

# DISTANCE LEARNING PROGRAM

## PURPOSE OF DISTANCE LEARNING

The primary purpose of Distance Learning is to make available to the non-resident student courses similar to those taken by students on the Hillsdale campus. This program is designed to meet the particular educational needs of pastors and other Christian workers who may not be able to come to the campus for resident study. For the student who wishes to come to Hillsdale and complete an A.A. or B.A. degree, these courses may be used to satisfy degree requirements.

The student who does not wish to complete a degree from Hillsdale may complete a Certificate in Bible entirely through these courses. This certificate is not a college degree, but it is recognition of a significant accomplishment in education.

A secondary purpose of Distance Learning is to make available to students a program of Biblical and secular courses that they may use to develop their own skills and abilities.

## SCOPE

Using modern educational methods and materials, it is possible to offer a wide variety of courses through Distance Learning. The program at Hillsdale falls into two areas. First, there is the area of religious studies. This area includes courses in Bible, theology, church history, evangelism, Christian missions, pastoral ministry, and church music. These courses are designed to prepare one to serve more effectively in Christian work.

Second, there is the area of arts and sciences. This area includes courses in English, history, political science, psychology, etc. These courses are part of a well-rounded education, and they are designed to assist the student to become a more effective and meaningful member of society.

## NEED FOR ADULT EDUCATION

Many individuals for a variety of different reasons have been unable to complete their educations during the years when most people do. During their adult years they desire further training and education. Those who have had college training may feel the need for refresher courses or courses they may not have had the opportunity to take. If you are in one of these categories, we invite you to consider Distance Learning.

Distance Learning is self-paced and self-directed. For that reason, it is not recommended for the young person who has just completed high school. That student might benefit more from the structured environment of traditional classes taught through a regular college semester format. For the more mature student who has the responsibility for a home, a job, and a church, a non-traditional distance learning course of study might be ideal. It is with that student in mind that this program is designed.

## BENEFITS OF DISTANCE LEARNING

1. The student may enroll for the number of hours that will suit his or her own life schedule and educational ability.
2. The student may work at his or her own pace. The only restriction is that courses must be completed within one year of enrollment.
3. The student may work at convenient times without being tied to a class hour.
4. The student may work in his or her own home or other convenient place.
5. The student may begin or end courses at any time of year.
6. The cost of Distance Learning may be less than for resident courses.

## COLLEGE CREDIT

Distance Learning courses are accepted for degree credit at Hillsdale in so far as they are applicable to the specific degree program which the student is pursuing. On-campus students should consult with their faculty advisor and the Academic Dean to insure applicability of courses.

Students who plan to transfer Distance Learning courses to other institutions should get the permission of the receiving institution prior to enrollment.

## WHO IS ELIGIBLE TO ENROLL

Any person who has attained the age of eighteen years (regardless of race, sex, national origin, or handicap) may enroll for these courses. Since they are college level courses, students who have not graduated from high school or completed a GED will be admitted on a provisional basis. After the student has completed his or her first course with a passing grade, the provisional enrollment status will be removed.

## ENROLLMENT PROCEDURES

The student must complete the following steps in order to enroll for Distance Learning courses:

1. Complete the Distance Learning Application and Enrollment form. A student may use this form to enroll for one, two, three, or four courses.
2. Include the proper payment with the Application and Enrollment form.
3. Students who plan to use Distance Learning courses to satisfy degree requirements should also forward copies of high school and college transcripts.

## RE-ENROLLMENT

A student may enroll for additional courses by completing another Application and Enrollment form and paying the appropriate fees for tuition and materials.

## TRADITIONAL STUDENTS

The guidelines regarding traditional students taking a Distance Learning course will include the following:

1. Any student receiving Federal Financial Aid cannot use the federal funds received to pay any portion of the cost associated with a Distance Learning course. For Example: The student's contribution (including institutional scholarships) toward the cost of attendance must equal or exceed the cost of any Distance Learning tuition, fees, books, and materials.
2. A student may not take a Distance Learning course during a semester when that same course is being offered in the traditional classroom setting.
3. A student may only take one Distance Learning course during a single semester or term.

### **COURSE MATERIALS**

Distance Learning courses make use of a variety of course materials including textbooks, workbooks, cassette tapes, examinations, etc. Textbooks are published by major publishers and are similar to the textbooks used on the Hillsdale campus. These textbooks have been selected with care, but we cannot guarantee that they reflect at every point the viewpoint of the administration and faculty of Hillsdale Free Will Baptist College.

Workbooks, tapes, and examinations are developed under the supervision of the Coordinator of Adult Studies and the Academic Dean. The goal is that these course materials be comparable to the course materials used on campus.

### **EXAMINATIONS**

At least one major examination is required in each course; most courses require two or three. These major examinations must be taken under appropriate supervision. Students who live within driving distance (app. 50 miles) of the Hillsdale campus are required to take the examinations on campus under the supervision of the faculty supervisor, Coordinator of Adult Studies, or in the Library Testing Center. Students who do not live within driving distance of the Hillsdale campus will take their examinations under the supervision of an approved proctor. The student will be responsible for identifying and making appropriate arrangements with a proctor. The suggested proctor should meet the following criteria: 1) must not be a relative or a co-worker of the student, and 2) must be a professional educator, administrator, librarian, member of the clergy, law enforcement officer, or direct supervisor at the student's place of employment. The student must submit a "Proctor Application Form." Approval for all proctors must be obtained from the Coordinator of Adult Studies.

### **TIME LIMITATIONS AND INCOMPLETE GRADES**

A student may begin or end a Distance Learning course at any time of year. There is no minimum time, but all courses must be completed within one year of enrollment. All assignments, including examinations, must be completed at least two weeks before a transcript is needed. If a student is making progress on the course but needs an extension, he/she may request that a grade of "I" (Incomplete) be issued. If an "I" is granted, students have six weeks after the end of the initial year's enrollment to complete the work. To be granted an incomplete, the

student must submit a "Request for Grade of Incomplete Form." The course supervisor and the Coordinator of Adult Studies will determine if an "I" grade will be granted. If the incomplete work is not satisfactorily completed by the designated deadline, the grade originally submitted by the course supervisor at the conclusion of the year's enrollment will become the final grade. If the incomplete work is completed to the supervisor's satisfaction by the end of the six weeks, the supervisor will submit a Grade Change. Any requests for exceptions to this policy must be submitted in writing to the appropriate college committee.

### **FACULTY SUPERVISOR**

Each student who enrolls in a Distance Learning course is assigned to a faculty supervisor who will supervise the student, grade the assignments, and determine the final grade for the course. Students should maintain regular contact with the faculty supervisor by mail, email, or telephone. With the exception of examinations, assignments which have been graded by the faculty supervisor are returned to the student with the supervisor's comments. A record of each student's progress is maintained in the office of the Coordinator of Adult Studies, and the student may receive a progress report at any time.

### **TUITION COSTS**

Tuition for Distance Learning courses is \$160.00 per credit hour in U.S. funds; this fee is subject to change. Tuition for on-line courses is the same as the credit hour rate listed in the "College Costs and Business Information" section of this Catalog. For traditional students enrolled in 12-15 hours, one Distance Learning course may be covered by block tuition. Any student receiving Federal Financial Aid cannot use the federal funds received to pay any portion of the cost associated with a Distance Learning course.

Students may take the opportunity to reduce tuition costs by using the 4-for-3 program. A student may pay for 3 courses at one time and get the 4<sup>th</sup> course at no additional tuition costs. Costs for textbooks and materials will still apply. This program will carry the thirty-day money back guarantee, but no refunds will be issued after thirty days.

New students are charged a \$20.00 non-refundable application fee that covers the cost of setting up the new student's file.

### **DISCOUNTS**

Students in full-time ministry and the spouse of those in full-time ministry may be eligible for a discount, upon approval of the Coordinator of Adult Studies, up to 50%.

### **TEXTBOOKS**

Textbooks and other course materials must be purchased at the time of enrollment. The cost varies, but for most courses, the textbook and materials cost is \$50.00 to \$75.00.

### TIME PAYMENT PLAN

Hillsdale Free Will Baptist College is pleased to make available to its Distance Learning students a time payment plan that operates as follows:

1. The \$20.00 application fee must be paid at the time of the student's first enrollment.
2. At least 25% of the tuition must be paid at the time of enrollment. The remainder must be paid over the next three months at the rate of 25% per month.
3. Students will be invoiced for course materials at the time of enrollment. Materials will be shipped upon receipt of the proper payment.
4. No transcript will be released until all accounts have been paid in full.

### REFUND POLICY

Distance Learning courses carry a thirty-day money back guarantee. If a student decides not to complete a Distance Learning course, he or she may return the materials unused and undamaged to the Coordinator of Adult Studies within thirty days of receipt. The student will receive a full refund (except for the \$20.00 application fee). No refunds are given after thirty days.

### NON-CREDIT COURSES

Hillsdale is pleased to make available a non-credit course on Free Will Baptist Doctrines. It is designed for individuals who wish to learn more about the Bible and Christian beliefs without obtaining college credit. Because this course is offered without college credit, the only cost is for books and materials.

The course is so designed that it may be taken by a student working alone or by a student working as a part of a class in his church.

It is not necessary to fill out a formal application to receive this course. All a student needs to do is to write Hillsdale Free Will Baptist College at the address given on the cover and request the course. Payment should accompany the order. Please contact the college for the cost of these materials.

This course is based on the Free Will Baptist *Treatise* and the book *Free Will Baptist Doctrines* written by Dr. J.D. O'Donnell, a former moderator of the National Association of Free Will Baptists. Free Will Baptist Doctrines is a course that may be taken in a Sunday School class, during a Church Training Service, or as part of a mid-week service. Any teacher or pastor can administer it to a group; there is a workbook with answer key.

### BIBLE CERTIFICATE

Upon successful completion of 30 semester hours of Bible and Bible-related courses, the student will be awarded a Certificate in recognition of his or her accomplishment. This Certificate is not a college degree, but it does provide appropriate recognition for the student's study and labor. Students may choose to participate in the graduation exercises, but must pay the appropriate fees.

#### Required courses:

ENGL 1513 Literary Study of the English Bible I	3 hours
ENGL 1613 Literary Study of the English Bible II	3 hours

The remaining 24 hours may be chosen from Bible, Ministry, Mission, Theology, or Church History courses.

## COURSE DESCRIPTIONS

Course Numbers: Numbers of four digits are used to designate courses. The first digit represents the classification: Freshman, 1000; Sophomore, 2000; Junior, 3000; and Senior, 4000. The last digit is the number of credit hours the student may earn for the course.

Select courses are available in an on-line format. Please contact the Distance Learning Office for details.

- BIBL 2113 LIFE AND WRITINGS OF PAUL** 3 hours  
This course includes a survey of the basic events in the life of the Apostle Paul and an introduction to his writings. Special attention is given to the important position occupied by Paul in the life, literature and worship of the early church
- BIBL 2313 LIFE OF CHRIST** 3 hours  
This course is a study of the basic events of the life and ministry of Christ based upon the four Gospels. Special attention is given to His teachings and the history of the interpretation of the Gospels.
- BIBL 2413 SURVEY OF THE PROPHETS** 3 hours  
This course is a study of the prophetic literature of the Old Testament. Attention is given to the beginnings of the prophetic movement, the place which it occupied in the history of Israel, and the major writings it produced.
- BIBL 2613 EARLY CHRISTIANITY** 3 hours  
This course is a study of the early formative years of the Christian church with special reference to the Book of Acts and other early Christian writings.
- BIBL 3313 PENTATEUCH** 3 hours  
This course is a critical study of the text of the first five books of the Old Testament with an analysis of its historical setting and theological significance.
- BIBL 4313 GOSPEL OF JOHN** 3 hours  
This course provides a careful analysis of the historical background, content, and interpretation of the Gospel of John.
- ENGL 1113 ENGLISH COMPOSITION I** 3 hours  
This is a study of the principles of composition designed to develop the student's ability to write straightforward and effective English. A volume of readings is used as a basis for analysis of styles and resources for writing. Attention is given to the application of grammatical principles in the study of the sentence, the paragraph, and expository papers. Study is made in research methods, and at least one research paper is required.
- ENGL 1513 LITERARY STUDY OF THE ENGLISH BIBLE I** 3 hours  
An over-all view of the structure, contents, history, peoples, and teachings of the Old Testament is given. A careful reading of the Biblical text is required. The course includes geography studies, character studies, and spiritual applications of modern-day living.
- ENGL 1613 LITERARY STUDY OF THE ENGLISH BIBLE II** 3 hours  
An over-all view of the structure, contents, history, peoples, and teachings of the New Testament is given. A careful reading of the Biblical text is required. The course includes geography studies, character studies, and spiritual applications of modern-day living.
- HIST 1323 AMERICAN HISTORY TO 1865** 3 hours  
A general course concerned with political, economic, and social history of the United States up to 1865.
- HIST 1423 AMERICAN HISTORY SINCE 1865** 3 hours  
A continuation of the general course concerned with political, economic, and social history of the United States since 1865.
- HIST 3113 CHURCH HISTORY I** 3 hours  
This course is a survey of the development of the Christian church from the end of the apostolic age to the Protestant Reformation. Consideration is given to the outstanding persons and events of this period and to the doctrinal development that took place.
- HIST 3213 CHURCH HISTORY II** 3 hours  
This course is a survey of the development of the Christian church since the Protestant Reformation. It examines the doctrinal development and missionary expansion of the Christian faith.
- MISS 1112 PERSONAL EVANGELISM** 2 hours  
This course is designed to aid the student in sharing his or her faith with another person. Various problems are discussed which the worker will encounter. Emphasis is given to scriptural passages of value in witnessing.
- MISS 1313 INTRODUCTION TO MISSIONS** 3 hours  
This course is designed to acquaint the student with the Bible basis of missions and basic missionary principles, purposes, and activities including the denominational program. It deals with the missionary's relations with the Mission Board and home constituency as well as with nationals and fellow missionaries.
- MUSI 1122 FUNDAMENTALS OF MUSIC** 2 hours  
This course is designed to acquaint the student with the rudiments of music. It includes the study of the staff, notes, rests, scales, keys, key signatures, sight singing, and ear training.
- PHIL 2113 ETHICAL ISSUES** 3 hours  
This course is a study in ethics written from a Christian perspective. It is designed to assist college students in the integration of belief and behavior. The student is challenged to interact with some of the major ethical issues in today's society.

**POLS 1523 AMERICAN FEDERAL GOVERNMENT**

3 hours

A study of the realities of the political and governmental process in the United States: how that process actually works in practice, its strengths and shortcomings, the needs and possibilities for change and reform, and the significant issues of public policy.

**PSYC 1123 GENERAL PSYCHOLOGY**

3 hours

This course provides an introduction to the general principles of psychology. The student is acquainted with the human organism, its behavior, and some of the mechanics and dynamics of learning, perception, emotion, and motivation.

**RELG 3113 COMPARATIVE RELIGIONS I: NON-CHRISTIAN AMERICAN RELIGIONS**

3 hours

The beliefs and practices of some of the fringe groups of the Christian religion such as Jehovah's Witnesses, Mormonism, New Age, the Occult, Unification Church, and others are examined. Discussion, lecture and project in which the student makes and extensive study of one of these groups will be the methods employed.

**RELG 3213 COMPARATIVE RELIGIONS II: WORLD RELIGIONS**

3 hours

This course is designed especially to acquaint students with the major religions of the world. The study includes Buddhism, Hinduism, Animism, Islam, Romanism, Bahaism, and others.

**THEO 1213 FREE WILL BAPTIST HISTORY AND DOCTRINE**

3 hours

This course is a study of the historical foundation of the Free Will Baptist denomination with attention to the men and women who have made significant contributions to its life and thought. The second part of the course consists of a survey of the beliefs of the Free Will Baptists including the distinctive doctrines of this movement.

**THEO 3313 SYSTEMATIC THEOLOGY I**

3 hours

This course is an introduction to the major doctrinal teachings of the Christian faith. It begins with an analysis of the major terms used in the field of systematic theology and an over view of the major theological systems which the student is likely to encounter. It also examines theology, bibliology, Christology, and pneumatology.

**THEO 3413 SYSTEMATIC THEOLOGY II**

3 hours

This course is a continuation of THEO 3313 Systematic Theology I. It examines angelology, soteriology, ecclesiology, and eschatology.