# CATALOG

2024
2025

HEARTLAND
CHRISTIAN • COLLEGE

# contents

our history .....3
mission and goals .....4
tenets of faith.....5
the church .....8
student life.....9
the area.....10
admission .....11
general information.....14
financial information .....20
certificate in biblical studies ..... 22
associate degree .....23
areas of concentration.....24
course descriptions.....25
administration.....28
board of trustees .....29
faculty/staff.....30
academic calendar .....31

CHANGE OF INFORMATION NOTICE
This catalog is designed to assist current and prospective students in regard to the academic programs and administrative policies and procedures of Heartland Christian College. Individuals making inquiries about details not covered in this catalog are cordially invited to visit our website or contact the College for further information.

Although this catalog was prepared on the basis of the best information available at the time, all information (including the academic calendar, admission requirements, graduation requirements, program requirements, course offerings, course descriptions, and statements of tuition and fees) is subject to change without notice or obligation.

Updated Fall 2024

*A Two-Year Bible College Experience Offering An Associate Degree In Biblical Studies*

Heartland Christian College
321 Mercy Street, Bethel, MO 63434
Phone 573-633-5610
www.heartlandcollege.edu

# OUR HISTORY

Heartland Christian College began in 1992, under the name of Northeast Missouri Bible College, when a local church leadership team of Covenant Life Fellowship Church in Kirksville, Missouri, had a vision to help young people become grounded in biblical principles before sending them into their next stage in life. The goal was to help students have a solid foundation in the Word of God before they embarked on further education, vocation, or career.

Through the years, the Bible College grew, demanding new housing options and resources, and in 2002 the name was changed to Nations Harvest Bible College. As a result of the growing needs of the College, in the fall of 2002 a new campus was established at Heartland, near Newark, Missouri. Heartland is an intentional Christian community that is built around a strong local church. The community also includes recovery programs for men and women, as well as children and youth homes for at-risk youth. Throughout this move, the College continued to disciple students and provide a strong foundation to prepare them for their next step in life.

By 2005, the Bible College had become an integral part of the family at Heartland Community Church, and it adopted its current name, Heartland Christian College (HCC). Today HCC continues to serve traditional students with a strong emphasis on discipleship, as well as non-traditional students who desire to strengthen life foundations based on the Word of God. The college offers an Associate Degree in Biblical Studies as well as a non-accredited Certificate in Biblical Studies and Certificate of Completion. These programs equip students with the ability to develop a biblical worldview as they prepare for their next season of life.

## Accreditation

Heartland Christian College is accredited by the Commission on Accreditation of the Association for Biblical Higher Education to grant Certificates and degrees at the Associate Level. ABHE may be contacted at 5850 T.G. Lee Boulevard, Suite 130, Orlando, FL 32822; 407.207.0808

ABHE
Commission on Accreditation

## Articulation & Credit Transfer Agreements

Heartland Christian College has articulation agreements with the following colleges:

- Central Christian College of the Bible, Moberly, MO
- Liberty University, Lynchburg, VA
- Lancaster Bible College, Lancaster, PA

I don't know that I really knew God before college. Bible College gave me the opportunity to really meet and know Him. It has given me a foundation, a direction, and a passion for the things of God. Now there's nothing that I want more than to serve Him.

James Powell, '10

# MISSION & GOALS

The mission of Heartland Christian College is to equip and prepare students to be servants of Jesus Christ, lifelong learners, and effective workers in local churches and communities around the world.

This mission expresses HCC's desire to prepare students for their next step in life in three distinct areas: Discipleship (Servant of Jesus Christ), Biblical Higher Education, and Service-Oriented Living.

A life lived as a servant of Jesus Christ is the foundation of discipleship and is central to the life of a believer. HCC strives to engage students in practicing discipleship as a lifestyle. Classroom teaching, chapel meetings, and regular church attendance provide avenues for students to grow in their relationship with Jesus. In addition, HCC leaders interact with students individually to provide support and tools that enable them to understand and embrace a life lived as a disciple of Jesus.

HCC believes strongly that its students are called to engage in biblical higher education that will provide tools and inspiration for life-long learning. The Word of God is Truth, and knowing the Truth and applying it provides the foundation that HCC students need to be prepared for each new step in life. HCC biblical and theological courses are a direct study and interaction with the Scripture, while all general and professional studies are taught from a biblical worldview.

Just as Jesus was a servant, HCC strives to develop the heart of a servant in each student. This is accomplished through biblical studies as well as practical applications in the local community. Students are encouraged to lay down their lives for others during their time in the college and in their future endeavors.

## It is our goal that HCC students will:

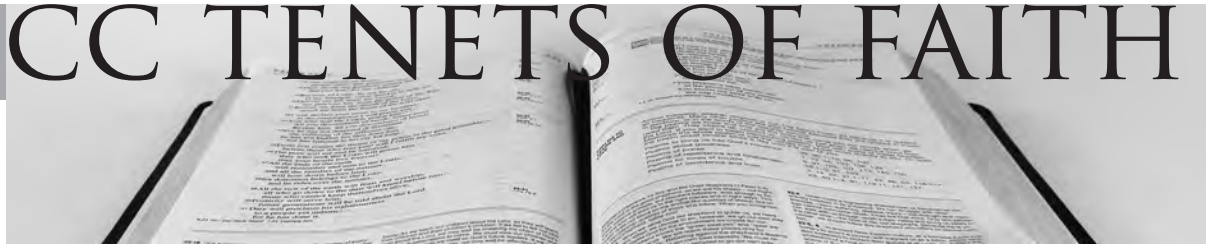
- Embrace a life of discipleship by loving God and willingly submitting their lives to the Lord Jesus Christ
- Be equipped for a lifelong study of the Word of God and its application to their personal lives through interaction with capable faculty who are living for Christ
- Cultivate a personal foundation for healthy relationships, practical life skills, and effective problem solving in the context of an intentional Christian community
- Be prepared to live their lives with a biblical worldview
- Increase in godly character as they learn to serve their communities and churches with Christ-like love
- Communicate the incarnational truth of the Gospel to a multicultural society, both local and global
- Participate in an active campus community that is based on the values of integrity and excellence
- Benefit from quality facilities, resources, and leadership

There is tremendous growth that occurs in the classroom at HCC from an academic perspective, but it is also coupled with a genuine commitment on the part of the professors to be involved in each student's life to facilitate relationships through things like shepherd groups, service projects and one on one times in order for true growth and discipleship to occur.

I wasn't just given a solid Biblical education at HCC, I was able to build friendships with students and professors that will last a lifetime and will continue to help me grow even beyond graduation.

Ryan Hanley, '21

# HCC TENETS OF FAITH



Heartland Christian College ascribes to the following tenets of faith:

*The Holy Bible is the fully inspired Word of God. It is the only infallible, sufficient, and authoritative rule of faith and practice.*

- How can a young man keep his way pure? By guarding it according to your word. Psalm 119:9
- Sanctify them in the truth; your word is truth. John 17:17
- All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work. 2 Timothy 3:16-17
- And we have the prophetic word more fully confirmed, to which you will do well to pay attention as to a lamp shining in a dark place, until the day dawns and the morning star rises in your hearts, knowing this first of all, that no prophecy of Scripture comes from someone's own interpretation. 2 Peter 1:19-20

*There is one God, the personal creator of the universe, who exists eternally in three persons: the Father, the Son, and the Holy Spirit.*

- Hear, O Israel: The Lord our God, the Lord is one. Deuteronomy 6:4
- The grace of the Lord Jesus Christ and the love of God and the fellowship of the Holy Spirit be with you all. 2 Corinthians 13:14
- According to the foreknowledge of God the Father, in the sanctification of the Spirit, for obedience to Jesus Christ and for sprinkling with his blood: May grace and peace be multiplied to you. 1 Peter 1:2
- But you, beloved, building yourselves up in your most holy faith and praying in the Holy Spirit, 21 keep yourselves in the love of God, waiting for the mercy of our Lord Jesus Christ that leads to eternal life. Jude 1:20-21

*Adam, the first divinely created human being, was created in the image of God. Adam willfully disobeyed God and as a result incurred both physical and spiritual death. Through this, all mankind is born with a sinful nature and is subject to the same penalty.*

- Then God said, "Let us make man in our image, after our likeness. And let them have dominion over the fish of the sea and over the birds of the heavens and over the livestock and over all the earth and over every creeping thing that creeps on the earth." So God created man in his own image, in the image of God he created him; male and female he created them. Genesis 1:26-27
- Whoever sheds the blood of man, by man shall his blood be shed, for God made man in his own image. Genesis 9:6
- For all have sinned and fall short of the glory of God, Romans 3:23
- Therefore, just as sin came into the world through one man, and death through sin, and so death spread to all men because all sinned—... But the free gift is not like the trespass. For if many died through one man's trespass, much more have the grace of God and the free gift by the grace of that one man Jesus Christ abounded for many. Romans 5:12, 15

*The Lord Jesus Christ, who is completely divine from all eternity and completely human from His virgin birth, lived a sinless life, submitted to death as a substitutionary sacrifice for the sins of mankind, and was raised again on the third day. He is the only Savior of mankind.*

- She will bear a son, and you shall call his name Jesus, for he will save his people from their sins." All this took place to fulfill what the Lord had spoken by the prophet: "Behold, the virgin shall conceive and bear a son, and they shall call his name Immanuel" (which means, God with us). Matthew 1:21-23
- This Jesus is the stone that was rejected by you, the builders, which has become the cornerstone. And there is salvation in no one else, for there is no other name under heaven given among men by which we must be saved." Acts 4:11-12
- Who, though he was in the form of God, did not count equality with God a thing to be grasped, but emptied himself, by taking the form of a servant, being born in the likeness of men. And being found in human form, he humbled himself by becoming obedient to the point of death, even death on a cross. Therefore God has highly exalted him and bestowed on him the name that is above every name, so that at the name of Jesus every knee should bow, in heaven and on earth and under the earth, and every tongue confess that Jesus Christ is Lord, to the glory of God the Father. Philippians 2:6-11
- He is the propitiation for our sins, and not for ours only but also for the sins of the whole world. 1 John 2:2

*Salvation for mankind comes only by grace through faith in Jesus Christ as both Lord and Savior, accompanied by godly repentance.*

- "For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life. John 3:16

- For by grace you have been saved through faith. And this is not your own doing; it is the gift of God, not a result of works, so that no one may boast. Ephesians 2:8-9
- You, however, are not in the flesh but in the Spirit, if in fact the Spirit of God dwells in you. Anyone who does not have the Spirit of Christ does not belong to him. Romans 8:9
- He saved us, not because of works done by us in righteousness, but according to his own mercy, by the washing of regeneration and renewal of the Holy Spirit, whom he poured out on us richly through Jesus Christ our Savior, Titus 3:5-6

*Jesus Christ will personally, visibly, and triumphantly return. At His return, all mankind will be resurrected bodily, the just to eternal life with God and the unjust to everlasting punishment in hell.*

- I tell you this, brothers: flesh and blood cannot inherit the kingdom of God, nor does the perishable inherit the imperishable. Behold! I tell you a mystery. We shall not all sleep, but we shall all be changed, in a moment, in the twinkling of an eye, at the last trumpet. For the trumpet will sound, and the dead will be raised imperishable, and we shall be changed. For this perishable body must put on the imperishable, and this mortal body must put on immortality. 1 Corinthians 15:50-53
- For the Lord himself will descend from heaven with a cry of command, with the voice of an archangel, and with the sound of the trumpet of God. And the dead in Christ will rise first. Then we who are alive, who are left, will be caught up together with them in the clouds to meet the Lord in the air, and so we will always be with the Lord. 1 Thessalonians 4:16-17
- And just as it is appointed for man to die once, and after that comes judgment, Hebrews 9:27
- Then I saw a great white throne and him who was seated on it. From his presence earth and sky fled away, and no place was found for them. And I saw the dead, great and small, standing before the throne, and books were opened. Then another book was opened, which is the book of life. And the dead were judged by what was written in the books, according to what they had done. And the sea gave up the dead who were in it, Death and Hades gave up the dead who were in them, and they were judged, each one of them, according to what they had done. Then Death and Hades were thrown into the lake of fire. This is the second death, the lake of fire. And if anyone's name was not found written in the book of life, he was thrown into the lake of fire. Revelation 20:11-15

*The Baptism of the Holy Spirit is available to all believers as a distinct experience, given to endue the believer with power from God, to offer an inspired witness for Christ, to lead the believer in a life of holiness, and to equip for a Spirit-filled life of service.*

- If you then, who are evil, know how to give good gifts to your children, how much more will the heavenly Father give the Holy Spirit to those who ask him!" Luke 11:13
- And while staying with them he ordered them not to depart from Jerusalem, but to wait for the promise of the Father, which, he said, "you heard from me; for John baptized with water, but you will be baptized with the Holy Spirit not many days from now." Acts 1:4-5
- As I began to speak, the Holy Spirit fell on them just as on us at the beginning. 16 And I remembered the word of the Lord, how he said, 'John baptized with water, but you will be baptized with the Holy Spirit.' 17 If then God gave the same gift to them as he gave to us when we believed in the Lord Jesus Christ, who was I that I could stand in God's way?" Acts 11:15-17
- How shall we escape if we neglect such a great salvation? It was declared at first by the Lord, and it was attested to us by those who heard, 4 while God also bore witness by signs and wonders and various miracles and by gifts of the Holy Spirit distributed according to his will. Hebrews 2:3-4

*The Church as the Body of Christ, being seen visibly in distinct local fellowships, is God's chosen instrument to manifest the knowledge of His glory throughout the earth.*

- And I tell you, you are Peter, and on this rock I will build my church, and the gates of hell shall not prevail against it. Matthew 16:18
- To the church of God that is in Corinth, to those sanctified in Christ Jesus, called to be saints together with all those who in every place call upon the name of our Lord Jesus Christ, both their Lord and ours: 1 Corinthians 1:2
- And he put all things under his feet and gave him as head over all things to the church, which is his body, the fullness of him who fills all in all. Ephesians 1:22-23
- So that through the church the manifold wisdom of God might now be made known to the rulers and authorities in the heavenly places. This was according to the eternal purpose that he has realized in Christ Jesus our Lord, Ephesians 3:10-11

*Jesus Christ upon ascending to the Father, commissioned all believers to take the Gospel to the ends of the earth. It is both the duty and privilege of believers to proclaim the Gospel, make disciples, and build the Church with people from all the nations.*

- Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age." Matthew 28:19-20
- But you will receive power when the Holy Spirit has come upon you, and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the end of the earth. Acts 1:8
- Colossians 1:27-28 To them God chose to make known how great among the Gentiles are the riches of the glory of this mystery, which is Christ in you, the hope of glory. 28 Him we proclaim, warning everyone and teaching everyone with all wisdom, that we may present everyone mature in Christ.
- But you are a chosen race, a royal priesthood, a holy nation, a people for his own possession, that you may proclaim the excellencies of him who called you out of darkness into his marvelous light. 1 Peter 2:9
- Human beings are uniquely and divinely created by God in His image and every person is sacred. Therefore, every person, from conception to natural death, possesses inherent dignity and immeasurable worth - including preborn children, elderly individuals, those with special needs and others marginalized by society. Christians, then, are called to defend, protect, and value all human life.
- Then God said, "Let us make man in our image, after our likeness. And let them have dominion over the fish of the sea and over the birds of the heavens and over the livestock and over all the earth and over every creeping thing that creeps on the earth." 27 So God created man in his own image, in the image of God he created him; male and female he created them. Genesis 1:26-27
- Then the Lord God formed the man of dust from the ground and breathed into his nostrils the breath of life, and the man became a living creature. Genesis 2:7
- And for your lifeblood I will require a reckoning: from every beast I will require it and from man. From his fellow man I will require a reckoning for the life of man. "Whoever sheds the blood of man, by man shall his blood be shed, for God made man in his own image. Genesis 9:5-6
- Rescue those who are being taken away to death; hold back those who are stumbling to the slaughter. Psalm 24:7
- For you formed my inward parts; you knitted me together in my mother's womb. Psalm 139:13
- Behold, all souls are mine; the soul of the father as well as the soul of the son is mine: the soul who sins shall die. Ezekiel 18:4

*Human beings are uniquely and divinely created by God in His image and every person is sacred. Therefore, every person, from conception to natural death, possesses inherent dignity and immeasurable worth - including preborn children, elderly individuals, those with special needs and others marginalized by society. Christians, then, are called to defend, protect, and value all human life.*

- Then God said, "Let us make man in our image, after our likeness. And let them have dominion over the fish of the sea and over the birds of the heavens and over the livestock and over all the earth and over every creeping thing that creeps on the earth." 27 So God created man in his own image, in the image of God he created him; male and female he created them. Genesis 1:26-27
- Then the Lord God formed the man of dust from the ground and breathed into his nostrils the breath of life, and the man became a living creature. Genesis 2:7
- And for your lifeblood I will require a reckoning: from every beast I will require it and from man. From his fellow man I will require a reckoning for the life of man. "Whoever sheds the blood of man, by man shall his blood be shed, for God made man in his own image. Genesis 9:5-6
- Rescue those who are being taken away to death; hold back those who are stumbling to the slaughter. Psalm 24:7
- For you formed my inward parts; you knitted me together in my mother's womb. Psalm 139:13
- Behold, all souls are mine; the soul of the father as well as the soul of the son is mine: the soul who sins shall die. Ezekiel 18:4

*When God divinely created human beings, He created them male and female. As such, He created them different so as to complement and complete each other. God instituted monogamous marriage as a life-time union between one man and one woman. Marriage was created as the foundation of the family and the basic structure of human society, with the purpose of glorifying God and as a picture of Christ and His church. God intends sexual*

*intimacy to occur only between a man and a woman joined in marriage. Therefore, we perform marriages in accordance with the Bible consistent with the Old and New Testament.*

- Therefore a man shall leave his father and his mother and hold fast to his wife, and they shall become one flesh. Genesis 2:24
- He answered, "Have you not read that he who created them from the beginning made them male and female, 5 and said, 'Therefore a man shall leave his father and his mother and hold fast to his wife, and the two shall become one flesh'?6 So they are no longer two but one flesh. What therefore God has joined together, let not man separate." Matthew 19:4-6
- Wives, submit to your own husbands, as to the Lord. 23 For the husband is the head of the wife even as Christ is the head of the church, his body, and is himself its Savior. 24 Now as the church submits to Christ, so also wives should submit in everything to their husbands. 25 Husbands, love your wives, as Christ loved the church and gave himself up for her, 26 that he might sanctify her, having cleansed her by the washing of water with the word, 27 so that he might present the church to himself in splendor, without spot or wrinkle or any such thing, that she might be holy and without blemish. 28 In the same way husbands should love their wives as their own bodies. He who loves his wife loves himself. 29 For no one ever hated his own flesh, but nourishes and cherishes it, just as Christ does the church, 30 because we are members of his body. 31 "Therefore a man shall leave his father and mother and hold fast to his wife, and the two shall become one flesh." 32 This mystery is profound, and I am saying that it refers to Christ and the church. 33 However, let each one of you love his wife as himself, and let the wife see that she respects her husband. Ephesians 5:22-33
- Or do you not know that the unrighteous will not inherit the kingdom of God? Do not be deceived: neither the sexually immoral, nor idolaters, nor adulterers, nor men who practice homosexuality, 10 nor thieves, nor the greedy, nor drunkards, nor revilers, nor swindlers will inherit the kingdom of God. 11 And such were some of you. But you were washed, you were sanctified, you were justified in the name of the Lord Jesus Christ and by the Spirit of our God. 1 Corinthians 6:9-11
- Flee from sexual immorality. Every other sin a person commits is outside the body, but the sexually immoral person sins against his own body. 19 Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, 20 for you were bought with a price. So glorify God in your body. 1 Corinthians 6:18-20
- Understanding this, that the law is not laid down for the just but for the lawless and disobedient, for the ungodly and sinners, for the unholy and profane, for those who strike their fathers and mothers, for murderers, 10 the sexually immoral, men who practice homosexuality, enslavers, liars, perjurers, and whatever else is contrary to sound doctrine, 11 in accordance with the gospel of the glory of the blessed God with which I have been entrusted. 1 Timothy 1:9-11

*Scripture references from The Holy Bible, English Standard Version Copyright © 2001 by Crossway Bibles, a division of Good News Publishers.*

# THE CHURCH

The church is God's headquarters on Earth. It is a universal and spiritual body which includes everyone from Abraham and Moses to generations yet to be born. The Apostle Paul calls it a mystery. But the church is also very practical and tangible as it is expressed through local congregations.

Heartland Christian College has the privilege of being embraced by Heartland Community Church, which is the center of the intentional Christian community where HCC is located. Students are exposed first-hand to the power of the Holy Spirit as people are set free from their bondages to walk in new life. In addition to attendance at church services, prayer, and special meetings, HCC students are integrated into the life of the local church through service in children's ministry, worship teams, camera teams, and a variety of church events.

# STUDENT LIFE

HCC students are a diverse group of people covering a wide range of life-experiences. Some students come from Heartland Community Church or surrounding communities, while others come to school from a variety of states and countries. The common bond between students is a desire to worship God, to be friends with one another, and to see the good news of Christ spread around the world. Traditional students live in the family atmosphere of residential housing and take part in many activities together. The goal of this emphasis on discipleship, family, and friendship, is that students would be prepared for their next step in life. Further information regarding student life can be found in the Student Life Handbook

## Student Orientation

Some days of student orientation are scheduled prior to the start of each semester. A small fee may be required for orientation, and details are available from the HCC Office. This orientation is designed to acquaint traditional students with HCC student life while growing in aspects of excellence, discipline, and unity.

## Christian Service

Serving is an integral part of the life of a disciple, and HCC strives to give students both understanding and practical experience in this area. All traditional students typically enroll in 1-credit hour Servanthood courses the first four semesters they attend HCC, regardless of whether they are full-time or part-time students. All students seeking an Associate Degree in Biblical Studies fulfill this requirement prior to graduation. The first two semesters, students have classroom time and serve in group service projects such as visiting nursing homes, veteran's homes, clean-up projects, and church-related ministries. The second two semesters, small groups of students are assigned to a nearby town where they serve the people of that town on a weekly basis in a variety of ways as they discover needs. In addition to these courses, HCC students are called on often to serve in areas of the church and Heartland community.

## Shepherd Groups

HCC traditional students are mentored through small-group and individual interactions with an assigned leader. The leader meets with each student on a regular basis to build relationships and help guide students in decisions, practical life-issues, and spiritual growth.

## Dating

The Bible teaches that young men and women are to relate to one another first as brothers and sisters (I Timothy 5:1-2). The casual type of dating that our society encourages and accepts is not biblical, and is therefore not allowed at HCC. Students are encouraged to learn to relate as brothers and sisters in genuine friendship, enjoying group activities and events. Since this is a time devoted to seeking God, romantic relationships are not primary goals of these friendships. Few students are in a position to pursue a lifetime relationship during their first year of school. Students should seek counsel and permission from both parents and HCC pastoral staff before they move into the area of dating or courtship during Bible College.

> Through Bible College I learned that God Himself gives us our true identity by forming us into disciples of His son Jesus Christ and empowering us by His Spirit.
>
> Russell Morrow, '12

# THE AREA

The Heartland Community is located four miles south of Newark, Missouri, surrounded by rolling hills and family farms. Heartland was designed by founder Charles Sharpe as a place where hurting people could find help and healing through Jesus Christ. The rural setting and commitment to excellence minimize distractions and make the Heartland community a peaceful place to pursue God.

## The HCC Campus Includes:

Campus housing is provided in two locations. Male students live, eat, and study in the Abel House and female students live, eat, and study in the Ozark House. Each home contains several student bedrooms, community kitchen and dining facilities, living areas, and a laundry area.

Legacy House: The main campus building of HCC is the Legacy House. This large building is adjacent to a beautiful lake with lovely grounds and includes HCC offices, classrooms, commons areas, and the library.

The Library: HCC has an ever-expanding collection of library resources that support our classes. These materials include Bible reference books, specialty books in the areas of theology, worship, missions and education, magazines, and electronic periodical subscription services. Students are invited to participate in collection development through making book/magazine requests.

## The Heartland Community Includes:

The Church: Heartland Community Church is the center of the Heartland community where HCC students join with people from around the area for worship and biblical preaching on a weekly basis

The School: Heartland Christian Academy provides a Christian education for students in preschool through high school, and the Samuel Center cares for infants and toddlers in a godly environment.

The Shops: The Heartland community includes the New Creation Country Store which provides a gas station, convenience items, and a nearby car wash. Also in the community is the Mission House Thrift Store.

Cleansing Waters Laundromat: Cleansing Waters coin operated laundry facilities open daily.

## Neighboring Communities Include:

Neighboring Churches: Many rural communities around Heartland include local churches with a mission to serve those in their areas, working to achieve the Great Commission.

Historic Bethel Colony: Originally founded as a German colony, with several original homes and buildings, this community minutes from Heartland hosts a variety of festivals and events throughout the year.

Unique Restaurants: The small communities surrounding Heartland offer some small, unique restaurants where the locals gather along with visitors from around the area.

Retail Shops: Grocery stores, Dollar General Stores, pharmacies, Casey's, automotive supply stores, farm and seed dealers, hardware stores, plant nurseries, and a small movie theater can be found within 30 minutes of the Heartland community.

Mid-size communities are within a 50 minute drive of the Heartland community. Greater shopping and entertainment options are available in these areas.

> As our motto states, 'prepare for life'... there's no better way to do that than furthering your education intimately within a local church body. HCC gave me the opportunity to receive a sound Biblical education, while applying what I learned practically at my work, in my church, and my local community.
>
> Shane Sedelmeier, '06

# ADMISSION

## U.S. Citizens and Legal Residents

### Application Procedure

Prospective students may find or request a link to our online application any of the following ways:
A. Call the HCC Office at 573-633-5610 (to request a link)
B. Email: admissions@heartlandcollege.edu
C. Apply online at www.heartlandcollege.edu

The following materials must be submitted to the above HCC address to complete the application process, If applying online, only the applicant's Official Transcripts, ACTS/SAT Scores, and supporting documents for the Health Form need to be mailed.

### Homeschool/Non-Accredited High School Students

Heartland Christian College welcomes qualified home schooled students and students from non-accredited high schools.

Non-Accredited High Schools
These applicants are given the same consideration for admission as students with a diploma from an accredited high school as long as the school supplies an official transcript.

If a non-accredited high school does not supply an official transcript, such students should request and include a Curriculum Chart form in addition to the general admissions criteria. This Chart is available from Admissions and when completed and signed, serves as a transcript.

Once all of the materials outlined below are received by HCC, an interview is scheduled with one or more members of HCC Administration.

### Certificate in Biblical Studies:

- ❑ Application Form
  Completed in full
- ❑ Reference questionnaire
  Completed by (non-related) pastor or leader in home church/community
- ❑ Health Form (and supporting documents)
  Waived for non-traditional students
- ❑ Official High School Transcripts Or
  Official HiSET/GED Transcripts
  Waived for applicants holding a bachelor's degree or above
- ❑ Official Transcripts from all other higher education institutions attended
- ❑ Typed short personal testimony
- ❑ $50 Registration Fee
  Waived if all materials are submitted by June 1 for fall entry or October 1 for spring entry OR for those adults completing the Certificate over a number of years

### Associate Degree in Biblical Studies:

- ❑ Application Form
  Completed in full
- ❑ Reference questionnaire
  Completed by (non-related) pastor or leader in home church/community
- ❑ Health Form (and supporting documents)
  Waived for non-traditional students
- ❑ Official High School Transcripts Or
  Official HiSET/GED Transcripts
  Waived for applicants holding bachelor's degree or above
- ❑ Official Transcripts from all other higher education institutions attended
- ❑ Academic Assessment/Test Scores*
  - Official ACT/SAT scores for students in high school through two years post-high school graduation
  - HCC Academic Indicator Assessment for students two or more years post-high school graduation (available from Admissions dept.)
- ❑ Typed short personal testimony
- ❑ $50 Registration Fee
  Waived if all materials are submitted by June 1 for fall entry or October 1 for spring entry

* Academic Assessment/Test Scores waived for applicants holding at least 15 hours from an institution of higher learning with a cumulative GPA of at least 2.00

Home Schooled Students
Home-schooled applicants with a diploma from a regionally accredited home study program are given the same consideration for admission as students with a diploma from an accredited school. A copy of the Home School Transcript should be included in admissions materials.

Applicants completing a non-accredited home school program crafted by parents or others should request and include a Curriculum Chart form in addition to the general admission criteria. This Chart is available from Admissions and when completed and signed, serves as a transcript.

## Non-Degree Seeking Students

The admissions process for non-degree seeking students is an adaptation of the normal admissions process. Such students submit an Application for Admission form, available from Admissions. These applicants are not required to have a high school completion or equivalent; however, academic progress of these students is monitored in an attempt to help all students receive the most from their courses.

Non-degree seeking students are accepted on a first-come, first-serve basis, however degree-seeking students have priority in class enrollment. An individual may enroll in up to five courses as a non-degree seeking student. After completion of five classes, full application to HCC must be made and status changed to degree-seeking in order to continue taking courses.

## HCC Bridge Admissions

HCC Bridge is a policy of Heartland Christian College that allows HCA juniors & seniors to take part in and receive college credit for college courses while still in high school. HCA accepts these courses as dual enrollment, giving high school credit as well as college credit for the college courses taken. Students from other high school locations are considered on a case-by-case basis.

HCA students must have adequate high school credits to be a junior or senior within the year that application is made. They must also have a recommendation from a high school officer and parental consent before applying for admission to HCC.

The admissions process for such students is modified from the general admission criteria. HCC bridge students must complete and submit a HCC Bridge form and a Non-Degree Seeking Student Application form, available from Admissions. These are reviewed by the Academic Dean for admission to the HCC Bridge program.

## Domestic Student Admissions Notification

Students who make application to Heartland Christian College are notified in writing once a decision has been reached regarding his/her admission to the College. Notification includes one of the following:

A. Non-Acceptance into Heartland Christian College
B. Acceptance into Heartland Christian College
C. Provisional Acceptance into Heartland Christian College
   1. May be extended to applicants who have not yet taken the ACT test
   2. May be extended to applicants who are missing some admissions criteria due to extenuating circumstances.
   3. Once the terms of provisional acceptance are met, the student is granted full acceptance into HCC
   4. Failure to meet the terms of provisional acceptance results in establishing a plan of action with Administration. Failure to complete the plan of action results in the student's withdrawal from HCC

I cannot express the level of gratitude I have for God bringing me to HCC! I learned so much and God really used the staff and my leaders to mold and shape me and deepen my love and trust for Him for the youth and children's ministry He would bless me with taking part in. I learned so much about how to practically live out my walk with the Lord and to bring others along with me.

Tracie Kohn, '17

# ADMISSION

## International Students

### Application Procedure

Prospective students may find or request a link to our online application any of the following ways:

A. Call the HCC Office at 573-633-5610 (to request a link)
B. Email: admissions@heartlandcollege.edu
C. Apply online at www.heartlandcollege.edu

The following materials must be submitted to HCC in two steps to complete the application process: These materials may be scanned and emailed to admissions@heartlandcollege.edu, but original copies must be submitted also (excluding online applications). Official admission will be granted only upon receipt of these originals.

Step 1:

A. Application form completed in full
B. $50 Application Fee
C. Reference Questionnaire Form completed by pastor or leader in home church/community
D. Reference Letter to be signed and attached to the Reference Questionnaire informing HCC of the following:
    1. Why the Applicant would possibly be a good candidate for HCC
    2. What the Applicant currently does within their country related to ministry or service
    3. What the leader sees as the outcome of the Applicant's educational pursuits to be
    4. Any information on the Applicant that is relevant to the application
E. Personal Testimony
F. Interview completed by an HCC authorized representative

The Executive Council reviews step one materials to make an informed decision as to whether the international applicant meets the character requirements for HCC. If applicant is found to meet those requirements, they are granted approval to move on to step two for final acceptance consideration. The following additional documents outlined in step two must be submitted to complete the application process.

Step 2:

A. Educational Records Required - Official high school and previously attended college transcripts. Any high school transcripts not originally in English must also be submitted to a translation service for translation into English and evaluation.
B. TOEFL iBT or IELTS results (minimum accepted scores required)
C. Official SAT/ACT scores (if taken)
D. Photocopy of passport page with student picture & name
E. Completed Health Form (and documentation)
F. Personal Finance Form (and supporting documentation)
G. Affidavit of Support (as necessary)

Once all of the above materials are received by HCC, an interview is scheduled with HCC Administration or an authorized representative in student's region.

Students may email scanned documents in PDF or JPEG format to admissions@heartlandcollege.edu to begin the application process, however, full admission is not complete until all original documents have been received.

### International Student Scholarship

Needs-based scholarships may be available through Heartland Christian College for international students. International students are eligible to apply for scholarship funds during the admissions application process, however, no decision is made by the Executive Council, nor funds distributed, until the student has received acceptance to HCC. International Scholarship Applications are available from the Financial Aid Officer. An international student who has submitted an International Scholarship Application and who has been accepted as a student at HCC is contacted by the Heartland College DSO concerning the granting of any scholarship money. The Executive Council, in cooperation with the Financial Aid officer, determines the final granting of funds. Contact the HCC Financial Aid Officer for details.

### International Student Admission Notification

International students who make application to Heartland Christian College are notified in writing once a decision has been reached regarding Acceptance/Non-Acceptance to the college.

### U.S. Government Guidelines

Following acceptance to HCC, students are required to follow U.S. guidelines in order to enter the country. These guidelines include extra forms that have to be completed as well as acquiring a student visa. For more information please see the International Student Guide at www.heartlandcollege.edu or contact the DSO.

# GENERAL INFORMATION

## Student Description

Traditional Students

- Those students living in HCC-approved housing, enrolled in courses either full-time or part-time, and involved in the discipleship segment of the Bible College.

Non-Traditional Students

- Those students not living in HCC housing, who are enrolled in courses either full-time or part-time, and are not a part of the discipleship segment of the Bible College.

## Student Status

Full Time

- First-Year Student: Those taking at least 12 credit hours per semester and having completed less than 30 credit hours.
- Second-Year Student: Those taking at least 12 credit hours per semester and having completed at least 30 credit hours.

Part Time

- Degree-Seeking Student: Those taking less than 12 credit hours per semester with a view toward completing their degree requirements over a longer period of time.
- Non-Degree Seeking Student: Those taking open courses for their own spiritual growth, but not pursuing a degree.

## Graduation Requirements

- A cumulative grade point average of at least 2.0 and the successful completion of all required course work and electives. (Not applicable to Certificate of Completion.)
- An application for graduation submitted to the Registrar no later than mid-term of the final semester.
- Payment of all fees, including graduation fees.
  A student with a financial balance may be graduated if a payment plan is in place and at least one payment installment has been made prior to graduation.
- Review by Academic Team and Executive Council.

## Certificate of Completion

Heartland Christian College may award a Certificate of Completion to students with unique needs including academic, social, or specific life circumstances. Such students complete at least 34 credit hours of course work over a period of at least 2 years to be eligible for this Certificate. The Academic Dean and Dean of Students make recommendations to the Executive Council for students who may benefit from this Certificate. The Executive Council makes a final decision on awarding a Certificate of Completion.

## Institutional Outcomes

For a complete overview of Institutional outcomes, visit heartlandcollege.edu/institutional-outcomes/

| Cohort* | Retention Rate** | Graduation Rate*** |
|---|---|---|
| Fall 2018 (7 students) | 100% (7/7) | 71.4% (5/7) |
| Fall 2019 (3 students) | 66.6% (2/3) | 66.6% (2/3) |
| Fall 2020 (4 students) | 100% (4/4) | 100% (4/4)Fall 2021 |
| Fall 2021 (2 students) | 100% (2/2) | 100% (2/2) |

*Each cohort is composed of first-time first-year students (Bridge high school students who enroll at HCC after graduation are counted a part of this cohort).

** The percentage of the number of students in the original cohort that return for a second year.

*** The percentage of the number of students in the original cohort who graduate within 3 years .

Christian Ministry
Percentage of full-time students engaged in the Christian Service program: Fall 2020-Spring 2024..... 100%/semester

Employment Overview (from Spring 2022 alumni survey)
Alumni employed in full/part-time ministry ..... 5/53 (9.4%)
Alumni working in volunteer positions ..... 46/53 (86.8%)

Continued Education Overview
Recent alumni graduating with an Associate in Biblical Studies Degree (2018-2022 graduates) who continued higher education pursuits ..... 59% (20/34 students)

## Transcripts

A student may request a Heartland Christian College transcript either online or through the Registrar's office. Once the Transcript Request form is completed and submitted to the Registrar's office, an official transcript is sent to the address requested within 10 working days of the request submission. Transcripts are not sent when a student has an outstanding balance at HCC. Transcripts are processed in the order in which they are received, and no processing fee is applied. Transcripts may be given or sent to individual students, however, such transcripts are unofficial and do not receive a school seal.

## Grading Scale

| | |
|---|---|
| 100-90% | A |
| 89-80% | B |
| 79-70% | C |
| 69-60% | D |
| 59% & Below | F |

Decimal grades are not rounded up.

## Grade Point Averages

A — 4 grade point credits
B — 3 grade point credits
C — 2 grade point credits
D — 1 grade point credit
F — 0 grade point credits

A student must maintain a grade point average of 2.0 to progress to next-year status.

## Enrollment

Students are assigned an academic advisor upon acceptance to HCC. Academic advisors meet with students prior to enrollment dates in order to help students choose courses to complete their chosen area of study in a timely manner. After meetings with academic advisors, students enroll through the Registrar's Office.

## Transfer Credit

A student may request the transfer of credits from another institution of higher education by completing an Application for Transfer Credit form, available from the Registrar, and by requesting transcripts from the institution(s) to be sent to HCC. Transcripts submitted by applicants are reviewed by the Academic Team for possible transfer credit.

Credits transferred do not affect a student's GPA at HCC, but are used to determine class standing. Credits which are earned at accredited institutions and apply to a program at HCC are accepted, provided that the grade for the course is a C or above. Transcripts are reviewed by the Academic Team to determine courses that apply to the HCC program.

Comparable credits earned at non-accredited institutions are reviewed for possible acceptance, subject to:

A. An Academic Team review of syllabi, faculty credentials, and grading standards of the course, supplied by the sending institution
B. Validation by the student satisfactorily completing 15 hours work at HCC with a "C" (2.00) average

The student is informed by the Registrar once a decision regarding transfer of credits is reached.

## GPA Work Restrictions

Traditional students who receive a semester GPA below 2.00 limit their work hours for the next semester in order to give more time and attention to coursework. Work hours are limited according to the following schedule:

First-Year Students
- Allowed 25 hours: Must maintain a 2.00 or above grade point average (C average)
- Allowed 15 hours: Anything below 2.00 grade point average

Second-Year Students
- Allowed 30-35 hours: Must maintain a 2.00 or above grade point average (C average)
- Allowed 20 hours: Anything below 2.00 grade point average

Normal work hours may resume at the end of the subsequent semester if new semester GPA is at 2.00 or above. The Dean of Students oversees this change in work hours.

Students maintaining a cumulative GPA of 2.10-2.30 are required to meet with the Academic Dean within the first two weeks of the following semester to discuss academic standing.

## Graduating with Honors

Academic Excellence—This honor is bestowed on HCC students who complete the Associate Degree in Biblical Studies or Certificate in Biblical Studies with a cumulative GPA of 3.5 or above. Recipients receive a cord to wear at graduation and their honor is noted in the graduation program.

## Dean's List

Heartland Christian College honors students who excel academically on a semester basis. Each full-time student who maintains a 3.50 GPA or above for the semester is recognized by placement on the Dean's List. This list is published both within the College and the local community.

## Incomplete Course

A course instructor may, with the permission of the Academic Dean, assign a grade of "Incomplete" to a student due to extenuating circumstances. The Course Instructor makes the student aware that such a grade is being assigned. The student must complete all necessary work for the course within two weeks after the close of the semester to successfully complete the course. More time may be allowed for completion if circumstances merit. Any course assigned an "Incomplete" is re-assigned a letter grade after the close of the extension period, regardless of work still unfinished.

## Grade Appeals

Students who feel that they have received an incorrect course grade may make an appeal either informally or formally. Normally, grade appeals should be resolved informally between the Instructor and the student questioning a final course grade. The student and Instructor should review the grading criteria, the history of student work, and the reasons for the assigned course grade. It is assumed that the grade assigned is correct, and the student must justify the need for a change of final grade due to failure on the Instructor's part to follow the grading criteria outlined in the syllabus.

If the student and Instructor are unable to resolve their differences, then a formal appeal may be made by the student by filing a written appeal. Details of such an appeal are available from the Academic Dean. A formal written grade appeal must be submitted to the Academic Dean within ten working days after the start of the following semester.

The Academic Dean continues to work toward resolution between the student and Instructor. Failure to resolve the issue in this way may lead to the establishment of an Appeals Committee to review the issue. The Appeals Committee reviews the issue, interviews participants, and makes a final decision regarding the final grade. In the case of a change in grade, such information is presented to the Registrar, records changed, and a new grade is formally issued.

## Grade Forgiveness

A student may repeat selected courses one time for grade forgiveness when a grade of "D" or "F" is received in the first attempt. The course grade earned in the first attempt remains on the student's official transcript, but only the grade earned during the second attempt is used in calculating the grade point average.

Area of concentration courses are not eligible for grade forgiveness. If such a course is failed, it may be repeated, but both the first and second grades are used in the calculation of a student's grade point average.

All courses other than area of concentration courses are eligible for one-time grade forgiveness. If a student must retake a course more than a second time in order to meet graduation requirements, the second grade plus any subsequent grades are used in the calculation of a student's grade point average.

Students must obtain approval prior to registration to retake a course for grade forgiveness by completing a Request for Grade Forgiveness form available from the Registrar.

## Academic Support

Academic support is available for HCC students who request such support, or who are referred by a classroom instructor. Such support is voluntary and may be provided in small-group or individual settings. Contact the HCC Academic Dean for assistance in this area.

## Special Academic Accommodations

It is the desire of Heartland Christian College to serve students who have special academic needs whenever possible. Appropriate and reasonable accommodations are determined on an individual basis based on the current and anticipated impact of the student's needs at HCC. It is the student's responsibility to request special academic accommodations by completing a Special Academic Accommodations Request Form, available through the HCC Office. When possible, reasonable academic accommodations are identified and discussed with the student, a written accommodations plan is placed in the student's file, and the Academic Dean informs classroom instructors of the accommodation(s). This plan remains in effect as needed for the duration of the student's program of study at HCC. It is the responsibility of the student to request modifications, through the Academic Dean, if the provided accommodations are not effective. HCC does not provide diagnostic evaluations of disabilities, services of a personal nature, or special assistive technology.

## Student Grievances

Students who feel that they have been disciplined unfairly or wish to appeal some other decision which they consider to be unjustified or unfair have a right to appeal that decision. Normally, grievance appeals should be resolved informally between the faculty member or other employee who has been responsible for the act in question and he/she, along with the student, attempt, in good faith, to resolve the dispute. If it is not possible to resolve the matter at this level, then the student should bring the matter to the attention of the Dean of Students.

The Dean of Students holds an informal session to which the student and the faculty/employee concerned are invited. Every attempt is made to resolve the matter at that level, even if multiple sessions are required. If the problem is not resolved, then a formal appeal may be filed. A formal appeal goes to an Appeals Committee who, after investigation, makes a final decision.

A student who believes that he or she has been aggrieved and has followed normal channels of appeal, but without resolution, may appeal to the HCC board who acts as a Board of Appeal. Further details of the actual appeals process are available from the Dean of Students.

## Suggestions/Complaint Resolution

It is HCC's desire that suggestions and/or complaints be dealt with informally in a relational manner. When this fails, or when this is an uncomfortable situation, HCC students, faculty, and staff are given the opportunity to make suggestions or complaints in writing. These are dealt with in as timely a manner as possible. Suggestions/Complaints can be submitted online at www.heartlandcollege.edu under the "Connect" tab. A person submitting a suggestion or complaint may either identify themselves or remain anonymous. Electronic submissions are received by HCC Office personnel, stored in a database, and forwarded to the appropriate administrator for resolution. Decisions are discussed with those who identify themselves, or stored in the database when given anonymously.

## Academic Probation

The pursuit of excellence is an attribute of the Christian life, and academic excellence is one way students demonstrate their passion to follow Christ. Because of that, students failing to maintain a 2.0 grade point average are placed on academic probation at the beginning of the next semester. The Academic Team constructs a Plan of Action for the student which may include a restriction of work hours and no progression in student status while on academic probation. The student agrees to the Plan by signature on a Student Probation Form. Student is removed from Academic Probation when their semester grade point average returns to 2.0 or above.

In the event that a student does not cooperate with the plan of action, or continues to receive low semester GPA scores, the student is referred to a member of the Administration for consultation.

Failure to cooperate or show grade improvement may result in dismissal from HCC. If the student is dismissed for academic reasons, no refund is made. A student who has been dismissed for academic reasons may request re-admission as outlined in the Request for Re-Admission policy.

## Behavioral Probation

A student who fails to demonstrate Christian behavior and traits meets with a member of the Administration to discuss inappropriate behavior which may result in the student being placed on behavioral probation for a defined period of time.

When behavioral probation is warranted according to the decision of Administration, the Dean of Students meets with the student and develops a Plan of Action in an effort to provide a path for the student toward repentance and restitution. The Plan of Action includes no progression in student status while on probation. The student agrees to the Plan by signature on a Student Probation Form. Student is removed from Behavioral Probation when the terms of the Plan of Action have been successfully fulfilled.

Failure to cooperate or fulfill the terms of the Behavioral Probation Plan of Action may result in dismissal from the College. If the student is dismissed for behavioral reasons, no refunds are made. A student who has been dismissed from Heartland Christian College for behavioral reasons may request re-admission as outlined in the Request for Re-Admission policy.

## Student Release from HCC

A student who repeatedly fails to uphold standards held by Heartland Christian College or who makes choices of a magnitude that requires the severing of student standing may be released from the College. After interviews and investigation by members of the Executive Council, the Council makes a decision as to whether the student will be released from HCC. The Dean of Students discusses the details and ramifications of the Council's decision with the student. If a student is released from HCC, the student completes class withdrawal forms from the Registrar. The student is responsible for paying any remaining balance; no refunds are given. The Dean of Students completes a "Student Release From HCC" form; the form is signed and dated by the Dean of Students and the HCC President.

## Request for Re-Admission

A student who has voluntarily withdrawn from HCC or who has been released due to academic or behavioral reasons, may apply for re-admission to Heartland Christian College once the student feels the problem has been rectified. The student should obtain and submit a Request for Re-Admission Form, available through the Registrar. The Executive Council reviews the form, interviews the former student, and makes a final decision regarding re-admission. Student is notified of the final decision by the Registrar.

## Class Schedule

Class sessions are scheduled to best meet the needs of the students and the College. Most class sessions are held in the daytime Monday through Friday, with some Monday evening sessions available. In the summer, block courses generally meet daily. Additional meeting times may be scheduled as the need arises. Class schedules are available through the Registrar's Office. Please see the Academic Calendar section of this Catalog for specific start dates, end dates, and breaks.

## Semester Divisions

Heartland Christian College has two semesters per school year with an optional summer block. In general, the fall semester runs August-December, and the spring semester runs January-May. Summer block courses may be offered in a condensed time frame. Courses meet approximately 40 hours per 3-credit course, divided into segments that best meet the needs of the College and the students.

## Class Attendance

The Word of God is alive, and the study of God's Word brings life. Classes at HCC are designed to spark discussion, kindle ideas, expand horizons, and become an extension of our lives together as the Body of Christ. Because of this, HCC students are required to attend all class sessions except in cases of illness or pre-approved absence.

A student who is ill must contact the Academic Dean or HCC Office before class time to report illness, except in the case of an actual emergency. A student who must miss class due to a schedule conflict (doctor appointment, dentist, ministry trip, etc.) must fill out an Absence Form available through the HCC Office. This should be done as far ahead of the date of absence as possible. Reported illness-related and pre-approved absences are excused absences. Students are responsible for obtaining missed work, assignments, etc.

Any absence that has not been approved through the Academic Dean's office is considered unexcused. While missed work is expected to be turned in, no grade is accepted or recorded for unexcused absences. Each unexcused absence results in three points taken off the student's final course grade.

Any student who misses more than 1/3 of a course for any reason (excused or unexcused) must withdraw from the course and repeat the course at a future date. No refund is given for such courses.

## Plagiarism

Plagiarism is the use of someone else's words, thoughts, or organization as your own. It is an illegal act, and Heartland Christian College makes every effort to educate its students to avoid any appearance of plagiarism. A student who, in the learning process, appears to have inadvertently plagiarized receives ramifications such as rewriting a paper, receiving a lowered grade, or failure of assignment. The Instructor and Academic Dean make decisions on the appropriate ramification. All incidents of plagiarism are filed with the Academic Dean.

In a case of plagiarism in which it appears that the student willfully deceives the instructor about sources of words or ideas, or where the writer tried to avoid doing all the necessary work, the result will be automatic failure of the paper. The instructor may require a re-written paper for 0 credit. All incidents of such plagiarism are filed with the Academic Dean. If a student plagiarizes repeatedly, in any combination of courses, the student meets with the Academic Dean and may be subject to failure of a course or courses.

Copying another person's homework and presenting it as your own is considered plagiarism. A student who engages in such activity receives a "0" credit and the student is withdrawn from the class.

In cases where a student defiantly, repeatedly plagiarizes, the student meets with the Administrative Council and could be subject to dismissal from HCC.

## Use of Artificial Intelligence Tools

Unless otherwise specified for a specific purpose, the use of Automated Writing Tools, including ChatGPT and similar artificial intelligence (AI) tools, is prohibited. The use of automated writing tools is considered plagiarism in accordance with the HCC plagiarism policy.

Plagiarism or the use of AI may result in rewriting an assignment, receiving a lowered grade on an assignment, failure of an assignment, or failure of a course, dependent on the severity of the issue.

## Course Late Assignments

In the case of an excused absence due to illness, a Course Instructor may accept work turned in to the Instructor's office or LMS the day following the excused absence with no effect to the grade. In the case of a series of course meetings missed due to a pre-approved ministry trip, all work due on paper during the absence should be turned in prior to leaving for the ministry trip; LMS assignments should be turned in electronically by the due date. Course Instructors may allow tests/quizzes to be made up on return from the trip with no effect to the grade.

If a student finds that he/she cannot meet an assigned due date for some other reason, the following policies are in place:

- An assignment that is up to 1 week late not due to an excused absence of some type receives 10% off the final grade
- An assignment that is 8 days to 2 weeks late receives 20% off the final grade
- An assignment that is more than 2 weeks late is not accepted for a grade

- Late work submitted beyond the end of the term in which the course meets is not accepted for a grade, regardless of if it falls in the 1 to 2 week range outlined above
- Individual courses may have additional submission restrictions for specific assignments.

In the case of an emergency situation, the Academic Dean should be notified as soon as possible regarding the emergency and he/she makes a decision regarding the timely submission of course work.

## Change of Schedule

A class schedule may be changed by adding or dropping courses within the first 14 days of the semester for 16-week courses, or within the first 7 days of the block for 8-week courses, with no effect to a student's transcript. Withdraw/Add Request forms are available from the Registrar's office. This form must be completed by the Registrar and signed and dated by both the student and the Academic Dean to become effective. Transcripts show a Voluntary Withdrawal (VWD) status for courses dropped after the above timeframes.

The refunding of fees or tuition is done according to the schedule listed in the Financial Information section of this catalog. Individual courses may not be dropped after the tenth week of the semester for 16-week courses or after the fifth week for 8-week courses, without special permission from the Academic Dean.

## Withdrawal from College

A student who voluntarily chooses to completely withdraw from Heartland Christian College during an ongoing semester, completes the following procedure:

1. Student discusses their need for withdrawal from HCC with administration as needed.
2. A Withdraw/Add Request form is obtained from the Registrar and completed by the student. Student signs and dates the Request.
3. Academic Dean approves request by signing and dating Request form.

Transcripts show a Voluntary Withdrawal (VWD) for all courses in which the student was enrolled. The student is responsible for paying any remaining balance after refund adjustments. The balance is due immediately; however, payment plans may be established through the bookkeeping office. Such payments must be completed before the student may re-enroll at the College.

## Course Waiver/Substitution

Students may request the waiving of a course or the substitution of one course for another due to extenuating circumstances. This request does not ensure acceptance. Making such a request requires the following steps:

1. Informally discuss with Academic Dean extenuating circumstances that could result in either waiving a course or substituting one course for another. The student is responsible for paying any remaining balance after refund adjustments.
2. Request a Substitution form or Waiver form from the Registrar. Student completes the form and returns it to the Academic Dean.

The Academic Dean makes a final decision, and the Registrar notifies the student of final decision.

## Directed Studies

A Directed Study is a course that is taught on an individualized basis due to specific needs of either the College or the student. These are courses which are found in the HCC Catalog and normally taught in the classroom. The College may decide in any term to offer one or more courses as Directed Studies. Students may make a request to take a course as a Directed Study when extenuating circumstances are present. A student desiring to make such a request should obtain a Directed Study Request Form from the Registrar who provides complete information on the request procedure. Making such a request does not guarantee the granting of the request. The Academic Dean approves or denies the request, and the Registrar informs the student of the final decision.

## Textbooks

A course text list is made available to students upon enrollment. It is the responsibility of students to acquire the texts and supplies required for each course for which they are enrolled prior to the first day of classes.

# FINANCIAL INFORMATION

## Tuition

Fall/Spring Semesters

- Full-time student: $540 per semester (enrolled in 12 credit hours or more)
- Part-time student: $70 per credit hour (enrolled in 1-8 credit hours)
- Part-time student: $60 per credit hour (enrolled in 9-11 credit hours

In order to receive a tuition discount, students must enroll in all courses within the first two weeks of a semester. Students who wait until the second block to register for a course pay full price for the course.

## Residential Living

Semesters:
Residential living fees include housing as well as daily lunch. Each residential building is equipped with kitchen and storage spaces for students to provide their own breakfast and dinner.

Summer Housing
Residential living fees for the summer are determined by midterm of the spring semester, based on the summer offerings/activities. Such fees are made available to students at that time.

Fall/Spring Semesters -
Residential living costs are $1100 per semester, including lunch

Breaks
In the event that a student needs to enter a residential living agreement for a partial summer term, or during semester breaks, the fee is prorated based on the number of days of use. Please refer to the Residential Living Handbook for details on entering such an agreement.

## Other Fees

One-Time Fees
Application Fee: $50 (degree-seeking students)
Graduation Fee: $70

Yearly Fee
Accident Insurance Fee: $25 (full-time or residential students)

Activity Fees (traditional students)
Fall/Spring Activity Fee: $25 (traditional students)
Summer Activity Fee: an activity fee may be included in summer residential costs as available by midterm of the spring semester

Technology and Supply Fee
Fall/Spring Fee: $175 (enrolled in 6+ hours), $25 (enrolled in 1-5 hours)
Summer Fee: $25 (enrolled in summer course)

Miscellaneous Fees
At times additional fees may be required for participation in specific classes. This information is made available prior to each enrollment period.

Textbooks
Students purchase their own textbooks, and costs vary depending on the number of credit hours taken. Students enrolled full-time can generally expect the cost of textbooks to vary from $150-$200 depending on condition of texts purchased. Most students purchase textbooks online or through our College bookstore on campus.

## Financial Considerations & Payment Options

Heartland Christian College does not accept federal funding to help defray education costs. The College is, however, committed to providing a cost-effective education in an effort to help students to graduate without having incurred education-related debt from this institution.

In order to encourage good stewardship and to prevent students from becoming ensnared in heavy debt, all tuition, fees, and costs for residential living are expected to be paid in a timely manner. Students may choose from the following payment options:

Option 1: Full payment for all semester costs is paid by Registration day of each enrollment period. This payment is made at the HCC Office using cash, debit card, or check made out to HCC.

Option 2: At least a $400 payment for enrollment period costs is paid by Registration day of each enrollment period, and the remaining balance is paid through monthly payments made over the course of the enrollment period. Payment dates are announced prior to each semester.

Monthly payments are assessed a late fee of $5/month beginning 10 days after the payment due date, with a late fee cap of $25. A student who has an outstanding balance of 60% or more of their total semester bill at the beginning of a new academic block will not be allowed to attend classes until the balance is paid to 60% or below.

If a student has an outstanding balance remaining at the end of an enrollment period, a payment plan must be set up between HCC and the student to clear the balance. Failure on the student's part to pursue such a payment plan results in the following steps being enacted:

A. Enrollment in next semester is not allowed
B. Transcripts are not released
C. Student may not take part in graduation

Each traditional student is assigned to a Shepherd Group Leader who works with them on a regular basis to make sure financial stewardship is being learned and practiced.

## Refunds

Students who have received withdrawal approval receive refunds according to the following schedule.

Fall/Spring Tuition – 16 Week Courses
Refunds of tuition are given according to the following schedule:

To the end of the 2nd week of semester…… 100%
To the end of the 4th week of semester……. 80%
To the end of the 6th week of semester……. 60%
To the end of the 8th week of semester……. 40%
9th week and above ……..... 0%

Fees are not refundable.

Fall/Spring Tuition – 8 Week Courses
Refunds of tuition are given according to the following schedule:

To the end of the1st week of semester……...100%
To the end of the 2nd week of semester……. 80%
To the end of the 3rd week of semester…….. 60%
To the end of the 4th week of semester…….. 40%
5th week and above ……..... 0%

Fees are not refundable. In the case that a student voluntarily withdraws completely from HCC during a semester, all courses, regardless of course length, are refunded according to the 16-week refund schedule.

Summer Tuition
Refunds of tuition are given according to the following schedule:

To the end of the1st week of summer block……...100%
To the end of the 2nd week of summer block……. 80%
To the end of the 3rd week of summer block…….. 50%
4th week and above ……..... 0%

Fees are not refundable.

Residential Living
Refunds of residential living are given according to the following schedule:

To the end of the 2nd week of semester…… 100%
To the end of the 4th week of semester……. 80%
To the end of the 6th week of semester……. 60%
To the end of the 8th week of semester……. 40%
9th week and above ……..... 0%

Fees are not refundable.

Release from HCC
A student who is released from Heartland Christian College due to disciplinary measures receives no refunds. The student is responsible for paying any remaining balance, and the balance is due immediately.

## Financial Aid

HCC Domestic Microgrants:
The HCC Domestic Microgrant Program exists to provide incidental economic assistance to domestic students by assisting with payment of their HCC balances due to unexpected/emergency financial need while enrolled as a student at HCC. After counsel with an HCC leader, a domestic student who feels he/she may qualify for a microgrant completes a Microgrant Application Form, available through the HCC Office, and submits the form to the Financial Aid Officer for review. Submission of an Application Form does not guarantee release of funds. Proof of financial need may be required as part of the application process. A Review Committee makes decisions concerning approval of each microgrant, and the Financial Aid Officer communicates the decision in writing to the student. In the case of a request that is not approved, at least one member of the Review Committee meets with the student to discuss the decision. Upon approval, microgrant funds are released to pay for HCC balances, allowing the student to use personal funds to pay for outside unexpected/emergency life situations. Microgrant funds may be retroactive in order to pay remaining balances at the end of a semester/academic year.

Domestic Scholarships:
HCC offers one type of Domestic scholarship outlined below. Those students receiving scholarships or other financial assistance from outside sources are responsible to notify these entities of any change in enrollment hours or withdrawal/dismissal from HCC, giving the reason and date of change.

HCC Financial Assistance Scholarship (HFA)
This is a financial needs-based scholarship designed to help cover select academic costs associated with attending Heartland Christian College. Applications, available from the HCC Financial Aid Officer, should be submitted prior to the beginning of each semester (July 1st or December 1st). The Financial Aid Officer reviews applications to determine scholarship awards and informs students of final decision. Scholarships are limited in number and are given on the merit of demonstrated financial need on a first-come first-serve basis. When awarded, scholarship money is released directly to HCC for payment of student's tuition, books, and/or fees for that semester. This scholarship includes a service requirement in which students who are awarded a scholarship spend a pre-selected number of hours per week in an area of service on the HCC campus. The number of hours of service relates to the amount of scholarship awarded. A student may re-apply for this scholarship in subsequent semesters. Scholarship awards for those re-applying are based on continued financial need, good academic standing (2.00 or above GPA), and adherence to the Student Character Expectations published in the Student Life Handbook.
Contact the HCC Office for further information.

International Scholarships:
Needs-based scholarships may be available through Heartland Christian College for international students. International students are eligible to apply for scholarship funds during the admissions application process, however, no decision is made by the Executive Council, nor funds distributed, until the student has received acceptance to HCC. International Scholarship Applications are available from the Financial Aid Officer. An international student who has submitted an International Scholarship Application and who has been accepted as a student at HCC is contacted by the Heartland Christian College DSO concerning the granting of any scholarship money. The Executive Council, in cooperation with the Financial Aid officer, determines the final granting of funds. Contact the HCC Financial Aid Officer for details.

# CERTIFICATE IN BIBLICAL STUDIES

## Certificate in Biblical Studies

HCC offers a non-accredited 30-hour Certificate in Biblical Studies. Students desiring to complete this certificate must successfully pass and complete all requirements of the 30 credit hour program.

## Purpose

This certificate is designed for those pursuing a foundational knowledge of the Bible and an introduction to the work of Christian ministry, laying a foundation for living life based on a biblical worldview. This course of study does not merely exist for increasing knowledge and understanding, but to point students toward He who is all wisdom, knowledge and understanding. It is our hope that these students would flourish in their relationship with God and discover His divine purposes for their lives in order to bring Him glory and honor.

## Objectives for Certificate in Biblical Studies

Students completing the Certificate of Biblical Studies will:

- Exhibit a general knowledge and basic understanding of the Bible
- Explain their convictions regarding their faith in Christ, the inerrancy of His Word, and living with a biblical worldview
- Apply introductory Christian ministry principles in their homes, work places, and local churches

This Bible College has taught me that it's not about how much I do in life, it's about how I live my life. It doesn't matter if I'm in a pulpit, on the mission field, or working a 9-5 job; I live a life devoted to God no matter where life's road may take me.

Jaymes Schrock, '06

## Course Requirements for Certificate in Biblical Studies

| | | |
|---|---|---|
| BI 110 Old Testament Studies I | | |
| BI 111 Old Testament Studies II | ***OR*** | BI 120 New Testament Studies |
| BI 207 Bible Research and Interpretation | ***OR*** | CE 204 Creative Bible Teaching |
| BI 201 The Life and Ministry of Christ | | |
| BI 204 Ephesians | | |
| BI 205 The Life and Ministry of Paul | | |
| DT 100 Relational Theology | | |
| DT 200 Survey of Bible Doctrines | ***OR*** | PS 105 Introduction to Worldviews |
| CL 100 Disciplines of Life | | |
| CL 203 Introduction to Christian Ministry | ***OR*** | WA 201 Introduction to Worship Ministry |
| | ***OR*** | MS 102 Evangelism in the New Testament |

The 30 credit hours of this Certificate program may also be applied to the completion of the Associate Degree in Biblical Studies at Heartland Christian College.

# ASSOCIATE DEGREE

## Degree Description

HCC offers an accredited two-year Associate Degree in Biblical Studies with an area of concentration in Education, Missions, Worship Arts, or Interdisciplinary Studies. Graduating students must successfully pass and complete all requirements for a minimum of 64 credit hours.

## Purposes

Foundational courses are designed to provoke a student toward a careful analysis, understanding and appreciation of the Bible in its historical context. The practical application of these spiritual principles and precepts will lay a foundation for living life based on a biblical worldview. Such a course of study does not merely exist for increasing knowledge and understanding, but to point the students toward He who is all wisdom, knowledge and understanding. It is our hope that these students would flourish in their relationship with God and discover His divine purposes for their lives in order to bring Him glory and honor.

## Objectives

Students graduating with an Associate Degree in Biblical Studies will:

- Exhibit a general knowledge and basic understanding of the Bible
- Demonstrate college-level foundational academic skills
- Employ critical thinking skills in order to solve problems
- Explain their convictions regarding their faith in Christ, the inerrancy of His Word, and living with a biblical worldview
- Demonstrate growth in spirituality, character, and service
- Apply foundational biblical teaching in future decisions and lifestyle choices

## Course Requirements

### Biblical/Theological Studies – 27 hours

| | | |
|---|---|---|
| BI 110 | Old Testament Studies I | (3) |
| BI 120 | New Testament Studies | (3) |
| BI 111 | Old Testament Studies II | (3) |
| BI 207 | Bible Research and Interpretation | (3) |
| BI 201 | The Life and Ministry of Christ | (3) |
| BI 204 | Ephesians | (3) |
| BI 205 | The Life and Ministry of Paul | (3) |
| DT 100 | Relational Theology | (3) |
| DT 200 | Survey of Bible Doctrines | (3) |

### General Studies – 18 hours

| | | |
|---|---|---|
| HS 206 | The Western Church in World History I | (3) |
| HS 216 | The Western Church in World History II | (3) |
| LL 102 | College Composition | (3) |
| LL 201 | Speech Communications | (3) |
| MA 101 | Consumer Math | (3) |
| PS 105 | Introduction to Worldviews | (3) |

### Professional Studies – 19 hours

| | | |
|---|---|---|
| CL 101 | Servanthood I | (1) |
| CL 111 | Servanthood II | (1) |
| CL 201 | Servanthood III | (1) |
| CL 211 | Servanthood IV | (1) |
| CL 100 | Disciplines of Life | (3) |
| Area of Concentration Electives | | (12) |

## Recommended Course of Study:

In order to complete the Associate Degree in Biblical Studies in two years, an average of 16 credit hours per semester is necessary.

### First Year Courses

| | |
|---|---|
| College Composition | 3 |
| Consumer Math | 3 |
| Disciplines of Life | 3 |
| Introduction to Worldviews | 3 |
| New Testament Studies | 3 |
| Old Testament Studies I | 3 |
| Old Testament Studies II | 3 |
| Relational Theology | 3 |
| Servanthood I | 1 |
| Servanthood II | 1 |
| Speech Communications | 3 |
| Electives in chosen Area of Concentration | 3 |
| | TOTAL 32 |

### Second Year Courses

| | |
|---|---|
| Bible Research and Interpretation | 3 |
| Ephesians | 3 |
| Survey of Bible Doctrines | 3 |
| Servanthood III | 1 |
| Servanthood IV | 1 |
| The Life and Ministry of Christ | 3 |
| The Life and Ministry of Paul | 3 |
| The Western Church in World History I | 3 |
| The Western Church in World History II | 3 |
| Electives in chosen Area of Concentration | 9 |
| | TOTAL 32 |

# AREAS OF CONCENTRATION

## EDUCATION

### Goal

HCC offers an area of concentration in Education. These elective classes are designed to lay a biblical foundation of the theory, process, and product of education.

### Objectives

Students completing the area of concentration in Education will:

- Explore biblical patterns of education
- Gain practical experience with introductory teaching tools and concepts

### The Education concentration consists of:

| | |
|---|---|
| Introduction to Education | 3 |
| Methods and Observation I, II, III | 3 |
| Creative Bible Teaching | 3 |
| 1 3-hour elective from another area | 3 |
| | Total 12 hours |

## WORSHIP ARTS

### Goal

HCC offers an area of concentration in Worship Arts. These elective classes are designed to lay a foundation of true worship using music and related fields of support.

### Objectives

Students completing the area of concentration in Worship Arts will:

- Explore biblical patterns of worship
- Gain practical experience in various areas of worship ministry

### The Worship Arts concentration consists of:

| | |
|---|---|
| Introduction to Worship Ministry | 3 |
| Introduction to Worship Music | 3 |
| Worship Team & Practicum | 3 |
| 1 3-hour elective from another area | 3 |
| | Total 12 hours |

## MISSIONS

### Goal

HCC offers an area of concentration in Missions. These elective classes lay a foundation for extending the kingdom of God wherever you are planted—whether across the seas or in your own backyard.

### Objectives

Students completing the area of concentration in Missions will:

- Explore biblical patterns of evangelical missions
- Gain practical experience in short-term missions work

### The Missions concentration consists of:

| | |
|---|---|
| Introduction to Missions | 3 |
| Evangelism in the New Testament | 3 |
| Missions Practicum I, II, III* | 3 |
| 1 3-hour elective from another area | 3 |
| | Total 12 hours |

**Missions Concentration requires financing a missions trip; this is the responsibility of individual students.*

## INTERDISCIPLINARY STUDIES

### Goal

HCC offers an area of concentration in Interdisciplinary Studies. These elective classes are designed to lay a broad foundation for the purpose of continued exploration of Christianity and biblical living.

### Objectives

Students completing the area of concentration of Interdisciplinary Studies will:

- Explore the theory and practice of Christian Service from a biblical perspective
- Identify areas of interest for further exploration

### The Interdisciplinary Studies concentration consists of:

| | |
|---|---|
| Introduction to Christian Ministry | 3 |
| Practical Ministry I | 1 |
| Practical Ministry II | 1 |
| Practical Ministry III | 1 |
| 2 3-hour electives from other areas | 6 |
| | Total 12 hours |

*Special courses may be offered as electives from time to time for select areas of concentration. Course schedules will reflect such courses.*

# COURSE DESCRIPTIONS

## Biblical Studies

### Bible

BI 110 Old Testament Studies I. A survey of the Pentateuch and the early History of Israel found the Old Testament emphasizing historic and thematic connections as well as the message of each book. The books are viewed both individually and collectively. Topics that will be covered are the Pentateuch, Historical Books, (up through David) as well as early poetry such as Job and many of the Psalms. Geographical material will also be covered to provide support for the historical context of each book. 3 credit hours

BI 111 Old Testament Studies II. A survey of the Historic period after King David including the Prophets and the Writings of the Old Testament emphasizing historic and thematic connections as well as the message of each book. The books are viewed both individually and collectively. Topics that will be covered are the writing Prophets and post-exilic Writings. Geographical material will also be added to provide support for the historical context of each book. 3 credit hours

BI 120 New Testament Studies. A survey of the New Testament. This survey includes an overview of geography, historic and thematic elements, and the central message of each book. 3 credit hours

BI 207 Bible Research and Interpretation. The introductory study and application of tools and methods along with insights and means of proper biblical interpretation. 3 credit hours

BI 201 The Life and Ministry of Christ. A study of the life, ministry, and teachings of the Lord Jesus Christ as taken from the Gospel accounts. 3 credit hours

BI 204 Ephesians. An introductory study of the local church in God's plan, the structure and order of the New Testament church and the ministries of the local church and their functions. 3 credit hours

BI 205 The Life and Ministry of Paul. An introductory study of the life of Paul taken from the book of Acts, focusing on the development and fulfillment of Paul's life and ministry. Paul's three journeys are discussed along with implications for churches today. 3 credit hours

### Theology

DT 100 Relational Theology. A study of the theology of relationships as the central aspect of the Kingdom of God. Topics included are the relationships of God with man, man with others, and man with self. 3 credit hours

DT 200 Survey of Bible Doctrines. This course includes an overview of the concept and application of Bible Doctrine as a discipline. Also included is a survey of biblical teaching regarding the core doctrines of the conservative evangelical Christian faith. 3 credit hours

## General Studies

### History

HS 206 The Western Church in World History I. This course presents a broad survey of the interrelationship between world history and the history of the Western Church from the time of the early church to the pre-reformation. The focus is on the major changes and movements within both the church and world history, emphasizing their relevance and impact on today. 3 credit hours

HS 216 The Western Church in World History II. This course presents a broad survey of the interrelationship between world history and the history of the Western Church from the time of the reformation to the present. The focus is on the major changes and movements within both the church and world history, emphasizing their relevance and impact on today. 3 credit hours

### Language and Literature

LL 102 College Composition. An introductory study in college-level writing. Emphasis is placed on rhetoric, the writing process of planning, drafting, and revising, and source documentation. 3 credit hours.

LL 201 Speech Communications. An orientation to the dynamics of speech communication, including both verbal and non-verbal elements which influence effective speaking and listening. Special attention is given to the principles of effective public speech. 3 credit hours

## Mathematics

MA 101 Consumer Math. A basic financial course designed for the student's success in life. Included topics are budgeting, cash flow, stewardship, and real-world problems. 3 credit hours

## Philosophy

PS 105 Introduction to Worldviews. A biblical overview of multiple worldviews. Introduction of philosophical thought from a theological perspective, and formation of a biblical worldview and its application to current culture and society are emphasized. 3 credit hours

# Professional Studies

## Education

ED 100 Introduction to Education. This course presents an overview of the theology, philosophy, and objectives of education from a biblical worldview. It explores the roles of both teacher and learner and firmly establishes the fact that all real education begins and ends with God. 3 credit hours

ED 111 Methods and Observation I
This course allows students to become familiar with classroom life, and the work of the student and teacher, as they spend observation hours in a working classroom. Students spend time reading, observing, reflecting, and writing about their observation experiences. 1 credit hour

ED 211 Methods and Observation II
Building on the foundation of Methods and Observation I, students spend time in a working classroom as an observer and occasional aide. Reading, observing, reflecting, and writing about classroom management strategies are included in this course. Methods and Observation I is a pre-requisite for this course. 1 credit hour

ED 212 Methods and Observation III
While continuing to aid/observe in a working classroom, students develop a unit of study appropriate for a chosen age group. Reading, observing, and reflecting form the basis for unit preparation. Methods and Observation I and II are pre-requisites for this course. 1 credit hour

CE 204 Creative Bible Teaching. An introductory study to small group Bible teaching. Includes units on personal Bible study, lesson planning, and student engagement. 3 credit hours

## Church Life

CL 100 Disciplines of Life. An overview of the most recognized disciplines of the Christian life, including prayer and Bible study. Special emphasis is placed on practicing the virtues demonstrated by Jesus. 3 credit hours

CL 101 Servanthood I. A course designed to explore the servant heart of the Godhead. Class instruction and practical labs present opportunities for each student to touch the nature and heart of God. The student will be able to both define and demonstrate the life of a servant that joyfully lays down his life for the church and the world. 1 credit hour

CL 107 Practical Ministry I. This course presents an introduction to ministry opportunities within the local church. Students observe in a variety of areas of church ministry, gaining an understanding of the importance of each part contributing to the whole. Students spend time reading, observing, reflecting and writing about their observation experiences. 1 credit hour

CL 111 Servanthood II. A course designed to build upon foundations laid in Servanthood I, it provides class instruction and practical application in service. Students serve in capacities and areas that challenge them to labor and sacrifice to bring strength to the family of God, and the surrounding communities. 1 credit hour

CL 201 Servanthood III. A course designed to build upon foundations laid in Servanthood I & II, it provides practical application of serving and reaching out to local communities. Students serve in capacities and areas that challenge them to labor and sacrifice to bring strength to the region in which they live. 1 credit hour

CL 203 Introduction to Christian Ministry. This course includes elements of theory and practice related to various aspects of Christian ministry. It deals with issues such as one's call and gifting, leadership principles, pastoral care, and basic homiletics. 3 credit hours

CL 207 Practical Ministry II. Students are assigned to a ministry area of the local church where they continue to observe and take an active part in at least one aspect of that ministry area. Students spend time reading, observing, reflecting and writing about their experiences. Practical Ministry I is a pre-requisite for this course. 1 credit hour

CL 211 Servanthood IV. A course designed to build upon foundations laid in Servanthood I, II, & III, it provides practical application of serving and reaching out to local communities. Students serve in capacities and areas that challenge them to labor and sacrifice to bring strength to the region in which they live. 1 credit hour

CL 217 Practical Ministry III. With assistance from the course instructor, students develop and implement a short-term ministry project for the duration of the semester. Students lead in the planning and administration of this project. Students spend time reading, researching, reflecting and writing about their experiences. Practical Ministry I and II are pre-requisites for this course. 1 credit hour

## Missions

MS 100 Introduction to Missions. This course is an introduction to the Church's present day task of taking the Gospel to the ends of the earth. This course surveys world missions' biblical and historical roots, along with an overview of current methods in Missiology. Emphasis is placed on each student developing a Christ-like love for the nations of the world. 3 credit hours

MS 102 Evangelism in the New Testament
A study of evangelism as presented through select books of the New Testament. Students examine the concepts within the text and their practical application toward evangelism. 3 credit hours

MS 110 Missions Practicum I
An introduction to the administrative and ministry sides of mission work. Through reading, research and personal interviews, students choose a location for which they will plan a mission trip in later courses. 1 credit hour

MS 206 Introduction to Apologetics
This class provides an introduction to the meaning, history, and strategy used in apologetics. Emphasis is placed on learning several issues involving modern apologetics and how we can wisely respond to them." 3 Credit Hours

MS 210 Missions Practicum II
This course builds on the foundation of Missions Practicum I. In addition to continued study and planning regarding the administrative and ministry sides of mission work, students take part in a short-term mission trip in either Mission Practicum II or III. Missions Practicum I is a pre-requisite for this course. 1 credit hour

MS 212 Missions Practicum III
Students create a strategic plan for a select mission trip, based on their studies from Practicum I & II. Students also take part in a short-term mission trip in either Mission Practicum II or III. Missions Practicum I and II are pre-requisites for this course. 1 credit hour

## Worship Arts

WA 102 Worship Team. Students observe many different jobs on a worship team and see the service, practice, and attitude of all those serving in these positions. The students begin to understand that a worship team does not just function with one person serving, but it takes a team of willing people, working together to serve the church in creating an opportunity for corporate worship. 1 credit hour

WA 104 Introduction to Worship Music. This course provides a foundational overview of worship music and practical theory for the everyday church musician. Students are trained to read, write, and communicate musical ideas for use as a worship team leader or member. 3 credit hours

WA 201 Introduction to Worship Ministry. Emphasis is placed on both the biblical basis and practical application of worship and music. Music is discussed in its various forms. Worship is discussed as it relates to historical importance, worship leading, and worship as a life-style. The student is given a biblical basis upon which to form a philosophy of music and worship in the local church. 3 credit hours

WA 202 Worship Team II. Students are assigned a mentor whom they observe throughout the semester during worship team practices as well as engaging in training sessions with the mentor. Students also develop in their area of interest by researching and practicing specific techniques. Through these experiences, the student learns principles for continuing to improve in their craft for a lifetime. Worship Team is a pre-requisite for this course. 1 credit hour

WA 212 Worship Team Practicum. Students are trained during practices and gain experience by serving in worship services. This course also combines the students' worship theology with administration and musical skill to plan and participate in a worship event. Worship Team and Worship Team II are pre-requisites for this course. 1 credit hour

# ADMINISTRATION

**KRIS PALMER,**
**PRESIDENT**
**TRUSTEE**

Kris holds a Ph.D. in Leadership from Capital Seminary and Graduate School (Lancaster Bible College), and a Master of Arts in Religion with an emphasis in Biblical Studies from Liberty Theological Seminary. He has served many years as a church leader, a teacher, and an educational administrator and currently serves as the pastor at Heartland Community Church. His passion for the educational process and his love of learning provide both vision and direction for the College.

**MARTHA PALMER,**
**ACADEMIC DEAN**

Martha is a graduate of Indiana Wesleyan University with a Masters in Education in curriculum development and design. With a foundation of many years of teaching and administration in both public and private educational settings, she brings a depth of experience to HCC's academic program. Martha is passionate to see dynamic teachers raised up who will serve the coming generations.

**DARIN RIHANEK,**
**ASSISTANT DEAN OF STUDENTS**

Darin holds a Master of Arts in Religion from Liberty Theological Seminary. Along with helping young people in discipleship growth, Darin has a strong desire to help strengthen churches through the development of worship teams. Darin serves as the Assistant Dean of Students as well as teaches select courses.

**NATHAN MAYES,**
**DEAN OF ADMINISTRATION**

Nathan holds a Master of Divinity in Discipleship Ministry and a Master of Arts in Theological Studies from Liberty Theological Seminary. Nathan is passionate to see young people grow in God and become secure in their identity in Him. Nathan serves as the Dean of Administration as well as teaches select courses.

# BOARD OF TRUSTEES

**DAVID MELTON,**
**CHAIRMAN**
David is the General Counsel and a Vice President for Ozark National Life Insurance in Kansas City, MO. He and his family live in Smithville, MO. David has many years of legal experience working with not-for-profit organizations.

**WOODY COZAD,**
**TRUSTEE**
Woody has more than 30 years of political and legal experience. He currently works in government relations in the state of Missouri and resides in Platte City, MO. He has previously served on a number of not-for-profit boards.

**TIMOTHY BELZ,**
**VICE CHAIRMAN**
Tim is an attorney at law from Webster Groves, MO. He primarily serves in the greater St. Louis area. During the last 20 years, he has handled dozens of cases on the constitutional rights of individuals and organizations as well as practiced in many state and federal courts, including the United States Supreme Court.

**JOHN MOLINA,**
**TRUSTEE**
John has many years of leadership experience in international church work, and he currently serves as the senior pastor of Christian Center in Little Rock, Arkansas. A native of Colombia, South America, John has a passion to leave a legacy to the younger generations.

**ANTHONY FAJKUS,**
**TREASURER**
Tony has been a church leader for many years and currently serves as an elder in a local church in Kirksville. He works closely with a family of churches serving local communities in both the U.S. and the Philippines.

**VICTOR PAVLOVSKI,**
**TRUSTEE**
Victor is a pastor and church planter from the Republic of Moldova. He and his leadership team have planted over 100 churches in the Republic of Moldova and plan to continue planting these local churches throughout the region.

**GEMMA CIESEMIER,**
**SECRETARY**
Gemma is a family medicine physician in Kirksville, MO, practicing for over 20 years. A native of Spain, Gemma desires to see each person she affects living a healthy lifestyle mentally, spiritually, and physically.

# FACULTY & STAFF

JUDI BARTON
Judi serves as the HCC Enrollment Management Officer. Her passion for hospitality is a great asset for welcoming students into the college. Judi has worked for several years in administrative positions and in discipleship ministry.

JENNIE MAYES
Jennie graduated from Nations Harvest Bible College and received a Master Certificate in Theory, Harmony, and Ear Training from Berklee College of Music. Jennie serves in the HCC Office as the Administrative Assistant and Financial Aid Officer. She and her husband are actively involved in the Heartland Community Church in a variety of areas.

ANDREW MELTON
Andrew holds a Master of Arts in Biblical Languages and a Master of Arts in Old Testament from Gordon-Conwell Theological Seminary. His passion for learning, and his love of the Bible combine to make him an asset to the teaching team at Heartland Christian College.

RUSSELL MORROW
Russell serves as the HCC Recruiter. He holds an Associate Degree in Biblical Studies from the College. Russell is an active leader in his local church youth group and has a strong desire for young people to experience the joys of discipleship as a lifestyle.

MOLLY NICKERSON
Molly holds a Master's of Library and Information Science from Valdosta State University. She is the HCC Head Librarian as well as serves in a teaching capacity. Molly's desire is to see young people grow as disciples and increase their passion for Jesus.

CHRISTIE RIHANEK
Christie is the HCC Registrar. She graduated from Northeast Missouri Bible College and has maintained close ties to the college through the years, directing music for chapels and interacting with Worship Team classes. Christie has a heart to serve HCC students in a variety of ways.

ANNA SWARTZENTRUBER
Anna is the Heartland Christian College Residential Director for the girls' home. Her love for God's word and for the historical context of the Bible are a real asset to the College. She also leads the Scribbles & Scribes media department at Heartland.

MAURICIO TORO
Mauricio holds a Masters in Business Administration from Quincy University and teaches Consumer Math at Heartland Christian College. His desire is to ignite a passion in students to honor and glorify God with every part of one's life. As a native of Colombia, South America, Mauricio brings a love for the nations to the HCC campus.

# CALENDAR

## 2024-2025 Academic Year

| | |
|---|---|
| **Fall Block 1** | |
| Aug. 9-11 | Fall Move-In Days |
| Aug. 12-17 | Fall Orientation |
| Aug. 19 | Fall Classes Begin, 1st Monday Night Class |
| Aug. 26 | Last free add/drop day Block 1 classes |
| Sept. 2 | Last free add/drop day for Semester classes |
| Oct. 4-5 | AWAKEN |
| Oct. 7-8 | Block Finals |
| Oct. 9-10 | College Meeting Days (no classes, but attendance required) |
| Oct. 11 | Fall Missions Service Trip |
| **Fall Block 2** | |
| Oct. 14 | Block 2 Classes Begin |
| Oct. 21 | Last free add/drop day for Block 2 classes |
| Nov. 9 | HCC Chili Supper |
| Nov. 25-26 | College Meeting Days (no day classes, but attendance required) |
| Nov. 25 | Last Monday Night Class: Final |
| Nov. 26 | Thanksgiving Break Release at 1:00pm |
| Nov. 26-Dec. 1 | Thanksgiving Break, students return by 9:00pm on 1st |
| Dec. 9 | Study Day (no classes, but attendance required) |
| Dec. 10-11 | Block Finals |
| Dec. 12 | HCC Christmas Party (students dismissed @ 1:00pm for Christmas break) |
| Dec. 15- Jan. 5 | Christmas Break |
| **Spring Block 1** | |
| Jan. 3-5 | Spring Move-In Days |
| Jan. 5 | Students return by 9:00pm |
| Jan. 6-11 | Spring Orientation |
| Jan. 8 | Spring Classes Begin |
| Jan. 13 | Monday Night Classes Begin |
| Jan. 15 | Last free add/drop day for Block 1 classes |
| Jan. 27 | Last free add/drop day for Semester classes |
| Feb. 26-27 | Block 1 Finals |
| Feb. 28 | Preview Day |
| Feb. 28 | Students released @ 1:00pm for Spring Break |
| Mar. 1-9 | Spring Break |
| Mar. 9 | Students return by 9:00pm |
| Mar. 10 | College Meeting Day (no classes, but attendance required) |
| **Spring Block 2** | |
| Mar. 11 | Spring Block 2 Begins |
| Mar. 18 | Last free add/drop day for Block 2 classes |
| Apr. 10-12 | Spring Mission Service Trip |
| Apr. 17 | Friends of the College Banquet |
| Apr. 18 | Students Released for Easter Break @ 8:00am |
| Apr. 18-20 | Easter Break, students return by 9:00pm on 20th |
| Apr. 28 | Last Monday Night Classes |
| Apr. 29-30 | Block 2 Finals |
| May 1-2 | College Meeting Days (no classes, but attendance required) |
| May 3 | Graduation (student dismissal after graduation) |

HEARTLAND
CHRISTIAN • COLLEGE

Heartland Christian College admits students of any race, color, biological sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, biological sex, national and ethnic origin in administration of its education policies, admission policies, loan programs, and other school-administered programs