



HERITAGE BIBLE COLLEGE

College Catalog

2020-2021

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:

- Professional Competence: Exhibit evidence of having mastered core competencies and acquired knowledge related to their field of study
- Academic Distinction:
 - Exhibit a high degree of information literacy and communication skills
 - Exhibit an introductory understanding of a broad range of subjects
 - Exhibit an ability to learn on one's own and a lifelong passion to continue learning
- Informed Biblical Worldview:
 - Exhibit evidence of being Christ-centered through knowledge of the Bible, active and faithful involvement in church, personal testimony and lifestyle.
 - Exhibit evidence of Christian character through the internalization of the Biblical principles taught by Heritage and respect for its core values and the faith and practices from the Pentecostal Holiness worldview.

- Exhibit evidence of commitment to ministry, regardless of educational field or profession, by faithful participation in ministry opportunities of the local church and global evangelism.

Certifications and Endorsements

Religious Exemption Status

Heritage Bible College has received religious exemption status which grants Heritage Bible College the permission to offer Baccalaureate degrees. The Nonpublic Postsecondary Education Commission (NPEC) was created in 1990. The primary purpose for NPEC is to ensure that each authorized Bible College or school is educationally sound and financially stable. Specifically, NPEC works to 1) assure prospective and enrolled students that the program of study and supporting elements of, the institutions meet minimum standards, 2) assure prospective employers that graduates have acquired appropriate job skills, 3) assure the general public, federal agencies, and other state agencies that programs meet minimum standards.

The Commission administers the Nonpublic Postsecondary Educational Institutions Act of 1990 by providing standards, procedures, and evaluation for the oversight of postsecondary institutions. The staff reviews and authorizes each Bible College or school annually, provides consumer information and protection, resolves student complaints, manages institution closures and resulting student records, prepares required publications and grants exemptions as applicable. The staff also develops new and/or revised standards, procedures, regulations and schedules in response to changing laws, needs and circumstances.

<http://www.gnpec.org/MainMenu.asp>

ABHE Affiliation

Heritage Bible College holds applicant status with the Association for Biblical Higher Education Commission on Accreditation, 5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808. Applicant status is a pre-membership status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving candidate status within five years.

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.

Our faculty is dedicated to the development of effective ministers, missionaries, Christian educators, and laity who are committed to God's truth, intellectual pursuits, and traditional values.

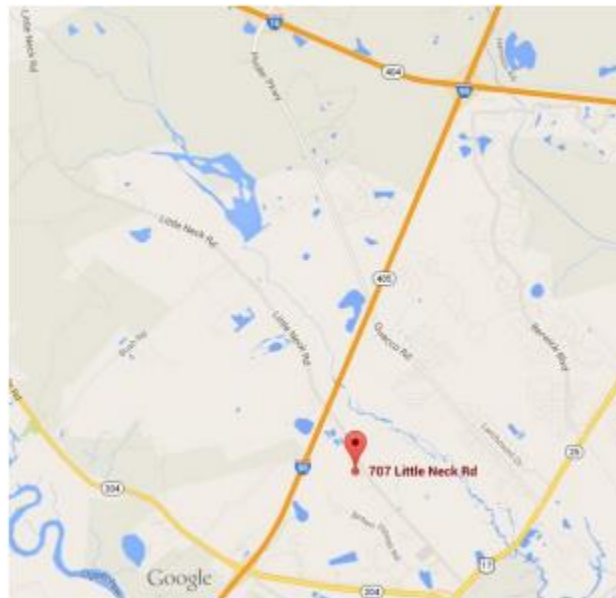
Physical

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.

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:

- Jeremy Miles, Chairman
 - Eye care center manager,
 - Deacon of Savannah Holy Church of God
- Steven Morris
 - Small business owner
 - Member of Savannah Holy Church of God
- Shad McDonald
 - Pastor, Trinity Holiness Church
- John Padgett
 - Sales
 - Member of Savannah Holy Church of God
- Ryan Ralston
 - Pastor, President/CEO of Heritage Bible College
- Israel Sanders
 - Pastor, Faith Church
 - Small business owner
- Gerald Cramer
 - Small Business Owner
 - Member of Savannah Holy Church of God

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

8/14/2020	Dorms Open
8/15/2020	Registration (Required Attendance)
8/18/2020	First Day of Fall Semester
11/23/2020 - 11/30/2020	Thanksgiving Week (students off)

12/11/2020	Last Day of Fall Semester
1/12/2021	First Day of Spring Semester
04/03/2021 – 04/12/2021	Spring Break
5/14/2021	Last Day of Spring Semester
5/16/2021	Graduation
5/24/2021	Dorms are closed to students *unless other arrangements have been discussed

Admissions

Admission 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. The Office of Admissions consisting of President, Academic Dean, and Assistant to the President, and Registrar ensure that all requirements and procedures are applied consistently throughout the admissions process. 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

- Mail the following in one large manila envelope to: Heritage Bible College, 474 Little Neck Road, Savannah, GA 31419:
 - An **unopened** copy of your High School Transcript to Heritage Bible College or request that your high school mail us your transcript.
 - A \$50 check for the registration fee.
 - A copy of your SAT/ACT Scores.
 - Three references: One from Pastor and two more from employers, teachers or personal acquaintances. See reference forms in appendix.
 - A current picture of applicant.
 - For transferring students, all academic history should be included.
 - Medical information and release forms found in the appendix.
 - A brief typed biographical sketch no longer than one page. This sketch may be used for academic evaluation, so write accordingly.
 - A signed Statement of Faith and Core Values.
 - Review College Catalog and Student Handbook, send signed form located at the back of the application.

Entrance Requirements

- Applicants must complete application and submit by mail.
- 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 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 30 semester hours.
- First time applicants to Heritage Bible College will be asked to submit SAT or MAT 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 scores, a faculty committee led by the academic dean will consider prospective students. For up to 5% of students, lower SAT scores can be allowed for provisional admission.

Transfer of Credit Policy

Transferring Credits

Transferring of course credit is limited to the Bachelor's Degrees. Credit transfers are not accepted for the one-year certificate. Therefore, the information below pertains only to 4-year degrees.

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](http://www.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.

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 Dean of Students

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 of each Friday thereafter.

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 per semester (Full-time student) **\$1350***
*\$112.50 per credit hours up to 12 credit hours with no additional cost for 12+ hours

Room & Board

Room \$700

Room Deposit (Refundable every semester upon approval) \$100

Board (10 Meals – Weekly) \$680

Total **\$1480***

Required Academic Fees (each semester)

Library Fee \$ 50

Technology Fee \$ 150

Total **\$ 200***

Required Student Fees (each semester)

Registration Fee \$ 25

Student Participation Fee \$ 50

Total **\$ 75***

Other Fees (when necessary)

Late Registration Fee \$ 35

Add/Drop Fee \$ 15

Reinstatement Fee \$ 50

Transcript Fee \$ 10

Total **\$110**

Graduation Fees

Certificate of Christian Foundations \$100

Bachelor's Degree \$100

Not Included:

Textbooks

Background check for Education majors

Application fee of \$50 for first time students

*required each semester

Semester Total to attend Heritage Bible College (not including any discounts) - \$3,105

Yearly Total to attend Heritage Bible College (not including any discounts) - \$6,210

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 - 15 credit hours*	
First day of class	\$1,550
September 10th	\$389
October 10th	\$389
November 10th	\$389
December 10th	\$389

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

Second Semester - 15 credit hours*	
First day of class	\$1,550
February 10th	\$389
March 10th	\$389
April 10th	\$389
May 10th	\$389

**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.

Rates

Heritage Bible College understands the value of education and will attempt to make tuition affordable. Rates will be awarded at the discretion of the Admissions Committee. Any student who wishes to receive a discounted rate (or a scholarship) should complete the Application for Financial Assistance form. Only those who complete the form will be considered for rate discounts or scholarships.

The following rates are included:

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

Discounts are off tuition only. There are no discounts for 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 Selection Committee.

Each February, 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	\$1,350 (\$112.50 per credit hour)	\$1,012.50 (\$84.37 per credit hour)	\$675 (\$56.25 per credit hour)
Room/Board/Fees per semester	\$1,480 (Room/Board) \$275 (Fees)	\$1,375 (Room/Board) \$275 (Fees)	\$1,375 (Room/Board) \$275 (Fees)
Total per semester	\$3,105	\$2,767.50	\$2,430
Total per year	\$6,210	\$5,535	\$4,760

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

Financial Assistance Policies

Counseling is available to students regarding their student financial obligations and regarding scholarships and discounts available. This counseling also includes assisting the student in understanding their obligations regarding repayment of institutional aid when repayment is appropriate. All institutional funds are allocated according to institutional guidelines. Institutional aid decisions are made in a timely manner and communicated to the recipients as early as possible to facilitate their planning and enrollment. After institutional aid has been allocated, students are informed via telephone, email, and financial award letters.

Scholarships Policy

The Heritage Bible College Financial Assistance program exists to provide available funding for college attendance to students whose financial status denies them access to a college education. The Heritage Bible College Business office will strive to bring together available funds for prospective and current students who have demonstrated financial needs. All qualifying students will be served without regard to race, color, national origin, gender, handicap or age.

Realizing that the primary responsibility for financing post-secondary education lies with the student and his/her family, Heritage Bible College financial assistance is intended only as a supplemental source to the student.

Student financial records will remain confidential. All policies and procedures will protect the student's right of privacy. The student's written consent is required for the release of information.

Heritage Bible College Scholarships

Students must fill out an Application for Financial Assistance form to be eligible for a Heritage Bible College scholarship. Applications will be reviewed by the Scholarship Committee, and students will be notified of any awards. All Heritage Bible College scholarships are subject to availability of funds. Scholarships can be withdrawn if a student does not maintain eligibility stipulations. More information and an application can be found in the Admissions Office. Scholarship applications are due by the second Monday in June. Scholarship offers should be awarded by August 1st. To accept a scholarship, a student must have registered (and paid registration deposits) by the Early Registration Deadline (mid-May).

Recipients

Recipients are required to sign a Scholarship Agreement and must maintain the requirements on the agreement in order to keep the award.

Scholarship Criteria

Scholarship donors may establish criteria and conditions for awarding of designated scholarship funds to students. Recommendations will be made by the Financial Aid Scholarship Committee along with the President of Heritage Bible College.

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	0-60	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 a faculty member selected by the academic dean. 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 2.7 in courses related to his or her major.

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.

Class Attendance Policy

Regular class attendance is required. Excuses for classes may be granted for

- Serious illness or death in the family.
- personal illness
- Field Ministry or other assignments approved by the school.

An excused absence means the student will be allowed to make up all work. It is still the responsibility of the student to notify each instructor whose class they miss. Unexcused means that no classwork can be made up and any major assignments will receive a deduction in their grade. Excused vs. unexcused will be determined by Administrative Dean.

Students are responsible for all class work missed. If 20% of the classes are missed in a given course for any reason, the student automatically fails and is suspended from further attendance. Appeals will be considered by the Academic Dean. 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 a 72 hours' notice of their absence. If it's unplanned/emergency absence, students are asked to give instructors as 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 is a 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.

Plagiarism and Cheating Policy

Heritage Bible College students are expected to be men and women of honor in all aspects of life, exhibiting Christian character and actions. Cheating is a serious offense in any setting, particularly in a Educational institution. Plagiarism is a form of cheating and is illegal since it infringes on copyright protections for the author of the work. 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 tangible 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.

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 life 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/Theology and professional core. Course work 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:

- A deepening appreciation and knowledge of the Scriptures from a Pentecostal Holiness worldview,
- Experience in the fundamental skills necessary for various educational and church ministries
- Have 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 36 semester credits. This includes 15 credits in Bible/Practical Theology, 21 credits of General Studies.

Required Courses

For a complete and updated list of required courses for a Certificate in Christian Foundations please check www.heritagecollege.org >Student>Programs or [CLICK HERE.](#)

Bachelor of Biblical Studies

Purpose

The Biblical Studies 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, teachers and church workers.

Program Objectives

The Biblical Studies program provides students with the knowledge and skills necessary to effectively pursue a ministry calling. Students enrolled in the Biblical Studies program will complete courses in general education, Bible and professional core. Course work 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 Biblical Studies program will exhibit:

- a deepening appreciation and knowledge of the Scriptures from a Pentecostal Holiness worldview,
- experience in the fundamental skills for evangelism, discipleship, preaching, teaching, pastoral ministry and other ministries.
- have aspirations for a lifetime of professional or volunteer ministry

Graduation Requirements

To graduate with a Bachelor of Biblical Studies, the student must complete 120 semester credits. This includes 36 credits in professional core, 15 credits in practical theology electives (e.g., ministry skills), 36 credits of general studies, and 33 credits of Bible core electives.

Required Courses

For a complete and updated list of required courses for a Bachelor of Education please check www.heritagecollege.org >Student>Programs or [CLICK HERE](#).

Bachelor of Education

Purpose

The 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 the students with knowledge of Bible content and principles and educational skills to meet the demands for trained teachers in Christian schools.

Program Objectives

Students enrolled in the Education program will complete courses in general education, Bible and professional core. Coursework will prepare students for developing and

teaching curriculum in educational and church ministries, understanding and evaluating child development, as well as starting and administration of Christian schools.

Students completing the Education major will exhibit:

- knowledge of theories and methodology of Education
- abilities to evaluate current educational methods and trends from a Biblical worldview
- proficiency in teaching skills through classroom experience and student teaching
- have aspirations for a career in Education

Graduation Requirements

To graduate with a Bachelor of Education, the student must complete 120 semester credits. This includes 36 credits in professional studies, 33 credits in Bible, 15 credits in practical theology (e.g., ministry skills), 36 credits of General Studies.

Required Courses

For a complete and updated list of required courses for a Bachelor of Education please check www.heritagecollege.org >Student>Programs or [CLICK HERE](#).

Course Descriptions

For a complete and updated list of courses offered, please check www.heritagecollege.org or [CLICK HERE](#)

Biblical & Theological Studies

***Not all courses are offered each semester**

NT 1111 - Fundamentals of the Faith

A fundamental course in theology designed to give the student a basic understanding of the doctrines of God, man, sin, and stresses the salvation position into which God calls mankind.

NT 1211 - Doctrines of Holiness

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.

NT 1121 - New Testament Survey

An introductory course which surveys the content, theology, and history of the New Testament with special emphasis on the divisions, authorship, major themes, historical events, and spiritual applications.

NT 2211 - Bible Study Methodology

A basic course in the use of proper methodologies and techniques for accurate Biblical analysis. Instructions for writing Biblical expositions will be given utilizing atlases, commentaries, word studies, etc. Both printed and computer software programs will be utilized.

OT 1221 - Old Testament Survey

An introductory course which surveys the content, theology, and history of the Old Testament with special emphasis on the divisions, authorship, and major themes, historical events, and spiritual applications.

NT 2111 - Life of Christ

A study of the life, ministry, message, and methods of Jesus Christ. Attention will be given to the individual perspectives Matthew, Mark, Luke, and John present on the life of Christ. Emphasis will be placed on the destiny of God for Christ and humanity, the concept of God authorizing the ministry of Christ, the dynamic presence of the Holy Spirit in the life of Christ, the ministry of Jesus, the relationship Christ maintained with His father, and His death, burial, resurrection, ascension, and empowerment.

NT 3111 - 1 & 2 Corinthians

An exegetical study of Apostle Paul's letters to the Corinthian Church. Attention will be given to the historical, literary, and grammatical context of that day, the concept of love, spiritual gifts, and the resurrection. Emphasis will be placed upon the methodology resolving church difficulties.

OT 3141 - Major Prophets

A study of the Old Testament prophets Isaiah through Daniel. Attention will be given to the messenger, the mission, the method, and the message of the prophets. Each prophetic and historical message will be examined with its important application to our present day.

OT 3241 - Minor Prophets

A study of the Old Testament prophets Hosea through Malachi. Attention will be given to the messenger, the mission, the method, and the message of the prophets. Each prophetic and historical message will be examined with its important application to our present day.

NT 4131 - Daniel/Revelation

An exegetical study of the apocalyptic books of Daniel and Revelation. Special emphasis will be given to the second coming of Jesus, the tribulation period, and the eternal state of the believer and unbeliever.

NT 4111 - Homiletics I

This course is the study of the role and significance of preaching, the use of scripture, intention, sermon structure and content, rhetorical style, and the basic types of sermons.

NT 4212 - Homiletics II

This course is a continued study of the role and significance of preaching including the use of scripture, content, and sermon structure. Special emphasis is placed on sermon delivery.

OT 4231 - Pentateuch

A study of the background, history, chronology, customs, and typology of the first five books of the Bible. Emphasis will be given to the divine purpose of creation, divine plan of redemption, the calling and wilderness wandering of Israel, and the giving of the Mosaic law.

NT 4221 - Prison Epistles

An exegetical study of Paul's epistles to the Ephesians, Philippians, Colossians, and to Philemon. Emphasis will be given to the theme of each epistle. Special emphasis will be given to the Christological development and structure of the epistles as a whole and how each epistle fits into the whole.

NT 3211 - Acts

A study of the continued ministry of Jesus in the early church through the presence and working of the Holy Spirit. The dynamic of the Holy Spirit, the ministry activity of Paul, and the explosive growth of the church will be studied. Attention will be given to the individual messages recorded in Acts with a view toward developing a Biblical basis for effective missions and evangelism activity in the church today.

NT 3141 – Advanced Hermeneutics

This course is the study of the principles of Biblical interpretation and the basic methods of systematic study. A survey of the history of Biblical interpretation is included, along with the methods for effective use of research and corollary materials.

NT 4121 - Pneumatology

An intensive study of the doctrine of the Holy Spirit. Careful attention will be given to the person, nature, and work of the Holy Spirit in the contemporary church. Emphasis will be placed on the role of the Holy Spirit in the Godhead, within the church, and within the believer.

NT 3121 - Systematic Theology I

An in-depth investigation into the various prerequisites of the discussion necessary to theology. Attention will be given to the doctrines of God and revelation. Special emphasis will be given to the being and nature of God, and to the eternal plurality and unity within the Godhead. The doctrines of man and sin will also be covered with attention given to the nature and extent of man's fall.

NT 3222 - Systematic Theology II

An in-depth investigation into the doctrines of Christ, salvation, the Holy Spirit, the church, and of last things. Emphasis will be given to the person and work of Christ and the Holy Spirit. Attention will be given to the necessity, nature, and extent of salvation. The nature of the Church, its rightful Head, those of whom it is comprised, its mission, its message, and method will also be studied followed by a survey of the events of the last day.

NT 41111 - Systematic Theology III

An in-depth investigation into the doctrines of the, the Holy Spirit, the church, and of Eschatology.

NT 2221 - Parables of Jesus

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.

NT 2121 - Principles of Prayer

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.

NT 2231 - Apologetics

This course is a study of the defense of the Christian faith. Various approaches to apologetic methods will be examined. Topics such as the existence of God, the deity and resurrection of Jesus, the reality of miracles, and major objections to Biblical doctrines will be analyzed. This course seeks to equip the student with basic knowledge and skills to defend Biblical, sound doctrine.

OT 4121 – Psalms

This course provides an in-depth study of the Book of Psalms.

Practical Theology**PTH 4211 – Capstone/Teaching/Writing**

This practicum will allow the student the practical experience of observation, development, and institution of personally written materials and lesson plans, programs, study guides, etc. based upon his or her major area of study and ministry calling.

PTH 2141 - Teaching and Reaching Children

This course is designed to teach students the basic theories, approaches, and methods of teaching the Bible to elementary age children. The use of puppets, drama, skits, flannelgraphs, etc., as well as current technology will be examined. The published curricula of several companies will be reviewed and evaluated.

PTH 3251 - Writing Sunday School Literature

This course is designed to assist students in understanding the philosophy, purpose, and aims of curriculum. Special attention is given to curriculum development, course design, and related concepts. Students will develop a four week program with stated objectives and measurable outcomes.

PTH 3151 - Church Growth

This course provides an introduction to the principles and philosophy of church growth as applied primarily to the North American church. The student will gain a thorough understanding of principles and strategies for the growth of a church with a concentration on the causes and cures of non-growth. The student will combine the eternal theological

principles of God's word with relevant contemporary literature in forming a strategy for future church growth.

PTH 3161 - Missiology

This course provides a Biblical, historical, and practical survey of world missions. A study of the missionary outreach includes the motive, objective, call, and qualifications. Emphasis is placed upon the spiritual and cultural life of the missionary on the field.

PTH 4181 - Church/School Administration

This course is a study of basic concepts and techniques of Christian Church and School Administration. Basic bookkeeping and the fundamentals of church and Christian School administration will be taught.

Education

PTH 4171 - Development of a Christian School

This course is designed to prepare students with missionary zeal focusing on planting, structuring and developing a Christian School. The course will provide the basic knowledge and experiences needed to begin a church-based Christian school. Topics covered will include legal requirements and possible certifications, staffing and organization, professional development of staff, recruiting students, fundraising, continuous quality improvement through assessment and planning, and budgeting.

ED 2211 - Introduction to Education

This course emphasizes the Biblical foundation of Education. Needs of the various age groups, current methods and approaches, curriculum and materials, organization and administration in the local church are practical aspects surveyed.

ED 3131 - Methods of Teaching and Management (Pre-Methods)

This course 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. It involves practical experience for the student in preparation for teaching elementary children. A survey of teaching styles which meet children of diverse needs is included. Emphasis is given to observation and careful evaluation.

ED 3221 – Teaching Practicum 1

This course is designed to help students develop their lesson plans and begin integration into the classroom setting as a teacher aide.

ED 3222 – Teaching Practicum 2

This course is designed to develop students in their teaching skills by presenting lessons in the classroom setting.

ITEC 2111 - Media Methods

This course examines 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. Emphasis is given in integrating this media with web technologies. This course assumes the student possesses a working knowledge of typing, word processing, internet navigation and Windows.

ED 4211 - Student Teaching (Practicum III)

This course provides the potential teacher with practical experience in the classroom. Student teachers must be involved in carefully planned experiences in teaching, classroom activities, and socialization of children. Student teaching will include observation, teacher/parent evaluation, total class instruction and individualized involvement with the pupils.

General Studies

ENG 1011 - English Grammar and Composition

This course equips students with a firm knowledge of the fundamentals of composition, standard English grammar, punctuation, and style. The course develops college-level reading, writing, and thinking skills; practical writing skills such as generating and focusing ideas for essays, composing drafts, and polishing (revising and editing) drafts; critical reading skills such as annotating, summarizing, responding, discussing, and synthesizing assigned readings; and critical thinking skills such as analysis; argumentation, and persuasion.

ENG 1311 - Christian Literature

Christian Literature is a composition course focusing 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. Students will develop skills in writing about some of the most powerful men of God or individuals and their contributions, researching biographical importance of literature contributors, and presenting knowledgeable projects based upon the influence of key biblical persons.

HIS 2111 - History of America

The first half of this course surveys historical development from human origins in North America through the founding of the United States to the end of the Civil War. The second half of this course surveys historical development in the United States, beginning with Reconstruction of the nation during and after the Civil War, and continuing through contemporary times.

COM 2111 - Intro to Communications

This course is 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. Students will learn to understand, acquire, change, develop and/or improve interpersonal skills as well as public speaking skills. Learning experiences will include reading, lecture, discussion, and classroom activities with self-critique and feedback from other students and the instructor.

HIS 1111 - Church History

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.

FAM 2111 - Foundation of the Family

This course provides an overview of the family as an institution. The emphasis will be upon preparedness for marriage, mate selection, family member status and role, communication and conflict solving concepts, and Biblical principles of marriage and family.

PTH 4161 - Essentials of Christian Leadership

This course will focus on the leadership attributes it takes to be a Christian Leader in your church, your school and your community. Topics covered will include development of strategic visions, effectively recruiting others to a vision, care and feeding of volunteers or staff, and planning and logistics.

MUS 4111 - Music Appreciation

A survey course designed to investigate the nature and role of music in the life of a Christian. There will be an emphasis on church worship, history of music's role in the church and opportunities to learn and participate in musical experiences.

PTH 3222 - Student Ministry Formation

Service is at the core of the Christian life. Experience in service is especially essential for those who take leadership positions in the Church. Therefore, no Heritage Bible College student's education will be considered complete without completing the required student ministry assignments. The goals of this training are for students to:

- Gain confidence to step into spiritual leadership
- Learn how relationships must be cultivated with different types of people in order to accomplish ministry goals that involve others
- Commit to a lifetime of ministry regardless of vocational calling
- Learn to train others in areas such as character, faith, ministry, etc.

More specific objectives are that each student develops a portfolio of experiences through which they demonstrate an ability to:

- Prepare a Bible lesson
- Share the Gospel in personal evangelism and soul-winning
- Become involved with a project that meets the needs of a Christian Community
- Teach a Bible study
- Prepare design, and preach a sermon (Required only for Bachelor's of Biblical Studies)

A weekly report of student activity shall be turned into the Heritage office by 2:00 pm on Tuesday. Student must keep a copy for debriefing sessions.

Graduation requirements are as follows:

- Six semesters of basic, minimum, student service for at least one hour per week (1/3 credit per semester)
- Demonstrate ability to perform each of the five objectives listed above

ITEC 1111 – Introduction to Heritage

An introductory class to Heritage Bible College generally and technology specifically.

MEE 3211 – Teaching and Reaching Children

This course will place emphasis upon the need for youth ministry in the local church and para-church organizations. It will examine current trends and issues in various models of child evangelism. The theological foundations and ministry implications of such models will be emphasized. The student will develop a relevant model of child evangelism and teaching the bible to children.

SCI 1111 – Science Survey

A general overview of the sciences from a Biblical worldview.

FIN 2111 - Christian Finance

A look at finances from a Christian perspective.

MTH 1111 - Business Math

This course introduces students to the mathematical concepts and applications necessary for successful business careers. Topics will include finance charges, cash discounts, commissions, payroll, tax deductions, depreciation, book value, compound interest, net present value, annuities, statistics, and graphs.

REL 1111 – World Religions

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.

PTH 3211 – Personal Evangelism

This course will prepare the student to fulfill the great commission while fulfilling the great commandment. The emphasis will be revealing biblical strategies which provide practical means of incorporating evangelism into the natural flow of life.

MIN 4211 – Ministry Internship

The Ministry Internship 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 the his/her academic preparation through working in an

applied ministry setting with special emphasis on leading, caring, evangelizing, proclaiming, relating, and growing.

COUN 3211 – Biblical Counseling

This course introduces the concept of biblically based, Christ-centered counseling. Course includes a thorough explanation of biblical counseling; the role and character of the counselor; the relationship of counseling to the local church; and a comparison of the biblical counseling model with secular counseling models.

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

Rev. Ed Ralston and Rev. Ryan Ralston use their bibliographical knowledge to hand pick works of importance for the library. Currently it holds more than 18,000 volumes and is constantly being enlarged. In addition, we use the CampusSIS system to catalog and borrow books from the library. An assortment of people have volunteered their time to continually catalog the library. Cataloging books in the library is also a requirement in the Introduction to Technology class.

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 requested 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. Local students may use the library on a daily basis, in accordance with the library's stated hours.
- 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-Thursday from 3:30-8:30
- Weekend times will vary according to the school and volunteers' schedules.

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 ten items may be checked out at one time with a limit of seven on any one subject.

Due Dates and Late Fees: Circulation materials may be checked out for a period of fourteen (14) days. Audio-visual material may be checked out for a period of seven (7) days. Students are allowed one renewal of fourteen (14) days. Materials returned after their due date will be assessed late fees as follows: \$.20 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](http://fairuse.stanford.edu/Copyright%20and%20Fair%20Use%20Overview/index.html)

Additional Information

For additional information please consult the On Campus Student Library Manual that can be found at <https://www.heritageseminary.org/>

The Heritage Bible College library scheduled hours for 2015-2016 academic year is as follows but subject to change:

Every weekday from 7am-8am and from 3:00pm-9:00pm

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.

Student Life

Spiritual Life

Worship services

Sunday is a special day on which Christians celebrate the resurrection of Jesus Christ. Therefore, students should become a regular, active part of the Savannah Holy Church of God, and refrain from unnecessary work, buying, selling, and other activities that would detract from making this a holy and worshipful day. Because we are training men and women to serve in the church at home and abroad, we require our students to faithfully attend all services of the Savannah Holy Church of God.

Chapel

Chapel is a vital part of community life at Heritage Bible College. Heritage Bible College students will be able to participate in chapel where they will have the opportunity to worship, be instructed and encouraged to serve. They will also in turn conduct the K-12 Butler Christian Academy chapel services and gain valuable experience in ministering to young people. Chapel services are scheduled for Wednesday, but additional services may be scheduled from time to time.

Chapel Conduct

Students are expected to manifest reverence to God during the chapel service. Students are required to bring a Bible and note-taking materials to every chapel service. When there is an altar service, students will remain in the chapel unless otherwise directed by the person in charge of chapel for that day.

Chapel Attendance Policy

Because the chapel experience is an important part of the spiritual formation that is received here at Heritage Bible College, chapel attendance is taken very seriously. When students are not in chapel, they miss an opportunity to grow spiritually. All students are required to attend chapel. Chapel attendance is taken by the Spiritual Formation Director or his designated representative. Students missing more than 3 chapels in a single semester will meet with the Spiritual Formation Director which may result in disciplinary action. The dean of students and Student Development Committee reserve the right to make exceptions to the chapel attendance policy when special circumstances occur.

Standards of Conduct

Students, by virtue of their enrollment, become citizens of the school community and agree to live within the stated standards of conduct of the school. While some may not have personal convictions in accordance with these standards, agreeing to observe them obligates the student to assume responsibility for honorable adherence to them while under the jurisdiction of the school. Students enrolling at the Bible College should exercise the courteous consideration and the self-discipline necessary to achieve the aims and objectives of the school.

Student Life Activities

Heritage Bible College believes that student life activities are an important part of a student's education. Some of these activities provide the student an opportunity to put his skills and learning into practice. Other activities are for enjoyment and relaxation and give students the opportunity to fellowship with classmates. It is intended that all of these activities be Christ-honoring and have a part in developing the spiritual lives of our students. The following are some of the activities that are provided outside of the classroom. Each applicant is encouraged to read the Heritage Bible College student handbook prior to the reaching their decision on attending Heritage Bible College.

These activities include, but are not limited to, weekly gym nights, Christmas and holiday parties, and mealtimes that allow students to socialize and build rapport.

Campus Organizations

Students are encouraged to participate in extracurricular and co-curricular activities. Students who participate in extracurricular activities should maintain a 2.0 GPA or above. Clubs or other organizations, including musical groups, may be established only by permission from the administration.

Appearance and Conduct

Because we represent Christ and Christianity to the world, Heritage Bible College students are required to conform to a reasonable code of conduct. All students sign a pledge recognizing the Code of Conduct and the Statement of Faith signifying their agreement to honor and abide by the specified requirements. Violation of the Code of Conduct is grounds for disciplinary action up to and including expulsion from the Bible College and/or campus housing.

The Student Standards Agreement is included at the end of this section. A signature indicating the student's agreement to abide by the requirements in the Agreement and to honor the standards of the Bible College is a condition of enrollment and tenure at Heritage Bible College. See Student Handbook for more details.

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

There are no on-campus health services or treatment facilities. The 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 on Nondiscrimination

Heritage Bible College does not discriminate on the basis of age, sex, national or ethnic origin, or physical handicap 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 physical handicap 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.

Personnel

Administration

Ryan Ralston – President, Full Time Faculty

- B.A. in Biblical Studies – American Christian College and Bible College
- M.A. in Ministry - American Christian College and Bible College
- M.Ed. in Administration- Liberty University
- D.Min. – American Christian College and Bible College
- Ph.D. in Organizational Leadership – Piedmont International University

Gregg Miles – Academic Dean, Part Time Faculty

- B.S. in Middle Grades Education - Georgia Southern University
- M.Ed. in Instructional Technology - Georgia Southern University
- Ed.S. in Instructional Technology - Georgia Southern University

Brina Davis – Assistant to the President

- B.S. in Business Administration with concentration in Accounting - Strayer University

Faculty – Part Time

Mary Delaine Barnes

- B.S. in Early Childhood - Armstrong Atlantic University
- M.Ed. in Early Childhood - Armstrong Atlantic University

Robin Holcombe

- B.S. in Biblical Studies – Andersonville

Bonnie Miles

- B.S. in Early Childhood Education - Georgia Southern University
- M.Ed. in Teaching and Learning - Georgia Southern University

Faculty – Full Time

Joe Salter

- B.S. in Biblical Studies - Andersonville
- Master's in Christian Ministries - Luther Rice

Ed Ralston - Director of Biblical Studies, Full Time Faculty

- B.S. in Business Education – Wright State University
- M.Ed. in Bible Theology – International Bible Institute and Bible College
- Doctorate in Bible Theology – International Bible Institute and Bible College
- M.A. Apologetics - Luther Rice Bible College

Rachel Padgett - Director of Education, Full Time Faculty

- B.S in Education/Minor in Speech Language Pathology - Armstrong State University
- M.Ed. in Special Education – University of Phoenix

Adjunct Faculty

Lynn Heath

- B.S. in Education - Miami University (Ohio)
- Masters of Education - Miami University (Ohio)

Student Achievement and Institutional Performance Outcomes

Enrollment/Retention/Graduation Information (2019-20 School Year)

Headcount (total number of students)	35
Enrollment by Gender	Males - 49% Females - 51%
Percent of full-time students (full-time students divided by total number of students)	100%
Tuition (cost per credit)	\$112.50
Percent of students receiving financial assistance (e.g., scholarships, work-study)	Data not yet available

Retention Rate (returning students divided by number of potential returning students)	90%
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)	Data not yet available

Academic Programs

Degree Programs	Enrolled Fall of 2019
Bachelor of Biblical Studies	29%
Bachelor of Education	34%
Certificate of Christian Foundations	37%

Placement of Alumni Three Years After Graduating

Percent of three-year alumni who continued their studies with a higher degree	66%
Percent of three-year alumni who have found employment in their field of study	33%
Percent of three-year alumni who have found volunteer positions in their field of study	100%
Percent of three-year alumni who are now paid ministers	Data not yet available

Percent of three-year alumni who are volunteering regularly in their church or another ministry	66%
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Appendix

Attachment 1-Reference

Heritage Bible College

474 Little Neck Road

Savannah, GA 31419

(912)-920-0042

www.HeritageBibleCollege.org

Christian Character Reference

To the Applicant: This questionnaire is to be completed by a pastor or church leader who is not a relative.

Applicant Information

Name of Applicant: _____

Address of Applicant: _____

To the Reference Provider

Your comments will be given serious attention and will be regarded as confidential.

Please mail this form directly to the Office of Admissions, Heritage Bible College

474 Little Neck Road, Savannah, GA 31419.

DO NOT GIVE FORM BACK TO THE STUDENT. SUBMIT IT DIRECTLY TO THE HERITAGE BIBLE COLLEGE ADMISSIONS OFFICE.

1. How well do you know the applicant? How long? _____ years.

☐ casually ☐ fairly well ☐ quite well

2. To the best of your knowledge, has the applicant made a personal profession of faith in Jesus Christ?

☐ Yes ☐ No ☐ Unknown

3. To what extent has the applicant participated in the activities of the church?

4. In your estimation, does the applicant exert a good influence on his/her peers?

☐ Yes ☐ No If not, please explain on the reverse side.

5. Are you aware of any personality traits which hinder the applicant in relationships with others?

☐ Yes ☐ No If yes, please explain on the reverse side.

6. Please comment on any special circumstances, home conditions, etc., which might prove helpful in considering the applicant's admission to the Bible College.

7. Please circle your recommendation of the applicant for admission to Heritage Bible College:

Highly recommended

Recommended

Recommended with reservations*

Not Recommended*

* Please indicate the reason(s) for this recommendation on a separate sheet.

Print Name: _____ Date: _____

Signature: _____

Church: _____ Position: _____

Address: _____

Street or P.O. Box: _____

City, State, Zip: _____

Web Address: _____

Phone number where you can be reached from 9 AM - 4 PM : _____

Email Address: _____

DO NOT GIVE THIS FORM BACK TO THE STUDENT. SEND IT DIRECTLY TO THE HERITAGE BIBLE COLLEGE ADMISSIONS OFFICE.

Attachment 2 - Medical Release Form

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) in the lines provided.

___ Asthma ___ Ulcers ___ Hearing Problems ___ Cancer ___ Migraines ___ Diabetes/Hypoglycemia

___ Eating Disorders ___ Mental Illness ___ Epilepsy/Convulsions ___ Food Allergies ___ Kidney Disease

___ Thyroid Disease ___ Heart Problems ___ HIV Positive ___ Other

Please explain any conditions marked in question #1:

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

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 18 years of age)

Return the completed form to:

Heritage Bible College

Office of Admissions
707 Little Neck Road
Savannah, GA 31419

Office Use Only:

Form received by: _____ Date received: _____ Filed by:

Scanned into database by: _____ Date scanned: _____

Attachment Three - Statement of Faith and Core Values

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, 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.

Signed: _____

Printed: _____