Preaching the Word, Reaching the World...

Heartland Baptist Bible College

Sam Davison, President

2011-2013 Catalog
Preaching The Word,

2 Timothy 4:2
Heartland Baptist Bible College

Founded November 1966
In Oklahoma Since 1998

"Thus saith the Lord, Stand ye in the ways, and see, and ask for the old paths, where is the good way, and walk therein, and ye shall find rest for your souls...." Jeremiah 6:16

"We are seeking students from independent Baptist churches who desire to receive Bible college training to better serve the Lord. This catalog presents Heartland and what we are about. As the Academic Dean, I ask you to look it over and prayerfully consider Heartland." – Roger Howse, Ed.D.

On occasion, it may be necessary to make changes in policy, regulations, procedures, or courses. We will do our best to communicate changes in a timely manner.

Heartland Baptist Bible College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, age, gender, or physical disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

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EFFECTIVE DATES 2011 - 2013
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Introduction
Dear Friend,

“Heartland Baptist Bible College is committed to excellence in educating and training preachers, missionaries, and Christian workers.”

This quote is the mission statement of Heartland Baptist Bible College. Our nation and the world are in desperate need of fundamentally Biblical churches and Christian leaders and workers. Our goal at HBBC is to offer excellence in training men and women to meet this need. It is our persuasion that fundamentalism and excellence are words that belong together.

We realize there are good fundamental Bible colleges across America that emphasize Baptist distinctives, separation, soul-winning, and world missions. For this we are thankful. Our desire is that you will prayerfully consider Heartland Baptist Bible College as you seek the Lord’s will about the place where you are to receive your training.

A personal visit to the HBBC campus could be most helpful to you in making your decision. We invite you to come experience the spirit of HBBC. We are interested in students who will accept the discipline to prepare with excellence to impact this needy world for Christ. We are committed to the “old paths” in all areas: teaching, preaching, missions, youth work, music, and soul-winning.

We look forward to meeting you.

Sincerely,

Sam Davison
President, Heartland Baptist Bible College
A special place for God’s people to train to serve a Special God . . .

Located in the Heartland of America in the center of Oklahoma, you will find Heartland Baptist Bible College - a college that has a new beginning for an “old school.” By God’s direction the former Pacific Coast Baptist Bible College in San Dimas, California, with its rich heritage and its “walk in the old paths,” moved to Oklahoma City and is now called Heartland Baptist Bible College. God has preserved and revitalized this unique institution to educate and train preachers, missionaries, and Christian workers. The key distinctives of Heartland Baptist Bible College include:

- strong belief in and teaching of the KJV Bible
- firm Baptist distinctives and history taught
- local Baptist church involvement and soulwinning emphasized
- enthusiastic spirit among student body
- dedicated faculty and staff
Oklahoma City is an ideal location for Heartland. The city, although considered a small market with a population of a little over 500,000, is experiencing a period of growth and revitalization. The job market is good with the unemployment rate well under the national average; and housing for off campus students, both apartments and homes, is readily available and reasonable.

In October 2009, the US & News Report magazine listed Oklahoma City as number six out of 2000 cities that have weathered the recessionary job market and posted job growth since 2000 as well as below average unemployment rates.

In November 2010, Forbes.com declared Oklahoma City as “America’s Most Affordable City.” The Forbes report noted a number of positives about Oklahoma City to include low costs of living, good jobs, friendly residents, and an unemployment rate of 6.3 percent compared to a 9.5 percent national average.

Heartland is located in the Heartland of America in the northwest section of Oklahoma City, close to the I-40 interstate highway, which is 1.6 miles to the south, and I-44 interstate highway, which is 1.7 miles to the east, and close to the Will Rogers World Airport which is located south of the college on Meridian Avenue. The campus is located on 29 acres of property on gently sloping terrain.

The campus consists of a chapel auditorium, three office/classroom/cafeteria buildings, six residence halls, resident hall annex, gymnasium, security center, three staff residences, maintenance area, three support buildings, outdoor basketball court, baseball field, and plenty of space.

The main entrance to the college is on the east side of the campus off Evan Hale Road.
In November, 1966, the Western Baptist Bible Fellowship, composed of pastors from that region, met at Gateway Baptist Church in Las Vegas and voted the Pacific Coast Baptist Bible College into existence. This was in response to the vision, dedication, and determination of key Southern California pastors along with a number of other preachers who worked to make Pacific Coast become a reality.

Classes began in fall 1967 in rented facilities in Orange, California. Under the direction of Pastor Ted Hicks, one of the founders and the first President, the college grew and became an established preacher training facility.

The campus moved three times in the years that followed - in June 1969 the campus moved from Orange to Walnut and in 1971 it moved again to Pasadena - before settling in 1972 on the 149 acre former Cal Poly Voorhis campus in San Dimas, California. The college leased the property from the state in August 1972 which continued until it purchased the property from the state in December 1977.

In February 1980, the college’s second president, Pastor J.C. Joiner, took command. The stable leadership of Joiner with Jack Baskin as the executive vice president continued the vision of the Western States Baptist Bible Fellowship.

In May 1983, Pastor Frank Johnson accepted the call as the third president of Pacific Coast Baptist Bible College.

On June 8, 1992, Pacific Coast was revived to “a new walk in the old paths.” Pastor Duane Thorp was elected president along with a new Board of Directors, and PC began a new era with a renewed vision and a new direction.

In May 1995, Pastor Terry Randolph was elected as the fifth president of PCBBC after serving as the interim president during the spring of 1995. He led the college during a time of financial crisis and declining enrollment which eventually forced the historic relocation of the college from Southern California to Oklahoma City in June 1998. During a miracle seven weeks in the summer of 1998, the new campus, a former college campus built in the 1970’s, was renovated in time for fall classes.

In September 1998, during Opening Days, the college was renamed Heartland Baptist Bible College. During the months that followed, the college reorganized, changed its emphasis from a regional to a national focus, and established an accountability link with a group of pastors, missionaries, and evangelists known as the “Friends of Heartland.”

In 1999, Terry Randolph resigned and Sam Davison, then pastor of Southwest Baptist Church in Oklahoma City, was named the new president. As Terry Randolph gave stability during a difficult time of transition, Bro. Davison provides a renewed vision, determination, and dependence upon God that will be needed as we continue in the 21st century.

[Note: A more detailed history of the later years at Pacific Coast Baptist Bible College and the move to Oklahoma can be found in The History of A Miracle: From the Pacific Coast to the Heartland.]
MISSION STATEMENT

Heartland Baptist Bible College is committed to excellence in educating and training preachers, missionaries, and Christian workers.

PURPOSE

The general purpose of Heartland Baptist Bible College is to be a distinctive, fundamental, separated, independent Baptist college while only training men and women from independent Baptist churches.

The specific purposes of this institution are: (1) to provide for a systematic and comprehensive study of the Holy Bible and any other courses that will make the student a better Christian, citizen, and servant of Jesus Christ; (2) to provide for the practical, efficient, and thorough training of pastors, missionaries, evangelists, Christian school teachers, Christian musicians, and other church workers and lay people to do the ultimate goal of the ministry of the Word of God which is the salvation of souls, the edification of the saints, and the worldwide proclamation of the Gospel of Jesus Christ; (3) to train men to establish New Testament Baptist churches both at home and abroad; (4) to teach Christian ethics in all facets of the Lord’s work; and (5) to insure the proclamation and preservation of Bible doctrine.
EDUCATIONAL PHILOSOPHY

It is our conviction that Christian Education worthy of the name should be local church oriented and based. It should be based upon the conviction that the main Christian purpose in the world is winning people to Christ and establishing and building New Testament Baptist Churches.

Our educational philosophy is based on a God-centered view of truth and man as presented in the Bible. Christian Education includes not only practical training and learning but also training that encourages the development of godly character, Christ likeness, and spiritual maturity.

Students are to be trained in principles of godly living in order to live and work with others in the home, the church, and in a changing secular society with the purpose of accomplishing God’s purpose for their lives. The courses are designed to give students knowledge of the Bible and teach them methods of applying knowledge and skills in their particular study area.

Further, it is our philosophy that the training of students in this direction should be undergirded by an unshakable faith in the divine inspiration and infallibility and inerrancy of the Word of God. We believe that God has supernaturally and providentially preserved His Word in the King James Bible for the English-speaking people. Believing this, Heartland uses and requires the King James Bible for all preaching and teaching, Bible study, memorization, and class work and assignments for both students and faculty.

As an academic institution, we seek out good quality academic material to include as part of the curriculum, both as textbooks and research sources. The preferred materials are those written by authors who use the King James throughout their material, but we also use academic materials from very creditable and scholarly people even though references in their works are not from the King James Version. Students should study these works with their Bible in hand and should exercise discernment and extract the proper academic content out of these works.
DISTINCTIVES

- King James Bible
- Conservative Theological Stand
- Conservative Philosophical Stand
- Local Church Emphasis
- Baptist History and Distinctions
- Bible Preaching Emphasized and Taught
- World Missions Focus and Missions Trips
- Christ-honoring Music

STRENGTHS

- Home Church and Pastoral Involvement
- Faculty Experience
- Committed and Godly Leadership
- Student to Faculty Ratio
- Campus Property and Location
- Family Atmosphere
- Affordable Cost
- Practical Ministry Training Programs
- Many Local Church Opportunities
- Exciting Chapel Services
- Experienced and Dedicated Faculty/Staff
- Personal Standards of Separation
Ecclesiastical Standards of Separation
Personal Spiritual Development Program
Practical Graduate School Program
Ladies’ Ministry Classes
Weekly Missions Prayer Meetings
Nightly Residence Hall Devotions
Student Preachers’ Round-Up
Exciting Campus Activities
Married Student Organization
Large Metropolitan Area
Beautiful 29 Acre Campus

OBJECTIVES

SPIRITUALLY: To develop in the lives of its students a spiritual life which is in harmony with the Bible doctrines taught. To see students grow in grace and in the knowledge of our Lord Jesus Christ.

THEOLOGICALLY: To encourage students to express and demonstrate a personal belief in and adherence to Bible doctrines as outlined in the college doctrinal statement.

ACADEMICALLY: To train ministerial students and church workers in rightly dividing the Word of Truth with a goal for full time ministry. To teach subjects that thoroughly equip the student regardless of major. To emphasize the fundamentals of the Christian faith and worldwide missions, believing only those trained in this truth are adequately equipped to carry out this ministry.

PRACTICALLY: To encourage consistent personal evangelism and service in the local church. To develop in the student the belief that salvation of the lost and training of the saved are the particular objectives of Christian education.
Heartland Baptist Bible College seeks no national or regional accreditation, but seeks only God’s approval. The college chooses to be accredited by the pastors and churches that support the college and other who are part of the “Friends of Heartland,” which is a loose affiliation of pastors, missionaries, evangelists, and other individuals, who by choice, share a common interest in accomplishing the purposes of Heartland Baptist Bible College.

Heartland is an independent educational institution, not governed by any convention or religious movement or fellowship, and the college chooses to remain independent of any governmental or quasi-governmental controls and approvals.

Heartland Baptist Bible College is legally authorized to operate in Oklahoma and is in compliance with State Regents’ Policy. Heartland is not accredited under rules promulgated and adopted by the Oklahoma State Board of Regents for Higher Education nor by any national or regional accrediting agency which is recognized by the State of Oklahoma or the U.S. Department of Education.

Heartland does not grant degrees per se, but does award diplomas for completion of a four year course of study as well as two and three year diplomas. Transfer of courses from Heartland to other colleges or universities is at the discretion of the receiving institution.

It is the position of this college that quality training that is both godly and practical can be provided to students who desire to attend Heartland without the need for academic oversight from any accrediting agencies. Unfortunately, spiritual mandates often collide with society’s expectations in the area of academics and training; therefore, Heartland chooses to maintain its credibility and its commitment to excellence by continuing to stand true to the dictates of the Word of God rather than following after “man’s approval.”
Doctrinal Statement
WHAT WE BELIEVE

INTRODUCTION

In view of the present apostasy in which many are departing from the faith, giving heed to seducing spirits, teaching the commandments of men, and disseminating the seeds of fatal error involving the honor of our Lord and the destiny of souls, Heartland Baptist Bible College sets forth a declaration of those things which are most surely believed among us in order to place on record the Confession of Faith to which we subscribe and to which HBBC requires the subscription of the leadership and members of the faculty and student body.

I. THE SCRIPTURES

We believe that the Holy Bible was written by men supernaturally inspired; that it has truth for its matter without any admixture of error; that it is and shall remain to the end of the age the only complete and final revelation of the will of God to man; and that it is the true center of Christian union and the supreme standard by which all human conduct, creeds, and opinions should be tried.

A. We believe the Authorized (King James) Version, Old and New Testaments, is the Word of God kept intact for English-speaking peoples by way of God’s divine providence and work of preservation; and that the Authorized Version translators were not “inspired,” but were merely God’s instruments used to preserve His words for English-speaking peoples.

B. By Holy Bible we mean that collection of sixty-six books, from Genesis to Revelation, which, as originally written and providentially preserved, does not only contain and convey the Word of God, but is the very Word of God.

C. By inspiration we mean that the books of the Bible were written by holy men of God as they were moved by the Holy Ghost in such a definite way that their writings were supernaturally and verbally inspired and free from error, as no other writings have ever been or ever will be inspired.

D. By providentially preserved we mean that God through the ages has, in His divine providence, preserved the very words that He inspired; that the Hebrew Old Testament text, as found in the Traditional Masoretic Text, and the Greek New Testament Text, as found in the Textus Receptus, are indeed the products of God’s providential preservation and are altogether the complete, preserved, inerrant Word of God.
E. We therefore believe and require that the Authorized Version (King James Version) be the only English version used and or endorsed by the staff, faculty, and student body of this college.

Dt 4:2; Ps 12:6-7; Ps 19:7-11; Ps 119:89,105,130,160; Isa 8:20; Is 40:8; Jer 23:29; Ezek 12:25; Mt 5:17-18; Mt 22:29; Lk 24:44-45; Jn 12:48; Jn 17:17; Jn 20:30-31; Rom 3:4; Rom 15:4; Eph 6:17; II Tim 3:16-17; Heb 4:12; I Pt 1:23-25, II Pt 1:19-21; Rev 22:18-19

II. THE TRUE GOD
We believe there is one and only one living and true God, an infinite intelligent Spirit, the Maker and Supreme Ruler of heaven and earth; that He is inexpressible, glorious in holiness, and worthy of all possible honor, confidence, and love; that in the unity of the Godhead there are three persons: the Father, the Son, and the Holy Ghost, equal in every divine perfection and executing distinct but harmonious offices in the great work of redemption.

III. THE HOLY SPIRIT
We believe the Holy Spirit is a divine person, equal with God the Father and God the Son and of the same nature; that He was active in creation; that in His relation to the unbelieving world He restrains the evil one until God’s purpose is fulfilled, and He convicts of sin, of judgment, and of righteousness; that He bears witness to the truth of the Gospel in preaching and testimony; that He is the agent in the new birth; and that He seals, endues, guides, teaches, witnesses to, sanctifies, and helps the believer.

IV. THE DEVIL OR SATAN
We believe that Satan was once holy and enjoyed heavenly honors, but through pride and ambition to be as the Almighty, fell and drew after him a host of angels; and that he is now the malignant prince of the power of the air and the unholy god of this world. We hold him to be man’s greatest tempter, the enemy of God and His Christ, the accuser of the saints, the author of all false religions, the chief power back of the present apostasy, the lord of the Antichrist, and the author of all the powers of darkness. He is destined, however, to final defeat at the hand of God’s Son and to a judgment of everlasting fire, prepared for him and his angels.

V. THE CREATION
We believe in the Genesis account of creation and that it is to be accepted literally and not allegorically or figuratively; that man was created directly by God in God’s own image and after His own likeness; that man’s creation was not a matter of evolution or evolutionary change of species or developments through interminable periods of time.
from lower to higher forms; and that all animal and vegetable life were made directly, and God’s established law was that they should bring forth only after his kind.

VI. THE FALL OF MAN  We believe that man was created in innocence under the law of his Maker, but by voluntary transgression fell from his sinless and happy state; consequently, all mankind are now sinners, not by constraint but by choice, and therefore are under just condemnation without defense or excuse.

VII. THE VIRGIN BIRTH  We believe that Jesus Christ was begotten of the Holy Ghost in a miraculous manner: born of Mary, a virgin, as no other man was ever born or can ever be born of woman; and He was born the Son of God and God the Son.

VIII. THE ATONEMENT FOR SIN  We believe that the salvation of sinners is wholly of grace through the mediatorial office of the Son of God, who by appointment of the Father freely took upon Himself our nature yet without sin, who honored the divine law by His personal obedience, and who by His death made a full and vicarious atonement for our sins, thus we have redemption through His blood; that His atonement consisted not in setting us an example by His death as a martyr, but was the voluntary substitution of Himself in the sinner’s place, the Just dying for the unjust, Christ the Lord bearing our sins in His own body on the tree; that, having risen from the dead, He is now enthroned in heaven and uniting in His wonderful person the most tender sympathies with divine perfection; and that He is in every way qualified to be a suitable, compassionate, and all-sufficient Saviour.

IX. GRACE IN THE NEW CREATION  We believe that, in order to be saved, sinners must be born again; that the new birth is a new creation in Christ Jesus; that it is instantaneous and not a process; that in the new birth the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God; that the new creation is brought about in a manner above our comprehension and is not by culture, nor by character, nor by the will of man, but wholly and solely by the power of the Holy Spirit in connection with divine truth so as to secure our voluntary obedience to the Gospel; and that proper evidence of the new birth appears in the holy fruits of repentance and faith and newness of life.

18 Doctrinal Statement
X. THE FREENESS OF SALVATION

We believe in God’s electing grace: that the blessings of salvation are made free to all by the Gospel; that it is the immediate duty of all to accept them by a cordial, penitent, and obedient faith; and that nothing prevents the salvation of the greatest sinner on earth but his own inherent depravity and voluntary rejection of the Gospel, which rejection involves him in an aggravated condemnation.

XI. JUSTIFICATION

We believe that the great Gospel which Christ secures to such as believe in Him is justification; that justification includes the pardon of sin and the gift of eternal life on principles of righteousness; and that it is bestowed not in consideration of any works of righteousness which we have done, but His righteousness is imputed unto us solely through faith in the Redeemer’s blood.

XII. REPENTANCE AND FAITH

We believe that repentance and faith are solemn obligations, and also inseparable graces, wrought in our souls by the quickening Spirit of God; thereby, being deeply convicted of our guilt, danger, and helplessness, and of our need of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy and at the same time heartily receive the Lord Jesus Christ and openly confess Him as our only and all-sufficient Saviour.

XIII. THE CHURCH

We believe that a Baptist church is a congregation of baptized believers associated by a covenant of faith and fellowship of the Gospel, observing the ordinances of Christ, governed by His laws, and exercising the gifts, rights, and privileges invested in them by His Word; and that its officers are pastors or elders and deacons whose qualifications, claims, and duties are clearly defined in the Scriptures. We believe the true mission of the church is found in the Great Commission: first, to make individual disciples; second, to baptize and build up the church; third, to teach and instruct as He commanded. We do not believe in the reversal of this order, and we hold that the local church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations. We believe that the one and only superintendent is Christ through the Holy Spirit; that it is scriptural for true churches to cooperate with each other in contending for the faith and for the furtherance of the Gospel; that every church is the sole and only judge of the measure and method of its cooperation; and that on all matters of membership, of policy, of government, of discipline, of benevolence, the will of the local church is final.
XIV. BAPTISM AND THE LORD’S SUPPER  We believe that Christian baptism is the immersion in water of a believer in the name of the Father, of the Son, and of the Holy Ghost, by the authority of the local church, to show forth a solemn and beautiful emblem of our faith in the crucified, buried, and risen Saviour with its effect in our death to sin and resurrection to a new life; and that it is prerequisite to the privileges of a church membership and to the Lord’s Supper, which the members of the church by the use of bread and the fruit of the vine are to commemorate together the death and coming of the Lord, preceded always by solemn self-examination.

XV. SECURITY OF THE BELIEVER  We believe that all the redeemed are kept by the power of God and are secure in Christ. It is a work of God which guarantees that the gift of salvation, once received, cannot be lost, and believers are eternally secure.

XVI. THE RIGHTEOUS AND THE WICKED  We believe that there is a radical and essential difference between the righteous and the wicked; that all such as through faith are justified in the name of the Lord Jesus and sanctified by the Spirit of our God are truly righteous in His esteem, while all such as continue in impenitence and unbelief are in His sight wicked and under the curse; and that this distinction holds among men both in and after death in the everlasting happiness of the saved and the everlasting conscious suffering of the lost.

XVII. CIVIL GOVERNMENT  We believe that civil government is ordained of God; that its purpose is to punish evil doers and to praise good works that we may lead quiet and peaceable lives in all godliness and honesty; that we are commanded to pray for those in authority; that we are to render to all their dues: tribute to whom tribute is due, custom to whom custom, fear to whom fear, honor to whom honor. We are to render to government the things which belong to the government and to God the things that belong to God.
XVIII. THE RESURRECTION AND RETURN OF CHRIST

We believe in and accept the sacred Scripture upon these subjects at their face and full value. Of the resurrection, we believe that Christ arose bodily the third day according to the Scriptures; and that He alone is our merciful and faithful high priest in things pertaining to God. Of the return of Christ, we believe that this same Jesus which is taken up from you into heaven shall so come in like manner as ye have seen Him go into heaven. Jesus will come in the air for His saints before the tribulation period. After the tribulation, He will return to the earth and reign a thousand years.

XIX. MISSIONS

We believe that the command to give the Gospel to the world is clear and unmistakable; and that this commission was given to the churches to go, make disciples, baptize them, and teach them.

XX. THE GRACE OF GIVING

We believe that God’s method of financing His earthly work, which is the spreading of the Gospel to all nations, the care of the churches, and the support of the ministry, is by the tithes and offerings of His people; that it is to be given to the Lord through His church or storehouse to be distributed as directed by the leadership of the Spirit as the need arises; that upon the first day of the week everyone will lay by him in store as God hath prospered him; that everyone is accountable to the Lord for one-tenth of his income; and that tithing was instituted long before the law was given, and it was practiced by the early church.

XXI. HUMAN SEXUALITY

We believe that God has commanded that no sexual activity should be engaged in outside of a one man one woman marriage. We believe that any form of adultery, fornication, homosexuality, lesbianism, pedophilia, bisexuality, bestiality, incest, and pornography are sinful perversions of God’s gift of sex and design for mankind.

Gen 2:24; Gen 9:5,13; Gen 26:8-9; Lev 18:1-30; Rom 1:26-29
GENERAL REGULATIONS

To help maintain a separated Christian atmosphere conducive to HBBC’s purpose, the college has specific guidelines which govern the conduct of its students. Policies are explained in detail in the STUDENT HANDBOOK. This handbook is given to each student and a statement of reading and voluntary compliance is required.

Heartland students are required to maintain a strong separation from worldliness, both on and off the campus. All students will be expected to maintain Christian conduct of the highest standard on all occasions. Specific guidelines and standards for separation, general conduct, and manners are presented in the STUDENT HANDBOOK. Attendance may be forfeited by any student who cannot or will not abide by and adjust to college policies and procedures. Student are expected to live according to the criteria of the college Life Beautiful Award from I Timothy 4:12, “Be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.”

DRESS CODE

Christian students are ambassadors for Christ and should, therefore, be as modest and decent and conservative in their dress as they are expected to be in habits of life. Students should be conscious that they are many times judged by their appearance. Thus, the college expects students to follow the admonition of the Scriptures to be dressed in modest apparel and appropriately for all occasions. Manners of dress should not follow the fads of this world.

Guidelines for personal appearance and general dress code standards, both for official dress and proper leisure dress, are presented in detail in the STUDENT HANDBOOK.

COUNSELING

Students have the opportunity to secure counsel concerning their personal, spiritual, and educational problems. The Dean of Students, Dean of Men, and Dean of Women are specially trained to assist students with any type of problem. In addition, the entire staff and faculty and the staff of Southwest Baptist Church are available to give friendly advice, guidance, and Biblical counsel.
Students entering Heartland (both first year students and transfer students attending for the first time) from out of the immediate area are required to join and be faithful members at Southwest Baptist Church of Oklahoma City. Second year students and above who believe they are led to assist in another local independent Baptist church ministry must seek approval prior to such a move. The following criteria are required for approval. (1) consultation and coordination between the pastor of Southwest and the home pastor, (2) the gaining church agrees with Heartland’s doctrinal and philosophical stand, (3) coordinating between the gaining pastor and the pastor of Southwest, (4) the student has a definite ministry position, and (5) approval is granted by the Administration in advance. Area students may remain in their home church provided it is an approved Baptist church. An area student is any person who can faithfully attend and serve in their home church on a weekly basis. Students are expected to be faithful in their local church in their attendance, giving, and service.

Attendance at all church services is mandatory for all Heartland students. Exceptions may be granted by the college Administration to miss midweek services because of work.

CHRISTIAN SERVICE

Heartland believes regular Christian service in a local, independent Baptist church to be a vital part of every student’s training. Therefore, all students are required to be actively serving in and regularly attending his local church. Areas of service include various types of practical Christian service available in the ministries of the local church such as visitation; doorknocking; soulwinning; bus ministry; Sunday School teaching; ministries to jails, hospitals, convalescent homes, and rescue missions; children’s ministries; children’s clubs; choir; and pulpit supply. Students are required to complete a minimum of six hours per week of appropriate Christian service which includes attendance at regular church services, minimum of one church ministry, and a minimum of two hours per week of doorknocking/visitation.

Students are required to complete a weekly Christian Service Report. The report will list church attendance and Christian service completed the previous week - Monday through Sunday.
A tradition exists among the students of a spirit of volunteerism and that spirit far exceeds the completion of campus service hours. As part of the Campus Service program students assist with campus-related work and service. This allows everyone to have a part in the maintenance and operation of the campus, thereby developing pride and spirit among the student body.

All single students, on or off campus, are required to do five Campus Service Hours to be worked by the end of the semester. Married students, because of added responsibilities, are required to do three Campus Service Hours. Part-time students will participate according to number of hours enrolled in up to the maximum required.

Every Tuesday and Thursday during the school year, the entire student body, staff, and faculty assemble in the chapel auditorium for chapel.

Special music, congregational singing, and preaching from the Word of God provide an inspiring and challenging time for those present. Those who preach include preachers from around the country, the faculty, and administration.

Students are encouraged to keep a tender heart so that the message can do its spiritual works in their lives.

A regular devotional life is essential for Christian growth and protection against the daily rigors of college life. This primarily involves a personal time with the Lord, reading the Bible and fellowshipping with Him in prayer. As a supplement to personal time, evening residence hall devotions are held during the regular semesters. Also, periodic student body prayer times are scheduled throughout the semester. Married students are encouraged to have both personal and family devotions.
ADOPTIVE FAMILIES

Heartland has a unique relationship with Southwest Baptist Church in many areas - one of which is the Adoptive Family Program involving first year students. Every year, families in the church “adopt” the new first year students. The goal of these families is to be an encouragement, to pray for them, to provide an occasional home cooked meal, to help the student feel at home while attending Heartland, and to be a help and a blessing to the students during the school year. The program works both ways, in that, the students are a blessing in return. This program has been a help by reducing homesickness and increasing the retention rate for first year students.

ATHLETICS

During the school year students enjoy a variety of intramural sports and activities.

Facilities for basketball (both in the gym and outside courts), volleyball, table tennis, and pool (pocket billiards) are available for student use. In addition, there is a ball field on campus.

The intramural program for both ladies and men is conducted all year round.

ACTIVITIES

During the year, various activities are planned to strengthen the school spirit and to offer an opportunity to socialize. Events include student banquets, the annual Labor Day Picnic, “Midnight Bowling,” and “Midnight Breakfast,” resident hall get-togethers, Missions Prayer Band, and Preachers’ Round-Up, as well as a variety of other activities, events, and happenings.
HEALTH INSURANCE/SERVICES

Students, both on-campus and off-campus, are not required to purchase health insurance; however, maintaining some coverage, either on the parents’ policy or individually, is highly recommended. The college makes available, and strongly recommends, a health insurance program for college students provided by an independent insurance carrier to whom the student pays the premium directly.

An on-site nurse is available on a limited basis to conduct sick call verification on a daily basis. For treatment of illnesses and more serious conditions, several medical clinics work with the college to meet the health needs of the students.

Particular information concerning health coverage, such as policy/group name, number, and expiration, will be required at student registration.

As a precautionary measure, the State of Oklahoma has passed legislation that requires first-time enrollees living in campus housing to be vaccinated against meningococcal disease or sign a waiver. The waiver states that information regarding the disease and the risks and benefits of the vaccination, as well as the availability and costs of the vaccine, has been received and reviewed and that the student has chosen not to be vaccinated.

AUTOMOBILES

All student vehicles, both cars and motorcycles, must be registered with the Heartland Security Department. Registering a vehicle includes providing verification of insurance coverage and recording of ownership information, vehicle tag number and state, and student driver’s license number. After proper registration is completed, a parking permit is issued which must be displayed in the lower right corner of the front windshield. It is mandated by state law that liability insurance be carried on all vehicles. Proof of renewal of insurance is required for all policies which expire during the semester. Vehicles not properly registered will not be allowed on campus.
Cafeteria/Food Services

On campus students are required to purchase a meal plan. Students may choose either a full board plan, which includes breakfast, lunch, and supper, or a 2/3 board plan, which includes either breakfast and lunch or lunch and supper. Students may request to have “late supper” included on their meal plan if their schedule does not permit them to attend supper during the regular scheduled times. For those with the proper meal plan, box lunches are available Monday through Friday.

Off-campus students may also purchase a meal plan through the finance office.

A wholesome and balanced diet is provided for each meal. Lunch, prepared as the main meal of the day, offers a choice of entrées and salad bar, food bar, and/or dessert bar items.

During the regular semester, meals are provided 3 times a day (except Sunday when only lunch is served) every day except Thanksgiving, Christmas, New Year’s, and Easter.

Guests are welcome and will be served for a nominal fee.

The cafeteria may be closed between semesters depending on the number of students remaining on campus at the time.

A snack bar is available after the evening meal.

Student Housing

Single Students: The college presently operates seven residence halls. Residence hall life makes a vital contribution to the development of students. The interaction, cooperation, and discipline involved in residence hall living are important elements in the overall educational program. Friendships made are an important aspect of residence hall living.

The residence halls are under the supervision of the Dean of Students and his staff, which includes Residential Advisors and Assistants.

All residence hall rooms are equipped with twin size beds, dressers, desks, and closet space. Students are required to furnish their own linens, including sheets, pillow, pillowcases, blankets, bedspread, towels and washcloths, and plastic mattress cover. No sleeping bags are allowed.

Laundry facilities are available in the residence halls for a nominal charge, and laundries are also available in the community.
The STUDENT HANDBOOK lists more specifically those items that are allowed and not allowed in the rooms as well as other residence hall rules.

Students living on campus are required to sign in and out and abide by a campus curfew. Also, a lights out policy is enforced.

All single students are required to live in the residence halls unless they live at home with their parents or are granted special permission by the administration to live off-campus.

Married Students: HBBC does not have housing facilities available for married students. However, the college is located in an area surrounded by communities and housing areas in which ample apartments and private homes are available for rent at a reasonable cost. They vary in cost depending on the area and size. Married students should contact the college for a listing of apartment complexes in the vicinity of the college and current costs.

The local market also has a good number of houses for purchase. Prices vary from the very reasonable to the very expensive.

Married students interested in finding a suitable place for their family should plan to arrive early to find a place, establish their home, and secure a job prior to the start of classes.

The married students support one another through periodic get-togethers for fellowship and activities. In addition, they cooperate to provide a day care service for wives who desire to take classes.

The married wives, Heartland Helpmeets, meet once a month for fellowship and encouragement. The meetings include a devotion time, a fun time, a time to work on projects, and a time of refreshments.

Married students are also very involved in the Heartland Couples Class at Southwest Baptist Church. See Heartland Couples page 31.

MUSICAL OPPORTUNITIES

College students with musical ability have the opportunity to participate in chapel and other key events of the college.

Auditions are conducted in the fall to form the official college singing groups. These singing groups represent the college in local churches during the school year and travel throughout the United States and Canada during the summer.
The Heartland Couples Class is both a Sunday school class and a fellowship group within Southwest Baptist Church. The Heartland Couples Class has been designed to accomplish the following mission: “To love and disciple ministry families of Southwest Baptist Church through engaging Bible teaching, meaningful recreational fellowship, and instructive ministry opportunities.” In other words, everything the Heartland Couples Class attempts to do revolves around teaching, fellowship, and ministry. Opportunities to enjoy Bible teaching come from a weekly Sunday school class, a monthly men’s prayer meeting, and a monthly “Heartland Helpmeets” meeting. Opportunities for meaningful fellowship come from a variety of activities--hayrides, scavenger hunts, picnics at area parks, potluck dinners, and other recreational get-togethers. The ministry opportunities for Heartland Couples at Southwest Baptist Church are nearly limitless; Heartland Couples may participate in the bus ministry, children’s ministries, nursery, hospitality ministries, as well as several areas of involvement in church evangelistic efforts. The Heartland Couples Class is a welcoming, nurturing, and exciting environment for families preparing to enter full-time ministry.

The Heartland Helpmeets is a group of wives who attend or whose husbands attend Heartland Baptist Bible College. Through the course of four years at Heartland, a Helpmeet has the opportunity to learn from various speakers who deal with topics from our four-year plan, such as The Wife and Home, The Wife and Church, The Wife’s Personal Life, and A Potpourri of Practical Helps.

The Heartland Helpmeets come together once a month in an effort to grow closer as a group of wives who have a desire to learn from, fellowship with, minister to, and encourage each other. The Helpmeets go beyond “each other” as they serve and minister to others as well. Some of the various ministries include providing meals for new moms whose husbands are enrolled at Heartland, a card ministry to past graduates to encourage them in their new place, and a cookie ministry to single students who may need an extra boost. This is just a sampling of what the Helpmeets “do” as a group; to experience who the Helpmeets “are” one needs to come and be a part of the joy and comradeship that typifies the meetings.
EMPLOYMENT

Many students work a part-time job while at Heartland and benefit greatly from the experience as it becomes an integral part of their training for the ministry God has for them. Student employment may be necessary in order to have the funds to pay the school bill and have money for incidentals and social activities. It is recommended that a student work only enough hours to meet their financial needs realizing that the completion of the college program must receive the higher priority. A student should curtail the number of hours worked if the grade point average falls below 2.00.

Classes meet from 7:30 a.m. to 12:20 p.m. with some selected elective classes meeting until 1:20. These established class hours allow the student to work afternoons and evenings. The student will need to know their specific class schedule prior to scheduling employment.

Oklahoma City has been blessed with a very strong job market. August 20, 2010, Forbes rated Oklahoma City No. 7 in the nation for “Best Cities to Find a Job.” In an effort to help students find local employment, a job fair is held on campus during registration each August. Employers come to our campus during this event looking for students to hire while they are enrolled at Heartland. This has proven to be a great help, especially for those students arriving in town for the first time. In addition to the job fair, job openings sent in from employers are posted on the official job board throughout the year. Assistance from the administration is also given to students who need help getting started with a job search.

A limited number of part-time employment positions are available on campus. The college considers on campus positions part of the work assistance program in which 70% of the pay goes directly to the unpaid school bill. These jobs are available on a first come first serve basis to qualified applicants. The different categories of campus positions include office, janitorial, cafeteria, facilities maintenance, grounds keeping, and security. Those interested in working on campus must complete an Application for Employment, and those offered positions will be required to complete an Application for Work Assistance.

Any student working on or off campus, with the exception of foreign students, must present documentation to prove identity and employment eligibility. The student should have in his/her possession two forms of ID: a state ID card or driver’s license and certified copy of a birth certificate or social security card. Foreign students may not work off campus without employment authorization.
from the immigration service. Violation of this policy will affect the student’s immigration status.

Students may not obtain employment in any establishment where they would need to sell and serve alcoholic beverages, pornography, tobacco, nor where their work would in any way conflict with the standards of Christianity or the college.

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**SHUTTLE SERVICE**

A shuttle service provided by the college is available to and from work for students who do not have a vehicle at college. A nominal monthly fee is charged, and there is a defined service area.

The college also offers a shuttle service from Will Rogers World Airport to the college in August and January during the beginning of each semester. Students needing a pickup must call the Dean of Students’ Office 48 hours in advance and provide airline, flight number, and date/time of arrival.

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**BOOKSTORE**

The college bookstore operates as a service to the students and friends of Heartland to provide, at reasonable prices, a source for general books, Bibles, Bible reference materials, miscellaneous items, Heartland memorabilia and clothing, classroom supplies, and gift items.

The bookstore is also the source of all textbooks used in the classes. Special procedures for purchase of textbooks are followed during registration in August and January.

Included in the bookstore area is the Go Ye Café, an area where students can gather to fellowship, study, research online, or just simply unwind. A great variety of food items and drinks are available for purchase making the book store the campus one stop shop for students.
LIBRARY

The library provides reference and study facilities for the student body as well as computer access. Volunteer student tutors are available throughout the week to help other students with their class work.

Reference books pertinent to the courses offered are continually being added to the library that now includes well over 25,000 volumes with a high orientation of Bible and theology books.

In addition to books, the library has magazines, selected audio aids, pamphlet files, curriculum materials, and a video library.

Students also have access, for study purposes, to a number of public and college libraries in the immediate area.

MISSIONS PRAYER BAND

Missions Prayer Band meets to disseminate information about missionary activities, to develop interest and enthusiasm in missions, and to pray for missionary needs and results. Veteran missionaries are often available to speak to the group. In addition, special projects are promoted from time to time.

Both missions majors and non-missions majors join together on Saturday evenings to pray for and promote world missions.

PREACHERS’ ROUND-UP

Several times during the month, students gather on campus in the evening on Mondays and Thursdays to sing congregational songs, hear special music, and enjoy two to three student preachers. On occasion, a special guest is asked to preach. This is a time of training for the preachers and an opportunity to exercise God-given talents in preparation for ministry.

The married men meet on Mondays and the single students meet on Thursdays.
CAMPUS LIFE EVENTS

- Fall Opening Days and Student Life and Character Orientation sessions - preaching, teaching, special presentations, and special music
- Spring Opening Days and National Church Planting and Home Missions Conference - opportunity to hear good preaching and testimonies of church planters as well as an opportunity to give to the needs of church planters and church planting projects
- Alumni/Homecoming Week - a time when alumni present classes on various topics as well as special chapels and other events
- Graduation Preaching Conference - time of special preaching and music; special activities for preachers, friends, wives, and alumni; graduation/end of school banquet; and commencement
- Missions Emphasis Days - students interact with missionaries, visit displays, and enjoy good preaching; part of annual missions conference at Southwest Baptist Church
- Midnight Breakfast - a time of fellowship during the fall semester final exam week where the staff and faculty prepare a breakfast for the students
- Labor Day Picnic - a time of food, fun, and fellowship when students and church folks gather for group and individual games and special entertainment
- Banquets - annual banquets are held at Christmas time before finals week and at the end of the spring semester before Graduation Fellowship Week

SUMMER MINISTRY OPPORTUNITIES

Heartland students have the opportunity in the summer to participate in various summer ministries. These include internships offered by local churches, both in Oklahoma and across America; summer camp ministries; and both individual and group short-term missions trips to various places around the world.

Opportunities also exist for students to help in their home church.
NOTIFICATION OF PARENTS/HOME PASTOR

As a matter of Biblical principle and in the interest of maintaining a proper link of communication, the college believes the parents or legal guardian of the student should be involved in the student's educational program. In addition, the home pastor has an interest in the student's well being. At the same time, the college seeks to protect the privacy of the student. Therefore, the college reserves the right to discuss with the parents and/or the home pastor matters of behavioral, academic, financial, or personal nature. This will include, but not be limited to, grades, class attendance, academic progress, financial status, and disciplinary action.
Admissions
ELIGIBILITY

Application for admission is open only to those who are currently members of independent, fundamental Baptist churches and who testify that they have received Jesus Christ as Savior and Lord, i.e. saved by grace through faith. In addition, they must be a high school graduate (or one having an equivalent academic background) or one who is old enough to have the ability to benefit; have the recommendation of their pastor; have an earnest desire to serve the Lord; and must present acceptable evidence of the genuineness of their calling and purpose. Incoming students should realize that Heartland is an institution of higher education and, therefore, must be prepared to do college level work. In addition, prospective students should be congenial, cooperative, and willing to submit to the standards and regulations of the college as found in this catalog and the STUDENT HANDBOOK.

STATEMENT OF ELIGIBLE ADMISSION

Heartland Baptist Bible College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, age, gender, or physical disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

ADMISSIONS CLASSIFICATION

Prospect
Anyone who requests and is sent information about the college is considered a prospect.

Applicant
An applicant is one who has sent in the application form and/or any item of application.

Enrollee
One becomes an enrollee when he/she is accepted for enrollment and actually completes the registration process.
Continuing Student
A student who is enrolled and takes classes from one semester, fall or spring, to the next semester without a break, other than summer, is considered a continuing student. A continuing student is not required to make application for readmission from one semester to the next provided there is no break taken during a regular semester.

Returning Student
A student who wishes to return to Heartland after a period of absence of one or more semesters must notify the Registrar’s Office of their intent to re-enroll. A re-application for admission must be completed and a $10.00 re-enrollment fee submitted. The student file will be reactivated and the individual notified of additional material that will be required to complete it. As a minimum, anyone who has been out at least one semester will be required to submit a current Pastor’s reference and possibly an additional personal reference.

Part-Time Student
Twelve semester hours constitute the minimum full-time load. All on-campus students must carry a full-time load. A part-time student carries fewer than twelve semester hours. A part-time student must follow the regular application procedures and will be subject to the same standards, policies, and rules as full-time students.

Special Student
A new student who does not have a high school diploma, or its equivalent, may be admitted as a special student into the one-, two-, or three-year program. A special student will not be admitted into the four-year degree program unless sufficient evidence exists of the ability to benefit; however, work taken and credits earned at Heartland may be applied toward a four-year program if the student later receives a high school G.E.D. A special student must follow the regular application procedures and will be subject to the same standards, policies, and rules as other students.

Early Admit Student
This is an individual who has not yet completed high school and is under 18 years of age. The student will remain at home under the parents’ supervision and simultaneously complete high school requirements while taking college level classes.
**Auditing Student**
For the student who wishes to audit classes, i.e. attend classes and participate for no credit, a fee will be charged for each semester course audited. Permission of the Administration is required. Auditing students must comply with all standards, policies, and rules. The audit option is not available to currently enrolled students.

Classes available for audit include special offerings such as ladies’ classes and youth classes. A special audit form must be completed. The maximum number of audit classes is two per semester. Anyone attending day classes for audit or for credit for any period of time must comply with regular application procedures.

**Transfer Student**
This describes the individual who has attended another college or university or Bible Institute for postsecondary study and enrolls for the first time at Heartland Baptist Bible College. Special policies apply for the transfer of credit. A transfer student must follow the regular application procedures and will be subject to the same standards, policies, and rules as other students.

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**APPLICATION**

**Application Forms**
The forms for Application for Admission to the college are provided separately. If not provided, request the material from the Registrar’s Office.

In summary, the following forms make up the application packet:

- Application Form (or Re-Application Form)
- Pastor’s Reference
- Two Personal References
- Request for High School Transcript
- Request for College Transcripts (if applicable)
- Medical/Health Questionnaire (TB test if from a foreign country)
Initial Application Procedures

The following are procedures for completing the forms:

1. Fill in the application form completely, sign, date, and send with a recent, good quality photograph and Application Fee.

2. Print or type your name and address at the top of each of the reference forms. Deliver the forms to the persons whom you have selected as references - your pastor and two employers, teachers, or friends (no relatives) who have known you for one year or more. It is customary to provide a stamped envelope addressed to the college for the convenience of those doing the references. The reference forms should be returned directly to Heartland Baptist Bible College, ATTN: Admissions.

3. Request your high school send an official transcript of your high school record directly to Admissions. The transcript should indicate the date of graduation and the signature of the principal or other appropriate person. If you have a high school equivalency diploma or G.E.D., please request a copy be sent directly to the college.

4. Request each school you attended beyond high school, if any, to send an official academic transcript to Admissions.

5. Complete the medical form/questionnaire in sufficient time to have the form arrive at the college prior to enrollment. A TB test is required of all students coming from foreign countries and, if positive, a chest X-ray. The college reserves the right to require a physical examination and/or certain blood tests.

When all items of application have been received and the applicant is accepted for enrollment, a letter of acceptance and information regarding registration will be sent to the individual.

REGISTRATION

Continuing students will be given the opportunity at the end of each semester to express their intent concerning re-enrollment for the next semester.

Before the end of the semester or during the break, continuing students will be provided/sent early registration materials to allow for early enrollment in the upcoming semester classes.
New applicants, students returning after an absence, and strong prospects will be sent pre-registration information, which will help provide an orderly, informed transition to a new semester and school year.

New students who have completed the application process satisfactorily will be provided with a letter of acceptance and information concerning registration. Applicants with incomplete files may be allowed to register under conditional admission. Every effort must be made to complete the application process prior to registration to avoid any delays or inconveniences.

At the opening of each semester, days are designated for orientation of new and returning students and registration of all students. Students will be provided, in advance, the necessary registration information: instructions, forms, calendar, various schedules, and curriculum guides. Assistance is available during registration for selecting classes and completing the necessary forms.

At the beginning of the semester, students who completed early registration will take action to complete the early registration process.

Before registration is considered complete, all actions must be taken, cards and forms turned in, and the school bill paid and/or accounted for. Those who have completed registration will be considered to be enrolled.

No credit can be given for any course unless the student is officially enrolled in that class.

Late registration is conducted in the Registrar’s Office during the first full week after the regular registration day. Unless special administrative permission is given, no one will be admitted for the regular semester of classes if more than ten days late.

After registration is complete, a time of orientation will be scheduled for all students.

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**TRANSFER**

Heartland Baptist Bible College recognizes the work completed at other institutions of higher learning on the following basis:

- The courses must be in line with those offered at Heartland.
- The number of courses and units transferred will equate to the requirements of HBBC.
- Transfer credits will be considered and granted only from an official transcript from the institution.
♦ All transfers will be evaluated after the first semester of attendance or as soon thereafter as possible.
♦ Class grade must be at least a C or its equivalent
♦ Students receiving a diploma from Heartland, regardless of the number of transfer credits, must complete a minimum of one year in residence or a minimum of thirty semester hours.
♦ Acceptance of credits is at the discretion of the Academic Dean.

A transfer student may not disregard his record at any institution of higher learning previously attended even though there may not be any transfer credit. Transcripts should be requested in sufficient time so they arrive prior to registration.
A transfer student who is not in good standing with the previous college(s) attended may jeopardize the privilege of enrolling at Heartland.

**HOME SCHOOLERS**

Heartland does recognize and accept home school graduates. We believe home schooling is a viable and Biblical option. A formal transcript, either typed or computer generated, is required. The transcript should include the home school name, listing of courses completed with grades assigned, date of completion, and signature of teacher/administrator. Students without high school records should complete the GED.

**BIBLE INSTITUTE**

The college accepts correspondence and Bible Institute credits that are earned within local, independent, fundamental, Baptist churches on a case by case basis. An applicant should submit a copy of the transcript with credits assigned and grades plus a catalog, appropriate paperwork, or other documentation that outlines the program of study, course descriptions, course requirements, and calculation of credit. Transfer of credits will be based on the college transfer policy.
VETERANS

Approval
Heartland Baptist Bible College is approved by the State Accrediting Agency, as the State Approving Agency for the State of Oklahoma, for veterans’ educational benefits under Chapters 30, 32, 35 of Section 3676 of Title 38, United States Code, and Chapter 1606 and 1607 of Title 10 of the United States Code. In addition, qualified veterans are eligible for vocational rehabilitation assistance. Please contact the ADRO concerning the new Post 9/11 GI Bill, chapter 33.

Requirements
All regulations, policies, and procedures regarding eligibility, application, admission, registration, enrollment, and college standards and rules will apply to the veteran in the same manner as other students. In addition, the veteran is required to satisfy the requirements prescribed by the VA.

The following policies and procedures pertain to all individuals receiving benefits of any kind from the Veterans Administration.

The veteran will complete either a VA Form 22-1990, first-time application for educational benefits, or VA Form 22-1995 for change of school or change of program. The best mode of application is online through VONAPP. The VA Regional Office servicing Heartland is in Muskogee, Oklahoma. A copy of DD Form 214 (discharge form) will also be required. Please contact the Academic Dean/Registrar’s Office for special instructions concerning completing the application and for help in applying for appropriate benefits.

A copy of all forms sent to the VA and approval documents from the VA should be provided to the AD/RO so a proper file may be established and maintained.

The Academic Dean/Registrar has been designated the VA Certifying Official for the college and is the responsible agency for certifying attendance and monitoring the academic progress of the veteran; therefore, communication with the Academic Dean is essential for proper administration of the veteran’s file.

The Academic Dean is ready to assist the veteran with their enrollment in the VA program and the drawing of benefits and is available to advise or answer questions/concerns dealing with their course of study.

The student handbook contains the rules, policies, and regulations governing conduct at Heartland and pertains to all students both married and unmarried.
Attendance
As with all students, veterans are expected to be faithful in attendance and accomplish all assigned work for each class enrolled in. According to VA regulations, the veteran must attend a minimum of 85% of the class periods for each class; however, the veteran must be aware of the attendance policy of the college. The veteran will be held to a higher standard of class attendance than the normal allowable/excessive absence policy. If the veteran misses 2 classes above the number of allowable absences (documented or non-documented), VA will be notified that the class will dropped for pay purposes only. The Academic Dean will provide the counseling necessary to insure educational benefits are not interrupted because of poor attendance. Counseling will be required when the veteran reaches the allowable number of absences.

Periodic attendance and academic progress reports will be conducted and available for VA review. Before a veteran is dropped from a class for excessive absences, the Academic Dean will evaluate the situation to see if any mitigating circumstances exist such as documented illness, hospitalization, death in the family, court appointments, military duty, etc.

Those selected to receive VA educational benefits will have a supplemental file established in the Registrar’s Office to maintain the records necessary to properly keep the VA informed of academic progress and status of enrollment and attendance.

Refunds
The refund policy that is applied to a veteran who fails to enter a course, withdraws, or is discontinued from a class is as follows: “The school will refund the pro-rata unused portion of tuition under Title 38 within 40 days.”

Transfer of Credits
Transfer of credit for work previously done applies to the veteran in the same manner as other students at Heartland. Transcripts of work at previous colleges must be provided to the Academic Dean/Registrar’s Office as soon after the application process is started as possible. This will allow time to evaluate the transcript, determine the transferable credits, and respond to the veteran within 30 days after enrollment as required by VA.
Payments

Once the veteran is enrolled, the academic dean as the VA certifying official will complete an enrollment certification on line.

The VA will inform the veterans of the amount of benefit to be received. VA checks will be deposited directly into the veteran’s bank account. The veteran in turn will be responsible to make the necessary school bill payments.

Veterans will be paid on a clock hour basis. A total of 18 clock hours is required to be paid the full-time rate.

Payments will be retroactive to the beginning of the semester. A verification by the student is required the end of each month before payment is authorized by VA.

FOREIGN STUDENTS

Heartland accepts foreign students and does everything within its power to facilitate the admission of eligible foreign applicants; however, Heartland is not able to provide scholarships, financial aid, or sponsorship assistance to foreign students nor is it able to guarantee an on-campus job. The source for funding the cost of education at Heartland will need to be personal funds and/or funds from the sponsor. It is imperative that a sponsor be selected quickly.

A foreign student makes application for admission to Heartland in the same manner as any other student with the additional need to meet certain requirements of the individual country plus the U.S. requirements for approval to study in this country.

In order for a foreign student to receive the necessary permissions to leave the country and enter the United States, the following must be accomplished. All items must be received prior to acceptance.

♦ Submit application with $25.00 in United States funds

♦ Submit a Pastor’s recommendation for study at Heartland

♦ Submit two personal references

♦ Submit the medical/health questionnaire with proof of negative TB test

♦ Submit high school transcript or equivalent with English translation of grades/levels attended, number of units completed,
date of graduation, and signature of school official

Submit all college and postsecondary schools attended with English translation of degree and dates. To receive transfer credits the entire transcript must be translated and course scopes provided.

Furnish satisfactory evidence as to character and an Affidavit of Support certifying the ability to meet all financial obligations in this country. A sponsor must be prepared to assume any and all financial shortages or to assume the expense of returning the foreign student to his country. An on-campus job may be available to help defray the expense of college; however, a job cannot be guaranteed, and a job will not pay for the entire bill.

Provide evidence that the initial down payment can be made.

Provide proof of proficiency in the English language. A test of English as a Foreign Language (TOEFL) is required if English is not the national language. (Information on this exam may be obtained from: Test of English as a Foreign Language, Box 889, Princeton, NJ 08540, USA)

The foreign applicant, if accepted, will be provided with a letter of acceptance and an Immigration Form I-20 from the college. The SEVIS I-20 form must be presented to the immigration authorities to receive permission to enter the United States under an F-1 student status. In addition, the SEVIS I-901 Form and $200 fee are required.

GENERAL INFORMATION

Standardized Test Scores

Standardized test scores, such as SAT or ACT, are not required as a condition of admission. The primary admission criteria are a salvation statement, a Pastor’s recommendation, and a desire to attend HBBC.

Challenging Academic Courses

The college does not have any provision that will allow the student to challenge any classes for credit, with the exception of the English Placement Exam. In addition, the college does accept an appropriate score from Advanced Placement (AP) for English credit.
English Placement Test

A placement test is not required for admission to HBBC; however, all students, including transfer students, are required to take the English Placement Test.

Those failing the placement test will be required to take a non-credit remedial English class prior to taking freshman level English.

Anyone who does well enough on the placement test to exceed the test-out score will receive credit for English Grammar.

For transfer students: The score on the placement test will not affect any transfer of English credits from another postsecondary institution provided the class or classes were passed with a grade of C or better.

The exam covers grammar, punctuation, mechanics, and sentence structure including fragments and run-on sentences.
Financial
Many believe that a high cost of education equals a high quality education. Actually, high cost may reflect high operating costs (debts, salaries, low support base); however, Heartland Baptist Bible College is one of the most affordable independent fundamental Baptist colleges in the country with a faculty and staff that is committed to the highest standard of excellence in educating and training preachers, missionaries and Christian workers. What makes us so affordable is how God has blessed this college with over 350 churches that give monthly support and also participate in the annual May College Project Offering. These two avenues of support underwrite approximately 35% of the school’s operating costs; or to put it another way, this support gives every student a 35% scholarship that directly reduces the amount they will be required to pay. Bookstore sales and Music Group CD sales underwrite an additional 15% leaving the students to pay only 50% of the total educational cost. This level of support allows for a low cost of education. Through the financial assistance of faithful Christian friends and churches, the college continues to offer a Christ-centered education within financial reach of those who desire training and are qualified for admission.

**EXPLANATION OF FINANCES**

*The College reserves the right to add fees or change the current fees and charges concerning tuition, room, and board or other expenses.*

- An explanation of general finance charges is provided below.

- *See the current summary of financial charges for the amounts.*
Application Fee
This is a non-refundable and non-transferable fee which must accompany the Application for Admission for a new student. Should an applying student not enroll in the intended semester, the Application Fee is good for one year from the original expected semester of enrollment.

Reenrollment Fee
This is for students applying for readmission after an absence of one semester or more. This fee should accompany the Re-application for Admission. The Re-application and fee should be sent in as soon as possible prior to registration so the student file can be reactivated.

Late Registration Fee
This fee will be charged to any student who registers after the official registration date. This fee also applies to early registration materials returned or completed after the specified return date.

Composite Student Fee
This fee covers the following expenses: yearbook, ID card, library services, student activities, IT services, matriculation, and general Administration registration costs. This fee is paid each semester by all students and is non-refundable.

The cost of the college yearbook is included in the composite fee. A student who does not pay a full composite fee for both semesters will be required to make an additional payment in order to receive a yearbook. This also will apply to a student who does not reenroll for the spring semester.

Tuition
A student enrolled in at least twelve semester hours is considered a full-time student who pays the full-time tuition charge. Full-time tuition may be paid in full at any time or may be paid under the installment plan. Payments made under the installment plan will be assessed a charge per payment. Part-time tuition is charged on the per hour basis.

Room
This charge will be assessed to all students who have a room in a campus residence hall or what would be referred to as campus housing.
**Room Activation Fee**
All students living in the residence halls will be assessed a one-time, non-refundable charge. This is not a security/cleaning deposit. Additional fines and charges will be assessed for not cleaning a room at the end of the semester/year or for requiring repairs beyond normal wear and tear.

**Board**
This charge covers the cost of meals for on-campus students. The charge will vary depending on the meal plan selected.

**Auditing Fee**
A fee will be charged for each course audited. Auditing requires the permission of the Academic Dean and instructor. No credit will be granted.

**Semester Break Room and Board**
The semester break, either during Christmas or the summer, is not calculated in the regular semester’s room and board or meal charges. Students remaining on campus during these times will be charged a board and/or room fee, payable in advance. The Administration reserves the right not to provide meals during semester break if there are not enough students to warrant opening the cafe. (If no meals are provided during semester break, a place to eat with refrigerator and microwave will be available to students.)

In addition, the Administration reserves the right to close the residence halls during the summer if it is not cost effective to have them open. The college will assist students to find other accommodations.

**Schedule Change Fee**
Each student is held responsible for the schedule of classes signed up for at registration. After the first week of classes, a fee will be charged for any change, drop/add, in the program.

**Graduation Fee**
The graduation fee includes the cost of the diploma and the rental of academic regalia. This fee is payable at registration of the final semester and is non-refundable.
Vehicle Registration Fee
A fee is charged each semester for each vehicle. Registration of a second vehicle will be half the fee. All motor vehicles and motorbikes used to transport students to and from campus or driven on campus must be registered, which includes providing owner information, vehicle information, and insurance information. Students will not be allowed to park or drive uninsured vehicles on campus. This fee is non-refundable and non-transferable. Tickets may be issued to violators of the vehicle registration policy.

Book Fees
Book charges will vary depending on classes taken. Each student is required to purchase the necessary books at registration. Books will be paid for as part of the school bill and picked up in the Bookstore. On occasion, there might be additional charges for books not listed on the booklist at the beginning of the semester. The current book return policy governs the return of all books. Refunds on books will be made within the first two weeks of classes.

Late Examination Fee
The late examination fee is charged for making up a missed exam because of sickness or other bona fide emergency. The opportunity to take late exams is generally reserved for major exams only. All make-up work is at the discretion of the instructor. The fee will be paid in the Finance Office. The late exam will be on file in the Campus Service Center. Late exams must be taken within three school days upon returning to school and not later than 5 days after the exam is given.

Key Charges
Key rental charges allow the student the use of residence hall and mailbox keys for the entire school year (fall and spring semesters). At the end of each year, keys are returned to the college. A charge will be assessed for a lost key or keys not turned in.

Returned Check
A service charge will be assessed for each check not honored by the bank. If the college receives two returned checks, the student will be placed on a cash only basis.
Transcript Fee
Students who request a transcript will be given the first copy free. Each additional transcript, whether a student copy or official, will be charged the transcript fee. No transcript or grade report will be issued until all financial obligations to the college are met. The college will return the transcript fee if it is not able to provide the transcript because of an outstanding bill. Requests for transcripts must be in writing with an original signature; requests for transcripts by facsimile or email are acceptable, providing a signature is given.

School Bill Installment Fee
Students choosing to pay their semester school bill under the four installment plan, which includes registration plus three additional installments spread throughout the semester, will be charged a fee on the installment total for the three additional installment payments. Late payment fees will also apply.

Lab Fees
Certain classes, such as Art, Music, other practical type classes, or courses that require the use of machines or equipment, may require a fee for special supplies or use of the equipment.

Private Music Lessons
A charge will be assessed for private lessons for both the music and non-music major. Each lesson will be one half hour per week except for the applied lesson which will be 1-2 hours per week. A discount is allowed if a second lesson is taken.

PAYMENT OF ACCOUNTS

Room, board, tuition, and fees are computed on a semester basis, and all charges are due and payable at the beginning of each semester.

The registration of a student signifies an agreement by that student to fulfill all the related financial obligations for the entire semester in which he/she is registered. The college expects every student to be accountable for his or her own account even though financial help may come from parents or the student’s home church; and the college takes the position that it is part of the education of the student and development of character to learn responsibility for
individual financial commitments.

Should a student allow his account to become past due, he will jeopardize his privilege of attending Heartland and may be asked to withdraw from the college.

It is the policy of the college that any previous semester bill must be cleared before a student is allowed to register for a new semester.

All students are required to make the minimum payment due at registration. This includes the required down payment which is 60% for fall semesters and 20% for spring semesters. The percentage down is 60% or 20% of tuition, room, board, and composite fee as applicable. The cost of books and other fees are not part of the down payment, but 100% of these costs must also be paid at registration.

All charges are due and payable at registration each semester.

No student will be allowed to be delinquent more than one installment payment; therefore, all students who have not paid the previous month’s installment, in its entirety, will be dismissed on the due date of the next installment payment.

**METHODS OF PAYMENT**

They may be paid by cash, check, Visa, MasterCard, or Discover. A student also may arrange to make payments by installments through a Contract for Extension of Credit which becomes a promissory note.

This contract allows the student to pay selected fees and room, board, and tuition, as applicable, in four installment payments. The first installment is due at registration with three succeeding installments due on predetermined dates throughout the semester.

A charge will be assessed on the remaining three installments for this service.

Book fees, the vehicle registration fee, key charges, and certain special fees are required to be paid at registration.

Deviations from these policies must be approved by the Administration.

All payments and any financial arrangements will be made in the Finance Office.
The following refund policies currently in effect apply to all students who withdraw prior to the end of the semester (or who drop a class during the semester).

**General**
Refunds will be based on the day of official withdrawal made through the Registrar’s Office. Refunds will not be granted for unofficial withdrawal.

Any refunds due will be paid only if all financial obligations to the college have been met, withdrawal forms completed, and the student leaves in good standing.

Any student dismissed by the college will not receive refunds other than for excess room and board charges.

Refunds will be made only if funds to be returned have cleared the bank or been on deposit at least two weeks.

**Fees Not Related to Tuition**
All miscellaneous charges and fees not related to tuition, e.g. composite fee, books, vehicle registration, keys, graduation fee, etc. are considered expended at the beginning of the semester and thus are non-refundable after registration.

**Tuition**
Tuition, both full-time and part-time, will be refunded according to the following schedule:
- prior to the first day of classes………………100%
- during the first week of classes………………90%
- during the second week of classes………..80%
- during the third week of classes………………60%
- during the fourth week of classes………………40%
- during the fifth week of classes………………20%
- after the fifth week of classes………………0%

**Room and Board**
Residential fees are refunded according to the student’s board plan and period of attendance on a prorated basis, computed as a daily charge from the day the residence halls open for the semester to the last day of the semester. The day of withdrawal will not be included in the refund.
Heartland offers a number of financial aid opportunities classified as veterans benefits, work assistance, tuition discounts, and scholarships. Institutional scholarships are awarded based on need, merit, and/or service. The Administration also has discretionary funds to aid students with a definite financial need.

Students should pursue every opportunity for additional financial assistance from other sources which might include: family resources, help from the home church, church scholarship funds, alumni scholarship funds, grants available from school districts and community organizations, scholarships from employers, and other private sources.

All institutional scholarship benefits apply to the regular semesters only and are not available for summer school.

Scholarships are available to full-time students unless special circumstances exist and approval is granted by the Administration.

Students must maintain a 2.50 grade point average to remain eligible for scholarships.

Scholarships are awarded on the basis of one scholarship per individual per semester.

Following is a list of the institutional scholarships available to eligible students. Please contact the Registrar’s Office if additional information is desired.
Academic Scholarships
A limited number of academic scholarships are available to new students at Heartland and in special cases, continuing students. These scholarships are available based on ability, potential, and need.

The scholarship is available for one school year and will include an award of either a $250 or $500 tuition credit.

A letter of request for the scholarship must be submitted by the student to the Academic Dean. The letter must include such items as a statement of purpose, immediate and future goals, high school GPA, why the student desires to attend HBBC, and why the scholarship is needed.

Scholarship awards will be determined by the Administration.

Student Spouse Tuition Discount
The spouse of a full-time student is eligible to receive a $250 tuition credit, provided the full-time student pays full tuition and the spouse is a full-time student.

Sibling Tuition Discount
When two or more dependent children in a family are enrolled full-time, the second sibling and each subsequent sibling receives a $100 discount off the tuition charge.

The sibling discount requires each student to be full-time, applies to tuition only, and requires the first child to pay full tuition.

Certain Services-Rendered Scholarships Are Also Available
These scholarships require some type of service on behalf of the college. Examples of these types of scholarships include Resident Advisors, RA assistants, music group scholarships, VBS travel team, yearbook advisor, etc. The student must maintain a 2.50 grade point average to remain eligible for the scholarship.

Failure to perform services as required by the scholarship could cause ineligibility and forfeiture of the scholarship.

Limited Awards and Scholarships Available From Special Trust Funds and Foundations, Institutions, and Individuals
Certain scholarships have been established over the years by memorial funds, churches, and various groups that provide scholarship opportunities for deserving students. Some have specified conditions that apply. The college will award these scholarships based on the desires, conditions, and timing as
established by the trust. Awards are made primarily by Administrative selection; however, some scholarships require a student application. The student must be in good standing with the college, maintain a 2.50 grade point average, and fulfill the requirements of the scholarship.

Following is an overview of current scholarships:

- Ashley Lynn Carson Memorial Scholarship
- Floyd Schexnayder Memorial Scholarship
- Grady Booth Memorial Scholarship
- Larry Booth Memorial Scholarship
- Morgan Oster Memorial Scholarship
- Richard Gosnell Memorial Scholarship
- Servant’s Heart Memorial Scholarship

Situations may arise that might cause The college to discontinue any scholarship or financial opportunity currently being offered.

**GENERAL FINANCIAL INFORMATION**

Students may cash personal checks at the Finance office for cash back up to $25.00. Checks larger than $25.00 will require approval.

A service charge will be assessed on checks not honored by the bank. If the Finance Office receives two checks not honored by the bank, the student will be put on a cash only basis.

Post-dated checks will not be accepted without permission from the Administration.

Students working on campus will be required to participate in the work assistance program if a school bill balance exists. Forms will be completed in the Finance Office.

**Consumer Debt:** While attending Heartland, students should be especially wary of using credit cards as a substitute for careful budgeting. We believe the standard Heartland student budget does allow for a moderate standard of living and does not provide an allowance for credit card payments. It is recommended that students clear all major consumer debt prior to entering Heartland.
UNPAID ACCOUNTS

Until a student's account is paid in full, he will not be eligible to:

1. receive a copy of transcript or have records released
2. participate in commencement or receive a diploma
3. re-enroll in the next semester without Administration permission

SUMMARY OF FINANCIAL CHARGES

See Financial Information under Admissions at heartlandbaptist.edu for the financial policies, charges, and fees currently in effect.
**DEFINITION OF TERMS**

**Semester Grading System**
The college operates on the semester system and 4.0 scale. The unit for counting credit is the semester hour. A semester hour of credit is defined as one fifty minute period of class work per week for fifteen weeks with an assumption of up to two hours of outside preparation.

**Grading and Grade Point Average**
All work is graded by letters which are assigned quality points as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Quality Points</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>Superior (93-100)</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Good (85-92)</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Satisfactory (77-84)</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Passing (70-76)</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failing (below 70)</td>
</tr>
<tr>
<td>WP</td>
<td>0.0</td>
<td>Withdraw Passing</td>
</tr>
<tr>
<td>WF</td>
<td>0.0</td>
<td>Withdraw Failing</td>
</tr>
<tr>
<td>W</td>
<td>0.0</td>
<td>Official Withdrawal</td>
</tr>
<tr>
<td>UW</td>
<td>0.0</td>
<td>Unofficial W/D</td>
</tr>
<tr>
<td>P</td>
<td>0.0</td>
<td>Passing</td>
</tr>
<tr>
<td>CR</td>
<td>0.0</td>
<td>Credit/Proficiency</td>
</tr>
<tr>
<td>R</td>
<td>varies</td>
<td>Repeated Class</td>
</tr>
<tr>
<td>AU</td>
<td>0.0</td>
<td>Audit</td>
</tr>
<tr>
<td>NG</td>
<td>0.0</td>
<td>No Grade</td>
</tr>
</tbody>
</table>

* Grade Lowered - Excessive Absence(s)
Students will receive a grade for Chapel (P if attendance is satisfactory and a lowered grade if student has excessive absences) as well as Christian Service and Campus Service. A letter grade will be assigned to Christian Service, and Campus Service will be evaluated with an S for satisfactory service and a U for unsatisfactory service. Grades will be assigned as indicated but no credit given.

A grade of F, WF, and UW is included in the calculation of a grade point average. A grade of WP, W, P, CR, S, and U is not included in the calculation of a grade point average.

The grade point average (GPA) is calculated each semester by multiplying the quality points assigned to a particular letter grade received in a class by the number of semester or credit hours or units for that class. A summation (quality points x semester hours) of all classes is then divided by the total number of semester hours attempted.

(For example, class 1 is 3 semester hours and grade of A and class 2 is 2 semester hours and grade of B. For class 1 quality points are 4 0 times 3 or 12. For class 2 quality points are 3 0 times 2 or 6. GPA is summation (12 + 6 = 18) divided by 5 semester hours attempted - GPA is 3 60)

**STUDENT CLASSIFICATION**

All grades earned at HBBC and those transferred according to HBBC policy are used in determining the GPA.

The classification or class standing of a student depends on the number of semester hours of credit he/she has received in fulfilling the requirements of the appropriate program of study.

- **Freshman (1st year)**: has completed 24 or less semester hours
- **Sophomore (2nd year)**: has completed 25 - 60 semester hours
- **Junior (3rd year)**: has completed 61 - 98 semester hours
- **Senior (4th year)**: has completed at least 98 semester hours

**GENERAL ACADEMIC REGULATIONS**

**Student Disclaimer**

All students are required to complete the coursework in a satisfactory manner and to cooperate with academic policies of the college. Any student who does not meet these policies may be asked to withdraw.
English Placement Exam
This exam is given to all new enrollees at the beginning of each semester as a prerequisite to enrollment in English Grammar. Remedial English class is available for those who need help. Passing or failing this exam has no bearing on admission to HBBC nor does it affect transfer of credit, provided a grade of C or better was received in the class. The exam covers grammar, punctuation, mechanics, and sentence structure including fragments and run-on sentences.

Course Selection and Changes
Guidance for the student in selecting the appropriate program of study is available through the Academic Dean/Registrar, the staff, and faculty of Heartland. Each student is held responsible for the curriculum schedule decided on at registration. Any changes in a student’s schedule must have the approval of the Registrar. Any student choosing to drop or not take a required class will assume sole responsibility for the fulfillment of his requirements.

Semester Load
To be considered full-time, a student must carry a minimum of twelve semester hours. The normal semester load for a full-time student is 16-18 hours per semester. Taking additional classes should be done after careful consideration of the class work load, job hours, etc. See the Academic Dean/Registrar for counsel concerning the semester load. Those who are unable to maintain satisfactory progress may be required to reduce their academic load.

Class Attendance and Tardies
Regular attendance is necessary for the student to receive the maximum benefit from his/her HBBC experience; therefore, class attendance is required. Students are allowed absences for sickness or bona fide emergencies equal to the number of semester credit hours in the class. Class skips or cuts are not allowed. Absences accumulated in excess of the allowable number may result in a lowered grade or loss of credit.

A note will be sent from the Registrar’s Office notifying the student that the allowable number of absences has been reached. Undocumented absences in excess of the number allowed will result in a lowered grade of one letter grade per undocumented absence over the limit.
Tardies are also strongly discouraged. Students should arrive prior to the start of class. Three tardies constitute one absence. If a student is more than ten minutes late or leaves class more than ten minutes early, he will be counted absent.

Absence or tardiness does not remove the student’s responsibility for that day’s work. He is responsible for all lecture notes, tests, and assignments and must be prepared to continue normal classroom operations upon returning to class.

Attendance at conferences and special events are not considered allowable absences and must be taken at the student’s risk.

Course Changes: Add/Drop
After a student has registered, course schedule changes are discouraged. When changes are necessary, they must be approved and completed in the Registrar’s Office. Class adds/drops may also require instructor approval.

Drop/Add changes require completion of Program Change Form, payment of a Change of Schedule fee, and adjustments for books.

Drops during the first week will receive a grade of **NG (No Grade)**. After the last day to register for credit, drops will be recorded as **Withdraw Passing (WP)** or **Withdraw Failing (WF)** depending on the student’s status at the time of withdrawal from the class, as determined by the instructor. Any class dropped after the eighth week or equivalent will be recorded as **WF** on the transcript, except in unusual circumstances as approved by the Academic Dean/Registrar.

It is the student’s responsibility to execute an official drop. Failure to drop a class properly will result in a grade of **F** in the class.

No credit will be given for a class unless a student is officially enrolled and registered for that class.

Withdrawal from College
A student who officially withdraws from college during the semester will receive a grade of **W (Withdrawal)** in all subjects, except those already completed, provided withdrawal is no later than the end of the eighth week of classes; otherwise, a grade of **WF (Withdraw Failing)** will be given, unless special circumstances exist.

A student who withdraws from college will be granted an honorable withdrawal provided clearance has been given by an administrator; all financial obligations to the school are met; all
forms for proper withdrawal are completed in the Registrar’s Office; all keys, ID card and/or meal card, if applicable, are turned in; and the student is in good standing at the time of withdrawal.

A student who withdraws without completing the proper forms will **not** receive a refund and will receive a grade of *UW (Unofficial Withdrawal)* in each subject not already completed. The grade of *UW* affects the grade point average the same as a grade of *F*.

Students may be readmitted after a withdrawal upon completion of the appropriate re-enrollment paperwork. Academic work completed at other institutions will be evaluated for transfer according to the rules and policy for transfer of credit.

Students who are dismissed will be readmitted only after the completion of the Request for Approval for Reapplication and the appropriate forms for re-enrollment. Any credits earned during the suspension will not be transferable.

**Size of Class**
Classes may vary in size depending on type and class year. Classes may be canceled if fewer than five register for that class.

**Late Exams**
Examinations must be taken on schedule. Late exams may be made up within three days of the original scheduled exam, or immediately upon return to school if longer. A fee will be charged. Make up of exams is at the discretion of the instructor.

**Repeating Subjects**
A student may repeat a course in which he received a grade of *C* or lower in order to bring up the grade. Credit will be allowed only once for the course, and the student shall be granted the new grade and quality points.

Repeating subjects to raise the grade is only allowed during the regular semester. Summer school allows one to receive credit for a failed class, but it will not raise the grade.

Students repeating a subject should indicate this on the class summary card or personally inform the Registrar.

**Academic Requirements and Honors**
Students are expected to maintain acceptable scholastic standards while attending HBBC. An acceptable grade point average is 2.0 or above for both the semester and cumulative. Students with
institutional scholarships are required to maintain a 2.5 GPA.

The ability to dedicate oneself to a purpose and succeed is an important element for effective Christian service. Students carrying twelve or more hours in a regular semester and earning a grade point average of 3.30 and above will be recognized by having their name placed on one of the following semester lists. Students must not have any *D’s*, *F’s*, or *WF’s* for that semester.

- President’s List: 3.80 - 4.00
- Dean’s List: 3.60 - 3.79
- Honor List: 3.30 - 3.59

**Unsatisfactory Academic Progress**

A student whose semester grade point average (GPA) falls below 2.0 will automatically be placed on academic probation. The probation will be entered on the student’s permanent transcript record, and the student will be required to drop extra-curricular activities. *See Conditions of Probation in the Student Handbook.*

This probation remains until sufficient grade points are earned to raise both the semester and cumulative grade point average to 2.0 or higher. Students who have not attained a cumulative grade point average of 2.0 by the end of the second semester following the assignment of an academic probation and have not made positive progress to attain a cumulative GPA of 2.0 may be suspended for one regular (fall or spring) semester. The suspension is intended to help the student and give time to evaluate academic problems, examine personal goals, and determine a better approach to academics. VA students will have *one semester* to make satisfactory progress of a 2.00 grade point average. Failure to do so could result in the termination of VA benefits.

A student readmitted following the suspension will be required to give evidence that the prospects for academic success have improved and will be allowed one semester to remove probationary status or make substantial progress. Continued college attendance will be jeopardized if the student does not maintain a *semester* GPA of 2.0 even though the cumulative GPA may still be below 2.0.

*Any credit earned during the suspension will not be considered transfer credits to Heartland Baptist Bible College.*
Summer Session

The college conducts modular summer sessions consisting of four two-week terms and offers the highest type of instruction and a variety of classes. Classes are scheduled from 8:00 a.m. to 12:00. The summer session provides the following advantages to students:

1. Opportunity to accumulate additional hours in areas of study other than those required in the specific major programs.
2. Opportunity for students to make up lost credits.
3. Opportunity to accumulate from 2 - 12 semester hours.
4. Summer school credit may also be available for specially designed missions trips or other practical courses.

Single students staying in the residence halls over the summer may be required to enroll in summer classes.

Recording of Grades and Petition Period for Grade Check

All grades will be recorded in the Registrar’s Office as reported by the instructors. Semester grade reports will be provided to the students.

Students who question a final course grade may petition the instructor for a grade check within a reasonable time after the close of the semester. The petition may be made directly to the instructor or through the Registrar’s Office. Any changes can be made by the instructor during the grade petition period. After a reasonable grade petition period, all grades will be considered correct and permanent, and any INCOMPLETE grades will be changed to an F.

Family and Educational Rights and Privacy Act

Heartland Baptist Bible College complies with provisions of the Family Educational Rights and Privacy Act of 1974. The act basically assures students access to their educational records and protects the students’ rights to privacy by limiting the disclosure of the records without their written consent. This written consent may be given by the student if over 18 years of age, or if under 18, by the parent/guardian on the Authorization for Release of School Records form available in the Registrar’s Office.

The college does not permit access to, or the release of, personally identifiable information or educational records to any individual without the written consent of the student, with the following exceptions: (1) administrators, faculty, or staff of the college having legitimate educational concerns; (2) medical personnel having a need of information which, if withheld, would endanger the health of the
student or others concerned; (3) home pastor and parents; and (4) government officials designated by law or in compliance with a judicial order. Additionally, the college may release directory information unless the student specifically restricts such information. Directory information is defined as name, address, telephone number, date and place of birth, major field of study, dates of attendance, and degrees or honors earned.

**Transcript of Records**

An HBBC student is entitled to one transcript of his course record issued without charge. Additional transcripts will be provided upon the payment of a nominal transcript fee.

Official transcripts, those bearing the school seal and signature of the Registrar, are sent only at the written request of the student concerned (original signature) and mailed directly to an institution or organization. No transcript will be issued to or for anyone who has failed to meet all his financial obligations to the college. Transcripts requested for personal use by the students are designated as “Student Copy” and do not carry the school seal, and thus may **not** be used as official copies.

Forms are available for requesting transcripts or a handwritten or typed request with an original signature in ink may be submitted. A faxed signature is also acceptable.

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**TEXTBOOK/CLASS MATERIAL DISCLAIMER**

All students and faculty at Heartland Baptist Bible College use only the King James Bible for class work, assignments, homework, preaching, teaching, and memorization.

Because the college believes that God has preserved His Word in the King James for the English speaking people, it seeks to use textbooks, coursework, and materials written by fundamental Baptists who use the King James Bible as their text and include references from the King James in their writings. However, this is not always possible because of the shortage of good quality, academic materials of this nature.

In institutions of higher learning such as Heartland, in the interest of research, reference, and scholarship, it occasionally becomes necessary to use materials written by individuals who may not hold to the standards and interpretation of Scripture nor the philosophical approach to which Heartland holds. Even though the college chooses

*Academics* □69
to use these scholarly works, it does not necessarily endorse nor agree with all the content of these books and materials nor does it agree with all the views of the author.

The college, to the best of its ability, will try to avoid those works that are too radical, too controversial, unreliable, or not Biblically sound. Heartland will constantly strive to seek out and provide the best materials possible that will contribute to the education of the students and their training and preparation to serve the Lord.

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**GRADUATION REQUIREMENTS**

**General Requirements**

SPIRITUAL — The candidates must exemplify Christian character and moral worthiness.

THEOLOGICAL — The candidates must express and demonstrate a personal belief in and adherence to the doctrines as outlined in the college’s doctrinal statement located on pages 16-21.

ACADEMIC —

1. The candidates must have completed all of their curriculum requirements earning the proper credits for the certificate, diploma, or degree equivalent for which they are a candidate. Christian Education and Church Music candidates must complete a minimum of 30 semester hours of Bible and Bible-related classes. Biblical Studies candidates must complete a minimum of 58 semester hours in Bible and Theology. Semester hours allowed in the total for the purpose of satisfying graduation requirements include academic classes only. They do not include performance type classes like choir, orchestra, private lessons, or music groups unless taken by a music major.

2. The candidates must have a cumulative grade point average of 2.0 or higher in all courses fulfilling graduation requirements. Performance music classes mentioned above are included in the calculation of the grade point average.

3. The candidates must submit the proper petition in a timely manner and participate in an interview at the beginning of the last fall semester before the student expects to graduate.

4. The candidates must have the approval of the Registrar.
PRACTICAL — The candidates must manifest a satisfactory development of their personality as a whole (spiritually, mentally, physically, emotionally, and socially) and an understanding of their purpose as it relates to God and the world in which they live. They must have proven their abilities by satisfactorily completing Christian service and campus service during their enrollment.

FINANCIAL — The candidates must have all accounts paid in full to participate in graduation or receive their diploma.

Minimum Attendance
Time, as well as hours of credit, is required for graduation. A minimum of four semesters of work for a 2 year diploma, six semesters for a 3 year diploma, and eight semesters for a 4 year graduate diploma are planned for each program offered. A transfer is required to complete a minimum of thirty hours in residence prior to graduation. All work of the semester preceding graduation must be done in residence on the Heartland campus.

Graduation Ceremony
Diplomas and degree equivalents are granted only at the regular meeting of the Board of Directors in May of each year and are conferred only at the regular commencement that month. If a program is completed in December at the end of the fall semester, they may participate in the graduation ceremony the following May.

Graduation Honors
Graduation Honors are awarded to students at graduation who have completed a minimum of two years in residence and have attained the following cumulative grade point averages:

- Summa Cum Laude 3.80 - 4.00
- Magna Cum Laude 3.60 - 3.79
- Cum Laude 3.30 - 3.59

Placement of Graduates
The college attempts in all ways to assist students in securing a position upon successful completion of their program. This is done primarily by close association and communication with churches, pastors, and schools. Interview times with pastors will be scheduled during the various special meetings on campus.
PROGRAM DISCLAIMER

Heartland is not equipped to deal with students who have severe learning problems nor does the college have at this time any programs available that will assist the student overcome difficulties associated with learning disabilities. Heartland does allow students with reported learning disabilities to enroll and does work with them concerning their course of study and classes. Tutoring assistance, if necessary, can be arranged.

ACADEMIC ETHICS

Quality of Work
Students who enroll in classes for credit should be ready and willing to do college level work to the best of their ability. Failing to do assignments, missing exams, or failing to assume academic responsibility could jeopardize their attendance at Heartland.

Originality of Work
It is academically dishonest to submit work on a paper, project, exercise, quiz, or exam that is not totally the student’s work or to take action that gives the student an unfair advantage over other students. All projects and papers are expected to be the work of the individual unless the instructor clearly identifies the work as a group project. Plagiarism is the failure to give proper credit for the work of another. Any students who clearly and intentionally plagiarizes will receive a zero for the work.

Dishonesty of any kind, including cheating, is a clear contradiction of Scriptural principles and will not be tolerated. Any student who cheats may place his continued college enrollment in jeopardy. Cheating includes but is not limited to copying another’s paper, quiz, or test; submitting another’s work as one’s own; using unauthorized notes and aids during graded tests and quizzes; or collaborating with others on a non-group project.
ACCREDITATION STATUS

Heartland Baptist Bible College is not accredited under rules promulgated and adopted by the Oklahoma State Board of Regents for Higher Education nor by any national or regional accrediting agency which is recognized by the State of Oklahoma or the Secretary of the U.S. Department of Education. Heartland cannot award college credit or grant degrees, but does award diplomas for completion of a four year course of study as well as two and three year diplomas. Transfer of courses from Heartland to other colleges or universities is at the discretion of the receiving institution.

Although Heartland is not allowed to issue degrees according to the regulations of Oklahoma State Board of Regents, its courses of study do follow the four year pattern of traditional Bachelor’s degrees and are comparable to the degree programs of other Bible colleges.

EXTENSION DEPARTMENT

For information on the Extension Program (distance education), please refer to the catalog and information for the Heartland Extension Department. Call the college at 877-943-9330.

GRADUATE SCHOOL

For information on the on-campus Graduate Program, please refer to the Graduate School brochure or the Heartland Baptist Graduate School Bulletin. Call the college at 877-943-9330.
Heartland has four courses of study. These include the Biblical Studies program, the Christian Education program, the Church Music program, and the Ministry Secretarial program.

The Biblical Studies program prepares men to serve as church pastors or associates, to serve as missionaries, and to minister to the youth. This program requires a completion of 132 semester hours.

The Christian Education program is open to both men and women and includes basically three curriculum options. The first is Church Education. The majors grouped under this option include Church Education, Missions (Women), and Youth (Women). The second option is Elementary Education, and the third option is Secondary Education. Each of these three options require a completion of 130 semester hours, 132 semester hours, and 135 semester hours respectively.

The Church Music program requires a completion of 144 semester hours and includes proficiencies in piano, instrument, and voice.
Academic Programs
BIBLICAL STUDIES PROGRAM

Male students pursuing a Graduate Diploma in Biblical Studies may choose one of the following majors: Pastors, Missions, Youth.

Fulfillment of the first two or three years of requirements will earn the Two Year or Three Year Diploma respectively. Completion of the entire four year program is required for the Graduate Diploma.

Pastors Major
This course is designed to equip the student to carry on the work of the pastor of a local, independent, Baptist church. He is taught how to rightly divide and preach the Word of God. This helps him to understand how to spiritually mature a church, how to organize the ministries of the church, how to solve problems that might confront the pastor, how to perform the duties of the pastor.

Pastors major may take electives in Bible, Missions, or Youth.

Missions (Men) Major
HBBC takes seriously the Great Commission and the need for the consecration of each and every student to worldwide evangelism. More particularly, the need exists for many more dedicated young people to surrender to full-time missionary service here and abroad.

Students graduating from HBBC with the missions emphasis are encouraged to seek out and join a local church that will commission them and send them out into the mission field.

The missions major is required to successfully complete twenty semester hours of missions classes plus the required Bible and general studies classes.

Youth (Men) Major
A strong foundation is laid in the key doctrines of the Bible as well as practical and Biblical methods of administering an effective youth program.

The Youth major is required to successfully complete sixteen semester hours of youth classes plus the required Bible and general studies classes.

For the male student who desires to minister in the local church both as a Youth Pastor and Music Minister, a Youth/Music major course of study is available.
# PASTORS, MISSIONS (Men), AND YOUTH (MEN) COURSE

Curriculum for the Four Year Course of Study  
Graduate Diploma in Biblical Studies

## Fall Semester

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>3</td>
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<td>Bi 101</td>
<td>Old Testament Survey</td>
<td>3</td>
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<tr>
<td>Bi 111</td>
<td>Personal Evangelism</td>
<td>2</td>
</tr>
<tr>
<td>Bi 121</td>
<td>Personal Spiritual Development</td>
<td>2</td>
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<tr>
<td>Mi 111</td>
<td>Biblical Basis of Missions</td>
<td>2</td>
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<td>Bi 161</td>
<td>Gospels/Life of Christ</td>
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<td>Gs 091</td>
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16 Semester Hours

## Spring Semester

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<tr>
<td>Bi 112</td>
<td>Methods of Bible Study</td>
<td>2</td>
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<tr>
<td>Bi 122</td>
<td>Genesis</td>
<td>2</td>
</tr>
<tr>
<td>Mi 112</td>
<td>History of Missions</td>
<td>2</td>
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<tr>
<td>Bi 162</td>
<td>Acts/Life of Paul</td>
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16 Semester Hours

## Second Year

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<tr>
<td>Sp 211</td>
<td>Fundamentals of Speech</td>
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<td>Hr 201</td>
<td>Baptist History</td>
<td>2</td>
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<tr>
<td>Th 221</td>
<td>Hermeneutics</td>
<td>2</td>
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<tr>
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<tr>
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16 Semester Hours

## Spring Semester

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<tr>
<td>Sp 212</td>
<td>Speech &amp; Debate</td>
<td>2</td>
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<tr>
<td>Hr 202</td>
<td>Baptist Distinctives</td>
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<tr>
<td>Gs 212</td>
<td>Intro to Biblical Counseling</td>
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<tr>
<td>Th 202</td>
<td>Pneumatology/Angelology</td>
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16 Semester Hours

## Third Year

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<td>Pastoral Preparation</td>
<td>3</td>
</tr>
<tr>
<td>Pa 311</td>
<td>Homiletics</td>
<td>2</td>
</tr>
<tr>
<td>Th 311</td>
<td>Christology/Soteriology</td>
<td>2</td>
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<tr>
<td>Mu 331</td>
<td>Songleading</td>
<td>2</td>
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<td>La 301</td>
<td>Intro to Greek</td>
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17-19 Semester Hours

## Spring Semester

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<td>Pa 322</td>
<td>Pastoral Responsibilities</td>
<td>3</td>
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<tr>
<td>Pa 312</td>
<td>Practice Preaching</td>
<td>3</td>
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<tr>
<td>Th 312</td>
<td>Anthropology/Harartiology</td>
<td>2</td>
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<tr>
<td>Pa 332</td>
<td>Church Planting</td>
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<tr>
<td>Bible Elective</td>
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<td>3</td>
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<tr>
<td>Greek 1 OR Missions</td>
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<tr>
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17-18 Semester Hours

## Fourth Year

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<td>Major Prophets</td>
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<tr>
<td>Pa 421</td>
<td>Pastoral Leadership</td>
<td>2</td>
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<tr>
<td>Gs 431</td>
<td>Personal Finance</td>
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<tr>
<td>Ed 421</td>
<td>Sunday School Admin</td>
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<tr>
<td>Bible Elective</td>
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<td>2</td>
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<tr>
<td>Missions OR Youth</td>
<td></td>
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<tr>
<td>OR Bible Elective</td>
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17 Semester Hours

Effective 8/2011

Minimum 132 Total Semester Hours
# MISSIONS (MEN) COURSE  
Curriculum for the Four Year Course of Study  
Graduate Diploma in Biblical Studies

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<th>SPRING SEMESTER</th>
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<tr>
<td>En 101 3</td>
<td>English Grammar</td>
<td>En 102 3</td>
<td>English Composition</td>
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<td>Personal Evangelism</td>
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<td>Methods of Bible Study</td>
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<td>Bi 121 2</td>
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<td>Genesis</td>
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<td>Bi 161 3</td>
<td>Gospels/Life of Christ</td>
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<td>Acts/Life of Paul</td>
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<td>Gs 091 1</td>
<td>College Life</td>
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16 Semester Hours

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<th>SECOND YEAR</th>
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<td>En 201 3</td>
<td>Research &amp; Style</td>
<td>En 202 3</td>
<td>American Literature</td>
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<td>Sp 211 2</td>
<td>Fundamentals of Speech</td>
<td>Sp 212 2</td>
<td>Speech &amp; Debate</td>
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<tr>
<td>Hi 201 2</td>
<td>Baptist History</td>
<td>Hi 202 2</td>
<td>Baptist Distinctives</td>
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<tr>
<td>Th 221 2</td>
<td>Hermeneutics</td>
<td>Gs 212 2</td>
<td>Intro to Biblical Counseling</td>
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<tr>
<td>Th 201 3</td>
<td>Bibliology</td>
<td>Th 202 2</td>
<td>Pneumatology/Angelology</td>
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<tr>
<td>Mi 221 2</td>
<td>Cultures &amp; Customs</td>
<td>Mi 222 2</td>
<td>Intro to Linguistics</td>
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<td>Cults</td>
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18 Semester Hours

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<tr>
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<td>Ecclesiology</td>
<td>Th 362 2</td>
<td>Eschatology</td>
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<tr>
<td>Pa 321 3</td>
<td>Pastoral Preparation</td>
<td>Pa 322 3</td>
<td>Pastoral Responsibilities</td>
</tr>
<tr>
<td>Pa 311 3</td>
<td>Homiletics</td>
<td>Pa 312 3</td>
<td>Practice Preaching</td>
</tr>
<tr>
<td>Th 311 2</td>
<td>Christology/Scotiology</td>
<td>Th 312 2</td>
<td>Anthropology/Hamartiology</td>
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<tr>
<td>Mu 331 2</td>
<td>Songleading</td>
<td>Pa 332 2</td>
<td>Church Planting</td>
</tr>
<tr>
<td>La 311 3</td>
<td>Intro to Greek</td>
<td>Mi 332 2</td>
<td>Missionary Methods</td>
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17-19 Semester Hours

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<th>FOURTH YEAR</th>
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<tbody>
<tr>
<td>Bi 401 3</td>
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<td>Minor Prophets</td>
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<td>Pastoral Leadership</td>
<td>Pa 422 3</td>
<td>Pastoral Counseling</td>
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<tr>
<td>Gs 431 3</td>
<td>Personal Finance</td>
<td>Pa 432 2</td>
<td>Church Admin</td>
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<td>Pa 442 3</td>
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<td>Missionary Life &amp; Work</td>
<td>Mi 442 2</td>
<td>Pre-Field Missionary Service</td>
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17 Semester Hours

Effective 8/2011  
Minimum 132 Total Semester Hours

78 □Academics
YOUTH/MUSIC COURSE
Curriculum for the Four Year Course of Study
Graduate Diploma in Biblical Studies

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<td>Mu 100</td>
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<td>1</td>
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<tr>
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<td><strong>Minimum 144 Total Semester Hours</strong></td>
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</table>

Academics □79
GRADUATE DIPLOMA IN CHRISTIAN EDUCATION PROGRAM

The Christian Education Program is designed to accommodate students who wish to prepare for service in Christian schools, Sunday schools, and other educational ministries of the church.

The student may choose from the following areas of studies and emphasis:

- **Elementary Education** which may include an emphasis in missions or youth
- **Secondary Education** with major teaching fields in Biblical Studies, Language Arts, Social Studies, or Music
- **Church Education** which may include an emphasis in missions, youth, or music

**Elementary and Secondary Education Course**

The objective of these courses is to prepare the students for teaching ministries in the Christian School. These courses of study are not intended to prepare students to teach in the public school system.

The courses are taught in such a way that there is an integration of God’s Word and the subject matter. It is our belief that all truth comes from God and all subjects are interpreted through His Word.

Prospective student teachers are required to do student teaching in a Christian school in the area during the spring semester of their last year.

Secondary Education majors, in addition to choosing a major teaching field, must also take four semester hours of youth classes.

**Church Education Course**

This course of study provides the student with a general preparation for local church ministry as well as training for those interested in teaching or administering the Christian education program both in the United States and on a foreign field.

Fulfillment of the first two or three years will earn Two or Three Year Diploma recognition. Four years of study are required for the Graduate Diploma.
# Elementary Education Course

Curriculum for the Four Year Course of Study
Graduate Diploma in Christian Education

## First Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>En 101 3 English Grammar</td>
<td>En 102 3 English Composition</td>
</tr>
<tr>
<td>Bi 161 3 Gospels/Life of Christ</td>
<td>Bi 162 2 Acts/Life of Paul</td>
</tr>
<tr>
<td>Bi 111 2 Personal Evangelism</td>
<td>Bi 112 2 Methods of Bible Study</td>
</tr>
<tr>
<td>Bi 121 2 Personal Spiritual Development</td>
<td>Bi 122 2 Genesis</td>
</tr>
<tr>
<td>Mi 111 2 Biblical Basis of Missions</td>
<td>Mi 112 2 History of Missions</td>
</tr>
<tr>
<td>Ed 101 2 Intro to Christian Education</td>
<td>Ed 172 2 Teaching Physical Educ</td>
</tr>
<tr>
<td>Gs 091 1 College Life</td>
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</tr>
</tbody>
</table>

18 Semester Hours

## Second Year

| En 201 3 Research & Style                               | En 202 3 American Literature                             |
| Sp 211 2 Fundamentals of Speech                         | Sp 212 2 Speech & Debate                                  |
| Hi 201 2 Baptist History                                | Hi 202 2 Baptist Distinctives                             |
| Ed 211 3 Methods of Teaching I                          | Ed 212 3 Methods of Teaching II                           |
| Bi 201 3 Bible Doctrines I                              | Bi 202 3 Bible Doctrines II                              |
| 2 Missions OR Youth OR History Elective                 | Gs 212 2 Intro to Biblical Counseling                     |

15 Semester Hours

## Third Year

| Ed 331 3 Philosophy of Chr Education                    | Ed 362 3 Audio-Visual Methods                             |
| Ed 311 3 Teaching Art                                   | Ed 372 3 Teaching Science & Soc Stu                       |
| Ed 361 2 Teaching Language Arts                         | Ed 312 2 Teaching Math                                    |
| Ma 301 3 Fundamentals of Math                           | Ed 392 2 Tests & Measure                                  |
| 3 Bible Elective                                        | 3 Bible Elective                                          |
| 2 Missions OR Youth OR History Elective                 | 2 Missions OR Youth OR History Elective                   |

16 Semester Hours

## Fourth Year

| Ed 481 2 Christian School Admin                        | Ed 492 18 Student Teaching                               |
| Gs 401 3 U.S. Government                               |                                                           |
| Ed 431 3 Classroom Management                          |                                                           |
| Ed 471 2 Teaching Bible                                |                                                           |
| Ed 411 3 Teaching Reading                              |                                                           |
| 2 Bible OR Gen Ed Elective                             |                                                           |
| 2 Missions OR Youth OR History Elective                |                                                           |

17 Semester Hours

18 Semester Hours

Effective 8/2011

Minimum 132 Total Semester Hours

Academics □81
## SECONDARY EDUCATION COURSE
Curriculum for the Four Year Course of Study
Graduate Diploma in Christian Education

<table>
<thead>
<tr>
<th>Semester</th>
<th>FIRST YEAR</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>En 101 3</td>
<td>English Grammar</td>
<td>En 102 3</td>
</tr>
<tr>
<td>Bi 101 3</td>
<td>Old Testament Survey</td>
<td>Bi 102 3</td>
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<tr>
<td>Bi 161 3</td>
<td>Gospels/Life of Christ</td>
<td>Bi 162 2</td>
</tr>
<tr>
<td>Bi 111 2</td>
<td>Personal Evangelism</td>
<td>Bi 112 2</td>
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<tr>
<td>Bi 121 2</td>
<td>Personal Spiritual Development</td>
<td>Bi 122 2</td>
</tr>
<tr>
<td>Mi 111 2</td>
<td>Biblical Basis of Missions</td>
<td>Mi 112 2</td>
</tr>
<tr>
<td>Ed 101 2</td>
<td>Intro to Christian Education</td>
<td>Ed 172 2</td>
</tr>
<tr>
<td>Gs 091 1</td>
<td>College Life</td>
<td></td>
</tr>
<tr>
<td><strong>18 Semester Hours</strong></td>
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</tbody>
</table>

| **SECOND YEAR** |                        |
| En 201 3       | Research & Style       |
| Sp 211 2       | Fundamentals of Speech |
| Hi 201 2       | Baptist History        |
| Ed 211 3       | Methods of Teaching I  |
| Bi 201 3       | Bible Doctrines I      |
| 2              | Teaching Field Elective|
| **15 Semester Hours** |                        |

| **THIRD YEAR** |                        |
| Ed 331 3       | Philosophy of Chr Education |
| Ed 311 3       | Teaching Art             |
| Ma 301 3       | Fundamentals of Math     |
| 2              | Youth Elective           |
| 3              | Bible Elective           |
| 2              | Teaching Field Elective  |
| **16 Semester Hours** |                        |

| **FOURTH YEAR** |                        |
| Ed 481 2       | Christian School Admin  |
| Gs 401 3       | U.S. Government         |
| Ed 431 3       | Classroom Management    |
| Ed 471 2       | Teaching Bible           |
| Ed 441 3       | Teaching Reading        |
| Ed 441 3       | Teaching in the Secondary School |
| 2              | Teaching Field Elective |
| **18 Semester Hours** |                        |

**Effective 8/2011**

Minimum 135 Total Semester Hours

---

82 □ Academics
## CHURCH EDUCATION, MISSIONS/YOUTH (Women) COURSE

Curriculum for the Four Year Course of Study

Graduate Diploma in Christian Education

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>Fall Semester</td>
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<tr>
<td>En 101 3</td>
<td>English Grammar</td>
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<tr>
<td>Bi 101 3</td>
<td>Old Testament Survey</td>
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<td>Bi 161 3</td>
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<td>Bi 121 2</td>
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<td>Mi 111 2</td>
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<td>Intro to Christian Education</td>
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<td>College Life</td>
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<tr>
<td>Spring Semester</td>
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<tr>
<td>En 102 3</td>
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<td>Bi 102 3</td>
<td>New Testament Survey</td>
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<td>Bi 162 2</td>
<td>Acts/Life of Paul</td>
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<tr>
<td>Bi 112 2</td>
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<td>Bi 122 2</td>
<td>Genesis</td>
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<td>Mi 112 2</td>
<td>History of Missions</td>
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<td>Bible OR Gen Edu Elective</td>
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<td><strong>SECOND YEAR</strong></td>
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<tr>
<td>Fall Semester</td>
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<tr>
<td>En 201 3</td>
<td>Research &amp; Style</td>
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<tr>
<td>Sp 211 2</td>
<td>Fundamentals of Speech</td>
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<td>Hi 201 2</td>
<td>Baptist History</td>
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<tr>
<td>Ed 211 3</td>
<td>Methods of Teaching I</td>
<td></td>
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<tr>
<td>Bi 201 3</td>
<td>Bible Doctrines I</td>
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<tr>
<td>Bi 202 3</td>
<td>Missions OR Youth OR Bible OR Gen Ed Elective</td>
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<td>Spring Semester</td>
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</tr>
<tr>
<td>En 202 3</td>
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<td>Speech &amp; Debate</td>
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<td>Ed 212 3</td>
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<td>Bi 202 3</td>
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<td>Intro to Biblical Counseling</td>
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<td><strong>THIRD YEAR</strong></td>
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<td>Philosophy of Christian Education</td>
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<td>Ed 311 3</td>
<td>Teaching Art</td>
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<td>Ma 501 3</td>
<td>Fundamentals of Math</td>
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<td>Spring Semester</td>
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<tr>
<td>Ed 362 3</td>
<td>Audio-Visual Methods</td>
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<td>Ed 252 2</td>
<td>Children's Ministries</td>
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<td><strong>FOURTH YEAR</strong></td>
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<td>Br 401 3</td>
<td>Major Prophets</td>
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<td>Gs 401 3</td>
<td>U.S. Government</td>
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<td>Ed 471 2</td>
<td>Teaching Bible</td>
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<td>Gs 431 3</td>
<td>Personal Finance</td>
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<tr>
<td>Ls 461 2</td>
<td>Ladies Biblical Counseling I</td>
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<td>Spring Semester</td>
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<tr>
<td>Br 402 3</td>
<td>Minor Prophets</td>
<td></td>
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<tr>
<td>Gs 462 2</td>
<td>Ladies Biblical Counseling II</td>
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<td>Ls 462 2</td>
<td>Bible OR General Ed Elective</td>
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<td>Missions OR Youth OR Bible Elective</td>
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<td>15</td>
</tr>
</tbody>
</table>

Effective 8/2011

Minimum 130 Total Semester Hours
CHURCH MUSIC PROGRAM

The Church Music Program seeks:

♦ To provide collegiate study and training for the serious-minded student and some music classes and opportunities on an elective basis for any student
♦ To supply churches with dedicated, qualified men and women trained and equipped to serve God in church music positions
♦ To increase proficiency in private music skills
♦ To provide the necessary groundwork for further study in music

Music students are required to choose a major within the Church Music Program. The available majors are Music Minister, Music Education, and Church Musician. Within each major, music students are also required to choose an area of proficiency. Areas of proficiency offered include piano, vocal, and instrumental.

Students will participate in semester recitals. A senior recital in their chosen area of proficiency is required during the last semester preceding graduation.

Interested students should contact the MUSIC DEPARTMENT for more specific information, guidelines, and music opportunities.

One additional option exists for the male student who desires both to receive preparation in church music and also to receive a youth emphasis. Please see the information about the Youth/Music major under the Biblical Studies Program.

MINISTRY SECRETARIAL PROGRAM

The goal of the Ministry Secretarial Program is to provide the necessary training for women to work in a Christian office environment. Students receive training to prepare them to serve in a church, camp, Christian school, or other Christian ministry. Students are provided a solid, fundamental, Biblically-based education for assisting in the administration of the ministries of a local church. The student receives 40 semester hours of major specific classes, 18 semester hours of Bible, and 10 semester hours of general studies.
# MUSIC COURSE

Curriculum for the Four Year Course of Study

Graduate Diploma in Church Music

### FIRST YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>En 101 3</td>
<td>English Grammar</td>
</tr>
<tr>
<td>Bi 111 2</td>
<td>Personal Evangelism</td>
</tr>
<tr>
<td>Bi 121 2</td>
<td>Personal Spiritual Development</td>
</tr>
<tr>
<td>Mu 131 2</td>
<td>Music Notation Software</td>
</tr>
<tr>
<td>Mu 191 2</td>
<td>Music Theory Fundamentals</td>
</tr>
<tr>
<td>Mu 171 1</td>
<td>Philosophy of Music</td>
</tr>
<tr>
<td>Mu 190 1</td>
<td>Choir</td>
</tr>
<tr>
<td>Mu 200 1</td>
<td>Ensemble</td>
</tr>
<tr>
<td>Gy 091 1</td>
<td>College Life</td>
</tr>
<tr>
<td>1</td>
<td>Private Lesson</td>
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</table>

19 Semester Hours

### SECOND YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td>En 201 3</td>
<td>Research &amp; Style</td>
</tr>
<tr>
<td>Sp 211 3</td>
<td>Fundamentals of Speech</td>
</tr>
<tr>
<td>Bi 201 2</td>
<td>Baptist History</td>
</tr>
<tr>
<td>Mu 112 3</td>
<td>Music Theory II</td>
</tr>
<tr>
<td>Mu 122 2</td>
<td>Ear Training Lab II</td>
</tr>
<tr>
<td>Mu 100 1</td>
<td>Choir</td>
</tr>
<tr>
<td>Mu 200 1</td>
<td>Ensemble</td>
</tr>
<tr>
<td>Mu 141 1</td>
<td>Piano Lab (non-piano students)</td>
</tr>
<tr>
<td>1</td>
<td>Private Lesson</td>
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</table>

18-19 Semester Hours

### THIRD YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
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<tbody>
<tr>
<td>Bi 202 3</td>
<td>Bible Doctrines II</td>
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<tr>
<td>Mu 111 2</td>
<td>Biblical Studies</td>
</tr>
<tr>
<td>Mu 212 3</td>
<td>Music Theory IV</td>
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<tr>
<td>Mu 202 2</td>
<td>Ear Training Lab IV</td>
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<tr>
<td>Mu 242 2</td>
<td>Conducting II</td>
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<td>Mu 321 2</td>
<td>Teaching Music I OR Biblical Leadership (Men)</td>
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<tr>
<td>Mu 371 1</td>
<td>Instrumental Survey</td>
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<tr>
<td>Mu 100 1</td>
<td>Choir</td>
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<td>Mu 200 1</td>
<td>Ensemble</td>
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18 Semester Hours

### FOURTH YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td>Mu 491 4</td>
<td>Music Internship</td>
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<tr>
<td>Mu 442 2</td>
<td>Sound/Record Tech II (Men) OR Effective (Ladies)</td>
</tr>
<tr>
<td>Mu 451 2</td>
<td>Church Music Admin (Men) OR Senior Recruiter</td>
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<tr>
<td>Mu 161 3</td>
<td>Choral Arranging</td>
</tr>
<tr>
<td>Mu 100 1</td>
<td>Choir</td>
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<td>1</td>
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</tr>
<tr>
<td>4</td>
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18 Semester Hours

Effective 8/2011

144 Semester Hours
MINISTRY SECRETARIAL COURSE
Curriculum for the Two Year Course of Study
Two Year Diploma in Ministry Secretarial Studies

FIRST YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>En 101 3  English Grammar</td>
<td>En 102 3  English Composition</td>
</tr>
<tr>
<td>Bi 121 2  Personal Spiritual</td>
<td>Hi 202 2  Baptist Distinctives</td>
</tr>
<tr>
<td>Evangelism</td>
<td>Bi 112 2  Methods of Bible Study</td>
</tr>
<tr>
<td>Ms 101 2  Keyboarding/Word</td>
<td>Ms 102 3  Keyboarding/Word Processing I</td>
</tr>
<tr>
<td>Processing I</td>
<td>Ms 122 2  Computer Applications II</td>
</tr>
<tr>
<td>Ms 121 2  Computer Applications I</td>
<td>Ms 132 3  Non-profit Accounting</td>
</tr>
<tr>
<td>Ms 131 3  Principles of</td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
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</table>

18 Semester Hours

SECOND YEAR

| Ma 301 3  Fundamentals of Math    | Ms 262 2  Business English/Communications |
| Bi 201 3  Bible Doctrines I       | Bi 202 3  Bible Doctrines II             |
| Gs 431 3  Personal Finance        | Ms 252 3  Office Procedures II           |
| Ms 251 2  Office Procedures I     | Ms 242 2  Office Technology              |
| Ed 481 2  Christian School Admin  | Ms 292 3  Office Practicum II            |
| Ms 291 2  Office Practicum I      | Ed 362 3  AV Methods                     |

16 Semester Hours

Effective 8/2011

68 Total Semester Hours
Course Descriptions
Course Numbering System

Each course is identified by a three number combination preceded by a two letter prefix code.

The prefix code indicates the course classification:

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<thead>
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<th>Prefix</th>
<th>Course</th>
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<tr>
<td>Cd</td>
<td>Christian Development</td>
</tr>
<tr>
<td>Ed</td>
<td>Christian Education</td>
</tr>
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The first number of the three number combination indicates the year in which the course is primarily taken or offered. The second number is a rotating identity number used within the course classification. The third number indicates the semester in which the course is generally offered. Courses listed with “1” are offered in the first or fall semester, and courses listed with a “2” are offered in the second or spring semester. A “0” indicates that the course may be offered either or both semesters.

The courses listed herein include the entire spectrum of classes that are being taught or will be taught in the programs of study offered at Heartland. Some classes are offered on a rotating basis.

Due to unforeseen events occurring, the college at times may be required to reschedule classes.
BIBLE

Bi 101 Old and New Testament Survey
102 2 Semesters, 6 Hours
This is a survey of both the Old and New Testaments. The Old Testament will be studied the first semester with an emphasis on main characters, events, background, and book outlines. The New Testament will be studied the second semester with emphasis on main characters, author, date, occasion for writing, key verses, book outlines, and the relationship to Christ and His church.

Bi 111 Personal Evangelism
1 Semester, 2 Hours
The purpose of this course of study is to help the student understand the importance of personal evangelism and discipleship. This course will also help develop and equip the student to share their faith in a practical and biblical manner.

Bi 112 Methods of Bible Study
1 Semester, 2 Hours
This course is designed to introduce all students to various Bible study techniques as well as methods and tools for study and research.

Bi 121 Personal Spiritual Development
1 Semester, 2 Hours
This is a study of the principles of prayer and related matters of personal spiritual development. This is a practical course for the Bible college student.

Bi 122 Genesis
1 Semester, 2 Hours
This course involves a detailed analysis of the book with particular emphasis on the creation, the fall of man, the flood, and the beginning of the nation of Israel.

Bi 131 Major Bible Themes
1 Semester, 2 Hours
This class addresses major Bible doctrines by examining key terms associated with each of the major doctrines as well as by approaching the doctrines from a practical “know what you believe and why.”
Bi 151 Bible History I and II
152  2 Semesters, 6 Hours
These classes study the history of God’s chosen people, the Jews. They begin with a review of the patriarchal period as presented in Genesis; cover the history presented in the Old Testament from Exodus to Esther; and include a brief reference to the books of the major and minor prophets as they have a part in the history.

Bi 161 Gospels/Life of Christ
1 Semester, 2 Hours
This introductory course explores the historical background, specific events, and practical impact of the earthly life of Christ as recorded in the Gospel accounts.

Bi 162 Acts/Life of Paul
1 Semester, 2 Hours
This is a study of the book of Acts with particular attention given to a study of Apostle Paul and the spread of New Testament Christianity. Attention will also be given to Paul’s church planting methods and to his writings, which are termed the Pauline Epistles.

Bi 201 Bible Doctrine I and II
202  2 Semesters, 6 Hours
These courses survey ten major Bible doctrines, five per semester: the Bible, God, Christ, Holy Spirit, Man, Sin, Salvation, the Church, Angels, and Last Things. These courses are designed to give a general understanding of Bible doctrines to the non-Bible major.

Bi 222 Studies in the Tabernacle
1 Semester, 2 Hours
This class will study the details of the tabernacle to include the furniture with particular attention to types and application.

Bi 271 Revelation
1 Semester, 2 Hours
This is an expository study of the last book of the New Testament from the literal, conservative standpoint. The course deals with the consummation of Biblical prophecy disclosing the future of the Jew, the Gentile, and the church of Christ.
Bi 321  Daniel
1 Semester, 2 Hours
This course includes a verse by verse study and a discussion of the historical and prophetic aspects of the book.

Bi 331  Ruth/Esther
1 Semester, 2 Hours
This course is a verse by verse study of these books with particular emphasis on the Providence of God.

Bi 341  Romans
1 Semester, 2 Hours
The Book of Romans is studied chapter by chapter and verse by verse, using an outline format, giving special attention to doctrinal and practical applications taught in the book.

Bi 342  Corinthians
1 Semester, 3 Hours
This course is an overview of the Books of I and II Corinthians presenting the methodology, structure, discipline, and organization of the local Church.

Bi 351  Hebrews
1 Semester, 2 Hours
This class deals with a verse by verse study of the book with emphasis on a comparison to the law and practical application in life.

Bi 352  Ezra/Nehemiah/Esther
1 Semester, 2 Hours
This course will make a thorough study of the two Old Testament books which give the historical account of the return of the Jewish remnant from Babylon to Jerusalem. Esther, another book from the captivity period, will also be studied.

Bi 371  John’s Writings
1 Semester, 3 Hours
This is a detailed study of the Gospel of John and I, II, and III John with emphasis on purpose, outline, and application.
Bi 372 I, II Peter / Jude
1 Semester, 3 Hours
This class is a detailed study of these general epistle books with an emphasis on purpose, authorship, and outline as well as a discussion of end times.

Bi 382 Galatians/James
1 Semester, 2 Hours
This course is a detailed study of these two books with emphasis on the purpose and outline and a comparison of the concept of “works.”

Bi 392 Thessalonians
1 Semester, 2 Hours
This is a study of the New Testament books of I and II Thessalonians and includes an examination of the backgrounds of the books and a verse by verse examination of the content.

Bi 401 Major Prophets
1 Semester, 3 Hours
This is a chapter by chapter study of Isaiah, Jeremiah, Lamentations, Ezekiel, and Daniel. Each of these prophetical books will be considered from a premillennial and dispensational viewpoint within its historical context.

Bi 402 Minor Prophets
1 Semester, 3 Hours
This is a chapter by chapter study of the Minor Prophets from a premillennial and dispensational viewpoint. The books are studied chronologically, historically and prophetically.

Bi 411 Poetical Books I and II
412 2 Semesters, 6 Hours
These courses offer a chapter by chapter study of Job and Psalms in the first semester and Proverbs, Ecclesiastes, and Song of Solomon in the second. Emphasis will be on authenticity and historicity of the books. The teaching will consist of doctrinal study, practical application, and outlining of the books.

Bi 431 Pastoral Epistles
1 Semester, 2 Hours
This course is designed to give the student a better understanding of Paul’s Epistles commonly known as the “Pastoral Epistles.”
This course is designed to help the student grasp a better understanding of the epistles of Paul known as the “Prison Epistles.” This will be accomplished through lectures based on a verse by verse study of these books.

**CHRISTIAN DEVELOPMENT**

**Cd 010 Chapel**  
All Semesters, No Credit, A grade will be assigned  
Chapel meets twice a week on Tuesday and Thursday at 10:50. This is a special time of blessing and encouragement as preachers from across the country challenge the student body, staff, and faculty to live lives pleasing to the Lord. All students are expected to attend.

**Cd 020 Christian Service**  
All Semesters, No Credit, A grade will be assigned  
All students are required to do Christian service in their local church, a minimum of which must be two hours of doorknocking/visititation plus attendance at regular services and involvement in at least one ministry. A weekly report is required, and a letter grade is assigned.

**Cd 030 Campus Service**  
All Semesters, No Credit, A grade will be assigned  
All students participate in service to the school through the campus service program. Grade assigned includes Satisfactory or Unsatisfactory.

**CHRISTIAN EDUCATION**

**Ed 101 Introduction to Christian Education**  
1 Semester, 2 Hours  
This course involves a study of Christian education from a foundational basis. Age group characteristics will be studied from children to adults, and basic learning and teaching concepts will be presented.
Ed 172  Teaching Physical Education  
1 Semester, 2 Hours  
This course involves program planning and classification of activities according to levels of student growth and development. It includes the teaching of games and activities and the study of health and safety. Topics covered pertain to age levels from early childhood to high school.

Ed 211  Methods of Teaching I and II  
212  2 Semesters, 6 Hours  
This course considers the laws of teaching and the use of various teaching methods with emphasis on the principles and dynamics of learning development in lesson preparation and personal application.

Ed 252  Children’s Ministries  
1 Semester, 2 Hours  
This course is designed to give practical instruction in ministering to children in fundamental, Baptist churches.

Ed 311  Teaching Art  
1 Semester, 3 Hours  
This course is designed to acquaint the prospective teacher with the materials, methods, and procedures for the creative teaching of art including flannelgraph, one-point perspective, calligraphy, and color. The student will develop a portfolio of art projects.

Ed 312  Teaching Math  
1 Semester, 2 Hours  
This course covers the methods, materials, and techniques for teaching the fundamental principles of mathematics including elementary number theory, functions, measurement, and geometry.

Ed 331  Philosophy of Christian Education  
1 Semester, 3 Hours  
This course is designed to give instruction and material for developing a Biblical philosophy of life and philosophy of education. In addition, exercises and readings are given for developing right thinking and Bible integration.
Ed 352  Survey of Church Ministries  
1 Semester, 3 Hours  
This course involves a survey of the educational program of the local church as well as objectives, principles, and background of Christian education.

Ed 361  Teaching Language Arts  
1 Semester, 2 Hours  
This course emphasizes methods and materials for teaching the total language arts curriculum including grammar, composition, spelling and vocabulary, literature, communication, and writing in the elementary and secondary school setting.

Ed 362  Audio-Visual Methods  
1 Semester, 3 Hours  
This course introduces the student to the use of media in the classroom. Course material will include a demonstration of various techniques for presenting the gospel and teaching course content through projected and non-projected aids, dramatic teaching aids, and audio aids.

Ed 372  Teaching Science and Social Studies  
1 Semester, 3 Hours  
This course examines the methods, materials, and procedures for teaching science and social studies in the Christian school. Special attention is also given to an overview of the content of these fields and varied teaching materials.

Ed 411  Teaching Reading  
1 Semester, 3 Hours  
This course is designed to enable teacher to teach basic principles of reading including phonics. It provides general information about the pre-reader, and it also helps the secondary teacher to identify and correct reading problems.

Ed 421  Sunday School Administration  
1 Semester, 3 Hours  
This is a comprehensive study of the Sunday School emphasizing the general, departmental, and class organizations and activities. The duties and qualifications of the various officers will be addressed as well as increasing the attendance, preparing a purposeful program, and training for personal visitation.
Ed 431  Classroom Management  
1 Semester, 3 Hours 
This course discusses overall classroom management with emphasis on functions of teaching, preparation for teaching, teaching responsibilities, discipline, record-keeping, and implementation of methods and strategies of teaching.

Ed 441  Teaching in the Secondary School  
1 Semester, 3 Hours 
This is a general methods course designed to prepare a student to teach on the secondary level in the Christian school. The course will provide instruction and practical work in the areas of planning, student readiness, curriculum, teaching strategies, and evaluation as they pertain to the junior and senior high school level.

Ed 471  Teaching Bible  
1 Semester, 2 Hours 
This is a methods course designed to enable the individual to teach the Bible in the classroom or the church. Exposure is given to various classroom aids and methods.

Ed 481  Christian School Administration  
1 Semester, 2 Hours 
This course involves a basic study of the principles and procedures for the organization, administration, and operation of a Christian school.

Ed 492  Student Teaching  
1 Semester, 18 Hours 
This is an integrated course in observation, participation, and conference. Actual teaching is performed in a local Christian school. In addition, the prospective teacher completes the requirements to be a supervisor in an individualized environment. Prerequisites exist and approval is required.
ENGLISH

En 100 Remedial English
1 Semester, 3 Hours (Non-credit)
Placement is determined by the English Placement Entrance Exam
given at registration. This course is a basic review of English
grammar with an emphasis on the eight parts of speech.

En 101 English Grammar
1 Semester, 3 Hours
This is a study of the fundamental of Standard English. A working
knowledge of the parts of speech, mechanics, spelling, vocabulary,
sentence structure, and paragraphing are presented.

En 102 English Composition
1 Semester, 3 Hours
This course continues the study of the fundamentals of Standard
English to include vocabulary, mechanics, punctuation, sentence
structure, paragraphing, and an introduction to research study.

En 201 Research and Style
1 Semester, 3 Hours
The style of writing is studied at an advanced level. Writing
strategies, paragraphing, sentence structure, and word choice are
included along with practical application in grammar, composition,
and research.

En 202 American Literature
1 Semester, 3 Hours
This course presents an overview of American literature with
particular attention to authors and movements studied in a Biblical
perspective.

En 211 Yearbook
2 Semesters, 4 Hours, Elective
This course is designed to give students experience in compiling the
yearbook Eagle. It includes photography, copywriting, editing, and
layout.
GENERAL STUDIES

Gs 091    College life
          1 Semester, 1 Hour
This is an introductory class for incoming first year and transfer students who have not had a first year orientation class. Subjects discussed include how to study skills, personal finance, and proper relationships.

Gs 212    Intro to Biblical Counseling
          1 Semester, 2 Hours
This is an introductory course which provides the student with Biblical evidence to refute humanistic psychology as well as provide general principles concerning the spiritual controlled life and Biblical counseling.

Gs 401    U.S. Government
          1 Semester, 3 Hours
This is a study of the structure of government in the United States with emphasis on functions, problems, and evaluation of a Christian response to government. A detailed study of the United States Constitution is also included.

Gs 431    Personal Finance
          1 Semester, 3 Hours
This course is to enable the student to obtain a general understanding of personal finance with a Biblical approach. Studies will include, but will not be limited to, financial planning, budgets, investments, insurance, and retirement planning.

HISTORY

Hi 102    Beginnings of Civilization (Genesis)
          1 Semester, 2 Hours
This is a detailed analysis of the book with particular emphasis on the creation, fall of man, the flood, and the beginning of the nation of Israel.
Hi 201  Baptist History
1 Semester, 2 Hours
This is a study of the New Testament Church as it has come through the centuries under various names. The doctrines, principles, and polity rooted in the apostolic age follow a line of succession leading to Baptist churches.

Hi 202  Baptist Distinctives
1 Semester, 2 Hours
This class studies in detail the distinctives associated with the Baptist. The emphasis will be on what Baptists believe and why.

Hi 231  History of Western Civilization
232  2 Semesters, 6 Hours
This is a study of the consequences of the people’s idea of God and gods, man, and government in civilization from creation to modern times with emphasis upon Jesus Christ as the focal point of all history.

Hi 331  United States History
332  4 Semesters, 2 Hours Each Class, Elective
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432
The discovery and growth of the United States as a republic from its Christian founding to the present day will be studied. The student will consider political, religious, and industrial development as well as their change and influence on the United States today.

BIBLICAL LANGUAGE

La 311  Introduction to Greek
1 Semesters, 3 Hours
This course is designed as a beginning course in Greek grammar for those with little or no background in Greek. The student will learn the basic matters of alphabet, pronunciation, accent, and beginning vocabulary.
La 312  Greek I  
1 Semesters, 3 Hours  
This course is designed to expand upon the Introduction to Greek course. Attention is given to more Greek verb endings, vocabulary, and improving translation skills.

LADIES’ STUDIES

Ls 111  Ladies Class I—The Inner Woman  
112  Ladies Class II—The Proverbs 31 Woman  
211  Ladies Class III—Practical Ministry Helps  
212  Ladies Class IV—Home and Family  
4 Semesters, 2 Hours Each Class, Elective  
Through guest lecturers and individual lectures, this class presents a variety of practical issues, both ministry and non-ministry oriented, and personal issues of interest to women.

Ls 461  Ladies Biblical Counseling I and II  
462  2 Semester, 4 Hours  
This is a two semester study that deals with the general principles of counseling ladies as well as specific principles, procedures, and techniques that apply in the counseling of women.

MATHEMATICS

Ma 301  Fundamentals of Math  
1 Semester, 3 Hours  
This is a practical course involving review of fundamental math operations and pre-algebra. It will include a study of numbers, fractions, decimals, ratios and percents, English measure, metric measure, algebra, geometry, and business math.
MISSIONS

Mi 111  Biblical Basis of Missions  
1 Semester, 2 Hours

Biblical Basis of Missions is a Biblical study of the scriptures in order for the student to know and understand the plan, purpose, and heart of God for reaching the world with the Gospel of Jesus Christ.

Mi 112  History of Missions  
1 Semester, 2 Hours

A historical background of missions from the time when Christ started His church until the twenty-first century. It is a course designed to help inspire students to reach the world for Jesus Christ by reading about the lives of those who have gone before them.

Mi 220  Summer Missions Practicum  
Summer Semester, 2 Hours

Semester credit is given to students who participate in a summer internship on a foreign field. The college-sponsored missions trip is referred to as T.E.A.M. (Training and Equipping to be Active in Missions). Every other summer, missions trips to various countries are arranged that allow students to learn from the missionary, participate in the ministry, and gain hands-on experience of life on the field.

Mi 221  Cultures and Customs  
1 Semester, 2 Hours

This course is an introductory study of the concepts by which culture is defined, understood, and respected. It is to help students understand and appreciate other cultures, to examine culture in light of God’s Word and to help them be equipped in reaching other people with the Gospel who are from different cultures.

Mi 222  Intro to Linguistics  
1 Semester, 2 Hours

This course is to help prepare students to learn the basics of how to learn a foreign language. It is designed to give the student the tools that he needs to become proficient in the language so he will be able to effectively communicate the Gospel in the culture where God has called him.
Mi 330 Church Planting Practicum
Summer Semester, 2 Hours
This class is an inner-city church planting activity held at Open Door Bible Baptist Church in New York City. It includes approximately 30 hours of instruction and hands-on experience over a ten day period of time. Various preachers from the area challenge the students and instruct them on the different aspects of planting churches in the inner-cities of America. The class meets every other summer.

Mi 331 Missionary Communication
1 Semester, 2 Hours
This course is a study of how to effectively communicate the Gospel with people from diverse cultural and religious backgrounds and in particular people from non-western animistic cultures.

Mi 332 Missionary Methods
1 Semester, 2 Hours
This course is specially designed to help the missionary assist the church planter amongst people from diverse cultural backgrounds. The study will include the indigenous principles of church planting in various settings such as rural, urban and limited access countries.

Mi 341 Cults
1 Semester, 2 Hours
This is an introductory study of the history and doctrines of various major cults. The object of this course is to give the student an adequate understanding of cultic thinking so to be able to stand for the truth of God’s Word and to evangelize those influenced by cults.

Mi 342 World Religions
1 Semester, 2 Hours
This is an introductory study of the history and doctrines of various major world religions. The object of this course is to give the student and adequate understanding of the various world religions so to be able to stand for the truth of God’s Word and to evangelize those influenced by these religions.
Mi 352  Missions Women Practicum  
1 Semester, 2 Hours  
This course is an introduction to basic health care practices for women called to the mission field. Emphasis is placed on personal health, identifying and treating common diseases, basic first aid and health care issues in areas where there is no doctor. Resources for spiritual, emotional and family health are also emphasized.

Mi 441  Missionary Life and Work  
1 Semester, 2 Hours  
This course helps students with the practical matters that face missionaries on a day to day basis. Issues such as setting up a home and living in a foreign country, interpersonal relationships, the missionary and his finances, furlough, and raising a family in another way of life will be studied. It will also help the student learn the importance of an internship and the purpose of mission agencies.

Mi 442  Pre-Field Missionary Service  
1 Semester, 2 Hours  
This is a practical course for prospective missionaries that will aid them with the know how on matters such as video presentations, prayer letters, display boards, deputation, their relationship with their sending church, and preparation for departure to the field.

MINISTRY SECRETARIAL

Ms 101  Keyboarding/Word Processing I and II  
102  2 Semesters, 6 Hours  
This course combines keyboarding and skillbuilding with basic word processing formatting skill using Microsoft Word 2003. The student will develop speed and accuracy while learning the basics of word processing. Formats covered include block and modified letters, standard memos, simple reports, references, title pages, and newsletters.
Ms 121  Computer Applications I and II
2 Semesters, 4 Hours
This course covers the techniques used to design publications and promotional materials commonly used in ministry using Microsoft Publisher. It will cover the elements essential to preparing and executing effective presentations using Microsoft Power Point. The student will also be trained in the use of Microsoft Outlook.

Ms 131  Principles of Accounting
1 Semester, 3 Hours
This is an introductory course consisting of an intensive presentation of the basic elements of the accounting cycle and bookkeeping procedures with work on related problems and practice sets to be performed by the students. This course develops a basic understanding of the double entry system.

Ms 132  Non-Profit Accounting
1 Semester, 3 Hours
This course continues the presentation of accounting principles and specific applications as related to financial accounting for churches and other Christian ministries. This course develops a good understanding of non-profit for churches.

Ms 200  Introduction to Computers
Elective, 2 Hours
Introduces the student to the basic concepts of a computer, both for personal and business use, with particular emphasis on word processing.

Ms 242  Office Technology
1 Semester, 2 Hours
This course gives the opportunity to gain valuable hands-on experience in an office environment. The student will gain familiarity with office technology through the performance of duties in the office, exposure to business machines and individual research.
Ms 251  Office Procedures I and II
        252  2 Semesters, 6 Hours
This course is designed for the preparation for the initial demands of full-time employment in an office setting. Skills needed to learn on the job will be acquired as well as adapting to new procedures and technologies.

Ms 262  Business English/Communications
        1 Semester, 2 Hours
This class continues the study of Grammar, dealing with the format appropriate for business, and includes spelling, vocabulary and methodology.

Ms 291  Office Practicum I and II
        292  2 Semesters, 5 Hours
The purpose of this course to expose the student to a variety of office environments during the first semester. A second semester will allow the student to gain hands-on experience while assisting in a ministry office. Students will put into practice the skills they have learned in order to properly complete tasks as directed by their supervisor in the office of a local church.

MUSIC

Mu 100  Choir
        Elective, 1 Hour (meets twice per week)
Choir is an opportunity for students to develop skills of articulation, breath and tone control, and to apply the elements of theory and harmony. Required for Music majors. The college choir is open to all majors and does not require an audition. The college choir sings regularly for chapel services and participates in the Wednesday night services at Southwest Baptist Church.

Mu 101  Music Theory Fundamentals
        1 Semester, 2 Hours
This course is designed to provide the necessary groundwork for a students to continue their education and training in the area of music theory. This class is a prerequisite to Music Theory I unless sufficient mastery of the material is proven by way of an exam.
Mu 110  Orchestra
   Elective, 1 Hour (meets twice per week)
The college orchestra is open to all majors and does not require an
audition. Required for instrumental majors. The goals for the
orchestra will be to play for chapel, special music, recital, and other
functions during the school year.

Mu 111  Music Theory I and II
   2 Semesters, 6 Hours
A study of the basic elements of music, including music symbols,
pitch, rhythm, scales, major and minor keys, and intervals, designed
to prepare the church musician. The second semester will be a study
of basic elements of music and music skills at a higher level of
understanding.

Mu 120  Private Voice
   Elective, 1 Hour
Students of voice are taught the understanding and mastery of the
functions of voice control and poise and are given opportunity to
gain self-control in stage manner.

Mu 121  Ear Training Lab I and II
   2 Semesters, 4 Hours
The student will be trained to think, hear, and sing the pitches of
intervals, scales, melodies, and chords in this practical course.

Mu 130  Music Groups
   Elective, 1 Hour, by audition only
These are singing groups which participate in chapel services and in
traveling to represent the college. Students from all majors are
eligible to audition.

Mu 140  Private Piano
   Elective, 1 Hour
The student is taught proficiency in technique, sight reading, and
improvisation.
Mu 160  Private Instrument  
Elective, 1 Hour  
The student is taught the mastery of an instrument and must demonstrate a certain degree of individual performance skill.

Mu 171  Philosophy of Music  
1 Semester, 2 Hours  
This course is designed to define and discuss music philosophy and how it fits within the structure of the local New Testament church.

Mu 200  Ensemble  
Each Semester, 1 Hour (meets twice per week)  
Separate ensembles are formed for ladies and men. Ensemble seeks to cultivate excellent vocal technique. The groups will sing specials in chapel and will present a choral concert in the spring semester.

Mu 201  Ear Training Lab III and IV  
202  2 Semesters, 4 Hours  
The student will be trained to acquire the ability to perform music at sight and to notate music that is heard.

Mu 211  Music Theory III and IV  
212  2 Semesters, 6 Hours  
These are advanced music theory classes. They include a study of harmonic usage beyond diatonic elements, seventh chords, modal scales, modulations, and advanced writing techniques.

Mu 220  Applied Lessons  
Elective, 2 Hours  
The student will learn and develop proficiency in theory, technique, sight reading, improvisation, and interpretation of music.

Mu 241  Conducting I and II  
242  2 Semesters, 4 Hours  
This course is designed to furnish the specific techniques of choral, congregational, and orchestral conducting for the church music leader.
Mu 261  Music History and Literature I and II  
262  2 Semester, 4 Hours  
This course presents a study of music history and literature, to include the great musicians and their works, that will provide a basic understanding and appreciation of music.

Mu 321  Teaching Music I and II  
322  2 Semester, 4 Hours  
These courses will provide instruction in organizing, developing, and teaching music at the elementary and secondary level. The student will also develop a personal philosophy of children’s music ministry.

Mu 331  Songleading  
1 Semesters, 2 Hours  
This course is designed for the pastor and other church workers as an introduction to the basics of music and includes instruction in music appreciation, notation, conducting patterns, and planning a service. Provides instruction and encouragement in the use of conducting of congregational singing, both in the areas of mechanics and philosophy for its use.

Mu 341  Hymnology  
1 Semester, 2 Hours  
A study of the hymn and its purpose, as well as a survey of the history, content, and writers of hymnology in the church age. The development of an appreciation and a desire to preserve the use of hymns in the local Independent Baptist Church will be emphasized.

Mu 361  Choral Arranging  
1 Semester, 2 Hours  
The student will be instructed in the techniques and procedures required in arranging and creative writing for vocal groups.

Mu 362  Instrumental Arranging  
1 Semester, 2 Hours  
This course is designed to acquaint the student with the fundamental techniques of the various types of instruments and will include instruction in the techniques and procedures required in creative writing and arranging for instrumental groups.
Mu 441  Sound/Record Tech I and II  
        442  2 Semesters, 4 Hours  
These courses include introduction and advanced sound and recording techniques and the basics of CD production.

Mu 451  Church Music Administration  
        1 Semester, 2 Hours  
This course will provide instruction in how to organize the church music program. An important part of this course will deal with the ethics of the position of the music minister in relation to his duties.

Mu 482  Senior Recital  
        1 Semester, 2 Hours  
This includes a memorized performance of required length in the music student’s major area of proficiency.

Mu 491  Music Internship  
        492  2 Semesters, 8 Hours  
The student will observe and participate in various positions in the music ministry of a local church.

PASTORAL STUDIES

Pa 311  Homiletics  
        1 Semester, 3 Hours  
This course, required of Bible majors, is designed to stress the supremacy of preaching and to teach the principles involved in sermon construction and delivery.

Pa 312  Practice Preaching  
        1 Semester, 3 Hours  
This course, required for Bible majors, is designed to complement Homiletics by providing practical application. Maximum time will be allowed for student delivery of sermons.
Pa 321  Pastoral Preparation
   1 Semester, 3 Hours
This course deals with the pastor’s call, his preparation for the pulpit, the leadership of his staff, and the his relationship with the people of the church.

Pa 322  Pastoral Responsibilities
   1 Semester, 3 Hours
This practical course deals with spiritual leadership; music, Sunday School; administration of the church ordinances; conducting weddings and funerals, as well as other pastoral responsibilities.

Pa 332  Church Planting
   1 Semester, 2 Hours
This course is designed to increase the student’s understanding in the area of church planting. Special projects will be done to enhance the student’s awareness of the responsibilities involved in church planting.

Pa 421  Pastoral Leadership
   1 Semester, 2 Hours
A study of basic leadership skills that every student will need to pursue the calling of God on his life. The course will cover leadership qualities, styles, principles, etc., which will help prepare the student for whatever place of leadership he should find himself.

Pa 422  Pastoral Counseling
   1 Semester, 3 Hours
A practical study of various methods, areas, and concerns of Biblical counseling.

Pa 432  Church Administration
   1 Semester, 2 Hours
This course is to enable pastors, missionaries, youth directors, and church workers to comprehend the general understanding of a Biblical approach to church administration. Studies will include management planning, goal setting, management values and systems, and application.
Practical Ministry  
1 Semester, 3 Hours  
This course offers the Bible/Theology student an opportunity to gain insight into various ministries by visiting a number of area churches to see a variety of church facilities and learn practical aspects of the ministry from the pastor.

**SPEECH COMMUNICATIONS**

Fundamentals of Speech  
1 Semester, 2 Hours  
This course presents the basic fundamentals of public speaking. This course will cover the fundamentals of platform poise, gestures, speech organization and speech delivery. This course provides the student with the opportunity to prepare and deliver various types of speeches.

Speech & Debate  
1 Semester, 2 Hours  
This course is designed to increase understanding and develop the student’s skills in the area of public speaking. This course will introduce the student to three new areas of study, which are persuasive speech, debate, and parliamentary procedure. This course includes class exercises that will give the student the opportunity to apply and demonstrate these new disciplines. This course should enhance the student’s appreciation for and understanding of public speaking.

**THEOLOGY**

Theology Proper  
1 Semester, 2 Hours  
Theology Proper is a detailed study of God to including His attributes as well as an examination of the Trinity.
Th 201 Bibliology
1 Semester, 3 Hours
This course consists of a detailed study of Biblical revelation, inspiration, canonization, preservation, and illumination, plus a critical look at modern versions.

Th 202 Pneumatology/Angelology
1 Semester, 2 Hours
While Pneumatology covers the study of spirit beings of all kinds, this course is primarily a study of the doctrine of the Holy Spirit. The course will look at the Holy Spirit as a Person and study His attributes, work, gifts, fruits, etc. The closing lessons will deal with Angelology, the study of angelic spirit beings.

Th 221 Hermeneutics
1 Semester, 2 Hours
Realizing the importance of proper interpretation in studying and preaching the Scriptures, this course teaches the student Biblical principles of interpretation or hermeneutics based upon the validity of the historical/grammatical method of interpretation. This course will be the foundation for every other class that you study in college. It will teach you the principles and skills to properly interpret the Word of God.

Th 311 Christology/Soteriology
1 Semester, 2 Hours
This course is designed to acquaint the student with the nature, ministry, death and resurrection of Jesus Christ.

Th 312 Anthropology / Hamartiology
1 Semester, 2 Hours
This course is a study of the facts concerning the doctrine of man. The course will examine the facts concerning man’s origin, his condition before and after the fall, and his relationship to the Creator. Hamartiology is a study of sin, effects of sin on mankind, and God’s plan for the forgiveness of sin.

Th 361 Ecclesiology
1 Semester, 2 Hours
This study is a focus on the New Testament local church and its origin, mission, construction, nature, etc.
Th 362  Eschatology  
1 Semester, 2 Hours  
This is a chronological study of last things, an in-depth study of future events in the history of this world, as seen through the eyes of the prophets and writers of the Old and New Testaments. A study of the return of Jesus Christ and the events leading up to, during, and after His return plus the eternal state will be included.

Th 421  Contemporary Theology  
1 Semester, 2 Hours  
This course addresses many facets of false doctrine. It will also seek to identify and generally discuss the historical development of various “isms” which have led to the modern era and the continually changing compromises of man.

Th 452  Dispensationalism  
1 Semester, 2 Hours  
This course will be a Biblical defense and historical study of dispensationalism as a basis for a fundamental and literal interpretation of the Word of God. Special emphasis will be given to God’s overall purpose to bring glory to Himself.

YOUTH

Yt 111  Youth Philosophy I & II  
112  2 Semester, 4 Hours  
These classes are designed to help the student establish a Biblical philosophy and purpose for youth ministry. Current trends and models will be examined and critiqued.

Yt 221  Youth Problems I and II  
222  2 Semesters, 4 Hours  
These classes are designed to deal with the problems typical to the modern teenager. A Biblical foundation of counseling and teaching teens will be examined.
Yt 361 Youth Programs
1 Semesters, 2 Hours
Principles necessary for youth programming are discussed along with special consideration of the methodology of different facets of youth work. Various topics and areas of ministry programs will be discussed as well as different program ideas, techniques, and plans.

Yt 432 Youth Practicum
1 Semesters, 2 Hours
This class allows the student to be involved in the practical aspect of the youth ministry. Students will plan and conduct a youth activity.

NOTE: The Youth classes include two electives Teaching Bible and Children’s Ministries.

Ed 252 Children’s Ministries
1 Semester, 2 Hours
This course is designed to give practical instruction in ministering to children and adolescents in fundamental, Baptist churches.

Ed 471 Teaching Bible
1 Semester, 2 Hours
This is a methods course designed to enable the individual to teach the Bible in the classroom or the church. Exposure is given to various classroom aids and methods.
ADMINISTRATION

ADMINISTRATIVE STAFF

Sam Davison, President
Jeff Copes, Executive Vice President
Roger Howse, Academic Dean/Registrar
Jamie Jett, Dean of Students
Warren Scruggs, Business Mgr/Support Services

EXECUTIVE COMMITTEE

Sam Davison, President
Oklahoma City, Oklahoma
Pastor Dave Brown, Vice President
Yakima, Washington
Pastor Bill Prater, Secretary
Liberal, Kansas
Jeff Copes, Executive Vice President
Oklahoma City, Oklahoma
Pastor Wayne Hardy
Stillwater, Oklahoma
Pastor Terry Randolph
Phoenix, Arizona
Pastor Dan Lydick
Kalispell, Montana
Pastor Dan Smith
Liverpool, New York
Pastor Kevin Metsinger
Shawnee, Kansas
Pastor Chester Thrift
Deltona, Florida
Pastor Pete Montoro
Astoria, New York
Pastor Dan Tidd
Indianapolis, Indiana
## DIRECTORS

<table>
<thead>
<tr>
<th>Pastor Jeff Ables</th>
<th>Pastor Rick Korsmo</th>
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<tbody>
<tr>
<td>Berean Baptist Church</td>
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<tr>
<th>Pastor David Davis</th>
<th>Pastor Bill Marshall</th>
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<tr>
<td>Grace Bible Baptist Church</td>
<td>Bible Baptist Temple</td>
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<tr>
<th>Pastor Aaron Denson</th>
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<tr>
<th>Pastor Troy Dorrell</th>
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<th>Pastor Dick Webster</th>
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<th>Pastor Rick Wilder</th>
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<th>Pastor Frank Wood</th>
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FACULTY

SAM BINSWANGER, Bible Department
Th.G., Fellowship Baptist College, East Peoria, IL
B.A. Religion, Luther Rice University, Lithonia, GA
Church Staff, Southwest Baptist Church, Oklahoma City, OK

RUSS BISHOP, General Studies
B.A., University of Central Oklahoma, Edmond, OK
B.S., University of Central Oklahoma, Edmond, OK
M.A., Baptist Bible Graduate School of Theo, Springfield, MO
Pastor, Lighthouse Baptist Church, Edmond, OK

MIKE BLYTHE, Bible/Theology Department/Graduate School
B.A.B.S., Heritage Baptist University, Greenwood, IN
M.Th. Southern Indiana Baptist College, Dupont, IN

ANDREA BRIGGS, General Studies
B.A. Pacific Coast Baptist Bible College, San Dimas, CA

RON CAUDILL, Bible/Theology Department
Th.G., Tennessee Temple Bible College, Chattanooga, TN
B.A., Pacific Coast Baptist Bible College

MARTHA CHANDLER, Missions Department
B.S., East Central University, Ada, OK
M.S., University of Oklahoma, Oklahoma City, OK

JEFF COPES, Bible Department/General Studies
A.A., Brevard Community College, Cocoa, FL
B.S., Liberty University, Lynchburg, VA
M.A., Drury College, Springfield, MO

SAM DAVISON, Bible Department/President
Th.G., Baptist Bible College, Springfield, MO
D.D., Calvary Baptist Bible Seminary, Eufaula, OK
Pastor Emeritus, Southwest Baptist Church, Oklahoma City, OK

JASON GADDIS, Bible Department/Graduate School
B.A., Baptist Bible College, Springfield, MO
M.A., Baptist Bible Graduate School of Theo, Springfield, MO
Pastor, Southwest Baptist Church, Oklahoma City, OK
KEITH HAINLINE, Missions Department Chair  
B.S. Baptist Bible College, Springfield, MO  
Former missionary to Kenya, East Africa

DAVE HARDY, Bible Department  
Th.G., Baptist Bible College, Springfield, MO  
B.A., Theology, Baptist Bible College, Springfield, MO  
M.Div., Southwest Baptist Theo Seminary, Ft. Worth, TX  
D.Min., Dallas Theological Seminary, Dallas, TX  
Pastor Emeritus, Eastland Baptist Church, Tulsa, OK

WAYNE HARDY, Graduate School  
B.A., Baptist Bible College, Springfield, MO  
Pastor, Bible Baptist Church, Stillwater, OK

ROCKY HARRILL, Bible Department  
B.A., Baptist Bible College, Springfield, MO  
M.Min., Heartland Baptist Bible College, OKC, OK  
Pastor, Tulsa Baptist Temple, Tulsa, OK

ROGER HOWSE, Education Department Chair/Graduate School  
B.S., University of Maryland, College Park, MD  
M.A., Pepperdine University, Los Angeles, CA  
M.R.E., Temple Baptist Theo Seminary, Chattanooga, TN  
Ed.D., University of Southern California, Los Angeles, CA

SUZANNE HOWSE, Education Department  
G.C.E., Baptist Bible College, Springfield, MO  
B.S., Evangel College, Springfield, MO  
M.A., Pepperdine University, Los Angeles, CA

TED INMAN, Youth Department/Education Department  
B.S., Baptist Bible College, Springfield, MO  
Assistant Pastor, Southwest Baptist Church, Oklahoma City, OK

SARA JENKINS, Music Department  
B.A. Heartland Baptist Bible College, OKC, OK  
M.Christian Educ., Crown College, Powell, TN
JAMIE JETT, Bible Department/Graduate School  
Th.G., Baptist Bible College, Springfield, MO  
B.A., Bethany Divinity Bible College, Dothan, AL  
Th.M., Bethany Divinity College & Seminary, Dothan, AL  
D. Th., Salt Lake Baptist College, Salt Lake City, UT  
M.Bibl Couns, Beth Haven Biblical Counselor’s Sem., OKC, OK  
Ph.D., Beth Haven Biblical Counselor’s Seminary, OKC, OK

JASON JETT, Music Department  
B.A., Heartland Baptist Bible College, Oklahoma City, OK  
Church Staff, Bible Baptist Church, Stillwater, OK

VICKIE JETT, Ladies Ministry/ General Studies  
A.A., Western Wyoming Community College, Rock Springs, WY  
B.A., Pacific Coast Baptist Bible College, San Dimas, CA  
M.A., Salt Lake Baptist College, Salt Lake City, UT  
D.C.M., Salt Lake Baptist College, Salt Lake City, UT  
M. Biblical Counseling, Biblical Counseling Seminary, OKC, OK  
Ph.D., Biblical Counseling Seminary, OKC, OK

PHIL KOPYSCINSKI, Graduate School  
Th.G., Trinity Baptist College, Jacksonville, FL  
B.Div., Great Plains Baptist College, Sioux Falls, SD  
M.A.C.E., Great Plains Graduate School, Sioux Falls, SD  
D.Min., Great Plains Graduate School, Sioux Falls, SD  
Pastor, Maranatha Baptist Church, Newcastle, OK

RHONDA KOPYSCINSKI, Education Department  
B.S. Hyles Anderson College, Crown Point, IN  
M.C.E., Great Plains Baptist College, Sioux Falls, SD

DALE LIESER, Music Department  
B.Music, St. Olaf College, Northfield, MN  
M.Music, University of Arkansas, Fayetteville, AR  
Church Staff, Southwest Baptist Church, Oklahoma City, OK

AARON MAST, Music Department Chair  
B.A., Heartland Baptist Bible College, Oklahoma City, OK
JAMES MERLO, General Studies  
B.A., Heartland Baptist Bible College, Oklahoma City, OK  
M.Min., Heartland Baptist Bible College, Oklahoma City, OK  
Pastor, Iglesia Bautista el Calvario, Oklahoma City, OK

ED PEARSON, Bible Department Chair/Dean of Graduate School  
B.Th., Andersonville Baptist Seminary, Andersonville, GA  
M.Th., Andersonville Baptist Seminary, Andersonville, GA  
D.Div., Southern Indiana Baptist College, Dupont, IN  
Th.D., Andersonville Theological Seminary, Andersonville, GA

VICKI PIERCE, Music Department  
B.A.Music, Western Kentucky University, Bowling Green, KY

WARREN SCRUGGS, General Studies  
B.S., Liberty University, Lynchburg, VA

JOHN WATERLOO, Theology Department  
B.A., Baptist Bible College, Springfield, MO  
M.Min., Andersonville Baptist Seminary, Andersonville, GA  
D.Min., Andersonville Baptist Seminary, Andersonville, GA  
Pastor, Central Baptist Church, Ponca City, OK

TERRI WELCH, General Studies  
B.Ed, University of Central Oklahoma, Edmond, OK  
B.Eng, University of Central Oklahoma, Edmond, OK  
M.A., University of Central Oklahoma, Edmond, OK

RICK WILLIAMS, Bible Department  
B.A., Heartland Baptist Bible College, Oklahoma City, OK  
M.Min., Heartland Baptist Bible College, Oklahoma City, OK  
Church Staff, Southwest Baptist Church, Oklahoma City, OK

R.B. YEAGER, Bible/Theology Department  
Th.G., Baptist Bible College, Springfield, MO  
B.A. Baptist Bible College, Springfield, MO

DAVID ZIMMERMAN, Bible/Theology Department  
Th.G. Missions, Baptist Bible College, Springfield, MO  
Pastor, Bible Baptist Church, Sapulpa, OK
STAFF

Academic Dean/Registrar
Roger Howse, Academic Dean
Jason Spivey, Admissions
Sarah Hilton, Curriculum

Finance Department
Warren Scruggs, Business Manager/Human Resources
Brian Moseley, Finance Supervisor
Ladeana Miller, Accounts Payable
Amy Dohmen, Student Accounts

Administration
Linda Stocker, Executive VP Secretary
Benita Pearson, Receptionist

Graduate School
Ed Pearson, Dean
Roger Howse, Admissions

Bible Department
Ed Pearson, Chairman
Barbara Blythe, Secretary

Graphic Design
Aaron Ferguson

Bookstore
Brian Moseley, Manager

Information Technology
Joe Mizer

Cafeteria
Terry Miller, Food Service Manager

Maintenance and Grounds
Greg Wick, Facilities
Nathan Heckle, Grounds

Campus Service Center
Carlene Smith

Missions Department
Keith Hainline, Chairman

Dean of Students Office
Jamie Jett, Dean of Students
Ben Logue, Dean of Men
Vickie Jett, Dean of Women

Music Department
Aaron Mast, Chairman

Extension Department
Ed Pearson, Director
Barbara Blythe, Secretary

Security
Jude Buffington
Calendar of Events
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>August 19, Friday</td>
<td>Residence Halls Open</td>
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<tr>
<td></td>
<td>New Student Orientation</td>
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<tr>
<td>August 22, Monday</td>
<td>New Student Registration</td>
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<td></td>
<td>8:30-12:00</td>
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<tr>
<td>August 23, Tuesday</td>
<td>Continuing Student Registration/</td>
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<td>Complete Early Registration</td>
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<td>August 23 - August 24</td>
<td>Tues PM, Wed AM, Wed PM</td>
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<td></td>
<td>Opening Days Preaching</td>
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<td>First Day of Semester</td>
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<tr>
<td>August 25 - August 26</td>
<td>Thursday - Friday</td>
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<tr>
<td></td>
<td>Student Life and Character Orientation</td>
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<td>8:00 - 12:00</td>
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<tr>
<td>September 5, Monday</td>
<td>Labor Day Picnic</td>
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<tr>
<td>October 10 - October 13</td>
<td>Alumni Homecoming Week</td>
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<td>Mon PM - Thurs PM</td>
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<tr>
<td>October 13 - 14</td>
<td>Young Man Preaching Challenge</td>
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<td>Thurs - Fri</td>
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<tr>
<td>November 23 - November 28</td>
<td>Wednesday - Monday</td>
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<td>THANKSGIVING HOLIDAY</td>
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<tr>
<td>December 2, Friday</td>
<td>Christmas Banquet</td>
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<td>December 5 - December 9</td>
<td>Monday – Friday</td>
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<td>Final Exam Week</td>
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<tr>
<td>December 9, Friday Noon</td>
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SPRING 2012

January 5, Thursday  Residence Halls Open
January 6, Friday  New Student Registration
Continuing Students Registration/
Complete Early Registration
8:30-12:00
January 9, Monday  Student Orientation/Work Day
8:30-12:00
January 10 - January 12  Tue AM - Thu PM
National Church Planting/
Home Missions Conference
Opening Days/First Day of Semester
February 20, Monday  PRESIDENTS’ DAY HOLIDAY
March 8 - March 9  Thursday - Friday
Missions Emphasis Days
March 21 - March 23  Wednesday - Friday
College Days
March 28 - April 3  Wednesday - Tuesday
SPRING BREAK
April 30 - May 4  Monday - Friday
Final Exam Week
May 4, Friday  Graduation Banquet
May 7 - May 10  Monday PM – Thursday PM
Graduation Preaching Conference
May 10, Thursday, 7:00 PM  Graduation 2012
May 10, Thursday  Last Day of Semester
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<td>February 18, Monday</td>
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<td>March 27 - April 2</td>
<td>Wednesday - Tuesday</td>
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Preaching The Word,
2 Timothy 4:2
Reaching The World...
Est. 1967
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<tbody>
<tr>
<td>72  Academic Ethics</td>
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<td>76  Biblical Studies Program</td>
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