



A two-year Bible College experience offering an Associate Degree in Biblical Studies.

### Heartland Christian College

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#### 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 June 2011



## **greetings**

At Heartland Christian College our desire is quite simple. We want to love God more today than we did yesterday. At the same time, we want to love one another the way that Jesus loves us. These are the foundations of life: loving God and loving each other. Because of this foundation, students at HCC do a lot of things together. They pray, read, study, worship, work, and become great friends.

The Bible College at Heartland is a discipleship program. Classes are more than just a place for academics. The goal of each class is for every student to know and love God more, and the teaching staff is determined to see every student succeed in doing just that. The discipleship training continues outside the classroom as students find their place in Heartland Academy Community Church, and as they are employed and work beside people who are learning to do everything as unto the Lord.

It is important to know what God is saying for your next step. Take time to hear His voice and know Him better. The HCC two-year program will set you on a path to a successful future. Then when you hear His call, you will stand on a firm foundation as you step into a new adventure.

Kris R. Palmer  
HCC President



## **the chancellor**

It is important for young people to take time to know God. We all have our own plans and agendas, and we are in a hurry to get them done. God's not in that big of a hurry. Sometimes He asks us just to sit and wait a while, and we think that's hard.

Being in the Bible College at Heartland is all about learning to wait. It builds character that you will need as you live your life. It helps you to put Him first instead of yourself. It lets you think about the people around you and what is best for them.

You may find out that as you wait, things change. Your ideas about life may change, and what you think you want to do may change. That's why Heartland is a good place to be. We know the value of waiting. We will give you time to think things through and help you find the next step.

Take time, enjoy life, and know God better.

Charles N. Sharpe  
Pastor of Heartland Academy Community Church



# 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, MO, 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 thriving local church. It includes recovery programs for men and women, a boarding school for youth, a large farm and dairy, and several businesses. 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 Academy Community Church, and adopted the name Heartland Christian College (HCC). A strong two-year course of study was developed as the College began to pursue accreditation. Along with these changes, the governance of the College also evolved. In 2009, HCC received status as its own not-for-profit entity and in 2011 was reorganized as a private institution governed by a self-perpetuating Board of Trustees. 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.

Although the name and location of the Bible College have changed throughout the years, Heartland Christian College still stands on the same ideals on which it was founded – providing discipleship, a solid biblical foundation, and preparation for the next season of life.

## Accreditation

Heartland Christian College holds applicant status with the Association for Biblical Higher Education, 5850 T.G. Lee Boulevard, Suite 130, Orlando, FL 32822; 407.207.0808. Applicant status is a pre-membership status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving candidate status within four years.



*The Association for*  
**Biblical Higher Education**

*Formerly The Accrediting Association of Bible Colleges*



# 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, biblical higher education, and service-oriented living.

Discipleship is central to the life of a follower of Jesus Christ. At HCC, classroom teaching, chapel meetings, church attendance, and individual relationships provide opportunities for students to understand and embrace a life of discipleship.

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 to life 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 through 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.

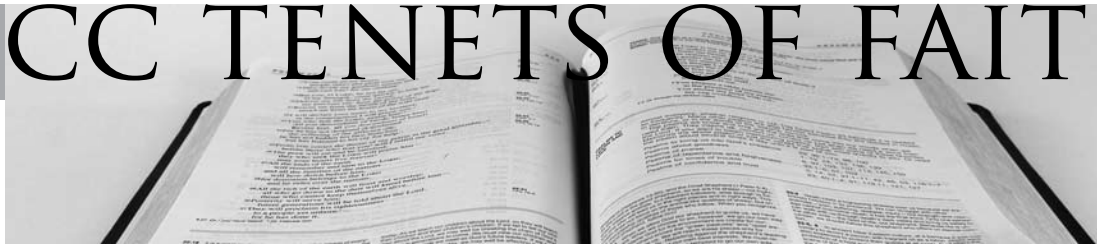
It is our goal that HCC students will:

- 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

Bible College was an irreplaceable part of my life as a believer in Jesus and a disciple in His Kingdom. The foundations that were laid for me there have been the pillars of strength that support me even today. In everything from my marriage and children, to my work as a worship leader, I often refer to the truths and relationships I received at Bible College to help me make the best of every moment.

Felicity White, HCC Instructor

# 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.
- There is one God, the personal creator of the universe, who exists eternally in three persons: the Father, the Son, and the Holy Spirit.
- Man (Adam) who was divinely created in the image of God, 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.
- 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.
- Salvation for mankind comes only by grace through faith in Jesus Christ as both Lord and Savior, accompanied by godly repentance.
- 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.
- 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.
- 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.
- 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.

## 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. HCC students are integrated into the life of a local church through practical work experience and service in children's ministry, worship teams, building maintenance, food service, and many other areas.

Heartland Academy Community Church is the center of this intentional Christian community where hurting people are ministered to by the power of the Holy Spirit. Everyone who lives or works at Heartland is here to minister or to be ministered to. As a part of this local church, students have the privilege of seeing lives restored as the church does its work in the earth.

# STUDENT LIFE



HCC students are a diverse group of people covering a wide range of life-experiences. Some students come from Heartland Academy Community Church or surrounding communities, while others come to school from a variety of states. 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. Being young disciples, 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.

## Residential Living

The early church met together daily, broke bread in their homes, and ate together with glad and sincere hearts, Acts 2:46. Residential life gives everyone a chance to practice some New Testament Christianity while learning to share the bathroom and adjust to a roommate's habits. Sharing space can be a challenge, but most students say they treasure the memories made during these years.

Traditional single students are required to live in residential housing as they participate in the Bible College program. A student who feels that they have a special circumstance that should allow them to live in housing other than a HCC residential facility may apply for an exemption. Please contact the Dean of Students for details of the exemption process.

In an effort to practice the spiritual discipline of simplicity, residential living is designed to be simple and efficient. Storage space and room for personal items is limited. This helps to develop an attitude of personal excellence and brotherly preference. Please check the Residential Living Handbook for specific guidelines in this area.

## Meeting Schedule

As a part of the process of discipleship, the following meetings and events are a part of life for HCC students. All traditional students are expected to attend these services at HCC during regular College sessions.

- Sunday school and Sunday morning service
- Sunday evening service
- Wednesday night service
- HCC morning chapels
- Saturday night prayer
- Other special meetings as scheduled

## HCC Chapel

The psalmist said, "I will awaken the dawn," Psalm 57:8 and we follow his example every weekday morning. You will discover a new depth of relationship with God through a lifestyle of daily prayer and devotional time. Chapel services throughout the week give us time to focus our hearts together toward God.

## Church Services

Once you arrive at HCC, you quickly learn how to love both the church you have come from and the church you are in. Although your hometown pastor remains an active and important voice in your life, you also find great blessing by giving your heart to the church where you live. Each time Heartland Academy Community Church gathers, the HCC family seizes the opportunity to worship and hear God's word together.

## 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 Servanthood courses the first four semesters they attend HCC, regardless of whether they are full-time or part-time students. All students seeking degree completion fulfill this requirement before 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.

## Mission Opportunities

Students are strongly encouraged to participate in at least one short-term missions trip during their school experience, and those in the Missions area of concentration are required to do so. Please check with the HCC Office for details on upcoming trips.

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## Attire

We believe that modesty is a godly practice, and the culture that we live in digresses greatly from that standard. Therefore, the HCC staff helps guide students in this area and discusses privately any manner of dress that appears immodest. The following dress code is required during all classes, devotions, services, volunteer assignments, and servanthood times unless those events are specifically designated as casual.

**Male Attire:** Male students wear dress shirts, ties, slacks, and appropriate dress socks and close-toed shoes. Clothes should be ironed and neat in appearance. Body piercing is not permitted (earrings, nose rings, etc.). Hairstyles should be conservative, neat and professional in appearance with sideburns no longer than mid-ear. Facial hair is limited to a neat mustache.

**Female Attire:** Female students may wear dresses, skirts, or dress slacks and nice blouses with close-toed dress shoes. Clothes should be ironed and neat in appearance. Hairstyles should be conservative, neat and professional in appearance. Body piercing is to be limited to earrings only with a maximum of two earrings in each lobe.

## Rest

Proper rest is a key to success as a student and to life in general. Going to bed on time is essential to early-morning devotional life as well. For their own health, and for the sake of their roommates, students are expected to observe the curfew as outlined in the Residential Living Handbook.

## Campus Absences

Because unity of the Body of Christ is a strong focus of HCC life, any absence from campus, overnight visits, or out of town trips must be approved by the Residential Living Coordinator. All requests for travel or overnight visits are considered and approval is contingent on academic standing, discipleship issues, financial considerations, and the effect such an absence would have on the entire student body. See the Residential Living Handbook for specific details.

## Automobiles

Having an automobile on campus at HCC is a privilege, not a right. Students register their automobiles in the first week of their first semester at HCC by completing a Registration slip available in the HCC office. A valid driver's license, automobile license, and automobile insurance are required for each automobile and driver. Drivers are expected to observe general driving regulations, including the 20 mph speed limit in Heartland. Students should exercise extra caution while driving in the residential area of Heartland and on the surrounding country roads.

Failure to adhere to the specifications of this policy, dangerous/reckless driving, or misuse of vehicle privileges may result in driving privileges being revoked for a season. Upon investigation of such incidents, the Dean of Students makes a determination if such action is warranted.

## Dating

The Bible teaches that young men and women are to relate to one another first as brothers and sisters (1 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.



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 Community includes:

HCC provides campus housing in two locations. Male students live, eat, and study in the large dormitory located on the north end of the Heartland community. The boys' hall contains a small kitchen, study lounge, living area, and laundry area. This building is shared with students in the youth program at Heartland. Female students live, eat, and study in the Ozark House, a large home containing several student bedrooms, a large kitchen and dining area, a living area, and a laundry area.

**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, evangelism and education, magazines, and electronic periodical subscription services.

**The Gymnasium:** Located next-door to the dorm, the gymnasium houses Bible College classrooms, fitness equipment, and an athletic court.

**The Lodge:** The Ozark Lodge and Steakhouse, within a short walk of the dorm, offers guest rooms and dining for people in surrounding communities. It also provides several job opportunities for HCC students and temporary housing for families relocating to the Heartland community.

**Calvary Medical Center:** The staff doctor and his team provide primary health care for residents of Heartland and the surrounding region. Lab and x-ray services are available on-site.

**The School:** Heartland Christian Academy provides a Christian education for students in preschool through high school, and the Learning Center cares for infants and toddlers in a godly environment. Heartland Academy Community Church also meets for regular services in the school gymnasium.

**The Shops:** Solid Rock Café and New Creation Country Store are the center of a retail community which includes a gas station, antique Ford museum, and car wash. Also on campus is the Mission House Thrift Store.

**The Farm:** Sharpe Land & Cattle and Heartland Dairy are farming operations located near the Heartland community. Besides providing work opportunities to students, these state-of-the-art agricultural operations are open to visitors for tours and gift shopping.

**Heartland Auto Repair & Body Shop:** As well as keeping all ministry vehicles in good condition, this team provides regular maintenance and towing service for residents of Heartland and the surrounding communities.

**Scribbles & Scribes Ink:** Heartland's full-service graphic design department creates printed projects such as brochures, newsletters, and business forms, as well as vinyl signs and lettering, video editing, photography, web site design and hosting.

**Heartland Creamery:** This facility processes cheese using milk from our own herd of cows and goats, which is then sold throughout the region.

**Cleansing Waters Laundry:** Cleansing Waters is a commercial laundry which offers coin operated laundry facilities open 24 hours a day, as well as dry-cleaning services and alterations.

# ADMISSION



## Application Procedure

Application materials are available in the following forms:

Mail request to:  
Heartland Christian College (Attn. Admissions Office)  
500 New Creation Rd. North, Newark, MO 63458

Call the HCC Office at 660-284-4800

Email us at: [registrar@heartlandcollege.org](mailto:registrar@heartlandcollege.org)

Download application materials from the web site: [www.heartlandcollege.org](http://www.heartlandcollege.org)

The following materials must be submitted to the above HCC address to complete the application process

- A. Application Form completed in full
- B. Reference Questionnaire Form completed by pastor or leader in home church/community
- C. Completed Health Form
- D. Official copy of High School transcripts (home-schooled/non-accredited high school students please see requirements under Admissions Criteria).
- E. Official transcripts from all other higher education institutions attended
- F. Copy of ACT scores (not applicable for one-year certificates)
- G. Typed short personal testimony
- H. \$50 Registration Fee (fee will be waived if all materials are submitted by June 1 for fall entry or October 1 for spring entry)

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

## General Admission Criteria

Students must meet the following criteria for admission to HCC:

- High school graduation or successful completion of the high school equivalency examination (GED)
- ACT results submitted to Registrar's office
- Completed application
- Interview with member of Administration
- Parental approval (waived for applicants 18 years or older)

## 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.

### 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. If courses are filled, no more non-degree seeking students are accepted for that semester. Non-degree seeking students may take up to 9 credit hours with no application fee required. Upon accumulating more than 9 credit hours, such students are billed a one-time \$50 application fee in the semester in which they reach this limit.

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Non-degree seeking students who choose to become degree-seeking follow the general admissions criteria for all incoming students.

### Senior Bridge Admissions

Senior Bridge is a policy of Heartland Christian College that allows qualified Heartland Christian Academy (HCA) seniors to take part in and receive college credit for college courses while still in high school. This is not a dual enrollment, as HCA does not necessarily give high school credit for the college course(s) taken.

HCA students must have adequate high school credits to graduate 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. Senior Bridge students must complete and submit a Senior Bridge form and an Application for Admission, available from Admissions. These are reviewed by the Administrative Council for admission to the Senior Bridge program.

### Admission 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

### Enrollment

Students enroll through the Registrar's office after official admission notification.

### 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. The form is reviewed by the Academic Team and a decision is made regarding credit transfers. In order to be eligible for possible transfer credit, a grade of "C" or above must have been received in the transfer course. The student is informed by the Registrar once a decision is reached.

VA applicant student's post-secondary transcripts are reviewed and evaluated for courses which are applicable to current course objectives offered at HCC; said courses are transferred and VA notification given.

### Boot Camp (Orientation Week)

In order to help prepare students adequately for the challenges of Bible College life, the fall semester begins with a week of Orientation. Regular classes are not held during this week to enable students to devote themselves to this orientation experience. This week is designed to instill specific character issues of excellence and discipline while also bringing unity to the student body. Orientation is both a challenging and a fun experience. We have learned through the years that those who learn to live, work, and study together in this environment have a great college career at HCC.

### 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.



# 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 and having completed less than 30 credit hours.
- **Second-Year Student:** Those taking at least 12 credit hours 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.
- A Graduation Worksheet turned in to the Registrar before the final semester begins.
- An application for graduation submitted to the Registrar no later than mid-term of the final semester.
- Payment of all fees, including announcement costs, cap and gown, etc.
- Review by Academic Team and Administrative Council.

## Certificate of Completion

Heartland Christian College may award a Certificate of Completion to students with special 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 Administrative Council for students who may benefit from this

Certificate. The Administrative Council makes a final decision on awarding a Certificate of Completion.

## Graduation/Employment Rates

The average graduation rate of Heartland Christian College is currently 74%. According to the response of those graduating from the two-year program, an average of 27% are employed in ministry-related positions in local churches and organized ministries, and 93% are volunteer workers in local churches.

## 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

A=100-92	Withdraw = VWD
B=91-84	Incomplete = I
C=83-73	
D=72-65	
F=64 & below	

## Grade Point Averages

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

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

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## GPA Work Restrictions

Traditional students who receive a semester GPA below 3.00 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 3.00 or above grade point average (B average)
- Allowed 20 hours: Must maintain a 2.00-2.99 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 3.00 or above grade point average (B average)
- Allowed 25 hours: Must maintain a 2.00-2.99 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 3.00 or above. The Dean of Students oversees this change in work hours.

## Grade Report Hold

A semester grade report is placed on “hold” when a student has an outstanding bill with no payment arrangements, or when a student has failed to fulfill the requirements of a disciplinary action. Upon resolution of the issues, the Registrar releases the semester grade report.

## Graduating with Honors

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

## 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.

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## 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.

## 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. A submission box and forms are found near the student computers in the HCC Library. A person submitting a suggestion or complaint may either identify themselves or remain anonymous. Submissions are collected weekly, 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 and do not progress in student status during academic probation. The Academic Team constructs a Plan of Action for the student which includes a restriction of work hours and 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 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.

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## 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. This includes, but is not limited to, being “under the influence” of alcohol and/or controlled substances while engaged in educational activities, classes, and all student activities while enrolled at HCC.

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 Administrative 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 that has been unmet by previous payroll deductions; 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 been released from Heartland Christian College 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 Administrative 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. In the fall and spring semesters, 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 Monday through Thursday. Additional meeting times may be scheduled as the need arises.

## 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 Registrar’s 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 near student mailboxes. 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.

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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. Students receiving VA benefits will have said benefits forfeited for the semester if student does not fulfill attendance requirements for three or more credit hours in currently enrolled semester.

### 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 ramifications. All incidents of 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.

### Punctuality and Missed Assignments

Out of respect for others, students are expected to be on time for all classes, meetings, and activities. Normally, course work that is not turned in on the date due receives no credit. Course Instructors may still require students to turn in the missing work, but a "0" is recorded for the score.

In the case of an excused absence due to illness, a Course Instructor may accept work turned in to the Instructor's mailbox or office the day following the excused absence. In the case of an excused absence due to pre-approved needs (medical, dental, etc), the student should turn in course work on the day before the excused absence. In the case of a series of course meetings missed due to a pre-approved ministry trip, all work that is missed should be turned in prior to leaving for the ministry trip. Course Instructors may allow test/quizzes to be made up on the immediate return from the trip.

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 classes within the first 14 days of the semester 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 VWD status for courses dropped after the first 14 days of the semester.

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 without special permission from the Academic Dean.

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## Withdrawal from School

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, that has been unmet by previous payroll deductions. 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.
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.

## Vocational Training and Part-Time Work Opportunities

A strong work ethic is one mark of a true disciple, and excellence on the job often becomes a platform for evangelism. Ample job opportunities and vocational training are available on campus. Please check with the Dean of Students about job opportunities that fit your schedule and financial needs. First year status students may work no more than 25 hours per week (please see General Information – “Student Status”). Second-year status students may work more than 25 hours upon prior approval.

The Heartland community offers a wide range of job training opportunities including food service, clerical, child care, maintenance, and agricultural endeavors. Great world leaders may one day be able to testify that they milked goats to pay their way through Bible College!

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



## Tuition

### Fall/Spring Semesters

- Full-time student \$480 per semester (enrolled in 12 credit hours or more)
- Part-time student \$60 per credit hour (enrolled in less than 12 credit hours)

### Summer Block

- \$40 per credit hour, regardless of the number of hours in which a student is enrolled

## Residential Living

Fall/Spring Semesters - Residential living fees are \$350 per semester

Summer Block - Summer residential living fees are \$175 for the block

### 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 Fee

Application Fee: \$50 (degree-seeking students)

### Semester Fees

Activity Fee: \$25.00 per semester (residential students)

Supply Fee: \$75.00 (residential students)

### Yearly Fee

Accident Insurance Fee: \$20.00 (full-time or residential students)

### Miscellaneous Fees

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

### Textbook Fees

Students purchase their own textbooks, and fees 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 the condition of texts purchased.

## Financial Considerations

Heartland Christian College does not accept federal funding to help defray education costs. The College is, however, committed to providing a cost-effective education that enables students to graduate without having incurred education-related debt.

In order to encourage good stewardship and to prevent students from becoming ensnared in heavy debt, all 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 the end of the first week of each enrollment period.

Option 2: Partial payment for enrollment period costs is paid by the end of the first week of each enrollment period, and remaining balance is made through a payroll deduction paid over the course of the enrollment period.

Each student is assigned to a leader/counselor who works with them on a regular basis to make sure financial stewardship is being learned and practiced.

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## Refunds

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

### Tuition

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.

### 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%

### Scholarships, Etc.

Since HCC does not provide student scholarships, 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. Written notification of such changes are submitted to the VA by the certifying official of HCC within 30 days of status change.

### VA Refunds

- A. A refund of the unused portion of tuition, fees and other charges is made to veterans or eligible persons who fail to enter or fail to complete the course as required by Department of Veterans Affairs Regulations, CFR21.4255.
- B. The refund is within 10 percent of an exact pro rata refund. No more than \$10 of the established registration fee is retained if a veteran or eligible person fails to enter the course.
- C. The refunded amount shall be paid within 40 days.

## Payroll Deduction Payments

A student who is using scheduled payroll deductions normally does not receive a refund when changing schedule or withdrawing from College. Because this is a “pay-as-you-go” schedule, such a student would normally not have paid-in-full for charges incurred at HCC. The following is followed:

- A. For a change of schedule that results in a change in tuition charges, the student’s payroll deductions may be modified as needed in order to pay off the balance by the end of the current semester/block.
- B. When voluntarily withdrawing from HCC, the student is responsible for paying any remaining balance, after refund adjustments, that has been unmet by previous payroll deductions. 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.

## 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 that has been unmet by previous payroll deductions, and the balance is due immediately.



# 1-YEAR CERTIFICATE

## Certificate in Biblical Studies

HCC offers a non-accredited one-year 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 adults 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

### Course Requirements for Certificate in Biblical Studies

BI 100	Old Testament Survey	(3)
BI 101	New Testament Survey	(3)
BI 106	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)
CL 100	Disciplines of Life	(3)
CL 200	Introduction to Christian Ministry	(3)
		Total 30 Credit Hours

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

### Recommended Course of Study:

#### First Semester

Old Testament Survey  
Bible Research and Interpretation  
The Life and Ministry of Christ  
Disciplines of Life

#### Second Semester

New Testament Survey  
Ephesians  
The Life and Ministry of Paul  
Relational Theology  
Survey of Bible Doctrines

#### Summer Capstone

Introduction to Christian Ministry

The Certificate may also be completed in a two-year option allowing students to take fewer courses at one time according to their own abilities or as work and home schedules allow. Please see the Academic Dean to structure such a program of study.

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



# ASSOCIATE DEGREE

## Degree Description

HCC offers a 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
- Utilize 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 100	Old Testament Survey	(3)
BI 101	New Testament Survey	(3)
BI 105	Bible Geography	(3)
BI 106	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 101	College Composition	(3)
LL 201	Speech Communications	(3)
MA101	Consumer Math*	(3)
PS 101	Philosophy of Religion & a Biblical Worldview	(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)

*\*This class is required as a part of Fall semester enrollment for traditional students, whether a student is part-time or full-time.*

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**Recommended Course of Study:**

**Freshman Year - First Semester**

Disciplines of Life	3
Old Testament Survey	3
Bible Geography	3
College Composition	3
Consumer Math	3
Servanthood I	1
TOTAL	16

**Freshman Year - Second Semester**

Relational Theology	3
New Testament Survey	3
Speech Communications	3
Philosophy of Religion and a Biblical Worldview	3
Servanthood II	1
Area of Concentration	3
TOTAL	16

**Sophomore Year - First Semester**

Life of Christ	3
Bible Research and Interpretation	3
Survey of Bible Doctrines	3
The Western Church in World History I	3
Servanthood III	1
Area of Concentration	3
TOTAL	16

**Sophomore Year - Second Semester**

Life of Paul	3
Ephesians	3
The Western Church in World History II	3
Servanthood IV	1
Area of Concentration	6
TOTAL	16

The most valuable lesson I learned in Bible College was that of leadership. The foundation of my Christian walk was forged under the discipleship and training of the College staff. Their example of patience, self-sacrifice, and persistent love is what inspires me to study hard and dig deep even beyond a diploma.

Melissa Richter, '11



## EDUCATION

### Goal

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

### Objectives

Students completing the area of concentration in Education will:

- Identify God's plan for education
- Experience introductory teaching tools and concepts

The Education concentration consists of:

Introduction to Education	3
Methods and Observation	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 concentration will:

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

The Worship Arts concentration consists of:

Introduction to Worship Ministry	3
Music Theory for Worship	3
Worship Team & Internship	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 the biblical patterns of evangelical missions
- Gain practical experience in short-term missions work

The Missions concentration consists of:

Introduction to Missions	3
Missions Practicum*	3
Romans	3
1 3-hour elective from another area	3
Total 12 hours	

*\*Missions Practicum 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 ministry from a biblical perspective
- Identify areas of interest for further exploration

The Interdisciplinary Studies concentration consists of:

Introduction to Christian Ministry	3
3 3-hour elective from other areas	9
Total 12 hours	



# COURSE DESCRIPTIONS

## Biblical Studies

### Bible

**BI 100 Old Testament Survey.** A survey of the Old Testament, emphasizing historic and thematic connections and the message of each book. The books are viewed individually and collectively. 3 credit hours

**BI 101 New Testament Survey.** A survey of the New Testament, emphasizing the historic and thematic connections as well as the message of each individual book. The books are viewed both individually and collectively. 3 credit hours

**BI 105 Bible Geography.** An overview of Bible lands, people, culture, and historical settings and their relevance in studying the Scriptures. 3 credit hours

**BI 106 Bible Research and Interpretation.** The use of research tools and methods along with insights and means of proper biblical interpretation are discussed. 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.** A detailed 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.** A detailed 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

**BI 206 Romans.** Romans is Paul's most definitive statement of faith. It is perhaps the fullest, most well rounded, and most comprehensive of the epistles. Students examine concepts within the text as a whole, and their practical application toward evangelism. 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 Doctrine.** This course includes an overview of the concept and application of Bible Doctrine as a discipline. Also included is a survey of the 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 critical reading and writing. Emphasis is placed on rhetoric and on the writing process of planning, drafting, and revising. 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

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## Mathematics

MA 101\* Consumer Math. This is a basic course designed for your success in life. Included topics are budgeting, checkbook use, stewardship, and real-world problems. 3 credit hours

\*Required as a part of Fall semester enrollment for traditional students, whether a student is part-time or full-time.

## Philosophy

PS 101 Philosophy of Religion and a Biblical Worldview. An overview of the history of philosophy as a secular response to theology. The 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 class presents an overview of the theology, philosophy, and objectives of godly education. 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 201 Methods and Observation. Practical experience in areas such as writing lesson plans, discipline, and curriculum review are presented. Observation hours in real classrooms are also included. 3 credit hours

CE 204 Creative Bible Teaching. An introductory study to small group Bible teaching. Includes units on personal Bible study, lesson planning, and practical teaching methods that inspire 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 111 Servanthood II. A course designed to build upon foundations laid in Servanthood I, it provides practical application and a place of service in the life of the local church. 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 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 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

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## 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 204 Missions Practicum. This course is a hands-on exploration of the mission field. Students experience both the administrative and ministry sides of such work as they help to plan and participate in a short-term mission trip. Students should consult the Director of Missions prior to enrolling in this course. 3 credit hours

## Worship Arts

WA 102 Worship Team. Students have the opportunity to work within the worship team, helping to lead the congregation in worship for various services. The students see the functions of the team during services in the local church. One semester of Worship Team and one semester of Worship Team II are prerequisites for enrollment in Worship Team Internship. 1 credit hour

WA 103 Worship Team Internship. Students have the opportunity to work within the worship team and train with worship mentors. The students complete projects in four specific areas of the worship team – administration, sound system, media, and creativity. 1 credit hour

WA 200 Music Theory for Worship. This course provides basic training in music theory for the everyday church musician. This class is designed for the student with little or no previous knowledge of music. Students are trained to read, write, and communicate musical ideas. 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. A second semester opportunity to build on the experiences begun in WA 102. One semester of Worship Team and one semester of Worship Team II are prerequisites for enrollment in Worship Team Internship. 1 credit hour

For me, Bible College was more than just learning more about the Bible. I not only learned more about who God is, but also more about who I am in God. In the two years I spent at HCC, I found such a desire to continue to pursue God's plan for my life.

Courtney (Patchin) Palmer, '09

# ADMINISTRATION

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**CHARLES SHARPE,  
CHANCELLOR**

Charlie Sharpe was born and raised on a farm in Northern Missouri. He became a Christian in 1947, and in 1964 founded Ozark National Life Insurance Company. He experienced joys and sorrows in the ensuing years, but the love of Jesus Christ remains his cornerstone. Today Pastor Charlie lives in the Heartland community with his wife, Laurie. He is the founder of the Heartland Community and the pastor of Heartland Academy Community Church. The community also encompasses CNS International Ministries, Inc., Sharpe Holdings, and Heartland Christian College. Pastor Charlie is invaluable as a source of guidance to the leadership of the College and is a significant source of spiritual guidance to the campus.



**KRIS PALMER,  
PRESIDENT**

Kris is a graduate of Liberty Theological Seminary and holds a Master of Arts in Religion, with an emphasis in Biblical Studies. He has served many years as a church leader, a teacher, and an educational administrator. Kris has been a part of HCC since its inception, and has filled a variety of roles, both in teaching and administration. His passion for the educational process and his love of learning provide both vision and direction for the College. He and his wife, Martha, are the parents of four children and a growing number of grandchildren.



**DAVID BARTON,  
DEAN OF STUDENTS  
DEAN OF ADMINISTRATION**

Dave is currently completing a Master of Ministry program at Temple Baptist Seminary, with an emphasis on missions. He has had a long-standing relationship with HCC, helping with student development and administration both in an informal and formal capacity. His many years of church leadership and current work in Heartland missions have developed a love for young people and a desire for excellence within the Kingdom of God.



**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.

## Administration

Kris R. Palmer, President  
Martha Palmer, Academic Dean/Assistant Dean of Students  
Dave Barton, Dean of Administration/Dean of Students

## HCC Board of Trustees

Timothy Belz .....Attorney at Law, Webster Groves, MO  
Anthony Fajkus ....Assistant Plant Quality Assurance Mgr.,  
Kirksville, MO  
David R. Melton ...Attorney at Law, Smithville, MO  
Kris R. Palmer .....Heartland Christian College President, Bethel,  
MO  
Laurie Sharpe.....CNSIMI Administrator, Bethel, MO

# FACULTY

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## ASHRAF IBRAHIM

Ashraf is a graduate of Liberty Theological Seminary, holding a Master of Arts in Theological Studies, with an emphasis in Leadership. He served for a number of years with the Campus Crusade for Christ in Egypt, as well as holding additional leadership roles within the church. Ashraf has a passion for seeing church leaders developed, both locally and globally. His voice and experience on the HCC campus adds an important element of cultural diversity.



## MAURICIO TORO

Mauricio holds a Masters in Business Administration from Quincy University and teaches 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, and also takes an active role in a weekly Spanish church outreach of Heartland Community Church.



## JAMES PALMER

Jim is a graduate of Midwestern Baptist Theological Seminary with a Master of Divinity degree. After many years of pastoring churches, he now makes his home at Heartland where he teaches in the Bible College. Jim's love for young people is evident as he eagerly pours into those coming behind, including his own children, grandchildren, and great-grandchildren.



## DAN WHITE

Dan is a Northeast Missouri Bible College graduate with two years of music education at a university level and a Master Certificate in Producing from Berklee College of Music. Dan is the Director of Worship for the Heartland Church and provides oversight for all worship areas of the Heartland Community, including Heartland Christian College. He is actively involved in professional performance as producer, lead singer, and musician for the group findingBethel.



## DARIN RIHANEK

Darin is a graduate of Northeast Missouri Bible College and holds a BS in Business Administration from Liberty University, looking toward pursuit of a Master's Degree. He has served in the Residential Living department of the school for several years and is a full-time instructor in a variety of classes. Along with discipling young people, Darin has a strong desire to help strengthen churches through the development of strong sound departments.



## FELICITY WHITE

Felicity holds a BA in English from the University of Illinois at Springfield, and will enter a Master's program shortly. She was one of the first students who graduated from Northeast Missouri Bible College and has remained active with the school through worship and teaching since then. As a published writer and full-time language arts instructor, Felicity is eager to see young people develop strong gifts of communication. She and her husband, Dan, have four young children.

# STAFF

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**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 and Library. She and her husband are actively involved in the Heartland Church in a variety of areas, and they enjoy raising their two young children.



**MOLLY NICKERSON**

Molly is the Heartland Christian College librarian. She graduated from Northeast Missouri Bible College and is continuing her undergraduate studies. Her desire is to see young people disciplined and raised up with a passion for Jesus. Molly and her husband, Jared, stay busy with their three young boys.



**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 find expression as she teaches part-time in the College. She also leads the Scribbles & Scribes graphics design department at Heartland.



**HEATHER TORO**

Heather graduated from Nations Harvest Bible College and has continued to serve the College beyond graduation. Heather is currently the HCC Registrar. She and her husband, Mauricio, are actively involved in the Heartland church and are also occupied caring for their twin sons.

When I was a student at Bible College I learned how to be a disciple because the instructors allowed me to stand on their shoulders so I could see Jesus. Now it is my privilege to let those coming behind me stand on my shoulders to see Jesus.

Jared Nickerson, '99



# CALENDAR

## 2011-12 Academic Year

- Aug. 8-12 Boot Camp Week
- Aug. 15 Fall Classes Begin
- Aug. 26 Last free add/drop day
- Sept. 5 Labor Day
- Sept. 29-30 Awaken
- Oct. 3-7 Mid-Term Week
- Oct. 10 Columbus Day, Observed
- Nov. 11 Veteran's Day
- Nov. 23-27 Thanksgiving Break
- Nov. 24 Thanksgiving Day
- Dec. 12-16 Finals Week
- Dec. 17- Jan 1 Christmas Break
- Dec. 25 Christmas Day
  
- Jan. 2 Spring Orientation Day
- Jan. 3 Spring Classes Begin
- Jan. 13 Last free add/drop day
- Jan. 16 Martin Luther King, Jr. Day
- Feb. 20 President's Day
- Feb. 20-24 Mid-Term Week
- Mar. 8-11 Mid-Term Break
- Mar. 23 College Preview Day
- April 6 Good Friday
- April 8 Easter Sunday
- April 6-9 Easter Break
- May 7-11 Finals Week
- May 13 HCC Graduation
- May 29-July 20 Summer Block

# HEARTLAND



CHRISTIAN • COLLEGE

Heartland Christian College is approved by the State of Missouri as a not-for-profit school operated by a religious organization under the exempt status. HCC admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admission policies, loan programs, and other school-administered programs.