HERITAGE BIBLE COLLEGE

College Catalog
2025-2026

The mission of Heritage Bible College is to equip students with professional competence, academic distinction, and an informed Biblical worldview so that they will be set apart as people whose experience is Pentecostal, whose standard is holiness, and whose goal is excellence in all things for the Glory of God.

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About

Heritage Bible College is devoted to training young people from a Pentecostal Holiness worldview. The Bible College's hallmark is a culture of training that bridges theology with practice, extends the learning environment beyond the classroom, and promotes student growth and ministry success. Faculty, staff, and students embrace core values expressed through integrity, civility, kindness, collaboration, and a commitment to a lifelong learning, wellness, and responsibility.

Heritage Bible College faculty is committed to Christ as Savior as well as the Biblical acceptance of a Pentecostal Holiness perspective. Their primary responsibility is the creation of learning experiences of the highest quality, informed by professional practice, research, writing, and field experience. Heritage Bible College seeks to foster the development of ministers, laity, Christian educators, and missionaries to fulfill their God-given callings by developing their gifts and talents to the glory of God. Heritage Bible College enhances the quality of life of the student through collaborative relationships with ministers and churches supportive of the Pentecostal Holiness worldview.

Mission & Goals

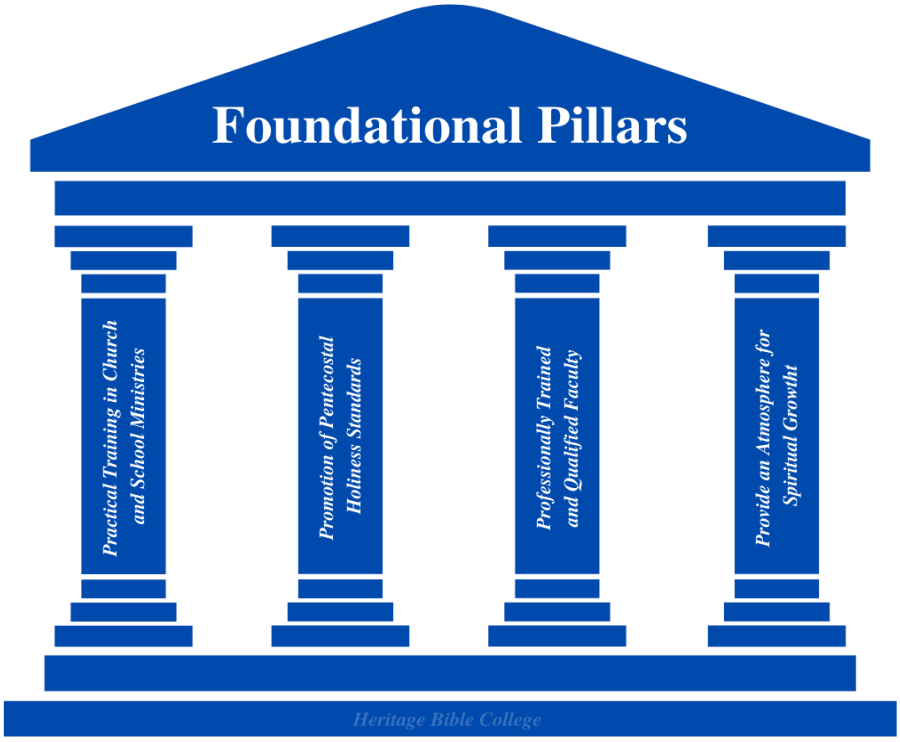
> *The mission of Heritage Bible College is to equip students with professional competence, academic distinction, and an informed Biblical worldview so that they will be set apart as people whose experience is Pentecostal, whose standard is holiness, and whose goal is excellence in all things for the Glory of God.*

To fulfill the above mission, students in all programs are to achieve the following institutional goals:

1. Discover talents, gifts, and calling to personally invest in building God's kingdom.
2. Model a distinct worldview empowered by the Spirit in demonstrating a righteous lifestyle.
3. Demonstrate mastery knowledge and competency by applying wisdom to God's calling in ministry.
4. Grow through observing integrity modeled by relationships with institutional leadership.

Figure 1.1

Four Foundational Pillars of the College



The four foundational pillars upon which Heritage Bible College is built are provided above and guide the administration, faculty, and staff in their considerations when building the institution and guiding it to mission accomplishment.

Certifications and Endorsements

Religious Exemption Status

This institution is exempted from authorization by the Nonpublic Postsecondary Education Commission under O.C.G.A. 20-3-250.3(a)(6).

ABHE Affiliation

Heritage Bible College is accredited by the Association for Biblical Higher Education Commission on Accreditation (5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808) to grant certificates and degrees at the Baccalaureate level.

Philosophy of Education

The principles and procedures incorporated in our philosophical position rest entirely upon the infallible, inerrant, and immutable word of God. The systematic training of all students at Heritage is from a Pentecostal Holiness perspective. The Bible College is committed to academic excellence for the honor of Christ and is also committed to the education of the whole person. Therefore, our educational process is Christ-centered and based upon the following assumptions:

Biblical

We believe a Bible-centered curriculum is mandatory. All truth is centered in the triune Creator God. This truth is applicable to all areas of life and studies. Heritage teaches these Biblical principles from a Pentecostal Holiness view. Our educational process allows the application of these truths to become the foundational strengths from which our students develop a strong, sound, Biblical worldview.

Spiritual

The spiritual development of our students is one of our highest priorities. We believe that the foundation for spiritual development is through the regenerating and sanctifying grace provided through the redemption of Jesus Christ by the agency of the Holy Spirit. Spiritual life is nurtured by maintaining a personal devotional life in cooperation with the Spirit of God and prayerful study of God's Word.

Intellectual

We believe that students should be well-grounded spiritually and thoroughly educated. Students are challenged to live by the scripture of 2 Timothy 2:15, "study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth."
Since we believe that spiritual development springs from the wisdom of the Word, the Bible is the center of our curriculum. Each curriculum includes a well-rounded study of the Bible theology, general education, and other related subjects. Because we believe that students should be able to communicate effectively, particular stress is given to grammar composition and speech.

Physical

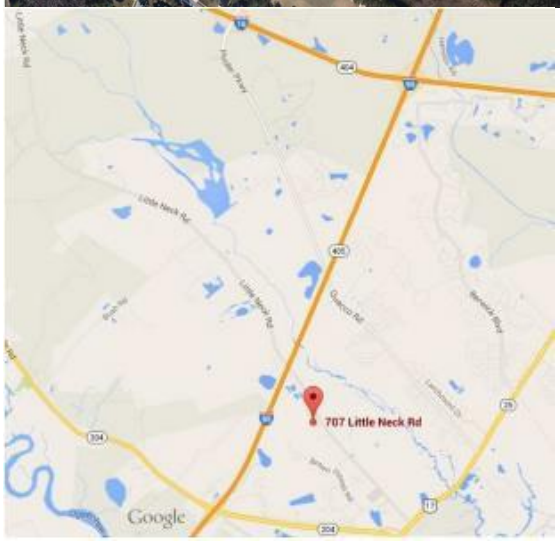
The human body is "the temple of the Holy Ghost' (I Corinthians 6:19). We seek to develop a biblical appreciation for the body. The development of balanced nutritional habits is encouraged. Because we believe tobacco, alcoholic beverages, and illicit drugs are harmful to the body, we require total abstinence of all Heritage students, faculty, staff, and administrators. In our dedication to educate Christian workers, we emphasize appropriate grooming, which indicates self-respect and respect for others. The highest taste in personal appearance includes modesty and simplicity.

Ministerial

Faculty are dedicated to the development of effective ministers, missionaries, Christian educators, and laity who are committed to God's truth, intellectual pursuits, and Pentecostal Holiness perspective. Thus, education explores and develops practical ministry opportunities.

Campus Facilities and Directions

Heritage Bible College is located in historic Savannah, Georgia which is known worldwide for its mild winters and unique architecture http://www.savannah.com/. Heritage Bible College is situated on 46 acres which includes Butler Christian Academy and the Savannah Holy Church of God. The address of the campus is: 474 Little Neck Road, Savannah, GA 31419.



Directions to Heritage Bible College

History

Heritage Bible College was founded in 2014 by a group of members of the Savannah Holy Church of God who felt the need for an accredited Pentecostal Holiness Bible College in the southern United States. Under the direction of Pastor Ryan Ralston, this vision in its humble beginnings is on the path to becoming an institution dedicated to the purpose of training and educating young men and women for service in the Kingdom of God.

Board of Directors

The Board of Heritage is the governing body and has full authority and responsibility for the conduct of the institution. The Board meets three times per year: in January, May, and September. The Executive Committee generally exercises the power of the board for specially called sessions. The President of the institution is a member, ex officio, of all committees. Administrative officers may be removed by action of the President, with the consent of the Board of Regents.

The Board of Heritage Bible College consists of the following members:

Board Member	*Qualifications*
Ryan Ralston (President)	Pastor of Savannah Holy Church of God/President of Heritage Bible College
Mark Morgan (Chairman)	Assistant Superintendent
Douglas Meadow	Pastor of Bristow Holiness Church / Small business owner
David Webb	Pastor of Hodgenville Pentecostal Church
Robert Hicks	Savannah Holy Church of God member / Engineer at Gulfstream
Lori Phillips (Secretary)	Pastor's Wife
Jace Burris	Savannah Holy Church of God member / Businessman
Vacancy (Vice Chair)	
Brian Ruis	Savannah Holy Church of God member/ Businessman

Statement of Faith

We believe:

- In the verbal inspiration of the Bible.
- In one God eternally existing in three persons; namely, the Father, Son, and Holy Ghost.
- That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the virgin Mary.
- That Jesus was crucified, buried, and raised from the dead, and that He ascended to heaven and is today at the right hand of the Father as the Intercessor.
- That all have sinned and come short of the glory of God, and that repentance is commanded of God for all and necessary for forgiveness of sins.
- That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
- In sanctification subsequent to the new birth, through faith in the blood of Christ, through the Word, and by the Holy Ghost.
- Holiness to be God's standard of living for His people.
- In the baptism of the Holy Ghost subsequent to a clean heart.
- In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism of the Holy Ghost.
- In water baptism by immersion, and all who repent should be baptized in the name of the Father, and of the Son, and of the Holy Ghost.
- That divine healing is provided for all in the atonement.
- In the Lord's Supper and washing of the saints' feet.
- In the imminent second coming of Jesus Christ.
- In the literal, premillennial, second coming of Jesus; first, to resurrect the righteous dead and to carry away the living saints to meet him in the air; second, to reign with his saints on Earth for a thousand years.
- In the bodily resurrection; eternal life for the righteous, and eternal punishment for the wicked.

Core Values

- **Statement of faith** – We value our Statement of Faith.
- **Morality** – Ethics, morals, and integrity are foundational values of the Christian life as established by the Word of God. A person is to exhibit these values in all matters of life, such as relationships, habits, and lifestyle choices whether sacred or secular. Sexual immorality such as fornication and homosexual/bisexual behavior are condemned by Scripture.
- **Sanctity of life** – We value all human life, including the life of the unborn, and respect the dignity and image of God in all human beings.
- **Sanctity of marriage** – The institution of marriage as established by God was between one man and one woman. Therefore, any marriage arrangement outside of this Biblical standard is invalid and not acceptable according to the word of God.
- **Character** – We are ambassadors of Christ. Therefore, our actions, intentions and desires should be above reproach and bring honor and glory to Him.

Academic Calendar

*Calendar subject to change

08/16/2025	Dorms Open
08/16/2025	Registration (Required Attendance)
08/18/2025	Orientation (Required Attendance)
08/19/2025	First Day of Fall Semester
10/13/2025 – 10/17/2025	Fall Break
11/24/2025 – 11/28/2025	Thanksgiving Break
12/12/2025	Last Day of Fall Semester
01/10/2026	Dorms Open (Spring)
01/12/2026	Registration
01/13/2026	First Day of Spring Semester
02/26/2026 – 02/28/2026	Heritage For a Weekend
03/07/2026 – 03/16/2026	Mission Trips
03/30/2026 – 04/03/2026	Spring Break
05/01/2026	Last Day of Spring Semester
05/01/2026	Founders Banquet

05/03/2026	Graduation
05/16/2026	Dorms are closed to students *Unless other arrangements have been made with the business office

Admissions

Admissions Policy

Persons wishing to enroll in Heritage Bible College must apply on the official form or website page furnished by the Office of Admissions. When the necessary information and fee have been received, action will be taken on the application. The applicant will be notified of the decision in a timely manner. In considering applications, the Office of Admissions reviews the prospective student's complete academic record, character reference, and personal information.

The prospective student is assessed according to his academic background, personal testimony for the Lord Jesus Christ, and evidence of his Christian faith. If the prospective student meets the required criteria for acceptance, he is admitted to Heritage Bible College until he completes his program or becomes inactive.

HBC implements admissions requirements and procedures that are applied consistently in the admissions process. Admissions is overseen by the Student Life Committee. By multiple people overseeing this process, this prevents bias or favoritism from being present in the application of these procedures providing all students equal opportunity for admission.

HBC implements admissions requirements and procedures that are appropriate to the level of education. The paper application has a detailed checklist of the admissions requirements. Heritage Bible College's website has a dedicated navigation tab and section for all new prospective students containing the same checklist. Students with incomplete applications are consistently contacted via phone, email, or postal mail until they are completed (or determined unresponsive). The Registrar is involved in the admissions process, ensuring that requirements are met, and the procedures are applied consistently.

Application Procedure

Those wishing to apply to Heritage Bible College may do so by completing the following:

- Complete the online application **(Heritage Bible College Admissions Application | Cognito Forms)** (see Appendix A)
- Pay the $25 registration fee
- Submit copy of high school transcript to Admissions Office
- Submit copy of SAT or ACT scores or enroll in English Fundamentals I

Registration

After a student has arrived on campus, the following must be completed in order to become a registered student.

- All application requirements completed
- Complete Medical Form (see Appendix B)
- Sign Statement of Faith (see Appendix C)
- Sign Acknowledgement of Student Handbook (see Appendix F)

Matriculation

In order to become a matriculated student, an individual must have completed all application requirements, fully registered for classes, and attended classes for two weeks.

Entrance Requirements

- Applicants must complete the online application.
- Applicants are required to be high school graduates with a satisfactory record of achievement. A "C" average in Bible College preparatory work or standard high school level courses is considered the minimum. The Admissions Committee will handle, on an individual basis, those with non-standard high school records.
- Applicants who do not have a high school diploma may be admitted if they can provide a GED certificate.
- Applicants must provide evidence of consistent attendance at a church with a mission
- and values aligned with Heritage Bible College for a minimum of six months prior to
- applying. Heritage Bible College reserves the right to deviate on a case-by-case basis.
- Applicants who were home-schooled must have adequate records or a GED certificate.
- Each applicant must be at least 17 years old by enrollment.
- Applicants who present unfavorable records may (1) be denied admission, or (2) be admitted with restrictions and on academic probation. This probation may be lifted by the satisfactory completion of one semester and GPA of 2.0 maintained.
- First-time applicants to Heritage Bible College will be asked to submit SAT or ACT scores to the Bible College upon application.
- For most students*, an ACT score of at least the following is required for admission:

Reading	*Math*
18	18

- For most students*, an SAT score of at least the following is required for admission:

Reading	*Math*
420	420

*For adult students, or other students who may not have current SAT/ACT scores, the committee will make a case-by-case decision for admission and will require enrollment in English Fundamentals for the first semester if scores are unavailable or are below the specified requirements.
**If non-traditional students transfer in with an English credit, students will not be required to enroll in the Fundamental English course.

Conditional Acceptance

Student applications will be reviewed and conditional acceptance status may be granted. Conditional status is typically determined by the committee perceiving the applicant may be in need of social, moral, behavioral, ethical, spiritual, or other matters relating to the student's acclimation to student culture. Conditional status allows the Student Life department to provide additional assistance to the applicant, and is reviewed at the conclusion of the first semester to determine if the status should be removed, extended, or warrants the student being denied readmittance for their second semester.

If the conditional status was granted due to academic reasons, the conditional status will be removed upon the student's successful completion of one semester and a GPA of 2.0 maintained.

Provisional Acceptance

Provisional acceptance may be granted if certain documents are missing from the applicant's file including and limited to: high school transcript, ACT/SAT scores or enrollment in English Fundamentals, and college transcript if seeking transfer credit. Missing documents must be provided prior to enrollment and classes starting, and the provisional status is removed upon receipt of remaining items.

Transfer of Credit Policy

Transferring Credits

While credits from accredited institutions can often be transferred into Heritage Bible College, no student should assume their credits will transfer before receiving written notice from the proper faculty committee. Students should submit their prior college work for consideration while applying to Heritage Bible College (or as soon after admission as possible). This is important so that students do not miss taking required courses that they had assumed would be awarded as transfer credit. A student hoping to take courses at another institution while at Heritage Bible College should first check with the academic dean.
Students must provide official transcripts when requesting transfer of credit. The scope of the course must match the scope of a course being replaced (unless the transfer course is to be used as an elective). Only courses where the student receive a "C" or higher will be considered for transferring. No partial credit will be given for courses that the student did not pass. Courses from schools that are accredited by agencies recognized by the US Department of Education (www.http://ope.ed.gov/accreditation/Search.aspx) or the Council for Higher Education Accreditation (www.chea.org) are easiest to transfer. On a case-by-case basis, non-accredited work will be considered. The academic dean may award credit based on faculty credentials, state approval, library, syllabus, textbooks, grading standards and other items.

Students can facilitate this evaluation by providing contact information for the school, syllabi, textbooks, and other evidence.

Heritage Bible College accepts up to 75% of transfer credits toward a student's degree program,

contingent upon the courses' comparability and accreditation of the previous institution. However, students must complete at least 25% of their degree requirements through courses offered by Heritage Bible College, ensuring engagement with the institution's unique curriculum and values.

For students transferring from unaccredited schools that have sent a number of students to Heritage Bible College, the history of those students' academic progress at Heritage Bible College will positively impact credits awarded to future students. Additionally, a student may be required to complete 24 credits at Heritage Bible College and maintain a 2.7 before transferring credits from an unaccredited institution. The basis for which credits from unaccredited schools are transferred is recorded in the student's file.

Life Credit

We do not award credit for life experience.

Withdrawals and Refunds

Withdrawals

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

Withdrawal from the Institution

To officially withdraw from the college, students must request a withdrawal form from the Registrar. After completing the form, they must have it approved by the Business Manager. The Business Office will then calculate any refund from the day the withdrawal form is submitted to the President's office. Any student who owes a repayment on scholarships or grants previously received or is in default on a loan is ineligible to receive additional financial aid. Students who officially withdraw from Heritage Bible College during the first week of classes shall be entitled to a full refund of all fees except the application and registration fees.

Procedures of Official Withdrawal:

- Students who are withdrawing from all classes must contact the administrative offices to let them know of the date they intend to withdraw.
- The Financial Aid Office is notified of the student's intent to withdraw. A withdrawal worksheet is filled out by the Business Office, Academic Office, and the Financial Aid Office. It is the student's responsibility to make sure all forms are completed and submitted to the Registrar's Office.
- Return all borrowed books to the library and pay any fines due.
- Meet with Business Manager to settle student accounts.
- Meet with Dean of Students or designee for exit review.
- If a dorm resident, clean all personal belongings from the dorm, clean the room and

turn in any keys to dorm or other Bible College buildings to the Director of Business.

Unofficial Withdrawal

When a student stops attending classes altogether it is considered to be an unofficial withdrawal. Withdrawing from class whether officially or unofficially will affect a student's academic progress. If a student does not officially withdraw but simply stops attending classes, the college must process an unofficial withdrawal. In such cases, a grade of F is assigned for all courses in which the student was enrolled.

Withdrawal from Courses

A student may withdraw from a course after the add/drop period but no later than the eighth week. To withdraw from a course without a failing grade, a student must fill out a Withdrawal from Course form in the Registrar's Office. Courses dropped through the eighth week will receive WP or WF (see grading below for an explanation of these symbols). After the eighth week, dropped courses will receive an F. Refunds for withdrawals after the add/drop period will be made according to the refund table below.

Refunds after Withdrawal

At the beginning of the school year, Heritage Bible College must assume certain financial obligations based upon student enrollment. Expenses continue for the Bible College even though a student later withdraws. A fair refund policy is, therefore, essential both for the student and for the Bible College.

Process. Students must follow the established process to withdraw from the Bible College by securing and completing official paperwork available from the Registrar's Office.

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

Before the end of the first week	75%
Before the end of the second week	50%
Before the end of the third week	25%
Before the end of the fourth week	0%

A week is defined as ending on the first Friday following registration. Subsequent weeks will end each Friday thereafter.

Financial Information

Financial Information

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

Enrollment for any semester is complete when satisfactory arrangements are made with the Business Office. Failure to keep an account current jeopardizes the student's continuation in school.

Heritage Bible College is a non-profit institution and receives contributions and gifts from individuals, churches, and other ministries. Although tuition and fees paid by the students cover only a part of the operating cost of the Bible College, the Bible College does depend upon student tuition and fees to maintain a balanced budget. Each student should plan a financial program, seeking help from family, church, and employment to assume proportionate financial responsibility for education.

Tuition and Fees – Per Semester

Tuition	$143.25 per credit hour (Students usually take between 16-18 credit hours per semester)
Dorm Rent	$850 per semester
Meal Plan	$960 per semester
Student Participation Fee	$50 per semester
Registration Fee	$25 per semester
Library Fee	$50 per semester
Technology Fee	$150 per semester
Student Accident Insurance	$12.50 per semester
Missions Trip (annually in February)	Approximately $1500 (there are fundraising opportunities)

Other Fees (when necessary)

Late Registration Fee	$35
Add/Drop Fee	$15
Reinstatement Fee	$50
Transcript Fee	$5
Room Deposit	$100

Graduation Fees

Certificate of Christian Foundations	$100
Bachelor's Degree (not including cap and gown)	$100

Not Included:

Textbooks

Background check for Christian Education majors

Application fee of $25 for first-time students

Settlement of Accounts

Heritage Bible College recommends that the full amount of tuition and fees is paid at the beginning of each semester. In cases where a student is unable to pay in full, credit arrangements may be made subject to the following terms:

- **Fifty percent of all charges shall be paid at registration.** The remaining amount shall be paid in 4 equal payments due by the 10th day of the month. All semester fees are due by the first day of final exams. The following is an example of a proposed payment plan:

Each Semester - 18 credit hours*	**Total including Tuition, Room/Board/Fees: $5,157**
First day of class	$2,578.50
September 10th	$645
October 10th	$645
November 10th	$645
December 10th	$643.50

**actual cost may vary according to number of credit hours taken during semester*

Second Semester – 18 credit hours*	**Total including Tuition, Room/Board/Fees: $5,157**
First day of class	$2,578.50
February 10th	$645
March 10th	$645
April 10th	$645

May 10th	$643.50

**actual cost may vary according to number of credit hours taken during semester*

- Payments made to the Business Office may be made by personal checks, money orders in U.S. funds, cash, credit cards, or cashier's checks. All personal checks, money orders and drafts are accepted subject to final payment. A $20 fee will be charged for all returned checks.
- Parents assuming responsibility for payment of a student's account must submit a written letter to the Business Office stating their intentions. Policies and procedures for payment are the same for all responsible parties.
- Advance payment should be mailed at least one week prior to registration day. Payment in full, or definite financial arrangements must be made before enrollment. Transcripts will not be issued until all accounts are cleared with the Business Office.

Scholarships

Heritage Bible College understands the value of education and will attempt to make tuition affordable. Scholarships will be awarded at the discretion of the Student Life Committee. Any student who wishes to receive a discounted rate (or a scholarship) should complete the Application for Financial Assistance form (https://www.cognitoforms.com/BrinaDavis/ApplicationForFinancialAssistance). Only those who complete the form will be considered for rate discounts or scholarships.

The following scholarships are included:

- Members of the Savannah Holy Church of God will receive a scholarship of 25% off tuition cost.
- Children of pastors will receive a scholarship of 50% off tuition cost.

These scholarships are off tuition only. They are not applicable to Room and Board, textbooks or fees. When necessary, the determination of what constitutes one being a church member or full-time ministry will be determined by the Student Life Committee.

Donor-based scholarships may also be available and will be awarded by the Student Life Committee in accordance with the donor's specifications.

Each spring, the Heritage Board Members will meet to discuss the Tuition and Fee rate increase for the upcoming year.

	Standard	**Savannah Holy Church of God Church Member Rate**	**Full Time Ministry Rate**
Tuition per semester	$143.25 per credit hour	$107.43 per credit hour	$71.62 per credit hour
Room/Board/Fees per semester	$1,810 (Room/Board) $300 (Fees)	$1,810 (Room/Board) $300 (Fees)	$1,810 (Room/Board) $300 (Fees)

The same payment schedule applies for discounted students as standard paying students. (See "Settlement of Accounts" above)

Work Study

It is possible that there may be limited opportunities for a student to work on the campus of Heritage Bible College in a work-study capacity. Students who participate in this program will be credited compensation toward their tuition balance.

Academics

Grading Policy

The following are guidelines for awarding grades:

Grade	Description of Grades
A	Work of highest quality in all areas; virtually flawless mastery of facts and concepts; creative; able to evaluate data and trends.
B	Above average mastery of facts, concepts, creativity and analysis. Student manifests lack of understanding in a few areas, but generally this student has performed well in demonstrating that they have achieved course objectives. Student demonstrates that they potentially show effective leadership in ministry.
C	Average grasp of facts, concepts, creativity and analysis. Student has achieved many of the learning objectives for the course and displays an average ability to perform tasks for ministry.
D	Below average grasp of facts and competence for ministry. This grade reflects the fact that the student did not achieve many of the learning objectives of the course, and it indicates a minimum proficiency level of learning. It indicates that the student is deficient in ministry preparation in this area.
F	Lack of understanding of key concepts and skills. Failure to achieve minimal levels of learning and ministry preparation. No credits awarded.

Grade	Percentage	Grade letter and Point value
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

Policy on Satisfactory Academic Progress

A student whose grade point average falls below 1.7 will be placed on academic probation. Such a student must meet semi-weekly with their faculty mentor. If, after two semesters, the student does not raise his or her GPA, or show signs of improvement, the student may be dismissed from the school. To graduate, a student must have a GPA of at least 2.0.

Credit Hour Policy

Heritage Bible College operates on the Semester Calendar. There are three semesters a year: Fall, Spring, and Summer. The Summer semester is used only for internships being taken during the summer. A semester is at least fifteen weeks of instruction, requiring classes scheduled for at least fifteen, 50-minute class sessions each week with an additional two, 50-hour hours for work outside the class. So, a one-hour semester credit represents 45, 50-minute hours of work - 15 in class and 30 out of class.

Degree Completion

Heritage Bible College adheres to the 150% completion rule (50% beyond the required hours for the degree program). Students cannot take more than 50% beyond the required courses offered for the degree program. Students not completing a program in this time frame will be ineligible for further financial aid.

Graduation Procedures

Students must satisfy all specified graduation requirements before being awarded a degree or certificate from their designated program.

1. A student must have completed all course requirements and meet the minimum GPA requirement for their program to be considered for graduation approval. (1.4 GPA for Certificate in Christian Foundations, 2.0 GPA for all four-year programs and “C” in all courses related to major.) It is the student's responsibility to complete the Graduation Application provided by the Registrar’s Office prior to commencement exercises. All applicants must attend the commencement exercises.
2. All fees are non-refundable and non-transferable.
3. Along with the Application for Graduation, the student must submit the appropriate

graduation fee.

4. To avoid a late charge, the deadline for submitting an Application for Graduation and appropriate fee is April 1 of the year in which the student plans to graduate. A late fee of
5. $50 will be charged on all applications submitted after April 1. No applications will be processed after May 1. Delivery of graduation regalia and diplomas in time for the commencement exercises is guaranteed only if applications are received by March 1.
6. All applicants are required to take a series of exit examinations. These exams will be administered on the Heritage campus the two weeks before Graduation.
7. A student may receive a Letter of Completion before the May commencement exercises if he meets the following criteria. The diploma itself will be dated May and will be awarded only in May.
    a. The student must have submitted an Application for Graduation and the graduation fee by the deadlines stated above.
    b. All academic work must be submitted by April 1 for May graduation except for current courses the student is enrolled in on campus or online.
    c. There is also a Late Course Fee for each course needed for graduation received after April 1 of the graduation year. No courses will be accepted after April 15 of the graduation year.
8. **Graduation Week** - Commencement exercises are held in May. For the exact date, check the school calendar.
9. **Commencement Attendance** – Attendance at the commencement is mandatory. Absences will be granted only for extreme emergencies and must be approved by the President. Though a student may complete his work earlier, he/she must attend the May exercises. If a student does not attend graduation exercises, except for an approved emergency, he must reapply the following year, pay the current graduation fee again and attend graduation. A diploma cannot be received until the student attends the graduation exercises. If a student has completed all the requirements for his degree program, but has not graduated, a Letter of Completion can be obtained from the Registrar's Office.

Class Attendance Policy

The Class Attendance practices at Heritage Bible College shall reflect the mission of the institution, the institutional values, and prepare students for ministry.

Regular class attendance is required. Students are responsible for all class work missed. For a class that meets twice a week, you are permitted three absences (3). If a fourth absence (4) occurs in this course the student will incur the loss of a letter grade. If a fifth absence occurs (5), the student will be given a grade of FN (Failure for non-attendance). Absences due to assigned Ministry Formation Program ministry trips and mission trips do not count against allowable absences. Excuses for classes missed may be granted for serious illness or death in the family. Appeals must follow the Academic Appeal Policy in the Student Handbook. Students are responsible for punctual fulfillment of all assignments.

It is the responsibility of the student to contact each instructor and notify them of their absence prior to scheduled class time via email. In cases where the absence is planned and excused, students are required to give instructors 72 hours' notice of their absence. If it's an unplanned/emergency absence, students are asked to give instructors soon a notice as possible. If it is the same day as the class, then students are to both email AND text their instructors. More information can be found in the Student Handbook.

Faithfulness and accountability are very important part of being a student at Heritage Bible College. Students are expected to actively participate in many weekend activities such as church services, Sunday school classes, door-to-door ministry, and many other activities. More details can be found in the Student Handbook.

Procedures

- Registrar's Role
    - Upon receiving notification that a student has reached the maximum number of days allowed in class, the Registrar will email the student with the information as well as a face-to-face conference.
    - The email to the student will be copied to the Director of the Program, the instructor involved and the Academic Dean. The Email will indicate that the next absence will result in a failure of the class.
- Academic Dean's role
    - In cases where a student fails a class because of absences, they may appeal to the Academic Dean.
    - The Academic Dean will consult with a portion of the Academic Committee as well as the instructor and the student (conferences may be separate) to determine appropriate action.
    - The Academic Dean's decision is final

- Accountability
    - Faithfulness and accountability are very important part of being a student at

Heritage Bible College. Students are expected to actively participate in church services held Wednesday, Sunday morning and Sunday evening, Sunday school classes, door-to-door ministry, revivals, and other ministerial activities.

- Absences for Administrative reasons (Board Approval)
    - In the event the administration asks a student to represent Heritage Bible College which requires the student to miss a class, the student's absence will not be counted against their total absences.
    - Students will be expected to make up any work missed.
- Absences for Personal Ministry
    - In the event a student desires to miss class because of a personal ministry opportunity that student will be expected to comply with the above attendance policy in addition to these requests:
        - Students should email a request to their professor at the earliest possible moment.
        - The absence will count against the maximum number allowed as indicated above. The professor has discretion regarding if the work can be made up.

Assignment Submission

All course assignments must be submitted by the deadlines established in the course syllabus and/or by the instructor. Late submissions are subject to grade penalties. Prior approval may be granted under extenuating circumstances deemed acceptable by the instructor and/or the Academic Dean. To ensure clear documentation, all requests and approvals for extended deadlines must be communicated through email or Populi messaging.

Late Assignment Policy – All late papers, projects, and assignments turned in after the due date will receive an automatic five-point (5) deduction. For each twenty-four (24) hour period (including Saturdays, Sundays, Holidays, and college breaks) that the paper, project, or assignment is not turned in, another five (5) points will be deducted. If the paper, project, or assignment is not submitted within (5) twenty-four (24) periods after the due date, a score of zero (0) will be entered for the grade.

Please see the student handbook detailing protocol for extenuating circumstances hindering work completion.

Plagiarism

Heritage students shall maintain academic integrity when submitting work to their professors free of plagiarism.

Plagiarism is defined as the act of using someone's work as your own or using other's ideas on your work without properly acknowledging and crediting the original author.

The failure to give attribution to the words, ideas, or information of others on papers, projects or any assignment prepared for a course includes, but is not limited to:

- omitting quotation marks or other conventional markings around material quoted from any source
- paraphrasing, summarizing, or quoting a passage from a source without referencing the source

• purchasing or acquiring material of any kind and representing it as one's own work; and replicating another person's work and submitting it as one's own work.

Self-Plagiarism

Self-plagiarism is reusing work that was already submitted for credit in a class. Reusing work is discouraged as assignments are designed to promote new discovery and deeper learning.

Students wishing to use prior work shall:

- first ensure they have explicit permission from their instructor to use any portion of previous work.
- avoid using large portions or long quotes from any document previously submitted
- cite themselves
- follow the same citation guidelines they would use to summarize, quote, or paraphrase other authors, and follow the unpublished work template.

Example - in-text citation for self

(Johnson, 2022) The APA Manual (7th edition, p.21) defines self-plagiarism as the "act of presenting one's own work as original."

Example – Reference Page

Author, A. A. (Year). Title of the paper [Unpublished paper]. English Department, Heritage Bible College

AI (Plagiarism/Cheating Policy)

AI should augment teaching, but not replace the personal connection between teachers and students. Students must not submit AI -generated work as their own. AI should not be used to engage in plagiarism, cheating, or any form of dishonesty in academic work. All work must be in the student's original creation. The use of AI may result in the forfeiture of the grade.

Consequences

Heritage Bible College holds its students to high standards for ethics, both personal and academic.

Plagiarism is cheating. The consequences are serious. If you commit plagiarism, you will be held accountable for your actions. Penalties for plagiarism can result in a reduction in a lowered grade, an F for the course, suspension, or expulsion from the College. Faculty shall report all incidents of plagiarism to the Academic Dean. The student and faculty shall appear before the Academic Dean and the evidence of plagiarism presented for a decision on penalties. The

president gives the final approval for suspension or dismissal from the college.

Cheating Policy

Cheating is a serious offense in any setting, particularly in an educational institution. Students who cheat on an assignment or examination by copying from or utilizing another student's work and/or commit plagiarism in preparing research or other required papers will face serious consequences.

In accordance with the Copyright Law and the definition of Fair Use, students must be careful to give credit for sentences, paragraphs or larger blocks of text and ideas that they may incorporate into their papers by the use of footnotes or endnotes. Using material found on the Internet word for word without proper credit is plagiarism. The act of copying and pasting large blocks of text and submitting it as your own work is plagiarism, an illegal and unethical act.

Copyright Law

The United States Constitution, Article I, Section 8 gives the U.S. Congress power to make laws regarding copyright and patent. "The Congress shall have power…to promote the progress of science and useful arts, by securing for limited time to authors and inventors the exclusive right to their respective writings and discoveries." (Copyright Act of October 19, 1976-Title 17 of the U.S. Code, Public Law 94-553, 90 Statute 2541) states that items of expression can include literary, dramatic, and musical works; pantomimes and choreography; pictorial, graphic and sculptural works; audiovisual works; sound recordings; and architectural works. An original expression is eligible for copyright protection as soon as it is in a fixed and tangle form.

Fair Use

Fair use is a term associated with copyright and is the right to reproduce materials for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. There are four criteria by which to determine fair use:

- Purpose and character of work and nature of work
- Amount and substantiality of the portion to be copied
- Effect of the use upon the potential market for, or value of, the work
- Copying by libraries is authorized by Sections 107 and 108 of the Copyright Act.

The library is not responsible for any copyright violations made by the patrons. Faculty is responsible for the compliance of any materials they place into the library for use.

Consequences

Penalties for cheating or plagiarism can result in a lowered grade, an F for the course, suspension, or expulsion from the Bible College. Faculty shall report all incidents of cheating or plagiarism to the Academic Dean. The student and faculty member shall appear before the Academic Dean and the evidence of cheating or plagiarism presented for a decision on penalties. The President has final approval for suspensions or expulsions.

Academic Grievance Policy

Any student desiring to appeal a grade received may, within thirty days of the grade being given, do the following:

- Make an appointment with the professor of the class to discuss the issue with him/her.
- After discussing the issue with the professor, submit a written request to the professor for re-evaluation of the grade in question.
- If the issue is not resolved satisfactorily, address a written appeal to the Academic Dean who may consult the Academic Committee for advisement.
- The Academic Dean will review to consider if extenuating circumstances apply such as a clear policy or ethical violation resulting in the unfavorable grade.
- The decision of the Academic Dean is final.

Any student who, after following the above procedures for appealing grades, for decisions other than academic decisions, or for unfair treatment by another student, receives unsatisfactory results may contact the following:

1) Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Tucker, GA 30084.
Phone: 770-414-3300 or 770-414-3309 (fax)
GNPEC Complaint Form

2) Association for Biblical Higher Education
5850 T. G. Lee Blvd Ste 130, Orlando, FL 32822
The telephone numbers are 407.207.0808 (FAX) 407.207.0840

3) GA-SARA Distance Students

Distance education students who reside outside the state of Georgia may file a grievance with the **Georgia SARA Portal Entity (GA-SARA)** by completing the appropriate form found here.

NC-SARA Information
Students enrolled under **NC-SARA** should first attempt to resolve any complaint through the institution's established grievance process. If the matter is not resolved at the institutional level, students may contact the **State Portal Entity (SPE)** for the state in which the institution is located (i.e., Georgia) for further assistance. Additional details on the SARA student complaint process are available here.

Note: All SARA-related complaints are ultimately directed back to the institution's **home state SPE**, which in this case is Georgia (GA-SARA). Therefore, students should not contact NC-SARA directly but should use the GA-SARA portal.

Programs

Certificate in Christian Foundations

Purpose

The Certificate in Christian Foundations program of Heritage Bible College is designed for students who wish to prepare for a Christian life of service. The program is ideal for young people seeking direction for their lives as well as those preparing for future ministry opportunities.

Program Objectives

Students enrolled in the Certificate in Christian Foundations program will complete courses in general education, Bible, and professional core. Coursework will equip students to use the Bible in light of contemporary issues, while developing oral and written skills in communication that are key to both personal and professional ministry settings.

Students completing the Certificate in Christian Foundations will exhibit:

- Develop an appreciation and foundational knowledge of the Scriptures from a Pentecostal Holiness worldview.
- Experience in the essential skills necessary for the development of various educational and church ministries.
- Aspirations for a lifetime of service to the Kingdom of God.

Graduation Requirements

To graduate with a Certificate in Christian Foundations, the student must complete 32 semester credits. This includes 12 credits in Bible, 7 credits in Professional Studies, and 13 credits of General Education Studies.

Required Courses

Certificate in Christian Foundations		
Co. #	*Course*	*Hours*
BIN 1100	Bible Study Methodology	3
BIN 1200	Principles of Prayer	3
BIN 1400	Doctrines of Holiness	3
BTH 1100	Fundamentals of the Faith	3
ENG 1111	Composition I	3
ENG 1211	Composition II	3

HIS 1411	Church History	3
INL 1010	Information Literacy I	1
INT 1100	Introduction to Heritage	3
LDS 1100	Introduction to Leadership	3
MIN 1001	Ministry Formation	.5
MIN 1002	Ministry Formation	.5
PHL 1100	Evidences	3

Bachelor of Biblical Studies

Purpose

The Bachelor of Biblical Studies program of Heritage Bible College is designed for students who wish to develop in their biblical and theological worldview.

Program Objectives

The Bachelor of Biblical Studies program provides students with a foundational biblical and theological worldview. Students enrolled in the Bachelor of Biblical Studies program will complete courses in general education, Bible, and professional core. Coursework will equip students to use the Bible in light of contemporary issues, while developing oral and written skills in communication that are key to both personal and professional ministry settings.

Students completing the Bachelor of Biblical Studies program will exhibit the following:

- Effective oral and written communication.
- Application of a Pentecostal Holiness worldview as it relates to church disciplines in contemporary society.
- Ability to evaluate ministry application in view of Biblical knowledge and church history.
- Skills to lead a ministry in a local church.

Graduation Requirements

To graduate with a Bachelor of Biblical Studies in Pastoral Ministry, the student must complete 122 semester credits. This includes 54 credits in professional studies (15 in professional core and 39 in major), 35 credits of general studies, and 33 credits of Bible.

Required Courses

Bible Core (33 hours)		
Co. #	*Course*	*Hours*
BIN 1100	Bible Study Methodology	3
BIN 1200	Principles of Prayer	3
BIN 3100	Hermeneutics	3
BIN 1400	Doctrines of Holiness	3
BNT 3100	Life of Christ	3
BNT 2100	New Testament Survey	3
BNT 3120	Parables of Jesus	3

BOT 2100	Old Testament Survey	3
BTH 1100	Fundamentals of the Faith	3
	Bible Elective	3
	Bible Elective	3

General Core (35 hours)		
Co. #	*Course*	*Hours*
ENG 1111	Composition I	3
ENG 1211	Composition II	3
INL 1010	Information Literacy I	1
INL 2010	Information Literacy II	1
PHL 1100	Evidences	3
PHL 4100	Apologetics	3
SCI 2100	Science Survey	3
SPH 1100	Speech	3
	Social Science Elective	3
	Humanities Elective	3
	General Elective	3
	General Elective	3
	General Elective	3

Professional Core (15 hours)		
Co. #	*Course*	*Hours*
INT 1100	Introduction to Heritage	3
LDS 1100	Introduction to Leadership	3
MIN 1001	Ministry Formation	0.5
MIN 1002	Ministry Formation	0.5
MIN 2001	Ministry Formation	0.5
MIN 2002	Ministry Formation	0.5
MIN 2100	Personal Evangelism	3
MIN 2200	Foundations of the Family	3
MIN 3001	Ministry Formation	0.5
MIN 3002	Ministry Formation	0.5

The remaining 39 credits in ministry address the specific area of church ministry chosen by the student in consultation with the Registrar and ministry formation advisor and approved at the beginning of the student's second year.

Bachelor of Biblical Studies in Pastoral Ministry

Purpose

The Bachelor of Biblical Studies in Pastoral Ministry program of Heritage Bible College is designed for students who wish to prepare for a Christian life of service. The program is ideal for pastors, missionaries, evangelists, and church workers.

Program Objectives

The Pastoral Ministry program provides students with the knowledge and skills necessary to effectively pursue a ministry calling. Students enrolled in the Pastoral Ministry program will complete courses in general education, Bible, and professional core. Coursework will equip students to use the Bible in light of contemporary issues, while developing oral and written skills in communication that are key to both personal and professional ministry settings.

Students completing the Pastoral Ministry program will exhibit the following:

- Effective oral and written communication.
- Application of a Pentecostal Holiness worldview as it relates to church disciplines in contemporary society.
- Ability to evaluate ministry application in view of Biblical knowledge and church history.
- Leadership skills for pastoral ministry in a local church.

Graduation Requirements

To graduate with a Bachelor of Biblical Studies in Pastoral Ministry, the student must complete 122 semester credits. This includes 54 credits in professional studies (15 in professional core and 39 in major), 35 credits of general studies, and 33 credits of Bible.

Required Courses

Bible Core (33 hours)		
Co. #	*Course*	*Hours*
BIN 1100	Bible Study Methodology	3
BIN 1200	Principles of Prayer	3
BIN 3100	Hermeneutics	3
BIN 1400	Doctrines of Holiness	3
BNT 3100	Life of Christ	3
BNT 2100	New Testament Survey	3
BNT 3120	Parables of Jesus	3

BOT 2100	Old Testament Survey	3
BTH 1100	Fundamentals of the Faith	3
	Bible Elective	3
	Bible Elective	3

General Core (35 hours)		
Co. #	*Course*	*Hours*
ENG 1111	Composition I	3
ENG 1211	Composition II	3
INL 1010	Information Literacy I	1
INL 2010	Information Literacy II	1
PHL 1100	Evidences	3
PHL 4100	Apologetics	3
SCI 2100	Science Survey	3
SPH 1100	Speech	3
	Social Science Elective	3
	Humanities Elective	3
	General Elective	3
	General Elective	3
	General Elective	3

Professional Core (15 hours)		
Co. #	*Course*	*Hours*
INT 1100	Introduction to Heritage	3
LDS 1100	Introduction to Leadership	3
MIN 1001	Ministry Formation	0.5
MIN 1002	Ministry Formation	0.5
MIN 2001	Ministry Formation	0.5
MIN 2002	Ministry Formation	0.5
MIN 2100	Personal Evangelism	3
MIN 2200	Foundations of the Family	3
MIN 3001	Ministry Formation	0.5
MIN 3002	Ministry Formation	0.5

Pastoral Ministry Major (39 hours)		
Co. #	*Course*	*Hours*
EDF 2100	Introduction to Education	
LDS 3200	Principles of Leadership	3
INT 3211	Media Methods	3
MIN 3300	Missiology	3
MIN 4900	Ministry Internship	6
MPM 2100	Homiletics	3
MPM 3100	Introduction to Administration	3
MPM 3200	Pastoral Counseling	3

BTH 3101	Systematic Theology I	3
BTH 3202	Systematic Theology II	3
BTH 4300	Systematic Theology III	3
	Philosophy Elective	3

Bachelor of Biblical Studies in Christian Ministry

Purpose

The Christian Ministry program provides foundational biblical knowledge and practical preparation for service in Christian ministry. The program emphasizes spiritual formation, doctrinal understanding, biblical interpretation, and ethical principles. Students develop a strong biblical worldview while cultivating personal holiness, spiritual maturity, and ministry integrity.

Program Outcomes

Through the study of Scripture, theology, and ministry practice, students are equipped with essential tools for serving effectively in the local church and broader Christian community.
Students completing the Bachelor of Biblical Studies in Christian Ministries program will:

- Complete courses in general education, Bible, and professional core.
- Exhibit clear communication of Pentecostal Holiness doctrine.
- Cultivate skills to serve in different aspects of ministry.
- Demonstrate an ability to interpret and apply Scripture responsibly.
- Develop and apply ethical ministry principles to contemporary issues.

Graduation Requirements

To graduate with a Bachelor of Biblical Studies in Christian Ministries, the student must complete 120 semester hours:
General Education, 42
Bible Core/Professional Studies 30
Electives 48
TOTAL :120

General Core (42 hours)	
Please note: *This degree is designed to support transferability and degree completion for students transferring coursework from accredited institutions. To preserve flexibility in the transfer process, the General Education Core is presented in academic categories rather than course-specific requirements. Any unmet General Education requirements may be completed through Heritage Bible College coursework.*	
English Comp & Communication	9
Humanities	12
Math & Technology	6
Natural Sciences	3
Social and Behavioral Sciences	6

Student Development	6

Bible Core / Professional Studies (30 hours)		
Co. #	*Course*	*Hours*
BTH 1100	Fundamentals of the Faith	3
BOT 2100	Old Testament Survey	3
BNT 2100	New Testament Survey	3
BTH 3101	Systematic Theology I, II or III	3
PHL 2100	*Ethics*	*3*
MIN 2200	*Foundations of the Family*	*3*
BIN 3100	*Hermeneutics*	*3*
BIN 1100	*Bible Study Methodology*	*3*
BIN 1400	*Doctrines of Holiness*	*3*
TBD	*Ministry Development*	*3*

Electives (48 Credit Hours)		
LDS 1100	Introduction to Leadership	3
LDS 3200	Principles of Leadership	3
BUS 3560	Development of a Non-profit	3
MPM 310	Introduction to Administration	3
PHL 4100	Apologetics	3
PHL 1100	Evidences	3

BIN 1200	Principles of Prayer	3
BNT 3120	Parables of Jesus	3
MIN 3300	Missiology	3
MPM 210	Homiletics	3
MPM 320	Pastoral Counseling	3
BUS 3205	Conflict Management and Resolution	3
BUS 2410	Human Resource Management	3
BUS 2201	Principles of Management	3
	Elective	3
	Elective	3
	Elective	3

Bachelor of Biblical Studies in Education

Purpose

The Bachelor of Biblical Studies in Education program of Heritage Bible College is designed for students who wish to prepare for a Christian life of service in the field of education. The purpose of the Education program is to provide students with knowledge of Bible content, principles, and educational skills to serve effectively in Christian school, church, ministry, and other educational settings.

Program Objectives

Students enrolled in the Education program will complete courses in general education, Bible, professional core, and education. The program prepares students to apply educational theory and practice within Christian school, church, ministry, and other educational settings. Through selected education electives, students may develop additional competencies appropriate to their educational and vocational goals.

Students completing the Education program will exhibit the following:

- Educational theories and methodologies demonstrated through effective teaching.
- Ability to evaluate current educational methods and trends from a Biblical worldview.

Depending on their selection of education electives, students may also develop additional competencies:

- Elective selections emphasizing elementary education may provide additional preparation in teaching skills applicable to classroom experience and student teaching.
- Elective selections emphasizing education administration may provide additional preparation to develop and lead an education program.

Graduation Requirements

To graduate with a Bachelor of Biblical Studies in Education, students must complete 122 semester credit hours, including 33 credits in Bible, 35 credits in general studies, 15 credits in the professional core, and 39 credits in education.

The 39 education credits consist of 21 credits of required education coursework and 18 credits of approved education electives selected to support the student’s educational and vocational goals.

Note: Elective coursework may be selected to provide focused preparation in areas such as elementary education, education administration, or other areas consistent with the student's educational and ministry goals. Areas of focus do not constitute separate majors, tracks, concentrations, or degree programs.

Required Courses

Curriculum Component	Credit Hours
Bible Core	33
General Core	35
Professional Core	15
Required Education Coursework	21
Education Electives	18
Total Degree Hours	**122**

Bible Core (33 hours)		
Co. #	*Course*	*Hours*
BIN 1100	Bible Study Methodology	3
BIN 1200	Principles of Prayer	3
BIN 3100	Hermeneutics	3
BIN 1400	Doctrines of Holiness	3
BNT 3100	Life of Christ	3
BNT 2100	New Testament Survey	3
BNT 3120	Parables of Jesus	3
BOT 2100	Old Testament Survey	3
BTH 1100	Fundamentals of the Faith	3
	Bible Elective	3
	Bible Elective	3
General Core (35 hours)		
Co. #	*Course*	*Hours*

ENG 1111	Composition I	3
ENG 1211	Composition II	3
INL 1010	Information Literacy I	1
INL 2010	Information Literacy II	1
PHL 1100	Evidences	3
PHL 4100	Apologetics	3
SCI 2100	Science Survey	3
SPH 1100	Speech	3
	Social Science Elective	3
	Humanities Elective	3
	General Elective	3
	General Elective	3
	General Elective	3
Professional Core (15 hours)		
Co. #	*Course*	*Hours*
INT 1100	Introduction to Heritage	3
LDS 1100	Introduction to Leadership	3
MIN 1001	Ministry Formation	0.5
MIN 1002	Ministry Formation	0.5
MIN 2001	Ministry Formation	0.5
MIN 2002	Ministry Formation	0.5
MIN 2100	Personal Evangelism	3
MIN 2200	Foundations of the Family	3
MIN 3001	Ministry Formation	0.5

MIN 3002	Ministry Formation	0.5

Required Education Coursework (21 hours)		
Co. #	**Course**	**Hours**
EDF 2100	Introduction to Education	3
EDF 2200	Education Psychology	3
EDU 2300	Methods of Teaching	3
EDU 2401	Practicum I	1
EDU 3402	Practicum II	1
EDU 3403	Practicum III	1
EDU 4900	Education Internship	6
INT 2300	Media Methods	3

Students select 18 credit hours from the following approved education-related electives.

Education Electives (18 Hours)		
Co. #	**Course**	**Hours**
EDU 2310	Teaching Reading	3
EDU 2320	Teaching Language Arts	3
EDU 2330	Teaching Math	3
EDU 2340	Teaching Social Science	3
EDU 2350	Teaching Science	3
EDU 2360	Teaching the Exceptional Learner	3

EDU 3100	Introduction to Administration	3
EDU 3500	Sunday School Curriculum Development	3
EDU 4100	Development of a Christian School	3
EDU 3302	Elementary Education Methods	3
EDU 3303	Adolescent Teaching Methods	3
LDS 3200	Principles of Leadership	3
BTH 3101	Systematic Theology I	3
BTH 3201	Systematic Theology II	3
BTH 4301	Systematic Theology III	3

Bachelor of Biblical Studies in Business

Purpose

The Bachelor of Biblical Studies in Business is designed to prepare a person to operate a business based upon Christian principles of integrity and good business practices that supports the person in a volunteer ministry and to impact society through a Business.

Program Objectives

Students enrolled in the Bachelor of Biblical Studies in Business program will complete courses in general education, Bible, and professional core. Coursework will equip students to use the Bible in light of contemporary issues. It will address both the factual content and the personal character needed for best business practices while establishing both an ethical and moral basis for sound business practice.

Students completing the Bachelor of Biblical Studies in Business will demonstrate the following:

1. [Professional Studies] Formulate a core level of business acumen allowing effective engagement in for-profit and non-profit organizations.
2. [Financial Resources] Develop, allocate, monitor, and defend organizational finances to accomplish the goals of the organization.
3. [General Education] Distinguish the understanding of worldviews through study of humanities, social science, hard science, and communication to impact their world for Christ.
4. [Leadership and Human Resources] Influence others through effective management and leadership within varying cultural environments.
5. [Bible and Theology] Cultivate an ongoing Christian worldview as the foundation and source for business, personal, and ethical practices.

Graduation Requirements

To graduate with a Bachelor of Biblical Studies in Education, the student must complete 122 semester credits. This includes 54 credits in professional studies (15 in professional core and 39 in major), 35 credits of general studies, and 33 credits of Bible.

Required Courses

Bible Core (33 hours)		
Co. #	Course	Hours
BIN 1100	Bible Study Methodology	3
BIN 1200	Principles of Prayer	3
BIN 3100	Hermeneutics	3
BIN 1400	Doctrines of Holiness	3
BNT 3100	Life of Christ	3
BNT 2100	New Testament Survey	3
BNT 3120	Parables of Jesus	3
BOT 2100	Old Testament Survey	3
BTH 1100	Fundamentals of the Faith	3
	Bible Elective	3
	Bible Elective	3

General Core (35 hours)		
Co. #	*Course*	*Hours*
ENG 1111	Composition I	3
ENG 1211	Composition II	3
INL 1010	Information Literacy I	1
INL 2010	Information Literacy II	1
PHL 1100	Evidences	3
PHL 4100	Apologetics	3
SCI 2100	Science Survey	3

General Core (35 hours)		
Co. #	*Course*	*Hours*
SPH 1100	Speech	3
	Social Science Elective	3
	Humanities Elective	3
	General Elective	3
	General Elective	3
	General Elective	3

Professional Core (15 hours)		
Co. #	*Course*	*Hours*
INT 1100	Introduction to Heritage	3
LDS 1100	Introduction to Leadership	3
MIN 1001	Ministry Formation	0.5
MIN 1002	Ministry Formation	0.5
MIN 2001	Ministry Formation	0.5
MIN 2002	Ministry Formation	0.5
MIN 2100	Personal Evangelism	3
MIN 2200	Foundations of the Family	3
MIN 3001	Ministry Formation	0.5
MIN 3002	Ministry Formation	0.5

Business Major (39 hours)		
Co. #	*Course*	*Hours*
BUS 2101	Concepts in Marketing	3
BUS 2201	Principles of Management	3
BUS 2410	Human Resource Management	3
BUS 3205	Conflict Management and Resolution	3
BUS 3301	Business Analytics	3
BUS 3501	Introduction to Accounting	3
BUS 3550	Principles of Economics	3
BUS 3560	Development of a Nonprofit	3
BUS 4330	Entrepreneurship	3
BUS 4340	Business and Law	3
BUS 4900	Business Internship	6
PHL 2100	Ethics	3

Bachelor of Biblical Studies in Christian Ministry

Purpose

The Christian Ministry program provides foundational biblical knowledge and practical preparation for service in Christian ministry. The program emphasizes spiritual formation, doctrinal understanding, biblical interpretation, and ethical principles. Students develop a strong biblical worldview while cultivating personal holiness, spiritual maturity, and ministry integrity.

Program Outcomes

Through the study of Scripture, theology, and ministry practice, students are equipped with essential tools for serving effectively in the local church and broader Christian community.

Students completing the Bachelor of Biblical Studies in Christian Ministries program will:

- Complete courses in general education, Bible, and professional core.
- Exhibit clear communication of Pentecostal Holiness doctrine.
- Cultivate skills to serve in different aspects of ministry.
- Demonstrate an ability to interpret and apply Scripture responsibly.
- Develop and apply ethical ministry principles to contemporary issues.

Graduation Requirements

To graduate with a Bachelor of Biblical Studies in Christian Ministries, the student must complete 120 semester hours:

General Education: 42

Bible Core/Professional Studies: 30

Electives 48

TOTAL :120

Required Courses

General Core (42 hours)	
Please note: *This degree is designed to support transferability and degree completion for students transferring coursework from accredited institutions. To preserve flexibility in the transfer process, the General Education Core is presented in academic categories rather than course-specific requirements. Any unmet General Education requirements may be completed through Heritage Bible College coursework.*	
English Comp & Communication	9
Humanities	12
Math & Technology	6
Natural Sciences	3
Social and Behavioral Sciences	6
Student Development	6

Bible Core / Professional Studies (30 hours)		
Co. #	*Course*	*Hours*
BTH 1100	Fundamentals of the Faith	3
BOT 2100	Old Testament Survey	3
BNT 2100	New Testament Survey	3
BTH 3101	Systematic Theology I, II or III	3
PHL 2100	*Ethics*	*3*
MIN 2200	*Foundations of the Family*	*3*
BIN 3100	*Hermeneutics*	*3*
BIN 1100	*Bible Study Methodology*	*3*
BIN 1400	*Doctrines of Holiness*	*3*

TBD	*Ministry Development*	*3*

Electives (48 Credit Hours)		
LDS 1100	Introduction to Leadership	3
LDS 3200	Principles of Leadership	3
BUS 3560	Development of a Non-profit	3
MPM 310	Introduction to Administration	3
PHL 4100	Apologetics	3
PHL 1100	Evidences	3
BIN 1200	Principles of Prayer	3
BNT 3120	Parables of Jesus	3
MIN 3300	Missiology	3
MPM 210	Homiletics	3
MPM 320	Pastoral Counseling	3
BUS 3205	Conflict Management and Resolution	3
BUS 2410	Human Resource Management	3
BUS 2201	Principles of Management	3
	Elective	3
	Elective	3
	Elective	3

A.C.T.S. – Applied Christian Training Series

Purpose

The Enrichment Path at Heritage Bible College is a structured opportunity for students to enroll in undergraduate-level courses for credit without pursuing a formal certificate or degree. This path serves individuals seeking personal spiritual growth, vocational development, or academic exploration before committing to a full academic program. It is appropriate for pastors, church leaders, lifelong learners, and prospective students exploring study options.

Path Outcomes

Students enrolled in the Enrichment Path will:

- ∉ Participate in credit-bearing academic courses for personal or vocational development.
- ∉ Engage with Scripture, theology, and ministry concepts through undergraduate level academic work.
- ∉ Demonstrate biblical understanding and theological reflection appropriate to the course material.

Eligibility and Enrollment

- ∉ Applicants must meet institutional admissions standards. Click here for the application procedure.
- ∉ Students may enroll in the Enrichment Path online or on-campus. Course availability may vary by term. The Registrar's office will assist prospective students in selecting from the current offerings and ensuring appropriate course placement.
- ∉ Beyond 18 credit hours under this status, enrollment in a formal program is strongly encouraged.
- ∉ Students may transfer earned credits to a certificate or degree program with approval from the Registrar.

Academics

ACTS students must meet the same academic standards, complete the same assignments, and are subject to the same grading policies as degree-seeking students. All academic work will be assessed and transcripted for credit.

- ∉ This path does not culminate in a certificate or degree.
- ∉ A formal transcript maintained by the registrar will document all completed coursework and credits earned.

Financial Policies

Courses are billed at the full tuition rate, based on whether they are taken on campus or through distance learning. While Heritage Bible College does not offer federal financial aid, students may pursue external scholarships or funding sources, and the college also offers a limited number of privately funded scholarships. HBC will make every reasonable effort to accommodate and apply these funds where feasible.

Course Descriptions

Bible Major

BIN 1100 - Bible Study Methodology (3 credit hours)
Provides the understanding and exercise of methodologies and techniques for accurate biblical analysis by utilizing twelve inductive study methods.

BIN 1200 - Principles of Prayer (3 credit hours)
The theology and practice of prayer is intended to be a practical survey of prayer in scriptures, the teaching of Christ on the subject, and people throughout history who prayed with passion. The global impact of prayer will be evaluated, as well as the impact of prayer on leadership.

BIN 1400 - Doctrines of Holiness (3 credit hours)
An intensive study of the doctrine of heart purity and sanctification as a second definite work of grace. Scriptural and experiential material is integrated for the purpose of instructing and establishing students in their personal experience of living a sanctified life.

BIN 3100 – Hermeneutics (3 credit hours)
Provides the student with the understanding and exercise of the principles of biblical interpretation and basic methods of systematic study.

BNT 2100 - New Testament Survey (3 credit hours)
Provides an overview of each book of the New Testament with emphasis on major themes and spiritual applications.

BNT 3100 - Life of Christ (3 credit hours)
Provides a comprehensive study into the life, ministry, and message of Jesus Christ as revealed in the individual perspectives of the four gospels.

BNT 3120 - Parables of Jesus (3 credit hours)
An intensive examination of the nature, structure, and purpose of parables as an illustrative tool, and gives an in-depth analysis of why Jesus used parables and why this continues to be an effective tool of communication for today. Students will have the opportunity to prepare lessons using parabolic language.

BNT 3200 - Acts (3 credit hours)
Provides a comprehensive study of the ministry of the early church through the working of the Holy Spirit to provide a biblical basis for effective evangelism in the contemporary church.

BOT 2100 - Old Testament Survey (3 credit hours)
Provides an overview of each book of the Old Testament with emphasis on major themes and spiritual applications.

BOT 3100 - Pentateuch (3 credit hours)
Focuses on the background, history, customs, and typology of the first five books of the Bible with emphasis on creation, redemption, and Mosaic law.

BOT 3300 – Psalms (3 credit hours)
Focuses on selected Psalms with attention given to the development of themes and theological content.

BOT 3500 - Minor Prophets (3 credit hours)
Provides insight into the messenger and message with emphasis given to the prophetic and historical significance.

BTH 1100 - Fundamentals of the Faith (3 credit hours)
Provides the student with an understanding of basic Christian doctrines.

BTH 3101 - Systematic Theology I (3 credit hours) – Prerequisite BTH 1100
Provides an in-depth study into the doctrines of Bibliology, Theology, and Hamartiology.

BTH 3201 - Systematic Theology II (3 credit hours) – Prerequisite BTH 1100
Provides an in-depth study into the doctrines of Christology, Pneumatology, and Ecclesiology.

BTH 4301 - Systematic Theology III (3 credit hours) – Prerequisite BTH 1100
Provides an in-depth study into the doctrines of Anthropology, Eschatology, and Soteriology.

Professional Studies Major

General Ministry

INT 1100 - Introduction to Heritage (3 credit hours)
A broad overview of various technology tools and resources that will enhance the student's information literacy skills.

INT 2300 - Media Methods (3 credit hours)
An examination of the application of various media in ministry contexts in a web-centered world. Media examined include videos, audio, desktop publishing, graphics, computer presentations, and websites.

LDS 1100 - Introduction to Leadership (3 credit hours)
Focuses on the importance of leadership attributes, development of strategic vision, and effective recruitment.

LDS 3200 - Principles of Leadership (3 credit hours)
Introduces the student to the field of leadership studies and provides an overview of leadership and research principles.

Ministry Formation Program
Provides practical training in different roles by working in various ministries to model service to others.

> **MIN 1001 - Ministry Formation (.5 credit hour)**
> Students will participate in nursing home ministries or door-to-door personal evangelism activities rotating in the succeeding semester.
>
> **MIN 1002 - Ministry Formation (.5 credit hour) – Prerequisite MIN 1001**
> Students will participate in nursing home ministries or door-to-door personal evangelism activities rotating from the preceding semester.
>
> **MIN 2001 - Ministry Formation (.5 credit hour) – Prerequisite MIN 1001, MIN 1002**
> Students will compose and present Bible lesson plans in an assigned classroom at Butler Christian Academy.
>
> **MIN 2002 - Ministry Formation (.5 credit hour) – Prerequisite MIN 1001, MIN 1002, MIN 2001**
> Students will compose and present Bible lesson plans in an assigned classroom at Butler Christian Academy.
>
> **MIN 3001 - Ministry Formation (.5 credit hour) – Prerequisite MIN 1001, MIN 1002, MIN 2001, MIN 2002**
> Students will perform duties in a leadership capacity overseeing student ministries such as nursing home ministries, door-to-door personal evangelism, music ministries, or other ministries as assigned.

MIN 3002 - Ministry Formation (.5 credit hour) – Prerequisite MIN 1001, MIN 1002, MIN 2001, MIN 2002, MIN 3001
Students will perform duties in a leadership capacity overseeing student ministries such as nursing home ministries, door-to-door personal evangelism, music ministries, or other ministries as assigned.

MIN 2100 - Personal Evangelism (3 credit hours)
Prepares the student to fulfill the Great Commission by revealing biblical strategies applicable in witnessing in today's society.

MIN 2200 - Foundations of the Family (3 credit hours)
Provides an overview of the family as an institution with emphasis on biblical principles of marriage and family.

MIN 3300 – Missiology (3 credit hours)
Provides a biblical and historical overview of world missions with an emphasis placed upon the spiritual and cultural life of the missionary on the field.

MIN 4500 - Ministry Development (3 credit hours)
Prepares students for effective Christian service through practical ministry involvement, spiritual discipline, and guided reflection. This course emphasizes doing ministry and reflecting on ministry as students engage in service, evaluate their growth, and develop habits of calling, character, Pentecostal holiness, servant leadership, evangelism, pastoral care, and lifelong faithfulness.

MIN 4900 - Ministry Internship (6 credit hours)
Provides an experience with a Christian organization under the supervision of a qualified professional Christian mentor (On-Site Supervisor). The student utilizes the skills directly related to their academic preparation through working in an applied ministry setting with special emphasis on leading, caring, evangelizing, proclaiming, relating, and growing.

Pastoral Ministry

INT 2300 - Media Methods (3 credit hours)
An examination of the application of various media in ministry contexts in a web-centered world. Media examined include videos, audio, desktop publishing, graphics, computer presentations, and websites.

MPM 2100 - Homiletics (3 credit hours)
Introduces the student to the structure and movement of basic types of sermons.

MPM 3200 - Introduction to Administration (3 credit hours)
Provides the student with the basic concepts and techniques applicable to the Christian church and school administration.

MPM 3300 - Pastoral Counseling (3 credit hours)
Introduces the concept of biblically based, Christ-centered counseling and its role and relationship to the local church.

Education Ministry

EDF 2100 - Introduction to Education (3 credit hours)
Explores the biblical and historical foundation of education and its application to the local church.

EDF 2200 - Education Psychology (3 credit hours)
Focuses on current psychological principles as they apply to teaching and learning.

EDU 2300 - Methods of Teaching (3 credit hours)
Focuses on basic teaching principles and basic instructional methods with the aim of creating an effective lesson plan and explores and incorporates the teaching methods of Jesus.

EDU 2310 - Teaching Reading (3 credit hours)
Provides students with a solid foundation for effective literacy instruction in K – 8 elementary and middle grade classrooms.

EDU 2320 - Teaching Language Arts (3 credit hours)
Explores theories, models, and strategies for teaching and learning language arts in the elementary school.

EDU 2330 - Teaching Math (3 credit hours)
Explores methods designed to instruct how to teach all children in arithmetic, geometry, algebra, probability, and statistics.

EDU 2340 - Teaching Social Science (3 credit hours)
Explores the application of basic instructional methods and strategies of teaching social studies.

EDU 2350 - Teaching Science (3 credit hours)
Designed to introduce prospective elementary teachers with current methodologies of teaching science for understanding and provides practical experience, theoretical background, and pedagogical skills.

EDU 2360 - Teaching the Exceptional Learner (3 credit hours)
A course that examines the educational needs of children who require adaptive education and/or related services which enable them to reach their full potential.

EDU 2401 - Practicum I (1 credit hour)
Designed to help students develop their lesson plans and begin integration into the classroom setting through observation.

EDU 3100 - Introduction to Administration (3 credit hours)
Studies basic concepts and techniques applicable to the Christian church and school administration.

EDU 3302 - Elementary Education Methods (3 credit hours)
Focuses on planning, teaching strategies, management, assessment, and differentiation.

EDU 3303 - Adolescent Teaching Methods (3 credit hours)
Develops student understanding of how to effectively educate middle school student using research-based strategies.

EDU 3402 - Practicum II (1 credit hour) – Prerequisite EDU 2401
Designed to develop students in their teaching skills through participation by presenting lessons in the classroom setting.

EDU 3403 - Practicum III (1 credit hour) – Prerequisite EDU 2401, EDU 3402
Designed to help students develop in their teaching skills and prepare them for their Education internship.

EDU 3500 - Sunday School Curriculum Development (3 credit hours)
Assists students in understanding the philosophy, purpose, and aims of curriculum.

EDU 4100 - Development of a Christian School (3 credit hours)
Focuses on planting, structuring, and developing a Christian School.

EDU 4900 – Education Internship (6 credit hours) – Prerequisite EDU 2401, EDU 3402, EDU 3403
Provides the student teacher with practical experience in the classroom.

Business Ministry

BUS 2101 - Concepts in Marketing (3 credit hours)
Introduces students to the discipline of marketing and its role within the strategic and operational environments of a business. This course covers fundamental knowledge in the area of marketing planning, including the marketing mix, while also describing basic concepts of brand management, digital marketing, customer relationship management, and personal selling and negotiating.

BUS 2201 - Principles of Management (3 credit hours)
Presents the principles, techniques, and concepts needed for managerial analysis and decision-making. It highlights the effective management of planning, organizing, influencing, and controlling related to the internal and external environment and issues of ethics and social responsibility.

BUS 2410 - Human Resource Management (3 credit hours)
Examines various services provided by a manager of a human resources department and an overview of Human Resource Management (HRM).

BUS 3205 - Conflict Management & Resolution (3 credit hours)
Introduces positive conflict management processes, including active listening and communication skills, principled negotiation, mediation, arbitration, victim and criminal offender mediation, and nonviolent direct action.

BUS 3301 - Business Analytics (3 credit hours)
Develops a data mindset and the analytical skills to interpret and communicate data while applying concepts to real business problems.

BUS 3501 - Introduction to Accounting (3 credit hours)
Explores the field of accounting, covering the process of recording, analyzing, classifying, summarizing, and communicating accounting information. Students will have the opportunity to learn how to interpret and formulate financial information for use in management decision making.

BUS 3550 - Principles of Economics (3 credit hours)
Provides an introduction to a broad range of economic concepts, theories and analytical techniques. It considers both microeconomics - the analysis of choices made by individual decision-making units (households and firms) - and macroeconomics - the analysis of the economy as a whole.

BUS 3560 - Development of a Nonprofit (3 credit hours)
Considers methods, techniques, and directed experiences in fundraising and resource development practices.

BUS 4330 - Entrepreneurship (3 credit hours)
Explores all aspects of the creation of a new venture from idea through startup, growth, and beyond. Students will learn how to evaluate opportunities, develop strategies, create a business plan, and acquire financing for a new venture. In this course students will develop a business plan for a new venture.

BUS 4340 - Business and Law (3 credit hours)
Introduces the nature of law, courts and court procedures, crimes and torts, contracts, sales, and negotiable instruments. This course provides the student with a working knowledge of the legal framework within which formal business organizations must operate.

BUS 4900 - Business Internship (6 credit hours)
Provides supervised training work in a cooperating agency or business.

General Education Major

ENG 0095 - English Fundamentals I (1 credit hour)
Provides students with a firm knowledge of the fundamentals of composition, standard English grammar, punctuation, and style.

ENG 0096 - English Fundamentals II (1 credit hour)
Provides students with a firm knowledge of the fundamentals of composition, standard English grammar, punctuation, and style.

ENG 1111 - Composition I (3 credit hours)
Provides students with the rhetorical foundations that assist them in informal writing styles. Students will learn and practice the strategies and processes that successful writers employ as they work to accomplish specific purposes.

ENG 1211 - Composition II (3 credit hours)
Prepares students to become better writers and readers at the college level and formal writing. The course introduces students to the complex demands of academic and information literacy and educate students to respond to those demands successfully.

HIS 1411 - Church History (3 credit hours)
A survey of the history of the Christian Church beginning with the ministry of Christ and including influential aspects such as the Apostolic Church, Protestant Reformation, and the North American Church to the present time.

HIS 2211 - History of America (3 credit hours)
Surveys historical development from human origins in North America through the founding of the United States to the end of the Civil War, development in the United States, and continues through contemporary times.

INL 1010 - Information Literacy I (1 credit hour)
Covers the basic concepts and skills of information literacy, the research process, critical thinking skills, and ethical aspects of information. Students are introduced to characteristics, formats, and organization of information, and are provided with practical experience in the use of the academic library. Course content also introduces electronic resources such as journal databases, search engines, and directories.

INL 2010 - Information Literacy II (1 credit hour)
Designed to build upon the basic concepts of information literacy studied in Information Literacy I. It is expected students will continue to practice and refine writing and information-literacy skills, but in the context of a particular discipline.

LIT 2101 – Classics in Christian Literature (3 credit hours)
Focuses on skills required for effective knowledge in theories and methodology of Education, with emphasis on exposition, analysis, and argumentation and also the use of research skills. Fundamental research and critical thinking skills are stressed along with excellence both in content and mechanics.

MTH 2100 - Introduction to Math (3 credit hours)

This course is designed to introduce students to mathematical concepts that can help with making decisions, communicating, and problem solving in the modern world. Topics covered may include logic, voting theory, weighted voting, apportionment, graph theory, growth models, personal finance, statistics, data analysis, cryptography, and quantitative reasoning. Students will explore how mathematical thinking can be applied personally, professionally, and within a civic context. They will do this by engaging in individual and collaborative investigations that require critical thinking and analysis. The course focuses on the practical value of mathematics as a tool for understanding and engaging the world.

PHL 1100 - Evidences (3 credit hours)
Prepares the student with the defense of the authority of the Bible by evidences from manuscripts, archaeology, and historicity.

PHL 2100 - Ethics (3 credit hours)
Addresses ethical situations surrounding those in ministry. It examines real-life situations of ethical dilemmas and discusses how these situations should be handled from a biblical perspective.

PHL 4100 - Apologetics (3 credit hours) – Prerequisite
Prepares the student with the defense of biblical cosmology by developing logical and philosophical arguments.

PSY 2100 - Introduction to Psychology (3 credit hours)
Surveys the major subdisciplines of the field, including such topics as the brain and neuroscience, behavioral genetics, cognitive and social development, perception, learning, memory, decision-making, language, consciousness, emotions, motivation, psychological disorders, social identity, interpersonal interactions and group and cultural processes.

REL 3100 - World Religions (3 credit hours)
Students consider the major teachings, beliefs, and devotional practices of the world's religions, including views of the absolute, ceremonial rituals, sacred experiences, and prevalent stories. The course will examine how these religions can be contended from a biblical worldview.

SCI 2100 – Science Survey (3 credit hours)
An introduction surveying basic topics in chemistry, physics, biology, earth science and astronomy.

SOC 2100 - Introduction to Sociology (3 credit hours)
Designed to introduce students to the sociological study of society. Focuses on the systematic understanding of social interaction, social organization, social institutions, and social change.

SPH 1100 - Speech (3 credit hours)
Designed to introduce students to theory and practice in both interpersonal (one-on-one) communication and public communication. Focus is on the development of communication competence.

Student Services

The Library

Purpose

The purpose of the Hezekiah Polk Library is to provide adequate and accessible quality educational resources and services in support of the curricular and developmental needs of members of the college community involved in the various academic programs of the college to facilitate theological education. A secondary purpose is to serve the information needs of alumni, church members, students of Butler Christian Academy, and other libraries as time and resources allow.

Library History

Heritage administrators use their bibliographical knowledge to choose works of importance for the library. The administration of the library is overseen by a credentialed librarian who holds a Master's in Library Information Sciences. Currently it includes more than 18,000 volumes and is constantly being enlarged. In addition, Heritage uses the CampusSIS system to catalog and borrow books from the library.

Special Note

The library endeavors to fulfill the research needs of students and faculty. In its efforts to do so, it may include materials that do not agree with the doctrinal beliefs of the Bible College. Discernment is recommended when using these materials.

General Regulations and Conditions of Use

The Hezekiah Polk Library is provided to students to be the primary means of finding access to materials for research. As such, the library must be accessible to all students during business hours in a way that meets this need. Therefore, there are certain regulations and conditions of use students are required to adhere to at all times.

Regulations

- Please maintain an atmosphere conducive to study, by being as QUIET as possible.
- Absolutely no food, drink, or water bottles are permitted in the library outside the student's bag or backpack. Water fountains are provided inside the library for students' convenience.

Conditions of Use

- The library is designed primarily for the use of the students and faculty of Heritage Bible College.
- Persons who are not students at Heritage Bible College may use materials in the library free of charge. If a non-student wishes to have checkout privileges, a library fee of $25 may be charged. Approved non-students are subject to the same conditions of use as

students. Use by non-students will be monitored to ensure that students are guaranteed adequate use of the library's resources.

Library Hours

Specific library hours will be posted in the student area, but generally are as follows:

- Monday through Friday 8:00 a.m. to 8:00 p.m.
- Saturday 10:00 a.m. to 5:30 p.m.
- Closed on Sunday

Library Services

The Hezekiah Polk Library offers a variety of services to assist its patrons. Services include its students' research needs. This section will review those services.

Borrowing from the library

Availability of Collection: The library collection, which now numbers more than 20,000 volumes, has been carefully selected to meet the curricular needs of the college and college community. The collection is continually changing, with the addition of new acquisitions and systematic weeding of older volumes. This constant process ensures that the collection will remain useful in meeting the needs of the college family.

Limits to Availability: While the majority of these resources are available for check out, included in the library resources are some items that are not to be removed from the library premises, such as: the reference collection, periodical collection, and audio-visual equipment.

Borrowing Material: Students may check out any item not limited by library policy. Up to five items may be checked out at one time for a period of five days.

Due Dates and Late Fees: Circulation materials may be checked out for a period of five days. Audio-visual material may be checked out for a period of five days. Students are allowed one renewal of five days. Materials returned after their due date will be assessed late fees as follows: $.50 per day for any overdue resource.

DO NOT take any materials out of the library without checking them out first! Students who remove library materials without authorization will be subject to disciplinary action as deemed appropriate by the library administration.

Returning Material: Materials may be returned to the charging desk and deposited in the book return slot or given personally to one of the library staff. All returns are expected to be accomplished by the end of the courses in which the student is enrolled. Additionally, all materials, are due by the beginning of exam week.

Refusal of Service: A student may be refused check-out privileges if he or she has overdue books or unpaid fines.

Unreturned Materials: An item is declared lost thirty days after the due date. In the event an item is lost, the student will be assessed a replacement fee plus a $10 processing fee. The borrower has the right to claim an item was returned. However, this claim must be made

before the item is declared lost. The replacement fee will not exceed the cost of the item. Grades and transcripts will be withheld until payment for overdue items is made.

Reserve Books: Reserve books are those books intended by the instructor to be available to a large number of students for a short period of time. There are two kinds of reserve books: 1) open reserve 2) closed reserve Open reserve books may be checked out; closed reserve books must be used within the library. All reserve books are to be checked out at the circulation desk even if they are used only in the library. All reserve books must be returned to the circulation desk.

Fines and overdue notices: The library usually issues notices to students regarding fines and over dues. However, these notices are sent as a courtesy and should not be considered a right of the student nor an excuse for non-payment or late returns.

Copy Services

Photocopy Cost: The library provides self-serve photocopying. The fee is $.10 per page. Students may request limited number of photocopies of book excerpts, articles, etc. at $.10 per page. Copies will be mailed with an invoice.

Copyright Compliance: Copy requests may not violate copyright law. For information on copyright law, see the following link:

http://fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/index.html

Additional Information

For additional information please consult the On Campus Student Library Manual that can be found at https://www.heritagebible.college

Heritage Bible College also encourages the use of The Wesleyan Holiness Digital Library (http://www.whdl.org/) . It is available free of charge to students to conduct research on various topics for class and personal edification.

Disciplinary Action, Suspension, or Dismissal

Heritage Bible College reserves the right to discipline, suspend, or dismiss any student at any time it deems necessary to safeguard and uphold the standards of scholarship, character, and principles of the Bible College. Dishonesty in any aspect of Bible College work, failure to give truthful testimony to a Bible College official, disregard for the safety and rights of others, and any behavior which reflects discredit upon the individual or the Bible College are very serious offenses which may lead to dismissal.

Harassment

Heritage Bible College will not tolerate verbal, physical, or sexual harassment of or by any student or employee. If any student or employee believes that he or she is the object of harassment, the student/employee should immediately report the incident directly to the person identified in the Bible College protocol policy as defined in the Student Handbook.

Student Handbook

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

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

Health Services

Heritage Bible College assumes no responsibility to provide health care or insurance. Students are encouraged to purchase personal health and accident insurance from the carrier of their choice. Resident students are also encouraged to purchase renter's insurance as the Bible College assumes no liability for lost or stolen personal property. Any decision to receive medical care should be reached by the student and the parent. Heritage Bible College, or anyone acting on their behalf, will not make decisions for the student and can only offer minimal suggestions to help the parent and child make a decision. In short, any advice from Heritage Bible College will be to go to the nearest health facility and receive attention from a trained professional. Any payment required will be the sole responsibility of the student/parent of the student.

Americans with Disabilities Act (ADA)

Heritage Bible College does not discriminate against students with disabilities. Accommodations include special parking facilities, ramped entrances, and accessible water fountains and restroom facilities in accordance to the Americans with Disabilities Act (ADA). It is the responsibility of the student to inform the institution of any disabilities, physical and/or

mental, which might in any way affect the student's academic progress. Heritage Bible College will make reasonable accommodations to meet the needs of any student with a disability.

Policy for Requesting Accommodations

The Americans with Disability Act requires that students be provided reasonable accommodations for learning and physical disabilities.

Reasonable Accommodation

Reasonable for the institution. The institution must not require accommodations that will put the institution into financial hardship.

Process

1. The institution notifies all students regularly regarding where additional information is available to students who believe they have a disability as defined by the ADA.
2. The student emails or visits the Registrar's Office and completes the Reasonable Request Accommodation form letter.
    - EXAMPLE

School's Address
Date of Letter
Dear _____:
I was recently accepted (or: I am applying) as a student here at _____(fill in school's name). I am writing to formally request a reasonable accommodation for my disability under _____ (choose one or both: "federal" and/or "state") laws governing reasonable accommodations for persons with disabilities. I have _____(fill in disability) and, as a result, I have limitations in _____(state type of tasks or activities affected by your disability; for example, "processing auditory information," "use of my arms/legs," or "reading printed class materials.") Therefore, I will need accommodations in order to _____(state task or activity for which you need accommodation; for example, "participate in class," "attend class in buildings without elevators," or "access class materials."

From my experience with my disability, I know that _____(state possible solution, for example, "sitting at the front of the classroom," "attending class via video conference," "being allotted more time for exams," or "using a sign language interpreter") would be a sufficient accommodation. However, I am open to other solutions that you may suggest. I also would be willing to meet with you to discuss other options.

If you would like medical verification of my disability, I can provide you with the appropriate documents upon your request.

(Alternatively, "I have attached medical documentation verifying my disability.")

Thank you for your attention to this matter. I would appreciate a response to this letter within one week so that I can be successful in my studies. I look forward to cooperating with you to find an effective solution.

Thank you,
Student's Signed and Printed Name
Student's Mailing Address and Phone Number

3. The student will be asked to provide documentation from a professional that has diagnosed the disability and when needed, provides a list of recommended accommodations. This documentation that shows the disability and suggested accommodations should be within the last 3 years.
4. The student must remember that no accommodation may be received until the process has been completed.
5. The Student's Part:
    - Complete the request along with proof of a professional diagnosis and reasonable accommodation suggestions.
    - Once the request has been approved by the student a letter will be given to the student by the Registrar that lists the accommodations the institution is able to honor for the student.
    - When provided the letter, the student disburses the letters to all instructors.
6. The Registrar's Part (complete in view of Policy and Procedure):
    - The Registrar processes the evaluation and determines the accommodations that are reasonable for the College.
    - The Registrar prepares the letter to the student's instructors and makes 10 copies and provides them to the student for distribution.
    - The evaluation and letter to the instructor is filed in the student's hardcopy file.
7. The Professional's (Doctor or Counselor) Role:
    - Evaluate the student regarding claims of disability.
    - Establish diagnoses regarding any student disability as defined by the American Disabilities Act. Disabilities outside of the law may be noted but must clearly state it is not a disability recognized in the ADA law.
    - Provide on official letterhead a list of the disabilities of the student.
    - Provide a list of accommodations that the disability(ies) identified. Please provide adequate information and the degree to which the accommodation is required to address the disability.

Policy on Nondiscrimination

Heritage Bible College does not discriminate on the basis of age, sex, national or ethnic origin, or disability in the administration of its personnel and education policies. Applicants meeting admission requirements are accepted and accorded all rights, privileges, and services available to students.

The Bible College is dedicated to ensuring that hiring, promotion, and transfer decisions are in accord with the principles of equal employment opportunity by imposing only valid position requirements. The Bible College strives to ensure that all personnel actions such as hiring, promotions, training, and benefits are administered based on professional and personal qualifications not influenced by age, sex, national or ethnic origin, or disability not affecting the job to be performed.

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

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

Non-Academic Grievance Policy

Students may refer to the Student Handbook for any issues resulting in a non-academic grievance.

Personnel

Administration

Ryan Ralston – President, Part-Time Faculty

- BA in Biblical Studies, American Christian College
- MA in Ministry, American Christian College
- MEd in Administration, Liberty University
- DMin, American Christian College
- PhD Organizational Leadership, Piedmont International University

Brina Davis – Director of Business, Librarian, Part-Time Faculty

- BBA in Accounting, Strayer University
- MLIS in Library and Information Science, Valdosta State University

Administrative Staff

Lauren Morgan – Accreditation Liaison & Director of Assessment and Planning

- BA in Education, Heritage Bible College

Brooklyn Burris – Registrar, Enrollment Manager

- BA in Education, Heritage Bible College
- MA in Marriage, Couple, and Family Counseling, Regent University

David Brimm – Dean of Students/Campus Pastor

Faculty – Part Time

Mary Delaine Barnes – Director of General Education

- Georgia teaching certificate
- BS in Education, Armstrong Atlantic State University
- MEd in Education, Armstrong Atlantic State University

Josh Decker

- BS in Business Administration, Liberty University
- MA in Ministry, Carolina University

Landon Ralston

- BA in Biblical Studies, Heritage Bible College
- MA in Christian Studies, Luther Rice College & Seminary

Shayla Asselin

- BA in Business Economics, Armstrong State University
- MBA, Southern New Hampshire University
- MBS in Digital Marketing, Western Governors University

Luke Morgan

- BA in Biblical Studies, Heritage Bible College
- MA of Arts in Intercultural Commerce, Johnson University

Danielle Padgett

- BA in Education, Heritage Bible College
- MA of Education, Carolina University

Jared Mitchell

- BA of Science in Business Administration, University of Northwestern Ohio
- Master of Arts in Christian Studies, Luther Rice College & Seminary
- Master of Divinity, Luther Rice College & Seminary

Rachel Padgett - Director of Education, Part-Time Faculty

- BS in Education/Minor in Speech Language Pathology, Armstrong State University
- MEd in Special Education, University of Phoenix

Faculty – Full Time

Joe Salter

- BS in Education, Andersonville Theological Seminary
- MA in Christian Studies, Luther Rice College
- MA in Theological Studies, Liberty University
- MDiv in Languages, Liberty University

Ed Ralston - Director of Biblical Studies, Full-Time Faculty

- BS in Education, Wright State University (OH)
- MA in Apologetics, Luther Rice College
- ThM in Bible Theology, International Seminary
- ThD in Bible Theology, International Seminary

Adjunct Faculty

Lynn Heath

- Arkansas and Ohio Teaching Certificate
- BS in Education (Minor: Integrated Science), Miami University
- MEd in Curriculum and Teacher Leadership (Minor: Physics Education and Technology), Miami University
- Educational Specialist Degree in Principalship, Arkansas State University

Shana Wright

-

Student Achievement and Institutional Performance Outcomes

Enrollment/Retention/Graduation Information (2023-24 School Year)

Headcount (total number of students)	44
Enrollment by Gender	Males - 45% Females - 55%
Percent of full-time students (full-time students divided by total number of students)	95%
Tuition (cost per credit)	$118.75
Percent of students receiving financial assistance (e.g., scholarships, work-study)	61%
Retention Rate (returning students divided by number of potential returning students)	65%
Percent of students who completed their program within 150% of full-time studies (e.g., for bachelor students, the number of graduates during the previous six years divided by the number of students who began their bachelor's six years ago)	80%

Academic Programs

Degree Programs	**Enrolled Fall of 2022**
Bachelor of Biblical Studies in Pastoral Ministry	14%
Bachelor of Biblical Studies in Education	36%

Bachelor of Biblical Studies in Business	7%
Certificate of Christian Foundations	43%

Placement of Alumni Three Years After Graduating

Percent of three-year alumni who continued their studies with a higher degree	62.5%
Number of Three-Year Bachelor in position relating to their professional studies (paid or unpaid) Note: since all students are receiving a Biblical education, a ministerial position of any kind satisfies this requirement.	100%

Appendix

Appendix A - Application

HE RITAG E BIBLE COLLEC E

Heritage Bitde CoHeg,e Adlmissiions Application

Student Information

IName Oafe of Birth

Rrsi: Middle L..asl

Sex
0 Male O Female

Malital status
0 Sing[e O Married 0
Divai:ed O **WickMecl**

Bmail Ahone Social Security NI.IITDel"

Address _____

Address Line 1

Admes5 Lirne2

City Slate Zip Dode

Parent/Guardian/Spouse Information (Not required if over 2.3 y,ea1rs of **age)**

Parent:/Gufilllian Name Relationship

Rrst Last

Ahone Email

Academic History

Name of 11,gh Sdtocl ... _____ ate af 6rad illicn-t _____

_____ _____

Ull[ege Entr.ce □ Tal:ill SCDre (W/A(J} Plan ta,tale an:

_____ _____

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Yes 0 No

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_____ _____

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Yes 0 No

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0Yes- No

References

Please **prnuide** lhe coo!.acl infumiatioo mr ihree refet"enoes.. Refe!;ences !hJcjd incl ude)'D!Jr pastor **and** two ah!ts (empl□ lEachers_,)'lllJ1h pastor. etc.). References shcud not be rel es unless yo1r pasior is a **fanwy** rell3fion.

Pastor Name * _____ **Pastor Phone Number** * _____ **Pastor Email Address** * _____

_____ _____ _____

RefeHnce Nam!,. **Reference Phone Number** * **Reference Email Address** *

RefeHnce Nam!,. Rl!fa<en1e Pltooe Nlamer"' li!hfenllP &niil Adcft5s"'

Biographita Sketch

□e-swmit *a* btrief biQgrphical slel!:hID help us learn moce about you and your reasons for alrenlmg. These wlU be used!for acadenc evah3ficn 90 wlie accordingly.□ ID view Biograpocal □ IMri:: amdl diectioo!S.

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Appendix B - Medical Release Form

PERSONAL **MEDICAL FORM**

fHERITAGE
BIBLE COLLEGE

www.HeritageBible.College
474 Lilrle Neck HondSnvannnh, GA 31308
(!112)-921-0088

Part I: Personal

Name: _____
(LAST NAME) (FIRST NAME)

Date of Birth: ___ / ___ / ___ Sex: Male: __ Female:____ Age:___ _
MM DD YYYY

Personal/Family Physician: _____ Phone:_(_____

Address: ----------

Person to be notified in case of emergency: _____

Relationship: _____ Phone:□< _____ □ – □ -----

Medical insurance company: _____ Policy#: _____

Type of coverage (individual or family):_____

••PLEASE INCLUDE WITH THIS FORM A COPY OF BOTH SIDES OF YOUR INSURANCE CARD••

Part II: Medical History (Attach an additional sheet of paper if necessary)

1. Have you ever had (or currently have) any of the following conditions?
If yes, please check next to the condition and explain the situation (including the date) on the lines provided.

Asthma	_Thyroid Disease	_Hearing Problems	_Diabetes/Hypoglycemia
Ulcers	_ Food Allergies	_ Eating Disorders	_ Epilepsy/Convulsions
Cancer	_Kidney Disease	Mental Illness	HIV Positive
_Migraines	Heart Problems	Other	

Please explain any conditions marked in question #1:

_____

_____

_____

_____

2. What medical conditions have required care in the past five years, if any?:

_____

_____

PAGE 2

3. What medications are you taking regularly, if any?: _____

_____

4. What allergies do you have, if any?: _____

_____

5. Have you ever been hospitalized? (if yes, list date and reason):

_____

6. Have you ever undergone mental health/emotional counseling?:

_____

7. Are there any other injuries, diseases, medical conditions, or disabilities that you feel we should be aware?: _____

_____

This information will be kept confidential and used only to ensure the health/safety of the student or the college community.

By signing below, I certify that the above information is true to the best of my knowledge. I also certify that the insurance policy information given above will be in force for the entire academic year. I will be personally responsible for the payment of all medical expenses incurred by me or required by the college. I will also immediately notify the college of any change in insurance coverage.

Student Signature:_____ Date:_____

Parent/Guardian Signature•: _____ Date:_____

(*Required if student is under 1B years of age)

Return the completed form to:

Heritage Bible College

Office of Admissions

474 Little Neck Road

Savannah, GA 31308

Office Use Only ----------

Form received by:_____Date received:_____Filed by: _____

Scanned into database by:_____Date scanned: _____

Appendix C - Statement of Faith

STATEMENT OF **FAITH**

We Believe:

- In the verbal inspiration of the Bible.
- In one God eternally existing in three persons; namely, the Father, Son, and Holy Ghost.
- That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary.
- That Jesus was crucified, buried, and raised from the dead; That He ascended to heaven and is today at the right hand of the Father as the Intercessor.
- That all have sinned and come short of the glory of God and that repentance is commanded of God for all and necessary for forgiveness of sins. That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
- In sanctification subsequent to the new birth, through faith in the blood of Christ, through the Word, and by the Holy Ghost.
- Holiness to be God's standard of living for His people.
- In the baptism with the Holy Ghost subsequent to a clean heart.
- In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism of the Holy Ghost.
- In water baptism by immersion, and all who repent should be baptized in the name of the Father, and of the Son, and of the Holy Ghost.
- That divine healing is provided for all in the atonement.
- In the Lord's Supper and washing of the saints' feet.
- In the imminent second coming of Jesus Christ.
- In the literal, pre-millennial, second coming of Jesus; first, to resurrect the righteous dead and to carry away the living saints to meet him in the air; second, to reign with his saints on Earth for a thousand years.
- In the bodily resurrection; eternal life for the righteous, and eternal punishment for the wicked.

PAGE 2

Core Values

Statement of **faHh** • We value 011Jr Statement of Faith.

Morality• Ethics, morals, and integrity are foundational values of fille Christian life as established by the Word of God. A person **is** to exhibit these values in all matters of lite, such as re,ationships, habits, and lifestyle choices whether sacred or secular. Sexual immorality such as fornication and homosexual/bisexual behavi,or ar,e condemned lby Scripture.

Sanctity01 life • We value all human life, including □he life of the unborn, and respect the dignity and image of God in all human beings.

Sanctity of marl'liage • The institution of marriage as established by God was between one man and one woman. Therefor•e, any marriage arrangement oUJlside of this Biblical standard is invalid and not acceptable according to the word of God.

Character• We are ambassadors of Christ. Therefore, our actions, intentions and desires should be above reproach and bring honor and glory to Him.

Signed:_____

Printed:_____

Appendix D – Graduation Application

IIRI\ITA I'! RIRI.1'1. 01.LEOF!

Heritage :Bible College
G!'.aduation Application

Student must complete the following:

Full Name:_____

Street Address:_____

City:_____ state: _____Zip:_____Phone:_____

Student ID#: _____Email:_____

Graduation "fype:

Bachelor's **in** Biblical Studies
0 Bachelor's. **in** Education
Certificate **in** Christian Foundations

Student Signature: ----------

HBC Office Use Only:

D Graduation Fee Received

Registrar .signature indicating aHacademic course hours completed **for** graduation and 2..0 GPA attained:

_____

Dean of Students signature indicating student hasdemonstrated Christ|ian character reflective of the mission statement::

_____

Director of Business signature indicating all financ;ial obligations met:

_____

President s.ignature approving all nece.ssary rn{luirements for graduation have been met:

_____

Eff..dti-i.. 04/2021

Appendix E - Student Grievance Form

Student Grievance Form

Student Name:	Date Submitted:
rftIlWMiiM,IM•N	
Da-r, Time, Location of event	Witnesses:

oun:t o event:

Provide ---*ifir:* ddails:	Provide list of violali.oo of rules:

Received by:

Proposed Solution:

Det.ails:	Dale R.esolW!d:

tu ent DJIIIIell.ts:

Student Sigmatme:_____

Admmistralli.onSigma.tore:_____

Appendix F - Acknowledgement of Student Handbook

STUDENT ACKNOWLEDGEMENT

HERITAGE
BIBLE COLLEGE

I,_____, have received the Student Handbook and Catalog, and I agree to abide by the policies and procedures outlined therein.

Signature: _____

Date: _____

WWW.HERITAGEBIBLE.COLLEGE