Those with a semester GPA of 3.8 or more with no grade below "B" are placed on the President's List. Placement on either list requires at least twelve credit hours, no incomplete work for the semester, and good standing with HCU.

Repeat Courses

Students may repeat courses in which they have received a grade of "D+" or below. Credit for a repeated course counts only once toward satisfying graduation requirements. If a student repeats a course, only the last grade will count in computing cumulative GPA. Financial aid recipients must speak with the Office of Financial Aid before repeating courses as this can affect financial aid eligibility.

GPA Requirements and Honors for Graduation

To become a candidate for graduation, each student must achieve a cumulative GPA of at least 2.0 on all work attempted at HCU. Those who do considerably better are distinguished with graduation honors: those with 3.40–3.59 will graduate *cum laude* (with distinction); those with 3.60–3.84 will graduate *magna cum laude* (with great distinction); and those with 3.85–4.00 will graduate *summa cum laude* (with highest distinction).

Transcripts

The Registrar maintains a permanent record of attempted courses, grades, distinctions, suspensions, dismissals, and degrees granted. To have HCU transcripts sent, go to www.hcu.edu/student-life/ and click on the Request a Transcript link. The Registrar will release transcripts to other parties, such as other colleges, universities, or employers only when a student has met all financial obligations.

Independent Study

An independent study is a course in a topic of special interest directed by a faculty member. Students desiring an independent study should first inquire of a faculty member with expertise in the field regarding interest, availability, and scope. The independent study must require a rigorous academic experience equivalent to or exceeding that of courses regularly offered in the program. The student must complete the Independent Study Request form in order to arrange an independent study. The request must be reviewed and approved by the Vice President of Academic Affairs, the faculty member directing the independent study, and the student's academic advisor.

Transient Status

A student who wishes to enroll temporarily at another institution to take coursework for transfer of credit back to Heritage Christian University must secure advance approval from the Academic Dean of the university at which the course(s) is taught and approval from the Academic Dean at HCU. A form is available in the Registrar's Office for HCU students who desire transient status at another institution.

Transcripts of transient work to be applied toward meeting graduation requirements must be received by the Registrar's Office within the next semester after credit is earned, and at least two weeks prior to the date of graduation.

Academic Probation and Suspension

Any semester a student's cumulative GPA drops below 2.0, the student will be placed on Academic Probation for the upcoming semester (Fall or Spring). If a student is placed on Academic Probation, and the student fails to attain a term GPA of 2.0 or higher within the next semester, Academic Suspension follows. After serving one required semester of Academic Suspension, a student may petition the Academic Dean for permission to register through the Return from Academic Suspension form. If the student fails to earn a term GPA of 2.0 in any semester where the cumulative GPA is less than 2.0, an additional suspension will follow. Probation and suspension occur only in the fall and spring semesters. Students on Academic Suspension may take summer courses prior to the semester of their suspension. If the summer courses raise the cumulative GPA above a 2.0 before the suspension begins in the fall semester and the student submits the Return from Academic Suspension form, the Academic Dean will consider revoking the fall semester suspension. (See also, Incompletes section of the catalog for impact of incomplete courses on GPA, SAP, probation, and suspension.)

Academic Probation or Suspension Appeal Process

If a student is unclear about the reason for academic probation or suspension, please contact the Office of Academic Affairs.

In order to submit an appeal, a student must:

- Complete the Petition for Exception to Policy form. An unsigned form will be considered incomplete.
- Attach required documents as defined within the Petition for Exception to Policy form.
- Include a typed, signed letter outlining the situation.
- Submit the appeal to the Office of Academic Affairs.
- The appeal with all appropriate documentation must be submitted no later than 30 days after the end of the academic semester.

The Executive Committee of the Faculty Senate will review the appeal.

Course Loads

Classification as a full-time student requires enrollment for at least twelve credit hours. Enrollment of fewer that twelve hours is considered part-time.

The normal course load is from twelve to eighteen hours. Heavy outside work schedules should not be attempted with a normal load. A student with a cumulative GPA below 2.0 should take a course load commensurate with ability to maintain good academic standing. The maximum load is twenty-one semester hours for students showing superior academic ability.

Academic Advising

A faculty advisor guides the student in proper selection of courses. Before the registration period, a hold preventing registration will appear on the student's account. Students should take the initiative in contacting the faculty advisor. After discussing academic progress, the advisor may lift the registration hold. Responsibility for the achievement of a student's academic goals rests with the student, not the advisor or the university.

Course Attendance

The University has no formal attendance policy for students; however, regular and consistent attendance is essential to the learning process and the aims of education. Students are expected to attend all scheduled class meetings. In each course syllabus, faculty members will inform students of course attendance expectations in writing at the beginning of the term, specifying whether final grades are affected by absences. In order to assist compliance with Title IV regulations, faculty members will report student course engagement to the Academic Dean at intervals determined by the Office of Academic Affairs. In a case of official withdrawal, the last date of course attendance will be the date that the student submits the Registration Withdrawal form to the Office of Academic Affairs. In a case of unauthorized withdrawal, faculty members will record the date of the student's last recorded academically related activity on the Registration Withdrawal form.

Course Modification

Any course that is required for an HCU degree (AA, BA, MA, MMin, MDiv) and appears on a semester course schedule will be offered, except under extenuating circumstances. Any course with low enrollment that is not a degree requirement may be canceled at the discretion of the Academic Dean. The Academic Dean, in consultation with the course instructor, may restructure the delivery method or meeting times of the course before or during the drop/add period.

Inclement Weather Policy

The Vice President of Academic Affairs, in consultation with the Vice President of Administration, will make decisions regarding closure. The university will communicate weather closure information to students, faculty, and staff through Populi and social media.

Residency Requirements

Graduating students are required to attend graduation exercises.

Extension Sites

No student may take more than 49% of their total credit coursework towards a degree at an extension site.

Spouses of Students

Tuition scholarships are available to spouses of full-time degree-seeking students.

Proctor Policy

Proctoring is a means of maintaining academic integrity and is required at the discretion of the instructor. Students should refer to the course syllabus to determine specific proctor requirements for each course. Instructors may require proctoring using one or more of the following options:

Campus Proctoring. A student requiring an on-campus proctor must schedule an appointment with the Associate Registrar. The Associate Registrar will secure a proctor and testing location. A minimum 48-hour advance notice is required, but scheduling should occur as early as possible. Available proctors and testing areas are often limited.

Distance Learning Proctoring. The student will find a trusted person who administers and supervises course exams. Proctors must meet the following guidelines:

- The proctor must be 21 years of age or older.
- The proctor must not be a relative or employee of the student to avoid conflict of interest.
- The proctor cannot be an HCU student.
- Suggestions for proctors include a minister, church secretary, fellow church member, or neighbor. Many public librarians are also willing to serve as proctors.

Remote Proctoring. Instructors may allow use of remote proctoring at go.proctoru.com. There is a fee associated with this option which must be paid per exam by the student.

Rescheduling Examinations

An instructor is under no obligation to reschedule a major examination. The student must always initiate the arrangement of the rescheduling of examinations with the instructor.

Entering/Exiting Survey and Assessment Requirements

All entering undergraduate students must complete the following assessments within the first semester of attendance:

- ABHE Entering Bible Exam
- English Placement Exam (only if SAT/ACT score is not submitted)
- Math Placement Exam (only if SAT/ACT score is not submitted)

All exiting undergraduate students must complete the following assessments prior to graduation:

- ABHE Exiting Bible Exam
- Student Loan Exit Counseling Survey. Student Loan borrowers who have either stopped attending HCU, dropped below half-time, or have submitted an Intent to Graduate form must complete the survey.

Field Education

The Field Education Program seeks to achieve the following objectives:

- Help students learn to reflect on their ministries and to interpret those ministries through the lens of Scripture and theological observations.
- Encourage students to practice new ministry responsibilities that enhance their skills and competencies needed to complete important ministry functions.
- Integrate academic learning, ministry practice, and personal awareness in a holistic approach to ministry training.

The Field Education Program offers extensive supervised experience in ministry and missions settings combined with academic resources and personal reflection.

To graduate, a student must complete the Field Education requirements, consisting of Field Education units and Mission Practicum units. See the Field Education Handbook for additional details.

Graduation Requirements and Fees

The candidate for graduation must submit the Intent to Graduate Form by February 28. Graduation occurs yearly in May. A nonrefundable graduation fee must accompany the application. The fee covers the cost of diploma, cap and gown, and other graduation expenses.

Undergraduate Graduation Fee	$125
Receive Diploma in Absentia (with Dean's approval)	$500

Students failing to meet graduation requirements must submit another application and pay the fee again the following year.

Graduate Level Courses

Undergraduate students who have senior standing, a minimum 2.75 grade point average, and are enrolled in a Bachelor's degree program from a college or university with accreditation deemed satisfactory by the Vice President for Academic Affairs may be granted permission to enroll in one or more graduate courses (maximum of twelve credit hours). In order to enroll, students must apply for admission and be granted conditional acceptance (MAT/GRE are required no later than the end of the first semester). Students are required to pay all applicable tuition and fees for the graduate and undergraduate program.

The student must obtain permission from the academic advisor, the instructor of the course, and the Vice President of Academic Affairs by completing the Undergraduate Request for Graduate Course form.

Graduate hours completed are awarded only on the condition of the completion of the Bachelor's degree.

UNDERGRADUATE PROGRAMS OF STUDY

Heritage Christian University offers two undergraduate degree programs: The Associate of Arts in Biblical Studies and the Bachelor of Arts in Biblical Studies.

Associate of Arts in Biblical Studies | AA

The Associate of Arts in Biblical Studies is an undergraduate program of study that emphasizes general education and provides a beginning foundation in biblical, theological, and ministerial studies. After completion of the AA degree at HCU, the student may apply for acceptance and enter the BA program at HCU with junior standing.

Objectives and Requirements for the Associate of Arts in Biblical Studies

HCU divides undergraduate course offerings into three areas of study: General Education, Biblical and Theological Studies, and Professional Studies.

The division of General Education offers courses in (1) written composition, (2) humanities and fine arts, (3) natural sciences and mathematics, (4) history, social, and behavioral science, (5) information literacy, and (6) foreign language. These courses foster critical thinking, intellectual ideas, communication, understanding of diversity, and problem solving.

The divisions of Biblical and Theological Studies and Professional Studies provide courses in the interpretation of the biblical text, Christian theology, the history of Christian thought and activity, and the practice of ministry.

General Education Program Objectives

The student will:

- Think logically and critically.
- Develop awareness of strong values.
- Appreciate diversity.
- Communicate effectively.
- Demonstrate the ability to locate and utilize information.
- Engage in life-long learning.
- Demonstrate responsible citizenship.

Biblical and Theological Studies and Professional Studies Program Objectives

The student will:

- Acquire comprehensive knowledge of the Bible.
- Value the person and work of Jesus Christ.
- Apply knowledge in diverse ministry settings.

Degree Requirements

To graduate the student must:

- Complete 63 semester hours with a cumulative GPA of 2.00 or above.
- Complete at least 18 of the 63 hours at HCU. Of the 18 hours, 6 must be in the division of Biblical and Theological Studies.
- Not be under any disciplinary action of the university.
- Participate in graduation exercises. A student may participate in graduation exercises until all course requirements are satisfied and all tuition/fees are paid.

Course Requirements for the Associate of Arts in Biblical Studies

**General Education	34 hrs**	**Biblical and Theological Studies	12 hrs**
*Area I: Written Composition	6 hrs*	12 hrs from: NT, OT, TH
EG101 English Composition A	
EG102 English Composition B	**Professional Studies	12 hrs**
	12 hrs from CH, CN, HY, MN
*Area II: Humanities & Fine Arts	12 hrs*	
CM110 Public Speaking	**Field Education	3 hrs**
EG203 World Literature	MN150 Field Education 1
MU141 Music Appreciation	MN250 Field Education 2
3 hrs from: TH211 World Religions, OT101 Story of Israel, NT201 Gospels	MN160 Missions Practicum 1
*Area III: Natural Sciences & Mathematics	7 hrs*	**Information Literacy	2 hrs**
MA105 Introduction to Finite Mathematics OR MA110 Finite Mathematics	IL111 University Life (1)
BIO 201 Introduction to Biology I (4)	IL 244 Capstone Portfolio (1)
*Area IV: History, Social, & Behavioral Science	9 hrs*	
1 sequence from: HY101 World History 1, HY102 World History 2 HY201 US History to 1877, HY211 US History since 1877	
PS201 Psychology	

Bachelor of Arts in Biblical Studies | BA

The Bachelor of Arts is a 128-hour undergraduate degree program. Students in the program study Christianity and God's mission from a theological, historical, and systematic perspective. Students are mentored in the study of texts as well as the practice of leadership and faith.

Objectives and Requirements for the Bachelor of Arts in Biblical Studies

HCU divides undergraduate course offerings into three areas of study: General Education, Biblical and Theological Studies, and Professional Studies.

The division of General Education offers courses in (1) written composition, (2) humanities and fine arts, (3) natural sciences and mathematics, (4) history, social, and behavioral science, (5) information literacy, and (6) foreign language. These courses foster critical thinking, intellectual ideas, communication, understanding of diversity, and problem solving.

The divisions of Biblical and Theological Studies and Professional Studies provide courses in the interpretation of the biblical text, Christian theology, the history of Christian thought and activity, and the practice of ministry.

General Education Program Objectives

The student will:

- Think logically and critically.
- Develop awareness of strong values.
- Appreciate diversity.
- Communicate effectively.
- Demonstrate the ability to locate and utilize information.
- Engage in life-long learning.
- Demonstrate responsible citizenship.

Biblical and Theological Studies and Professional Studies Program Objectives

The student will:

- Recall general Bible content.
- Employ the basic elements of biblical interpretation.
- Articulate the multifaceted role of the minister.
- Demonstrate skill at diverse ministry responsibilities.
- Appreciate the historic theological traditions of Christianity.
- Display commitment to the mission of the Christian church.

Degree Requirements

To graduate the student must:

- Completed 128 semester hours with a cumulative GPA of 2.00 or above.

- Complete at least 33 of the 128 hours at HCU. Of the 33 hours, 12 must be in the division of Biblical and Theological Studies.
- Complete the ABHE Bible Exam. This test is administered in the first year of enrollment and again in the senior year.
- Not be under any disciplinary action of the university.
- Must participate in graduation exercises. No student may participate in graduation exercises until all course requirements are satisfied and all tuition and fees are paid.

Concentration Requirements

Students may choose a concentration in Preaching Ministry or Family Life Ministry.

- The 12 hours for the concentration must be taken in addition to the 33 hours of professional studies (e.g., CN302 may not be used to fulfill a Family Life Ministry requirement and a Professional Studies requirement).
- *Preaching Ministry Concentration*: 12 hours from CN301, CN401, MN112, MN311, HY302, MN49X
- *Family Life Ministry Concentration*: 12 hours from CN301, CN302, CN401, MN248, MN401, MN49X

Course Requirements for the Bachelor of Arts in Biblical Studies

General Education	44 hrs	Biblical and Theological Studies	30 hrs from
*Area I: Written Composition	6 hrs*	NT102 New Testament Letters and Apocalypse
EG101 English Composition A	NT201 The Gospels
EG102 English Composition B	NT202 Acts
	NT332 Revelation
*Area II: Humanities & Fine Arts	12 hrs*	NT342 Romans
CM110 Public Speaking	NT 422 Critical Introduction to the New Testament
EG203 World Literature	NTOT482 Biblical Interpretation
MU141 Music Appreciation	OT101 Story of Israel
3 hrs from: TH211 World Religions, OT101 Story of Israel, NT201 Gospels	OT201 Israel's Prophets and Poets
	OT301 Torah
*Area III: Natural Sciences & Mathematics	7 hrs*	OT351 Ezekiel
MA110 Finite Mathematics	OT421 Critical Introduction to the OT
BIO 201 Introduction to Biology I (4)	TH102 Theology of Scripture
	TH211 World Religions
*Area IV: History, Social, & Behavioral Science	9 hrs*	TH301 Introduction to Christian Theology
1 sequence from: HY101 World History 1, HY102 World History 2 HY201 US History to 1877 and HY211 US History since 1877	
PS201 Psychology	**Professional Studies	27 hrs from**
	CH201 Church History
*Area V: Foreign Language	6 hrs of 1 sequence*	CH212 Restoration Movement
GK201 Elementary Greek A	CN301 Fundamentals of Counseling
GK202 Elementary Greek B	CN302 Marriage and Family Counseling
HB211 Elementary Hebrew A	CN401 Theories of Counseling
HB222 Elementary Hebrew B	FI101 Personal Finance
	HY302 History of American Preaching
*Area VI: Information Literacy	4 hrs*	HY372 Bible Geography and Archaeology
IL111 University Life (1)	MN102 Practical Evangelism
IL222 Research Methods (1)	MN112 Homiletics
IL333 Vocation: Goals, Service, Leadership (1)	MN248 Fundamentals of Youth Ministry
IL444 Capstone Portfolio (1)	MN342 Advanced Preaching
	MN322 Preparation for Missions
**Field Education	6 hrs**	MN401 Ministry in the Local Church
MN150 Field Education 1	
MN250 Field Education 2	**Electives	21 hrs**
MN350 Field Education 3	
MN160 Missions Practicum 1	
MN260 Missions Practicum 2	
MN360 Missions Practicum 3	

UNDERGRADUATE COURSE DESCRIPTIONS

Courses are listed alphabetically according to subject prefix and number. Course numbers consist of a subject code of two to four letters and a course number. The first digit of the course number indicates the level of the course. Additional digits are supplied by programs for their own curriculum structuring needs.

Number	Level
0XX	Pre-College Course
1XX	Freshman Level Course
2XX	Sophomore Level Course
3XX	Junior Level Course
4XX	Senior Level Course
5XX	Graduate Level Course
6XX	Graduate Level Course
7XX	Graduate Level Course

Prefix	Field
BIO	Biology
CH	Church History
CM	Communications
CN	Counseling
EG	English
FI	Finance
GK	Greek
HB	Hebrew
HBI	History of Biblical Interpretation
HY	History
IL	Information Literacy
MH	Mathematics
MN	Ministry
MU	Music
NT	New Testament
OT	Old Testament
PH	Philosophy
PS	Psychology
PY	Physical Science
SF	Spiritual Formation
TH	Theology

BIO201 Introduction to Biology (4) covers historical studies illustrating the scientific method, cellular structure, bioenergetics, cell reproduction, Mendelian and molecular genetics, and a survey of human organ systems.

CH201 Church History (3) is a century-by-century study of church history from AD 33 to AD 1800. This course increases the student's understanding of the major problems in the church, the departure from the divine pattern, and the attempts to reform it. HYTH41X History of Doctrine may be substituted for this required course.

CH20X History of the Bible (3) demonstrates that the scriptures were inspired by God, written by men, formed into the present canon, preserved through time, and translated into modern languages.

CH212 Restoration Movement (3) is the study of the part of church history from 1669 to 1906 known as the Restoration Movement. This was a period when various attempts were made to restore the church to the original New Testament pattern in worship, government, and practice.

CH30X Alabama Restoration History (3) explores the unique personalities, challenges, and victories associated with the segment of church history known as the Restoration Movement within the state of Alabama. The planting and growth of churches of Christ and of schools associated with churches of Christ is given emphasis, as is the uniqueness of the "back to the Bible" plea.

CM110 Public Speaking (3) explores principles of audience and environment analysis as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. Historical foundations, communication theories, and student performance are emphasized.

CM49X Guided Research in Communication (3) is a research project guided by a faculty advisor, resulting in a paper written on a subject assigned in the student's area of emphasis. Prerequisite: a GPA of 3.00 or better in the preceding semester and approval of the Academic Dean and the instructor.

CN30X Premarital Counseling (3) presents the biblical basis and practical methodology for the development of a program of premarital counseling using appropriate resources. Areas covered in the course include status of marriage, spouse selection, available resources, and special problems in premarital counseling. Prerequisites: PS201 Psychology and CN301 Fundamentals of Counseling, or equivalent.

CN301 Fundamentals of Counseling (3) is an introduction to counseling and the counseling process. This course is designed to equip helpers for the practical situations they encounter.

CN302 Marriage and Family Counseling (3) helps the student understand the biblical foundations of marriage. It discusses male and female roles, problems that arise in marriage, and suggests methods for dealing with these problems. Prerequisites: PS201 Psychology or CN301 Fundamentals of Counseling, both recommended.

CN401 Theories of Counseling (3) is a study of the historical antecedents, philosophical underpinnings, major proponents, key terminology, and specialized techniques of the major theories of counseling. Each

theory is evaluated from psychological, practical, and biblical perspectives. Prerequisites: PS201 Psychology or CN301 Fundamentals of Counseling, both recommended.

CN41X Crisis Counseling (3) focuses on helping the student translate theory into practical guidelines that should increase effectiveness in relating to those experiencing crisis in their lives. Topics include death and dying, terminal illness, depression, suicide, loss of employment, marital and family breakup, and family abuse. Prerequisites: PS201 Psychology or CN301 Fundamentals of Counseling, both recommended.

CN49X Guided Research in Counseling (3) is a research project guided by a faculty advisor, resulting in a paper written on a subject assigned in the student's area of emphasis. Prerequisite: a GPA of 3.00 or better in the preceding semester and approval of the Academic Dean and the instructor.

EG090 Basic Principles of English (3) emphasizes basic grammar, spelling, vocabulary, and mechanical skills in spoken and written English. It is the prerequisite to EG101 English Composition A if a student does not pass a basic English test or have the minimum English score on the ACT or SAT (contact Admissions for minimum scores). This is a pre-College level course and does not count toward any university degree credit requirements. Grading is S (satisfactory) or U (unsatisfactory).

EG101 English Composition A (3) is a study of expository and persuasive writing, with an emphasis on writing the essay. Prerequisite: Must pass a basic English test, EG090 Basic Principles of English, or has the minimum English score on the ACT or SAT.

EG102 English Composition B (3) is a study of composition and style that emphasizes logical thinking, research writing, and writing across the curriculum. Prerequisite: EG101 English Composition A.

EG203 World Literature (3) is a study of selected literary masterpieces from Home to the Renaissance. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relevant criticism and research. Prerequisite: EG101 English Composition A.

FI102 Personal Finance (3) is an examination of personal and family financial management concepts and topics within various income levels and stages in the life cycle. The course will consider analysis of personal financial decisions, evaluation of costs and benefits of decisions, rights and responsibilities as consumers, and application to financial situations encountered in life.

GK201 Elementary Greek A (3) is a beginning study of the language involving verb forms, vocabulary, and basic syntax. This course gives attention to the place of Greek in biblical studies.

GK202 Elementary Greek B (3) is a continuation of the beginning study of the language involving verb forms, vocabulary, and basic syntax. This course also gives attention to the place of Greek in biblical studies. Prerequisite: GK202 Elementary Greek A.

GK347 Greek Readings (3) incorporates the reading of selected sections of the Greek New Testament for vocabulary building and familiarity. This course increases the ability to read extended passages. After a

comprehensive review of fundamental grammar, students will begin a study of advanced noun syntax. Prerequisite: GK202 Elementary Greek B.

GK438 Greek Seminar (3) covers selected readings from the Greek New Testament and is intended to keep language skills active. Prerequisite: GK347 Greek Readings.

HB211 Elementary Hebrew A (3) is a study of biblical Hebrew and gives attention to noun and verb forms, vocabulary, and basic syntax.

HB222 Elementary Hebrew B (3) is a continuation of the study of biblical Hebrew and gives attention to noun and verb forms, vocabulary, and basic syntax. Prerequisite: HB211 Elementary Hebrew A.

HB329 Hebrew Readings (3) involves Hebrew readings from selected Old Testament passages and enables the student to read extended passages. Prerequisite: HB222 Elementary Hebrew B.

HB448 Hebrew Seminar (3) employs selected readings from the Hebrew Old Testament and is intended to keep language skills active. Prerequisite: HB329 Hebrew Readings.

HBGK497 Guided Research in Biblical Languages (3) is a research project guided by a faculty advisor, resulting in a paper written on a subject assigned in the student's area of emphasis. Prerequisite: a GPA of 3.00, approval of the Academic Dean, and the instructor.

HY101 World History A (3) helps the student understand the development and nature of civilization from the earliest records of humanity up to AD 1500.

HY102 World History B (3) increases the student's appreciation of worldwide cultural traditions from the Renaissance to the present.

HY201 US History to 1877 (3) surveys American history from pre-colonial times through the Civil War and the end of Reconstruction in 1877.

HY211 US History Since 1877 (3) explores institutions, politics, culture, and society in America from Reconstruction to the present.

HY302 History of American Preaching (3) is an examination and analysis of preaching throughout American history. The course focuses on content and delivery in various historical and cultural contexts, as well as contemporary applications.

HY372 Bible Archaeology and Geography (3) is a study of the cartography and topography of the biblical world. It surveys archaeological discoveries and their relationship to Bible study.

HY49X Guided Research in History (3) is a research project guided by a faculty advisor, resulting in a paper written on a subject assigned in the student's area of emphasis. Prerequisite: a GPA of 3.00 or higher in the preceding semester and approval of the Academic Dean and the instructor.

HYNT30X New Testament Backgrounds (3) involves readings in selected documents illustrative of the first-century political, social, and religious settings, and demonstrates how these documents are used for the interpretation of the New Testament.

HYOT31X Old Testament Backgrounds (3) involves readings in ancient historical, legal, and religious texts and demonstrates how these documents relate to the history of Israel and the interpretation of the Old Testament.

IL111 University Life (1) enables effective transition into the university community and promotes academic success for students. The course emphasizes information literacy, using computer technology in academic instruction, familiarizing students with the resources and opportunities available through the university, and introducing students to the mission of the university.

IL222 Research Methods (1) introduces students to the knowledge, resources, and skills necessary for coursework in biblical studies, theology, and in preparation for ministry. The class will emphasize critical reading, information literacy, scholarly research, academic writing, and technology.

IL244 Capstone Portfolio (1) enables students to reflect on their learning by building an ePortfolio to demonstrate the achievement of Student Learning Outcomes (SLOs) for the associate's degree. This is designed as a capstone experience that provides candidates the opportunity to apply prior knowledge and skills gained from courses in the program. Students will demonstrate in the ePortfolio a clear understanding of the SLOs. Candidates are expected to write a one-page defense of each artifact that is chosen to demonstrate achievement for each SLO.

IL333 Vocation: Goals, Service, Leadership (1) assists students in reflecting theologically on personal and professional identity as well as ongoing vocational discernment. The focus will move back and forth between who we are as unique individuals and the needs of institutional contexts for particular kinds of ministry servants and leaders.

IL444 Capstone Portfolio (1) enables students to reflect on their learning by building an ePortfolio to demonstrate the achievement of Student Learning Outcomes (SLOs) for the bachelor's degree. This is designed as a capstone experience that provides candidates the opportunity to apply prior knowledge and skills gained from courses in the program. Students will demonstrate in the ePortfolio a clear understanding of the SLOs. Candidates are expected to write a one-page defense of each artifact that is chosen to demonstrate achievement for each SLO.

MH105 Introduction to Finite Mathematics (3) emphasizes the breath of application of contemporary mathematics to modern society. It is intended primarily for the liberal arts major. Topics covered include charts, graphs, compound interest, problem solving, sets, probability, and statistics.

MH110 Finite Mathematics (3) is intended to give an overview of topics in finite mathematics together with their applications and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e. students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem) and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear

programming, the simplex method and applications. Prerequisite: MH 105 or a mathematics score of 18 or greater on the ACT.

MN102 Practical Evangelism (3) surveys the biblical, theological, and historical foundations of evangelism. The course explores contemporary strategies, methodologies, movements, and trends with a focus on practical application.

MN112 Homiletics (3) is an introductory course in the study and practice of the preparation and delivery of biblical presentations (sermons and/or Bible classes) with emphasis on effective communication.

MN150 Field Education 1: Fundamentals of Song Leading (1) explores the importance of and the skills necessary for effective congregational song leading. The course seeks to teach basic song leading competency.

MN160 Missions Practicum 1 (1) combines academic study and a field missionary experience under approved supervision. Practical mission work in cross-cultural settings is particularly encouraged.

MN20X Mission of the Local Church (3) is a study of how the local congregation glorifies God through worship, edification, benevolence, and evangelism.

MN21X Expository Preaching (3) gives the student experience in applying exegetical and homiletic principles in the preparation of expository sermons. Prerequisite: MN112 Homiletics.

MN250 Field Education 2 (1) integrates academic learning with practical work in ministry. The course is designed to offer the student extensive supervised experience in a specific field of ministry combined with academic resources and personal reflection.

MN260 Missions Practicum 2 (1) combines academic study and a field missionary experience under approved supervision. Practical mission work in cross-cultural settings is particularly encouraged.

MN301 Nurturing Families and Teenagers (3) deals with understanding the youth culture and the needs of families and teens in crisis. Family ministry is given special attention as part of a balanced youth ministry.

MN31X Fundamentals of Youth Ministry (3) is a practical study, which presents biblical approaches to youth ministry as applied to organizational structures, student leadership, recruiting and training volunteers, monthly and yearly planning programs, publicity, budgeting, and fund raising. The topic "youth ministry in small churches" receives special attention.

MN322 Preparation for Missions (3) gives practical help in preparing prospective missionaries for mission work. The course considers developing personal qualifications, examining appropriate motivations, choosing a field, preparing families, obtaining a sponsor, raising funds, developing mission-minded congregations, answering objections, and understanding culture shock.

MN33X Marriage and the Home (3) is a study of the biblical view of marriage. It explores common problems and suggests guidelines for building a successful home.

MN342 Advanced Preaching (3) is a study of the functional elements of preaching, including explanation, application, and argument. It also includes a brief history of preaching and a study of significant preachers and their sermons. There is an emphasis on polishing the student's content and performance levels. Prerequisite: MN112 Homiletics.

MN350 Field Education 3 (1) integrates academic learning with practical work in ministry. The course is designed to offer the student extensive supervised experience in a specific field of ministry combined with academic resources and personal reflection.

MN360 Missions Practicum 3 (1) combines academic study and a field missionary experience under approved supervision. Practical mission work in cross-cultural settings is particularly encouraged.

MN401 Ministry in the Local Church (3) is an overview of the practical work of the ministry. It provides help with plans and information needed for the ministry. It gives special attention to personal characteristics, program development, morale improvement, personnel management, and family life.

MN41X Timothy-Titus Program (3–6) permits qualified students to receive three credit hours (six credit hours, if overseas) for summer work with a congregation or on the mission field. The student must have a qualified field advisor, agree on a description of the job, and make a report (verbal and written) to the Director of Christian Service at the end of the summer. This program is for full-time workers only and is an important part of HCU's in-the-field, in-service training. Students on academic or disciplinary probation are not eligible.

MN42X Preaching Scripture (3) emphasizes the movement from text to sermon by considering traditional themes of Christian theology and strategies for how these themes may be incorporated into the sermon.

MN450 Field Education 4 (1) integrates academic learning with practical work in ministry. The course is designed to offer the student extensive supervised experience in a specific field of ministry combined with academic resources and personal reflection.

MN460 Missions Practicum 4 (1) combines academic study and a field missionary experience under approved supervision. Practical mission work in cross-cultural settings is particularly encouraged.

MN48X Independent Study in Ministry (3) is a study of a faculty member's choosing to fulfill a special case need when another ministry course is not available.

MN49X Guided Research in Ministry (3) is a research project guided by a faculty advisor, resulting in a paper written on a subject assigned in the student's area of emphasis. Prerequisite: a GPA of 3.00 or better in the preceding semester and approval of the Academic Dean and the instructor.

MNNT24X Church Leadership (3) presents a biblical view of church leadership followed by a study of the various skills church leaders need and the challenges or problems they face.

MU141 Music Appreciation (3) covers a minimum of three stylistic periods of music, provides a multicultural perspective, and includes both vocal and instrumental genres. It includes the aesthetic/stylistic characteristics of historical periods and an aural perception of the elements of music.

NT102 New Testament Letters and Apocalypse (3) introduces the circumstances of the New Testament books from Acts through Revelation, including the biblical history, geography, and God's unfolding plan of redemption. The goal of the course is to shape attitudes, provide motivation and purpose, and create a grasp of Christian truth for effective evangelism.

NT201 The Gospels (3) is a study of the gospels' backgrounds and message about Jesus Christ. The course looks at each gospel separately and collectively in a synoptic arrangement.

NT202 Acts (3) is a study of the book of Acts with historical, devotional, practical, doctrinal, and evangelistic applications.

NT20X General Epistles (3) examines the settings, purposes, messages, uniqueness, theology, and ministry applications of the general epistles: James; 1 and 2 Peter; 1, 2, 3 John; Jude.

NT22X Prison Epistles (3) is an analysis of Colossians, Ephesians, Philippians, and Philemon as to their purpose, emphasis, and application.

NT31X Galatians (3) is an exegetical study of Paul's epistle to the churches of Galatia and its application to the Christian life.

NT32X Timothy and Titus (3) emphasizes such topics as sound doctrine, public worship, church officers, false teachers, and qualifications of evangelists.

NT332 Revelation (3) focuses on the genre, occasion, content, theology, and history of interpretation of the book of Revelation. Lectures and assignments will emphasize understanding the book in a first century social, political, and religious setting. Throughout the course, the book's significance for ministry and life in modern communities of faith will be highlighted. This course is based on the book of Revelation in English translation and assumes junior or senior standing.

NT342 Romans (3) is an analysis of Paul's letter to the church at Rome, providing a logical summary of the scheme of redemption.

NT41X Corinthians (3) is an analysis of 1 and 2 Corinthians, giving special attention to the problems of the early church and their relevance to modern times.

NT422 Critical Introduction to the New Testament (3) presents a general introduction to the New Testament with a special introduction to each book. Attention is given to origin, historical background, occasion, purpose, date, and authorship. Canonicity and textual criticism of each book will also be considered.

NT42X Thessalonians (3) is a study of Paul's letters to the Thessalonians and the inner workings of the New Testament church. Paul's letters to the Thessalonians emphasize problems within the church, church discipline, and eschatology.

NT441 Reading Coptic for Beginners (3) equips students to be able to read basic Sahidic Coptic texts. Upon the completion of the course, the students should have a basic grasp of the Coptic language and

grammar, acquisition of vocabulary, utilization of various parts of speech, the verb, and the ability to read and translate basic Coptic narrative texts.

NT44X Hebrews (3) is a study of the historical, practical, and doctrinal themes in Hebrews.

NT49X Guided Research in New Testament (3) is a research project guided by a faculty advisor, resulting in a paper written on a subject assigned in the student's area of emphasis. Prerequisite: a GPA of 3.00 or higher in the preceding semester and approval of the Academic Dean and the instructor.

NTOT482 Biblical Interpretation (3) examines the variety of genres found within biblical literature, the diverse methods employed by biblical interpreters, and the standard tools used by scholars in the interpretation of biblical texts. Attention will be given to the changes and developments in interpretive practices from ancient times through the present. Students will dialogue regarding the goals and presuppositions of various methods and theorists and will actively engage in the interpretation process by closely reading, discussing, researching, and writing about selected biblical texts. This course is based on biblical literature in English translation and assumes junior or senior standing.

OT101 Story of Israel (3) seeks to introduce students to the collection of books known as the Old Testament or Hebrew Bible. The course will introduce students to the people, places, events, themes, theology, and ancient Near Eastern context of the narrative portions of Old Testament literature. The course will cover the books of Genesis-Esther. Students will consider the didactic nature of the books which function as scripture in ancient Israel as well as in the Christian church.

OT201 Israel's Prophets and Poets (3) seeks to introduce students to the collection of books known as the Old Testament or Hebrew Bible. The course will introduce students to the people, places, events, themes, theology, and ancient Near Eastern context of the poetic and prophetic portions of Old Testament literature. The course will cover the books of Job-Malachi. Students will consider the didactic nature of the books which function as scripture in ancient Israel as well as in the Christian church.

OT20X Job (3) is an exegetical study with an emphasis on the subjects of faith, human suffering, and divine providence.

OT301 Torah (3) seeks to introduce students to the first five books of the Bible, commonly called the Torah, and the five books of Moses, or the Pentateuch. The course will focus on the content, theology, ancient Near Eastern context, and history of interpretation of the five books. Students will be introduced to a variety of modern and postmodern reading strategies, will consider the benefits of both synchronic and diachronic analysis of the books, and will begin to address the historical and theological issues raised when reading the books as ancient literature and as modern religious texts. OT301 is based on Genesis-Deuteronomy in English translation.

OT30X Minor Prophets (3) is a study of the twelve minor prophets in their historical and religious context.

OT32X Proverbs, Ecclesiastes, Song of Songs (3) is a study of the principles of life taught in Proverbs, Ecclesiastes, and Song of Songs, with emphasis on modern-day application.

OT33X Psalms (3) is an exegetical study of the Psalms and their literary types.

OT34X Isaiah and Jeremiah (3) is a study of Isaiah and Jeremiah in their historical and religious context.

OT351 Ezekiel (3) introduces students to the content, theology, and history of interpretation of the biblical book of Ezekiel. Special attention will be given to examining issues related to the interpretation of Israel's prophetic literature as well as the concepts of priesthood, temple, and holiness. Students will also consider the continuing significance and authority of the book for modern communities of faith.

OT35X Historical Books of the Old Testament (3) is a study of the historical books of the Old Testament (Joshua–Esther), emphasizing the rise and fall of the Jewish nation and the Jews' relationship with God.

OT36X Genesis (3) will focus on the content, ancient Near Eastern context, theology, and history of the interpretation of Genesis by reading select texts from the book. Students will be introduced to a variety of reading strategies, will consider the benefits of both synchronic and diachronic analysis of the book, and will begin to address the historical and theological issues raised when reading the book of Genesis as ancient literature and as a modern religious text.

OT421 Critical Introduction to the Old Testament (3) introduces the student to the dominant critical theories pertaining to the Old Testament literature as scholars have articulated them over the past two centuries. Attention is especially given to hypotheses regarding the origin of the Pentateuch. Each book will be discussed in terms of its background and nature. Matters of canon and textual criticism will also receive treatment.

OT49X Guided Research in Old Testament (3) is a research project guided by a faculty advisor, resulting in a paper written on a subject assigned in the student's area of emphasis. Prerequisite: a GPA of 3.00 or higher in the preceding semester and approval of the Academic Dean and the instructor.

PH201 Ethics (3) is a study of ethical theory: What things are good? What kind of person ought one be? What ought one to do? This course surveys various topics in personal and social ethics.

PH49X Guided Research in Philosophy (3) is a research project guided by a faculty advisor, resulting in a paper written on a subject assigned in the student's area of emphasis. Prerequisite: a GPA of 3.00 or higher in the preceding semester and approval of the Academic Dean and the instructor.

PS201 Psychology (3) is an introduction to the scope and methods of psychology, including personality development, behavior, and personality theory.

PS31X Human Development (3) is a study of the physiological and psychological changes in people from the cradle to the grave and how these changes relate to religious development.

PY201 Physical Science (3) provides non-technical students with an introduction to the basic principles of chemistry, physics, and other sciences that assist them in developing a scientific way of looking at physical reality.

TH102 Theology of Scripture (3) considers the Christian doctrine of scripture. Students will examine the varied perspectives within the historic theological traditions of Christianity regarding the authority, inspiration, and interpretation of scripture. The course will consider the interplay between interpreter, interpreting community, and divine word as well as the function of scripture within the life of the church.

TH301 Introduction to Christian Theology (3) is an introduction to the major themes of Christian theology examining both their doctrinal definitions and implications for everyday faith. The historical development of major Christian theology will be considered in light of classical theories along with alternative theories all with an eye to what the Bible teaches.

TH30X Christian Worldview (3) explores the uniqueness of a biblical worldview. It includes analysis of the principles of proper reasoning. It entails a study of the role language plays in logic, of the different types of syllogisms, of sentential logic, and of the application of proper reasoning to the study of the Bible and to a life based on biblical principles. The student will develop the use of categorical and hypothetical syllogisms and become able to recognize correct from fallacious reasoning.

TH211 World Religions (3) is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions of the world.

UNDERGRADUATE COURSE OFFERINGS SCHEDULE

Every Fall:	*Every Spring:*
CH201 Church History	BIO201 Introduction to Biology
CM110 Public Speaking	CH212 Restoration Movement
EG090 Basic Principles of English	EG090 Basic Principles of English
EG101 English Composition A	EG102 English Composition B
GK201 Elementary Greek A	EG203 World Literature
GK347 Greek Readings	GK202 Elementary Greek B
IL111 University Life	GK438 Greek Seminar
IL333 Vocation: Goals, Service, Leadership	IL222 Research Methods
MH105 Introduction to Finite Mathematics	IL444 Vocation: Goals, Service, Leadership
MU141 Music Appreciation	MH110 Finite Mathematics
PS201 Psychology	MN150 Field Education
MN150 Field Education 1	MN160 Mission Practicum 1
MN160 Missions Practicum 1	MN250 Field Education 2
MN250 Field Education 2	MN260 Mission Practicum 2
MN260 Mission Practicum 2	MN350 Field Education 3
MN350 Field Education 3	MN360 Mission Practicum 3
MN360 Mission Practicum 3	
Every Even Fall:	*Every Odd Spring:*
CN301 Fundamentals of Counseling	CN401 Theories of Counseling
HB329 Hebrew Readings	HB448 Hebrew Seminar
HY101 World History A	HY102 World History B
MN301 Nurturing Families and Teens	HY302 History of American Preaching
MN342 Advanced Preaching	MN322 Preparation for Missions
OT101 Story of Israel	NT102 New Testament Letters and Apocalypse
OT301 Torah	NT342 Romans
TH301 Introduction to Christian Theology	NTOT482 Biblical Interpretation
	TH102 Theology of Scripture
Every Odd Fall:	*Every Even Spring:*
HB211 Hebrew A	CN302 Marriage and Family Counseling
HY201 US History to 1877	FI101 Personal Finance
HY372 Bible Geography and Archaeology	HB222 Hebrew B
MN401 Ministry in the Local Church	HY211 US History since 1877
NT201 The Gospels	MN102 Practical Evangelism
OT201 Israel's Prophets and Poets	MN112 Homiletics
OT351 Ezekiel	NT202 Acts
OT421 Critical Introduction to the OT	NT332 Revelation
TH211 World Religions	NT422 Critical Introduction to the NT

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Burgess, Whitney	x. 320
Butler, Briana	x. 312
Churchwell, Brandy	x. 330
Collins, Jim	x. 304
Connolly, Justin	x. 300
Cox, Jamie	x. 326
Creasy, Katelan	x. 335
Daily, Nathan	x. 319
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Erickson, Brandy	x. 330
Gallagher, Dr. Ed	x. 318
Goad, Philip	x. 310
Hackney, Kitty	x. 322
Harmon, Travis	x. 316
Harrison, Rebecca	x. 301
Jackson, Dr. Michael	x. 325
Kilpatrick, C. Wayne	x. 327
McGuire, Brittany	x. 323
McKinnon, Brad	x. 305
Moon, Janet	x. 309
Moon, Pat	x. 334
Patterson, Courtney	x. 330
Richardson, Autumn	x. 313
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Tatom, Monte	x. 325
Tays, Dianne	x. 302
Thompson, Mechelle	x. 303

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Dennis Stephen	College Grove, Tennessee

ACADEMIC CALENDAR 2020–2021

Summer 2020

May 11	Classes Begin
May 22	Last Day for Drop/Add
June 15–19	Mid-Term Week
July 2–6	Summer Break
July 17	Last Day to Drop a Course Last Day to File an Extension Contract for an Incomplete Course
July 31	Last Day of Lecture
August 3–5	Final Exams
August 5	End of Term

Fall 2020

August 10	Classes Begin
August 21	Last Day for Drop/Add
September 7	Labor Day Holiday
September 28–October 2	Mid-Term Week
October 19–23	Fall Break
November 11	Veteran's Day Holiday
November 20	Last Day to Drop a Course Last Day to File an Extension Contract for an Incomplete Course
November 23–27	Thanksgiving Holidays
December 4	Last Day of Lecture
December 7–9	Final Exams
December 9	End of Term

Spring 2021

January 11	Classes Begin
January 18	Martin Luther King Jr. Holiday
January 22	Last Day for Drop/Add
February 28	Last day to File Intent to Graduate
March 1–5	Mid-Term Week
March 15	Last day to Complete Comprehensive Exams
March 22–26	Spring Break
April 16	Last Day to Drop a Course Last Day to File an Extension Contract for an Incomplete Course
April 30	Last Day of Lecture
May 3–5	Final Exams
May 5	End of Term
May 8	Graduation

Summer 2021

May 10	Classes Begin
May 21	Last Day for Drop/Add
June 7–11	Mid-Term Week
July 1–6	Summer Break
July 9	Last Day to Drop a Course Last Day to File an Extension Contract for an Incomplete Course
July 23	Last Day of Lecture
July 26–28	Final Exams
July 28	End of Term