

HERITAGE CHRISTIAN UNIVERSITY



ACADEMIC CATALOG

2022-2023

UNDERGRADUATE

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HERITAGE CHRISTIAN UNIVERSITY | 2022–2023 UNDERGRADUATE CATALOG

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 based on 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 based on 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 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.
 - 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.

Additional information can be obtained by calling 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service

The compliance office can be contacted 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 FACULTY OF HERITAGE CHRISTIAN UNIVERSITY

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 can 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.

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 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 (IBC). 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 (MMin) and Master of Arts (MA) 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 (MDiv) 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 and 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.

Heritage Christian University is approved by the Alabama State Approving Agency (SAA) to offer BA Educational Benefits (GI Bill®) to eligible individuals enrolled in approved programs. Heritage Christian University is also designated by the VA as a Yellow Ribbon School.

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 Fall 2020 returned in Fall 2021. 46% of all new undergraduate students (including part-time and transfer students) that enrolled at HCU in Fall 2020 returned in Fall 2020.

Graduation Rates. 0% of all full-time, first-time freshmen that enrolled at HCU in Fall 2015 graduated within 6 years.

Location

Heritage Christian University is 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 a 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 good character, maturity, and the ability to benefit from a university education. Enrollment in any academic program constitutes an agreement by the student to abide by all applicable university policies. Address admission questions to the Director of Admissions.

To be accepted into the undergraduate program, applicants must already hold the equivalent of a U.S. high school diploma or higher degree.

Admission Procedures

Application Requirements

Applicants must complete an online application. To access the application forms, go to www.hcu.edu/admissions/apply-now/. First-time freshmen, transfer students, and students seeking readmission after an absence of more than twenty-four months must apply for admission and be accepted to the university before enrolling in a course. The application includes, but is not limited to, the following items:

Background Check. Applicants 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 graduate work. A personal reference must be an adult who has known you for at least three years, and who is not related to you by blood or marriage. HCU prefers that your references include a church leader, businessperson, or school official. Please do not use current HCU faculty or staff members.

Transcripts. Applicants must submit official high school transcripts or equivalent and all 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 a degree was completed. No transcript issued to a student will be accepted.

Academic Credential Evaluation. Applicants must contact an approved academic credential evaluation company to evaluate all foreign academic credentials. Personal copies of academic credentials will not be accepted. Based on performance and student satisfaction, HCU provides the website for the following service: World Education Services (www.wes.org). Applicants may use another approved academic credential evaluation company.

College Readiness Exam 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 pass EG090 to register for EG101 and must pass MH105 to register for MH110. Any student may elect to submit a score of 18 or higher on the English section of the ACT or 500 or higher on the Reading & Writing section of the SAT for exemption from EG090. Any student may elect to submit a score of 18 or higher on the Mathematics section of the ACT or 500 or higher on the Mathematics section of the SAT for exemption from MH105.

Personal Statement. Applicants must submit, as a component of the online application, a personal statement highlighting how undergraduate studies will affect their goals and plans for ministry.

Written Disclosures. Applicants previously suspended, dismissed, or expelled (including disciplinary violation) from an academic institution or convicted of a misdemeanor, felony or other crime will be required to provide a complete written disclosure of that information to receive enrollment consideration.

Admission Status

Acceptance and Rejection. The university reserves the right to reject or accept any application at its discretion. If an applicant deliberately provides false or misleading information, and such is identified before an applicant's acceptance, the application will not be processed or accepted. If identification is made after acceptance but prior to enrollment, the acceptance will be rescinded.

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

Acceptance Status. Accepted applicants are granted acceptance in one of the following categories:

1. Degree-seeking student.
2. Non-degree-seeking student. Non-degree-seeking students may change status to degree-seeking by submitting a Program Change Request form to the Registrar.

Initial Academic Status of Transfer Applicants

Transfer applicants are considered for admission on the basis of their previous college records. Applicants must submit a completed application for admission and official transcripts from all colleges previously attended. Transfer applicants must be in good academic and financial standing with all institutions previously attended.

Inactive Academic Suspension. When an applicant has been suspended from another college or university and attempts to enroll at HCU after serving at least a one semester (excluding summer) or more period of non-attendance, HCU will consider the applicant eligible to apply for admission. During the application process, the applicant is required to submit a detailed explanation about the academic suspension to the Acceptance Committee.

Active Academic Suspension. Active suspensions at another college or university will be honored at Heritage Christian University. When an applicant is suspended from another college or university and

attempts to enroll at HCU prior to serving at least a one semester (excluding summer) or more period of non-attendance, HCU will deny admission until the applicant has served at least a one semester (excluding summer) or more period of non-attendance or until the applicant successfully appeals the suspension status. Information about the appeal process, along with the Application for Appeal, will be sent to applicants who are denied admission due to an active suspension status.

Appeal Process for Active Academic Suspension. HCU will consider academic suspension appeals based only on extenuating circumstances. An extenuating circumstance is defined as a special situation/event that is beyond the applicant's control. All appeal requests must be submitted directly to the Office of Financial Aid. Active suspension appeals will be forwarded directly to the Director of Admissions and the Registrar. All documentation submitted with the Application for Appeal must make a clear connection between the extenuating circumstances and the dates and time periods related to the deficient academic performance. Appeal requests submitted without evidence of extenuating circumstances will be rejected. Appeals must be submitted at least thirty days prior to the intended term of enrollment. Decisions of the Appeals committee are final.

Approved Appeals. If admitted upon appeal, the student will enter as a non-degree seeking student for at least one semester (excluding summer). Non-degree seeking students are not eligible for scholarships, financial aid, student loans, or on campus housing. Students will be responsible for making necessary payment arrangements for all charges owed to HCU, and will be required to follow the procedures outlined in the Satisfactory Academic Progress (SAP) policy.

Disciplinary Suspension. A transfer student who was suspended or expelled from another college or university for disciplinary reasons shall be denied admission.

Enrollment Requirements

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.

Undergraduate Transfer Credits

Heritage Christian University accepts transfer credits earned at community colleges, junior colleges, other four-year institutions, and schools of preaching using the following procedures.

- HCU endorses the December 2021 Council for Higher Education Accreditation document *Joint Statement on the Transfer and Award of Credit*. 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 Registrar 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:

- Knowledge by HCU of the academic quality of the transferring institution.
- Courses in 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.
- Courses in biblical studies may be transferred as elective hours.
- No course from an unaccredited institution can be accepted as transfer credit to cover a senior-level (400-level) course at HCU.
- 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.

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

International Applicants

Heritage Christian University admits to campus F-1 Visa holders. International students who prefer to study online from their home country are welcome to apply and enroll in the online program.

The Office of Admissions requires a separate application for international applicants. Please review the information in the Admission Procedures section, as the same information applies to international applicants, with the following addenda:

Application Process. Applicants must apply online for admission, pay the non-refundable application fee, and be fully accepted to Heritage Christian University. Within the application, applicants will be asked to provide the names of 3 personal references and email those persons a reference form. Personal references may not be related to the applicant.

Academic Credential Evaluation. International applicants must contact a professional academic credential evaluation company to evaluate all international academic credentials. The evaluation report must verify that the applicant has a U.S. equivalent high school diploma before applying to the undergraduate programs or a U.S. equivalent bachelor's degree before applying to the graduate programs. Based on past experience, performance, and student satisfaction, HCU provides the website for the following servicer: World Education Services (www.wes.org). Applicants may, however, use another approved certified academic credential evaluation company if they prefer. Applicants should not send academic records/credentials to HCU.

Proficiency in English (TOEFL). HCU requires all *non-exempt international students to demonstrate proficiency in English before enrolling. Applicants must demonstrate proficiency by taking and passing the TOEFL exam. TOEFL: Minimum accepted score for admission is iBT test score of 80, with a minimum score requirement of 20 in both Reading and Writing. Applicants must complete a *TOEFL Score Report Request Form* to request an official score record for HCU. 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 should complete the TOEFL form online by visiting www.toefl.org.

**TOEFL Exemption.* Applicants who have earned an accredited degree from an institution 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.

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

Evidence of Financial Support/Sponsorship. International applicants are required to have financial support and sponsorship from a Church of Christ congregation in the United States or pay charges for two years or more in advance.

Sponsor churches must provide HCU with commitment letter of financial support. The amount of the monthly support must be enough to meet all financial needs, excluding tuition, for the applicant and the applicant's family (if applicable) while in the U.S. Financial sponsors are required to provide evidence (such as a bank statement) of the financial ability to meet the commitment. Question about providing evidence of financial support and sponsorship should be directed to the Office of Financial Aid. Heritage Christian University does not assist applicants with securing financial support or sponsorship.

Scholarships for International Students. Upon acceptance for admission, Heritage Christian University offers one of the following scholarships to international students:

- International Student Scholarship for F-1 Visa On-Campus students - The scholarship is for F-1 students attending full-time on campus. It will cover the full cost of tuition only for one degree, either the Associate or Bachelor of Arts in Biblical Studies. The scholarship requires the student to maintain a satisfactory cumulative GPA of 2.0 or higher.
- Tent Maker Scholarship for Online students – The scholarship is for students studying online from their home country and enrolled at least half-time. It will cover one-half the cost of tuition only. Students must be consecutively enrolled at least half-time each fall, spring, and summer semester. Additional requirements include taking at least one 3 credit hour biblical/theology class per 12

credit hours of enrollment. The scholarship requires the student to maintain a satisfactory cumulative GPA of 3.0 or higher.

Residential Requirements. On campus international students who are not accompanied by family must live in campus housing. International students accompanied by family may live off-campus with prior written permission from both the university and the student's sponsoring congregation. International students living in campus housing who remain in the U.S. during the summer months are required to enroll for a minimum of six credit hours during the summer semester.

Fundraising for Money. On campus international students are never permitted to fundraise/appeal for money/solicit financial donations while attending HCU. United States Citizenship and Immigration Services (USCIS) requires non-immigrant international students to verify that they will have funds available to pay for their education, living and other expenses before issuing a visa. Since international students must provide evidence of adequate financial resources to pay for their education to get an HCU issued I-20, fundraising for money will trigger a review of their visa application and student status, and could lead to revocation.

Health Insurance. On-campus international students must maintain health insurance coverage while attending HCU.

Undergraduate Transient Students

Transient status is available to students who are enrolled and in good standing at other institutions, and 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.

Dual Enrollment for Dual Credit

Heritage Christian University offers a Dual Enrollment for Dual Credit program, which allows high school students in grade 10, 11, or 12 with at least a 3.0 GPA on a 4.0 scale to 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. Accepted students will maintain continuous eligibility if they earn a grade of "C" or better in all attempted Dual Enrollment courses. Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one-term suspension may not be served during the summer. The student may not re-enroll until the suspension has been served. For re-entry, the student must resubmit the eligibility form and must meet the minimum grade point average requirements. Please contact the Office of Admissions for additional details regarding Dual Enrollment policies and procedures.

Audit Students

Most HCU courses may be audited for a fee (see Fee Schedule), if space is available. To audit an undergraduate course, the individual must be at least 16 years old and submit an audit application. Audit scholarships are available for current students, alumni, HCU employees and their immediate families, and HCU board members and their immediate families. Most fall and spring semesters select courses will be offered as free audit courses.

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 several 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 introduces 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. 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. This includes, but is not limited to, alternative methods of testing and evaluation, digital accessibility compliance, and modifications necessary for the accessibility of our facilities. Any student with an accommodation request may contact Vice President of Student Services Travis Harmon to discuss accommodation requests and concerns. All discussions will remain confidential.

Travis Harmon
PO Box HCU
256-766-6610 Ext. 316
tharmon@hcu.edu

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 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.

Every student, credit and audit, must upload a recent photo of themselves to Populi (HCU's college management software) for identification and security purposes.

Food Services

The university maintains a cafeteria that provides 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 attend and scholarships 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 charges is expected at registration. Students are disenrolled from classes when they do not pay their account balance by the term drop/add date. 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 payments over a four-month period for the fall and spring semesters, and a three-month period for the summer semester. Students must contact the Office of Financial Aid to request the payment plan option. All installments are scheduled so that the entire balance due is paid prior to the end of the semester. Payment due dates will be set by the institution with approximately 30 days between due dates. Students on the payment plan are disenrolled from classes if they do not make the required first payment by the term drop/add date. The remaining scheduled payments must be made on time each subsequent month to avoid a registration/account hold. 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% due July 1

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

- Students who do not expect to receive federal financial aid or a scholarship 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.

2022–2023 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. Fees are assessed per credit hour with a maximum limit at 12 credit hours. Registration fees subsidize the cost of maintaining academic records, administration of the mandatory placement tests, student support programs, and library-based activities.

Technology Fee. Fees are assessed per credit hour with a maximum limit. Technology fees support the maintenance of software systems designed for student engagement and Logos Bible Software for each 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 Fee. A onetime reservation fee of \$300.00 is required for the first semester only for resident students. The reservation fee should accompany the application for admission. The fee is refunded within 10 days after written request by the student at the end of the contract period (withdrawal from school, move out, or graduation). If a student's account has an outstanding balance, the University reserves the right to withhold the funds necessary to clear the student's outstanding balance. All or a portion of the reservation fee may be retained by the university to cover the cost of cleaning, replacement, repair, or correction of unit or common area damages to the property.

Fee Schedule

Acceptance Deposit	\$100.00
Application Fee (Undergraduate)	\$35.00
Application Fee (Graduate)	\$35.00
Application Fee (International)	\$35.00
Audit Fee (per course)	\$249.00
Comprehensive Exam Fee (0-hour course)	\$100.00
Dual Enrollment Fee	\$100.00
Graduation Fee (Graduate)	\$195.00
Graduation Fee (Undergraduate)	\$195.00
Graduation Fee (Receive Diploma in Absentia)	\$500.00
On-Campus Housing (married student, fall semester)	\$2750.00
On-Campus Housing (married student, spring semester)	\$2750.00
On-Campus Housing (married student, summer semester)	\$1100.00
On-Campus Housing (single student, fall semester)	\$2000.00
On-Campus Housing (single student, spring semester)	\$2000.00
On-Campus Housing (single student, summer semester)	\$1500.00

On-Campus Housing Reservation Fee	\$300.00
Practicum Binding Fee (Refundable)	\$30.00
Practicum Research Continuation Fee (per semester)	\$400.00
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, \$200 max)	\$20.00
Thesis Binding Fee	\$30.00
Thesis Research Continuation Fee (per semester)	\$750.00
Transcript Fee (Digital Copy)	\$1.00 + Fee
Transcript Fee (Mailed Copy)	\$2.00 + Fee
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 the Registrar.

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 award 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 and scholarship support.

The following financial resources are available to eligible students:

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant
- Federal Work-Study Program
- Iraq and Afghanistan Service Grant
- Federal Direct Loan Program
- Veterans Educational Program
- Scholarships

All students who need federal financial assistance are required 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 assistance 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 the HCU website.

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 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 (https://nsldsfa.ed.gov/nslds_SA/). 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 Pell Grant eligible, 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 who are not eligible for a Pell Grant based on their EFC may be eligible to receive the Iraq and Afghanistan Service Grant if they meet the remaining 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 Program

Federal student loans, unlike grants or scholarships, are borrowed funds that must be repaid with interest, even if the student does not like the university experience, does not obtain a job in the field of study, or

is facing financial hardship. The loans are available through the William D. Ford Federal Direct Loan Program. Under this program, the US Department of Education is the lender. 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.gov/feedback-ombudsman/disputes/prepare>)

Types of Federal Student Loans

Direct subsidized and unsubsidized loans are federal student loans offered by the U.S. Department of Education (ED) to help eligible students cover the cost of higher education at a four-year college or university, community college, or trade, career, or technical school. (Direct Subsidized Loans and Direct Unsubsidized Loans are sometimes referred to as Stafford Loans or Direct Stafford Loans, but these are not the official loan names.)

Direct Subsidized Loans. These loans are offered to undergraduate students with financial need as determined by the FAFSA minus the expected family contribution and other financial assistance (such as grants and scholarships). They have a low fixed interest rate, and the U.S. Department of Education pays the interest while the student is in school at least half-time, for the first six months after the student leaves school (referred to as a grace period), and during a period of deferment (a postponement of loan payments).

Direct Unsubsidized Loans. These loans are available to undergraduate and graduate students and there is no requirement to demonstrate financial need. Eligibility is determined by the cost of attendance minus other financial aid (such as grants or scholarships). The student is responsible for paying the interest on Unsubsidized loans during all periods. 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 Loans. The U.S. Department of Education makes Direct PLUS Loans to eligible parents and graduate or professional students through schools participating in the Direct Loan Program. A Direct PLUS Loan is commonly referred to as a parent PLUS loan when made to a parent, and as a grad PLUS loan when made to a graduate or professional student. PLUS loans require a credit evaluation. Parents may borrow the difference between the total cost of the student's education (including books, fees, and personal expenses) minus any other forms of financial aid the student will receive. Parent must be the biological, adoptive, or stepparent of a dependent undergraduate student.

To be considered for the Parent PLUS loan:

- must meet Direct Loan Eligibility Requirements.
- must not be in default on repayment of federal aid.

- must consent to and pass a credit evaluation by the US Department of Education. A 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.

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 adjusted each fall due to federal sequestration legislation. Interest rates on these loans change each June with changes becoming effective on July 1.

Loan Type	Borrower Type	Interest Rate	Origination Fee
Direct Subsidized	Undergraduate	4.99%	1.057%
Direct Unsubsidized	Undergraduate	4.99%	1.057%
Direct Parent PLUS	Parent	7.54%	4.228%

Student Loan Limits

The Office of Financial Aid determines the amount a student can borrow based on the student's cost of attendance, the EFC as determined by FAFSA, other financial assistance 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 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 (see Satisfactory Academic Progress section)
- 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

Education Benefits for Veteran Students

Qualified U.S. veterans may be eligible to receive financial support for tuition, mandatory fees, books, and housing. HCU is committed to assisting and supporting all applicants who are eligible for veterans/military benefits. There are many chapters of the GI Bill® and eligible students may qualify for more than one. Eligible students should contact the School Certifying Official (SCO) in the Office of Financial Aid regarding questions about benefits and eligibility, and for assistance with the process of utilizing GI Bill® benefits. In compliance with Section 103 of the Veterans Benefits and Transition Act of 2018, HCU will not impose any penalty on any covered individual, 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 because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veteran Affairs under chapter 31 or 33.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

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.

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.

Yellow Ribbon Program

HCU 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.

Montgomery GI Bill® - Selected Reserve - Chapter 1606. The MGIB-SR program may be available to members of the Selected Reserve who 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® - Chapter 1607. Reserve Educational Assistance Program (REAP). 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 (DEA)—Chapter 35. DEA provides education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition, died while on active duty, or died as a result of a service-related condition. The program offers up to 45 months of education benefits.

Veteran Readiness & Employment (VR&E)—Chapter 31. Veterans may be entitled to VR&E service (formerly called VocRehab) education benefits from the Department of Veterans Affairs. VR&E benefits allow the student to receive benefits that may cover the cost of tuition, fees, and related education expenses. VR&E may also pay a stipend for course enrollments, based on enrollment status. Students may

call the VA at 1-800-827-1000 to ask about Veteran Readiness and Employment Service benefits and to determine eligibility for this program. For online resources, visit <https://www.benefits.va.gov/VOCREHAB/index.asp>. From this site, veterans can also apply for the benefit online. If eligibility is confirmed, the VA will direct the veteran to a nearby VA Regional Benefit Office to meet with an assigned VR&E counselor to review goals and be approved to begin enrolling in courses.

Alabama National Guard Education Assistance Program (ANGEAP). The Alabama National Guard Education Assistance Program (ANGEAP) is for tuition and educational fees (not books and supplies) for Alabama National Guard members to attend a postsecondary educational institution in Alabama. The award is based on financial need. Completion of the Free Application for Federal Student Aid (FAFSA) is required. This award is for students who are active members in good standing with a federally recognized unit of the Alabama National Guard. Participants also may receive federal veterans' benefits but must show a cost less aid amount of at least \$100. ANGEAP will cover only the remaining balance of tuition and fees that are not otherwise covered by any VA benefits received by the student. Qualifying tuition are classes or courses that count towards the individual's certificate plan or declared program of study. HCU encourages all Alabama National Guard Members are encouraged to fill out an ANGEAP application each semester and turn it into the Office of Financial Aid. The ANGEAP form (https://ache.edu/ACHE_Reports/Forms/Grants/ANGEAP-Appl-2021-2022.pdf) must be signed by a representative of the Alabama Military Department and the Office of Financial Aid.

Military Tuition Assistance (TA) - Military TA is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Congress has given each branch of service the ability to pay up to 100% of the tuition expenses for its members, up to \$250/credit hour; 16 credit hours each fiscal year. The availability of TA benefits varies by command. Student benefits must be pre-approved by the Department of Defense prior to enrolling in a course. Each service has its own application form, application process' and restrictions, criteria for eligibility, and obligated service. Students should apply for TA through their specific branch of service education center.

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. GI Bill® is a registered trademark of the

U.S. Department of Veterans Affairs. More information about education benefits offered by VA is available at the official U.S. government website at <https://www.va.gov/education/about-gi-bill-benefits/montgomery-selected-reserve/h>.

Scholarships

HCU is pleased to offer a variety of scholarships to qualifying students. Scholarship opportunities are provided by the university, interested foundations, and individuals. Recipients are selected based on need, previous academic record, and ministerial promise. It is recommended that students who want to apply for a scholarship complete the Scholarship Application form by the following deadlines: Fall semester - June 15 and Spring semester - November 8. For details concerning many of these scholarships, contact the Office of Financial Aid or visit our website (<https://www.hcu.edu/enrollment/scholarships/>). HCU does not assume financial responsibility for any student.

Satisfactory Academic Progress

Heritage Christian University is required by federal law to establish, publish, and apply reasonable standards for measuring Satisfactory standards of Academic Progress (SAP). These standards ensure successful completion of coursework leading to the timely receipt of a degree. For purposes of consistency and equity among all students receiving federal aid, HCU applies the following standards to all students receiving Pell Grants, Supplemental Educational Opportunity Grants, Work-Study, Direct Loans (subsidized, unsubsidized, graduate and parent PLUS loans), and Veteran Education Benefits as defined by the Veterans Administration (VA).

Requirements of SAP are monitored at the end of each semester (fall, spring, summer). Minimum standards, including qualitative and quantitative measures of progress, must be achieved by the end of the semester to maintain eligibility. Students are expected to read the SAP policy located on the university website and pay special attention to eligibility requirements and the consequences of failure to meet satisfactory academic progress.

Conditions for Maintaining Satisfactory Academic Progress

SAP standards include a minimum quantitative credit hour completion rate and the completion of a degree or program of study within a maximum timeframe, and a minimum qualitative cumulative Grade Point Average (GPA). HCU monitors satisfactory academic progress standards at the end of each semester.

Completion Rate: All students are expected to complete at least 67% of all credit hours attempted to keep pace toward completing their degree. Courses attempted include graded, transferred, pass/fail, repeated, dropped courses, withdrawals, and incomplete courses. To determine a student's credit hour completion rate, divide total earned credit hours by the total number of credit hours attempted.

If the resulting percentage is 67% or greater, then the student has met the 67% Completion Standard. Example: $19 \text{ Successfully Completed Hours} \div 27 \text{ Attempted Credit Hours} = .703$ or 70%. If the resulting percentage is less than 67%, then the student has not met the 67% Completion Standard. Example: $18 \text{ Successfully Completed Hours} \div 27 \text{ Attempted Credit Hours} = .666$ or 66% (Note: Do not round numbers up or down.)

Note: If a student withdraws from a class after the drop/add period, those credit hours for which the student earns a grade of "W" are counted as attempted but not earned credit hours. Therefore, withdrawing from classes after the drop/add period will negatively affect the student's ability to satisfy the minimum credit hour completion rate requirement.

Maximum Timeframe (MTF): All students are expected to complete their degree programs within an established MTF. MTF for completion of degree requirements is also monitored at each term conclusion as students may reach the maximum number of hours or the maximum number of terms allowed at any point in the academic year. Students who are approaching program maximums are sent a notice when they are within one term of reaching their program maximums.

Students must complete their undergraduate degree within 150% of the normal time required to complete the degree. For example, for a degree that requires 128 earned credit hours, student must be able to graduate within 192 credit attempts to remain eligible for federal aid. Eligibility will be terminated when the Office of Financial Aid determines it is not mathematically possible for a student to complete his/her degree program within the maximum timeframe.

Category of Student	Maximum Time Frame Allowed	Measure
Undergraduates	150% of required hours to complete degree	All courses attempted include graded, transferred pass/fail, repeated, dropped courses, withdrawals, and incomplete courses

Qualitative Measurement: All students are expected to meet the established qualitative measures, that is, the minimum cumulative GPA requirements as defined below:

Category of Student	Minimum GPA Requirements
Undergraduates who have attempted fewer than 60 semester hours	1.80
Undergraduates by end of second academic year and beyond	2.00

Requirements of SAP are monitored at the end of each semester (fall, spring, summer). Students, whose federal aid is suspended for a default on SAP, are no longer eligible for aid or benefits. Reinstatement of aid is never automatic. A student may apply for re-determination of aid eligibility by completing the HCU Application for Appeal. Appeals may be considered if a student's failure to comply with one or more standards of SAP is due to events beyond the student's control. Students who are ineligible for federal student aid may continue to attend HCU at their own expense and being liable for all educational costs.

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

HCU 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). With every delivery format, students should expect to spend at least three clock hours per credit hour per week on course-related work. The successful student will not only attend class sessions, but will also read, review, organize notes, prepare for quizzes/exams, solve problems, complete projects, and perform other out-of-class activities that enhance learning. Thus, for a three-hour course, a typical student should expect to dedicate at least 135 total hours (nine hours per week) to the 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.

Entering Assessment Requirements

All entering undergraduate students must complete the following assessments:

- ABHE Entering Bible Exam during the first semester of attendance.
- For placement in EG101, a student must pass EG090 during the first year of attendance. For exemption from EG090, a student may submit, during the first semester of attendance, a score of 18 or higher on the English section of the ACT or a score of 500 or higher on the Reading & Writing section of the SAT. International students may submit a score of 17 or higher on the Writing section of the TOEFL for exemption from EG090.

- For placement in MH110, student must pass MH105. For exemption from MH105, a student may submit, during the first semester of attendance, a score of 18 or higher on the mathematics section of the ACT or a score of 500 or higher on the mathematics section of the SAT.

Grading and Grade Reports

Students may view grade reports in populi at the end of each semester if 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+	98–100	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

Grade Point Average

A scale of 4.0 is used to figure the Grade Point Average (GPA) for courses attempted. To calculate 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.

Graduation Requirements and Fees

The candidate for graduation must submit the Intent to Receive Degree form by February 8. Graduation occurs yearly in May. The nonrefundable graduation fee must accompany the form. 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 Intent to Receive Degree form and pay the fee(s) again the following year.

Associate of Arts Degree Requirements

- Complete Intent to Receive Degree Form
- Complete 60 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.
- Complete the ABHE Bible Exam
- Not be under any disciplinary action of the university
- Participate in graduation exercises. A student may not participate in graduation exercises until all course requirements are satisfied and all financial obligations to the university, including tuition and fees, are satisfied.

Bachelor of Arts Degree Requirements

- Complete Intent to Receive Degree Form
- Complete 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
- Not be under any disciplinary action of the university
- Participate in graduation exercises. A student may not participate in graduation exercises until all course requirements are satisfied and all financial obligations to the university, including tuition and fees, are satisfied.

Graduation Honors

Students with a GPA of 3.40 or higher 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).

Exiting Assessment Requirements

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

- ABHE Exiting Bible Exam

- Student Loan Exit Counseling Survey. Some 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.

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 Incomplete Courses for impact of incomplete courses on GPA, SAP, probation, and suspension.

Academic Probation or Suspension Appeal Process

Students uncertain about why they have been placed on academic probation or suspension should contact the Office of Academic Affairs.

To submit an appeal, a student must:

- Complete the Petition for Exception to Policy form
- Attach required documents as defined within the Petition for Exception to Policy form
- Include a typed, signed letter outlining the situation
- Submit the appeal with all appropriate documentation to the Office of Academic Affairs no later than 30 days after the end of the semester

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

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.

Transient Status

A student who wishes to enroll temporarily at another institution to take coursework for transfer of credit back to HCU 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. HCU students who desire transient status at another institution will also need to complete the Transient Student Authorization form. 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 Advising

A faculty advisor guides the student in proper selection of courses. Before the registration period, a registration lock 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 Loads

Classification as a full-time student requires enrollment in at least twelve credit hours. Enrollment of fewer than 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.

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. 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 Withdrawal

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. This deadline is also reflected in the academic calendar. A W does not count against the student's GPA. A student is not withdrawn from a course until 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, the professor of the course 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 to allow the completion of a course beyond the end of the term in which the course is attempted. 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. 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 a Course form.
3. The instructor enters zeros in Populi for every unfinished assignment.
4. The student delivers the completed form to the Registrar's Office.
5. The student's 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 each semester).
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.

Repeat Courses

Students may repeat courses in which they have received a grade of "D+" or below. If a student repeats a course, only the last grade will count toward satisfying graduation requirements and 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.

Academic Honesty

Students commit to reflect upon and uphold principles of honesty, fairness, respect, and accountability in all academic and non-academic endeavors, and to protect and promote integrity.

Types of Academic Dishonesty

Plagiarism. Plagiarism includes copying another's work, stealing someone else's original ideas, passing off the ideas or words of another as one's own, using the production of another without crediting the source, committing literary theft, or presenting as new and original an idea or product derived from an existing source.

Plagiarism is the intentional or unintentional presenting of another's words or ideas without clear and proper acknowledgement. Intentional plagiarism is an act of fraud. The expression of original ideas is considered intellectual property and is protected by copyright laws. Almost all forms of expression fall under copyright protection if they are recorded in some way, such as in a book or a computer file.

Plagiarism may include but is not limited to:

- Using the exact words, even short phrases, from a source without quotation marks or without proper citation
- Using the sentence structure of an author without proper citation
- Paraphrasing ideas or words obtained from a source without proper citation
- Summarizing ideas obtained from a source without proper citation
- Attributing material to a source other than the source from which the material was obtained
- Submitting work prepared by someone else, including work obtained by hire or from other students
- Helping other students to plagiarize by allowing them to copy or transmit answers
- Using an assignment for more than one class without the express permission of both instructors
- Citing a source in the text of a paper but not providing full documentation of the source in a bibliography or works cited page or documenting sources on a works cited page or bibliography but not providing source citation in the text of the paper
- Writing a group paper which each student turns in as his or her own work
- Failing to put a quotation in quotation marks
- Copying so many words or ideas from a source that it makes up most of the work, whether credit is given or not

Most cases of plagiarism can be avoided by citing sources. Acknowledging when material is borrowed and providing the information necessary to find that source is essential.

Cheating. Cheating may include but is not limited to:

- Using unauthorized notes, study aids, technology, or other devices during an examination or quiz
- Looking at another student's work during the examination or quiz when collaboration is not allowed
- Trying to communicate with others to get help during an examination or quiz; preparing a written answer to an exam question prior to the examination period and submitting as an in-class essay

- Bringing an entire essay to an exam period when only an outline is allowed and pretending that the essay was written in class

Fabrication or Falsification. Fabrication or Falsification may include but is not limited to:

- The altering of information or inventing information, citation, or data
- Changing a graded work and then challenging the instructor's evaluation
- Inventing a reference source or providing a false claim of how the information was gathered or collected
- Making a false citation of a source of information (e.g., listing an author, title, or page number as the source for the obtained information when material is from another source)
- Forging signatures or falsifying information on forms, petitions, letters of excuse or permission, grade reports, or any official university document

Multiple Submission. The submission of the same work or substantial portions of the same work in a course for credit more than once without the permission of both instructors.

Complicity. The allowing of another student to copy an assignment or an examination.

Abuse of Academic Materials. The destroying or stealing of materials so that they are inaccessible for others. The removal of materials from the library without checking them out or the refusal to return reserved materials.

Unauthorized Possession. The purchase or theft of exams or selling exams, failing to return exams to the instructor, photocopying exams.

Misrepresentation. The completion of any academic assignment for another person or allowing another to complete any assignment.

For further information consult www.plagiarism.org and en.wikipedia.org/wiki/Plagiarism.

Consequences for Academic Dishonesty

In all cases of Academic Dishonesty:

- The Vice-President of Academic Affairs will be notified
- The student will complete a Plagiarism Tutorial and pass the Plagiarism Quiz
- An incident form will be placed in the student file.

Additionally, the Vice-President of Academic Affairs will decide which of the following items should apply to any case of Academic Dishonesty:

- Failure of the assignment
- Resubmission of the plagiarized assignment for a grade of F
- Failure of the course with an option to retake the course and remove the failure from the transcript
- Failure of the course with no option to remove the failure from the transcript
- A written report from the student to the Vice-President of Academic Affairs
- Suspension from the university for two semesters. The student must make an official request to the Vice-President of Academic Affairs to return to the university
- Lifetime expulsion from the university

Proctor Policy

Proctoring is a means of maintaining academic integrity and may be 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 populi proctoring or another method explicated in the course syllabus:

Populi Proctoring. The student will find a trusted person who administers and supervises course exams. The proctor will be required to fill out an electronic form in Populi and will monitor the student the entirety of the time they are taking the exam to ensure no prohibited resources are used. 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.
- The proctor cannot be an HCU student.
- Suggestions for proctors include a minister, church secretary, fellow church member, or neighbor. Local libraries typically offer proctoring services as well.

Student Location Determination

Heritage Christian University is a SARA-approved institution through the Alabama Commission on Higher Education (ACHE), and a member in good standing with the National Council for State Authorization Reciprocity Agreements (NC-SARA).

The State Authorization Reciprocity Agreement (SARA) is a voluntary agreement among its member states and U.S. territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. Distance education, for the purpose of SARA, is defined as instruction offered by any means where the student and faculty member are in separate physical locations. It includes, but is not limited to, online, virtual, and correspondence courses or programs. For purposes of SARA, distance education also includes a limited number of group activities conducted for short periods on the ground, including supervised field experiences for students such as field trips, practica, student teaching, clinicals, and internships.

SARA is intended to make it easier for students to take distance education courses and/or programs offered by postsecondary institutions that are based in a state other than the state where a student is physically located. The student's physical location is determined by where the student participates in the distance education activity, regardless of whether it is the student's legal state of residence. Such cases may include military assignments, temporary employment relocation, incarceration, etc. Students must verify their physical location when they register for each term. If that location changes during the semester, it is the responsibility of the student to formally communicate that change to the Department of Distance Learning.

SARA policy is intended to be consistent with federal law and is therefore subject to change based on federal rulemaking. For more information on SARA and the policies and procedures set forth by the National Council for State Authorization Reciprocity Agreements (NC-SARA), please visit <http://www.nc-sara.org>.

Rescheduling Examinations

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

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 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.

Graduate Level Courses

Undergraduate students who have senior standing, a minimum 2.75 GPA, 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). 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 programs.

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.

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

HCU will follow the operating status of the Lauderdale County School System during inclement weather. When it is announced that the Lauderdale County School System will be closed prior to normal start time due to inclement weather, HCU will be closed. The Vice President of Student Services will normally make the decision of campus closure when the Lauderdale County School System is not in session and/or HCU needs to make an independent decision related to closure. On days when weather conditions worsen as the day progresses, HCU may decide to close the offices early and/or dismiss classes.

HCU will provide notification through Populi via text and email, as well as providing notice on social media, local television stations, and local radio stations.

Extension Sites

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

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 a 60-hour 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, Professional Studies, and Field Education.

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.

The Field Education Program offers extensive supervised experience in ministry and missions setting combined with academic resources and personal reflection. See the Field Education handbook for additional details.

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
- Articulate the diverse roles within Christian ministry

Field Education Program Objectives

The student will:

- Learn to reflect on their ministries and to interpret those ministries through the lens of Scripture and theological observations.
- 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.

Course Requirements for the Associate of Arts in Biblical Studies

General Education 37 hrs
<i>Area I: Written Composition 6 hrs</i>
EG101 English Composition I
EG102 English Composition II
<i>Area II: Humanities & Fine Arts 12 hrs</i>
CM110 Public Speaking
EG203 World Literature I
MU141 Music Appreciation
TH211 World Religions
<i>Area III: Natural Sciences & Mathematics 7 hrs</i>
MH110 Introduction to Finite Mathematics
BIO 201 Introduction to Biology I (4)
<i>Area IV: History, Social, & Behavioral Science 9 hrs</i>
1 sequence from: HY101 World History to 1500, HY102 World since 1500 HY201 US History to 1877, HY211 US History since 1877
PS201 Psychology
<i>Area V: Information Literacy 3 hrs</i>
IL111 University Life (1)
IL222 Research Methods (1)
IL244 Capstone Portfolio (1)
Biblical and Theological Studies 9 hrs
<i>Choose 3 courses</i>
CH201 Church History
NT101 Survey of the New Testament
OT201 Survey of the Old Testament
TH102 Theology of Scripture
Professional Studies 6 hrs
<i>Choose 2 Courses</i>
MN102 Practical Evangelism and Missions
MN212 Homiletics
MN248 Fundamentals of Youth and Family Ministry
CN201 Fundamentals of Counseling
Ministry Formation 2 hrs
MN142 Spiritual Formation (1)
MN253 Field Education Laboratory (1)
Electives 6 hrs

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) foreign language, and (6) information literacy. 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.

The Field Education Program offers extensive supervised experience in ministry and missions setting combined with academic resources and personal reflection. See the Field Education handbook for additional details.

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
- Exhibit the spiritual disciplines which shape Christian faith, character, and practice

Field Education Program Objectives

The student will:

- Learn to reflect on their ministries and to interpret those ministries through the lens of Scripture and theological observations
- 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

Course Requirements for the Bachelor of Arts in Biblical Studies

GENERAL EDUCATION 44 HRS	
Area I: <i>Written Composition 6 hrs</i>	EG101 English Composition I EG102 English Composition II
Area II: <i>Humanities & Fine Arts 12 hrs</i>	CM110 Public Speaking EG203 World Literature I MU141 Music Appreciation TH211 World Religions
Area III: <i>Natural Sciences & Mathematics 7 hrs</i>	MH110 Finite Mathematics BIO201 Introduction to Biology I (4)
Area IV: <i>History, Social, & Behavioral Science 9 hrs</i>	PS201 Psychology A 6-hour sequence of ... HY101 World History to 1500, HY102 World History since 1500 Or, a 6-hour sequence of ... HY201 US History to 1877, HY211 US History since 1877
Area V: <i>Foreign Language 6 hrs</i>	A 6-hour sequence of ... GK201 Greek I, GK202 Greek II Or, a 6-hour sequence of ... HB211 Hebrew I, HB222 Hebrew II
Area VI: <i>Information Literacy 4 hrs</i>	IL111 University Life (1) IL222 Research Methods (1) IL333 Vocation: Goals, Service, Leadership (1) IL444 Capstone Portfolio (1)
BIBLICAL AND THEOLOGICAL STUDIES 39 HRS	
<i>Canonical and Historical Foundations 12 hrs</i>	CH201 Church History NT101 Survey of the New Testament OT201 Survey of the Old Testament TH102 Theology of Scripture
<i>Contextualization and Interpretation: Old Testament 9 hrs</i>	NTOT482 Biblical Interpretation HB329 Hebrew III HB448 Hebrew IV OT364 Old Testament Literature* OT421 Introduction to the Old Testament OT488 Special Topics in Hebrew Bible and Ancient Near East*
<i>Contextualization and Interpretation: New Testament 9 hrs</i>	GK347 Greek III GK438 Greek IV NT363 New Testament Literature* NT422 Introduction to the New Testament

	NT477 Special Topics in New Testament and Christian Origins* NTOT482 Biblical Interpretation
<i>Contextualization and Interpretation: Christian Theology I 3 hrs</i>	TH301 Introduction to Christian Theology TH466 Special Topics in Christian Theology*
<i>Contextualization and Interpretation History of Christianity I 6 hrs</i>	CH312 Restoration Movement HY372 Bible Geography and Archaeology CH433 Special Topics in Church History* HY382 History of Religion in America HY455 Special Topics in History*
PROFESSIONAL STUDIES I 21 HRS	
<i>Holistic Practice of Ministry: Ministry Foundations I 9 hrs</i>	MN102 Practical Evangelism and Missions MN212 Homiletics CN201 Fundamentals of Counseling
<i>Holistic Practice of Ministry: Ministry in Context I 3 hrs</i>	MN428 Contemporary Ministry MN401 Ministry in the Local Church
<i>Specialized Practice of Ministry I 9 hrs</i>	CN312 Human Wellness CN362 Addiction Counseling CN302 Marriage and Family Counseling CN401 Theories of Counseling MN248 Fundamentals of Youth and Family Ministry MN301 Adolescent Spiritual Development MN344 Ministry to Women MN361 Church Leadership MN371 Women Teaching Scripture MN322 Missions Across Cultures MN342 Advanced Preaching MN401 Ministry in the Local Church MN423 Women in the Christian Tradition MN428 Contemporary Ministry MN444 Special Topics in Ministry* MN446 Special Topics in Women's Ministry*
MINISTRY FORMATION I 6 HRS	
<i>Discipline for Ministry I 1 hr</i>	MN142 Spiritual Formation (1)
<i>Supervised Practice of Ministry I 5 hrs</i>	MN253 Field Education Laboratory (1, 2, 3 hrs) MN353 Missions Practicum (1, 2, 3 hrs) MN450 Internship I MN452 Internship II
ELECTIVES I 18 HRS	

* May be repeated for credit

NON-DEGREE CERTIFICATE PROGRAMS

Certificate in Youth and Family Ministry | CYFM

The Certificate in Youth and Family Ministry is an audit certificate program designed to provide practical training and personal mentoring to those who seek to impact young people and their families for Christ. The certificate provides evidence that the participant has basic training in Youth and Family Ministry.

Objectives and Requirements for the Certificate in Youth and Family Ministry

The Certificate in Youth and Family Ministry provides academic educational encounters, personal mentoring, and field and professional experience for students to gain personal experience and exposure to the theoretical foundations of youth and family ministry.

Certificate in Youth and Family Ministry Program Objectives

The student will:

- Demonstrate a basic understanding of how to minister to teenagers and their families
- Demonstrate a basic understanding of how to work in a congregational setting
- Demonstrate basic ability in teaching teenagers

Certificate Requirements

To complete the program the student must:

- Complete all requirements for CER073 Certificate in Youth and Family Ministry.
- Pay Certificate Tuition Fee of \$50 for each semester registered in the course. The fee is waived for any student enrolled in any HCU degree program.
- 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.

Center for Missions Training and Information (CMTI) Certificate Program

The Center for Missions Training and Information is an entity that was developed to train and equip HCU students (and those within the church community) for effective missions. There are two seminars and one forum each semester. The seminars cover the curriculum that was developed by the World Evangelism School of Missions (WESM). WESM is a part of the World Evangelism Missions ministry, directed and operated by Wayne and Janet Barrier and family, and overseen by the Double Springs Church of Christ. The curriculum is covered within a two-year period. Students must attend at least six of the eight seminars, at least two of the four forums, and complete two mission trips to receive a certificate of completion.

Year 1: Fall Semester
Biblical Motivation/The Missionary and Family Preparation
World Religions and Cultures/Missionary Field Assessment and Selection

Year 1: Spring Semester
Missionary Sponsor Relationships and Reporting: Finance, Fundraising, and Financial Management
Logistics and Foreign Travel/Mission Field Relationships
Year 2: Fall Semester
Biblical Pattern for Mission Work/Evangelistic Program Development
Teaching and Preaching in the Mission Field/Training Local Workers
Year 2: Spring Semester
Mass Media Methods/Follow-up Evangelism
Comprehensive Mission Plan Development

COURSE NUMBERING

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. The final two digits of the number sequence indicate the course delivery format. 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
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
PS	Psychology
SF	Spiritual Formation
TH	Theology

Number	Delivery Format
XXX01	Traditional On-Campus
XXX02	Asynchronous Online
XXX03	Synchronous Online
XXX04	Directed Readings
XXX42	Directed Readings Online
XXX05	Independent Study
XXX52	Independent Study Online
XXX06	Field Education
XXX62	Field Education Online

XXX07	Independent Research
XXX72	Independent Research Online
XXX81	Intensive On-Campus
XXX83	Intensive Synchronous Online
XXX09	Competency Based

COURSE DELIVERY FORMATS

Traditional On-Campus. A course which meets on campus for all instructional time.

Asynchronous Online. A course offered completely online through Populi with the option to attend live through Zoom or watch the recording later.

Synchronous Online. A course offered completely online which must be attended live through Zoom videoconferencing.

Directed Readings. A course offered with little or no lecture component, but primarily reading and response/discussion assignments.

Directed Readings Online. A course offered with little or no lecture component, but primarily reading and response/discussion assignments, for online students.

Independent Study. A course in a topic of special interest directed by a faculty member.

Independent Study Online. A course in a topic of special interest directed by a faculty member, for online students.

Field Education. Practical field work or missions practicum completed under the guidance of a mentor for institutional credit.

Field Education Online. Practical field work or missions practicum completed under the guidance of a mentor for institutional credit, for online students.

Independent Research. A thesis, practicum, or comprehensive exam under the guidance of a faculty member with expertise or competence in the chosen field.

Independent Research Online. A thesis, practicum, or comprehensive exam under the guidance of a faculty member with expertise or competence in the chosen field, for online students.

Intensive On-Campus. A course offered in a condensed format on campus, typically in one week, two weeks, or one month.

Intensive Synchronous Online. A course offered in a condensed format online, typically in one week, two weeks, or one month which must be attended live through Zoom videoconferencing.

Competency Based. A course in which the student's demonstrated proficiency in specified knowledge or skills is the basis for measuring satisfaction of course requirements regardless of time spent in class, study, or research.

With every delivery format, except competency based, students should expect to spend at least three clock hours per credit hour 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 quizzes/exams, problem solving, 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.

UNDERGRADUATE COURSE DESCRIPTIONS

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 an introduction to the development of Christianity from the Apostolic Age to the present. Special attention is given to the central figures, movements, reformations, theological themes, and institutional growth of Christianity.

CH312 Restoration Movement (3) surveys the American Restoration Movement (also known as the Stone-Campbell Movement) from its beginnings in the early 1800s, through years of division in the late 19th and early 20th centuries, to present-day Churches of Christ. Topics include the historical circumstances, key figures (including the Campbells, Stone, and Scott), ideals, doctrines, and practices of the movement.

CH433 Special Topics in Church History (3) considers a specialized area of the history of Christianity or presents a transdisciplinary approach with a component of course content exploring an area of the history of Christianity.

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.

CN201 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.

CN312 Human Wellness (3) explores the worldview, attitudes, and practices essential for holistic Christian living across the spectrum of spiritual, emotional, relational, psychological, intellectual, physical, and financial health. Major attention is given to both personal wellness and fostering authentic wellness in others.

CN362 Addiction Counseling (3) emphasizes holistic and contextual understanding of addiction as a basis for equipping students to aid individuals and families facing these challenges. Attention is given to developing and deploying the skills, judgment, and resilience essential for sustainable service.

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.

CN422 Special Topics in Counseling (3) considers a specialized area of counseling or presents a transdisciplinary approach with a component of course content exploring an area of counseling.

EG090 Introduction to College Writing (2) is required if a student does not have the minimum English score on the ACT/SAT (contact Admissions for minimum scores). Emphasis is placed on providing students with additional academic and noncognitive support with the goal of success in the students' paired EG101 class. The material covered or practiced in the EG090 course is complementary to and supportive of material taught in EG101 and the needs of EG090 students. NOTE: Students who withdraw from EG090 must also withdraw from EG101. This course is a co-requisite English course paired with EG101. Grading is P (pass) or F (fail).

EG101 English Composition I (3) provides instruction and practice in the writing of at least four extended compositions and the development of rhetorical strategies, analytical and critical reading skills, and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage and information literacy. Prerequisite: Must pass EG090 Introduction to College Writing or have the minimum English score on the ACT or SAT.

EG102 English Composition II (3) provides continued instruction and practice in the writing of at least four extended compositions or equivalent assignments of which at least one is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage and information literacy. Prerequisite: EG101 English Composition I.

EG203 World Literature I (3) is a survey of world literature from its inception to the mid-seventeenth century. 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. Prerequisite: EG101 English Composition I.

GK201 Greek I (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 Greek II (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: GK201 Elementary Greek I.

GK347 Greek III (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 II.

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

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

HB222 Hebrew II (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 I.

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

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

HY101 World History to 1500 (3) surveys social, intellectual, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the prehistoric to the early modern era.

HY102 World History since 1500 (3) surveys social, intellectual, economic, and political developments which have molded the modern world. Focus is on both non-western and western civilizations from the early modern era 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.

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

HY382 History of Religion in America (3) surveys religion in America from the pre-colonial period to the present. Introduces the role of movements, institutions, trends, and key figures in the formation of America's religious identity. Special attention is given to the diversity and complexities of American religious life.

HY455 Special Topics in History (3) considers a specialized area of history or presents a transdisciplinary approach with a component of course content exploring an area of history.

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) covers introductory topics in finite mathematics. Topics include inductive and deductive reasoning, problem solving, sets and set operations, probability, expected value, statistical distributions, measures of central tendency and dispersion, and the normal curve.

MH110 Finite Mathematics (3) provides an overview of topics in finite mathematics together with their applications and is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus). The course introduces logic, set theory, counting techniques, basic probability, statistics, and personal finance. Prerequisite: MH 105 or a mathematics score of 18 or greater on the ACT.

MN102 Practical Evangelism and Missions (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.

MN212 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.

MN142 Spiritual Formation (1) explores the processes and goals of spiritual formation in the life of the minister. The student is introduced to the historic disciplines and practices of the Christian faith that promote Christlike character and a deeper relationship with God. The course offers opportunities for reflection on the personal, biblical, and theological features of spiritual formation to facilitate personal spiritual growth and the development of the abilities necessary to foster discipleship in others.

MN253 Field Education Laboratory (1, 2, 3) integrates academic learning with practical work in ministry. The course includes extensive supervised experience in a specific field of ministry combined with academic resources and personal reflection.

MN301 Adolescent Spiritual Development (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.

MN322 Missions Across Cultures (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.

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.

MN344 Ministry to Women (3) considers the biblical and ministerial foundations of women ministering to women, both in formal and interpersonal settings.

MN248 Fundamentals of Youth and Family 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.

MN353 Missions Practicum (1, 2, 3) combines academic study and a field missions experience under approved supervision. Practical mission work in cross-cultural settings is particularly encouraged.

MN361 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.

MN371 Women Teaching Scripture (3) explores the study, lesson design, and teaching of Scripture in a variety of settings to various audiences, including but not limited to Bible classes for children and adolescents, small group discussions, ladies' days, and women's classes.

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.

MN423 Women in the Christian Tradition (3) examines the portrayal of women in biblical and early Christian literature through a lens of how it affects ministry to and by women in the modern church.

MN428 Contemporary Ministry (3) enhances the student's awareness and understanding of the intersection of gospel and culture in real time. It seeks to define, describe, and explore ministry in the broadest and most biblical sense. Emphasis is given to developing the skill, wisdom, and courage to maintain spiritual stability, do no harm, offer hope, and help others cope with the powerful currents of daily life through vibrant connection with Jesus Christ.

MN444 Special Topics in Ministry (3) considers a specialized area of ministry or presents a transdisciplinary approach with a component of course content exploring an area of ministry.

MN446 Special Topics in Women's Ministry (3) considers a specialized area of women's ministry or presents a transdisciplinary approach with a component of course content exploring an area of women's ministry.

MN450 Internship I (3) is a supervised field-based education in the student's intended ministry context under the supervision of an experienced ministry mentor.

MN452 Internship II (3) is a supervised field-based education in the student's intended ministry context under the supervision of an experienced ministry mentor.

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.

NT101 Survey of the New Testament (3) seeks to introduce students to the collection of books known as the New Testament. The course will introduce students to the people, places, events, themes, theology, and Greco-Roman context of the New Testament literature.

NT363 New Testament Literature (3) is a study of a book, segment of a book, or selection of books from the canonical writings of the New Testament. The course focuses on the genre, occasion, content, theology, and history of interpretation of the text(s) under discussion. Lectures and assignments emphasize understanding the text within its social, political, and religious setting. Throughout the course, the book's significance for ministry and life in modern communities of faith is highlighted. This course does not require knowledge of Greek but assumes junior or senior standing.

NT422 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.

NT477 Special Topics in New Testament and Christian Origins (3) considers any variety of specialized areas, languages, or texts related to the study of the New Testament or the history and practice of early Christianity. The course may present a transdisciplinary approach with a component of course content exploring Christian origins.

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.

OT201 Survey of the Old Testament (3) seeks to introduce students to the collection of books known as the Old Testament or Hebrew Bible. The course introduces students to the people, places, events, themes, theology, and ancient Near Eastern context of the Old Testament literature.

OT364 Old Testament Literature (3) is a study of a book, segment of a book, or selection of books from the canonical writings of the Old Testament. The course focuses on the genre, occasion, content, theology, and history of interpretation of the text(s) under discussion. Lectures and assignments emphasize understanding the text within its social, political, and religious setting. Throughout the

course, the book's significance for ministry and life in modern communities of faith is highlighted. This course does not require knowledge of Hebrew but assumes junior or senior standing.

OT421 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.

OT488 Special Topics in Hebrew Bible and Ancient Near East (3) considers any variety of specialized areas, languages, or texts from Hebrew Bible or the history, texts, and religions of the ancient Near East. The course may present a transdisciplinary approach with a component of course content exploring theological, historical, and textual issues related to the study of the Hebrew Bible and the ancient Near East.

PS201 Psychology (3) is a survey of the scientific study of psychological, biological, and socio-cultural factors that influence behavior and mental processes.

TH102 Theology of Scripture (3) considers the interplay between interpreter, interpreting community, and divine word as well as the function of scripture within the life of the church. The course approaches the doctrine of scripture by examining various approaches within the Christian tradition as well as modern and post-modern concerns. The course articulates a theocentric and missional biblical theology for the purpose of helping students consider how to think critically about the function of scripture as well as examine the significance of personal engagement with scripture for a life of faith.

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.

TH301 Introduction to Christian Theology (3) is an introduction to major Christian doctrines. The course emphasizes the biblical witness as well as the historical development of Christian theology, including classical theories and recent articulations of significant issues facing the ecclesial context. The course examines doctrinal definitions, primary themes, and implications for faith and ministry.

TH466 Special Topics in Christian Theology (3) considers a specialized area of Christian Theology or presents a transdisciplinary approach with a component of course content exploring an area of Christian Theology.

TENTATIVE UNDERGRADUATE COURSE OFFERINGS SCHEDULE

<i>Every Even Fall:</i>	<i>Every Odd Spring:</i>
EG090 Introduction to College Writing	EG102 English Composition II
EG101 English Composition I	EG203 World Literature I
IL111 University Life	IL222 Research Methods
IL333 Vocation: Goals, Service, Leadership	MN142 Spiritual Formation
IL244 Capstone Portfolio	IL244 Capstone Portfolio
IL444 Capstone Portfolio	IL444 Capstone Portfolio
MH105 Introduction to Finite Mathematics	MH110 Finite Mathematics
MN253 Field Education Laboratory (1, 2, 3 hrs)	MN253 Field Education Laboratory (1, 2, 3 hrs)
MN353 Missions Practicum (1, 2, 3, hrs)	MN353 Missions Practicum (1, 2, 3, hrs)
MN450 Internship I	MN450 Internship I
MN452 Internship II	MN452 Internship II
GK201 Greek I	GK202 Greek II
GK347 Greek III	GK438 Greek IV
OT364 Old Testament Literature	NT363 New Testament Literature
MU141 Music Appreciation	CM110 Public Speaking
PS201 Psychology	BIO201 Introduction to Biology I
CH201 Church History	CH312 Restoration Movement
HY101 World History to 1500	HY102 World History since 1500
CN201 Fundamentals of Counseling	CN401 Theories of Counseling
NT477 Special Topics in NT and Christian Origins	OT488 Special Topics in HB and Ancient Near East
MN428 Contemporary Ministry	MN322 Missions Across Cultures
MN423 Women in the Christian Tradition	MN446 Special Topics in Women's Ministry
HB329 Hebrew III	HB448 Hebrew IV
NTOT482 Introduction to Biblical Interpretation	NT101 Survey of the New Testament
TH211 World Religions	TH301 Introduction to Christian Theology
HY372 Bible Geography and Archaeology	CN302 Marriage and Family Counseling
<i>Every Odd Fall:</i>	<i>Every Even Spring:</i>
EG090 Introduction to College Writing	EG102 English Composition II
EG101 English Composition I	EG203 World Literature I
IL111 University Life	IL222 Research Methods
IL333 Vocation: Goals, Service, Leadership	MN142 Spiritual Formation
IL244 Capstone Portfolio	IL244 Capstone Portfolio
IL444 Capstone Portfolio	IL444 Capstone Portfolio
MH105 Introduction to Finite Mathematics	MH110 Finite Mathematics
MN253 Field Education Laboratory (1, 2, 3 hrs)	MN253 Field Education Laboratory (1, 2, 3 hrs)
MN353 Missions Practicum (1, 2, 3, hrs)	MN353 Missions Practicum (1, 2, 3, hrs)
MN450 Internship I	MN450 Internship I
MN452 Internship II	MN452 Internship II
GK201 Greek I	GK202 Greek II
GK347 Greek III	GK438 Greek IV
OT364 Old Testament Literature	NT363 New Testament Literature

MU141 Music Appreciation	CM110 Public Speaking
PS201 Psychology	BIO201 Introduction to Biology I
CN362 Addiction Counseling	CN312 Human Wellness
HY201 US History to 1877	HY211 US History since 1877
MN248 Fund. of Youth and Family Ministry	CH433 Special Topics in Church History
MN344 Ministry to Women	MN102 Practical Evangelism and Missions
MN401 Ministry in the Local Church	MN212 Homiletics
HB211 Hebrew I	MN371 Women Teaching Scripture
OT201 Survey of the Old Testament	MN342 Advanced Preaching
OT421 Introduction to the Old Testament	NT422 Introduction to the New Testament
TH211 World Religions	HB222 Hebrew II
TH466 Special Topics in Theology	TH102 Theology of Scripture
<i>Every Even Summer:</i>	<i>Every Odd Summer:</i>
CN302 Marriage and Family Counseling	CN422 Special Topics in Counseling
OT364 OR OT488	NT363 OR NT477
CH312 Restoration Movement	CH312 Restoration Movement
MN253 Field Education Laboratory (1, 2, 3 hrs)	TH466 Special Topics in Christian Theology
MN353 Missions Practicum (1, 2, 3 hrs)	MN253 Field Education Laboratory (1, 2, 3 hrs)
MN450 Internship I	MN353 Missions Practicum (1, 2, 3 hrs)
MN452 Internship II	MN450 Internship I
TH466 Special Topics in Christian Theology	MN452 Internship II

UNIVERSITY FACULTY

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ACADEMIC CALENDAR 2022–2023

Fall 2022

August 08	Classes Begin
August 19	Last Day for Drop/Add
August 23	Convocation
September 05	Labor Day Holiday
September 26–30	Mid-Term Week
October 03	Registration for Spring Semester Begins
October 07–11	Fall Break
October 28	Last Day to Register for Winter Session
October 29	Student Populi Access to Winter Session Courses Begins
November 02	Last Day to Withdraw from a Course Last Day to File and Extension Contract for an Incomplete Course
November 11	Veterans Day Holiday
November 17	Last Day of Lecture
November 18–22	Final Exams
November 22	End of Term
November 29	Semester Grades Due

Spring 2023

November 28	Classes Begin, Winter Session
December 02	Last Day for Drop/Add, Winter Session
December 09	Last Day to Withdraw from a Course, Winter Session

December 16	End of Term, Winter Session
January 09	Classes Begin, Full Term
January 16	Martin Luther King Jr. Day
January 20	Last Day for Drop/Add
February 13	Last Day to File Intent to Graduate
February 27–March 03	Mid-Term Week
March 27–31	Spring Break
April 03	Registration for Summer and Fall Semesters Begins
April 06	Last Day to Defend Thesis or Practicum for Spring Graduation
April 10	Last Day to Withdraw from a Course Last Day to File and Extension Contract for an Incomplete Course Last Day to Submit Complete Thesis or Practicum to Registrar's Office for Spring Graduation
April 27	Last Day of Lecture
April 28–May 02	Final Exams
May 02	Grades Due for Graduating Students End of Term
May 05	Semester Grades Due
May 06	Graduation

Summer 2023

May 15	Classes Begin, Maymester (3-weeks)
May 19	Last Day for Drop/Add, Maymester
May 26	Last Day to Withdraw from a Course, Maymester
June 02	End of Term, Maymester

June 05	Classes Begin, Full Session (8-weeks)
June 06	Grades Due, Maymester
June 16	Last Day for Drop/Add, Full Session
June 19	Juneteenth Holiday
July 04	Independence Day Holiday
July 14	Last Day to Withdraw from a Course, Full Session Last Day to File and Extension Contract for an Incomplete Course, Full Session
July 26–28	Final Exams
July 28	End of Term
August 01	Grades Due, Full Session