

Academics

‘And the things that you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others.’

II Timothy 2:2

ACADEMICS

GENERAL INFORMATION

Changing Courses or Class Schedules. After registration, a student may drop or add a course of study with approval of the advisor or Academic Dean. Drop/Add period will continue through the first two weeks of classes each semester. Drop/Add period for 8-week online courses is one week from the first day of the class. A fee of \$10 is charged for each course dropped or added.

Add. In a regular semester, a course may be added officially with approval of the instructor and advisor by completing a Drop/Add form by the specified deadline. Classes missed will be recorded as absences. The Drop/Add form is available in the Registrar's Office and on the college website.

Drop. A course may be officially dropped by completing a Drop/Add form and submitting it to the Registrar's Office by the specified deadline. All courses dropped without going through the proper procedure will receive a grade of F and the student will be responsible for the cost of tuition for that course. Changes in enrollment status may cause the reduction or cancellation of Financial Aid awards.

After the Academic Drop Period. A student or parent may not request a course schedule drop/add after the academic drop period has ended for a particular semester/session. Once a student has financially registered, it is the student's responsibility to make changes to the course schedule within the drop/add timeframe for that semester/session. A student who contacts his or her advisor after the academic drop period has ended will not be considered for a semester charge reduction regardless of class attendance, how payment was made, or if an outstanding balance is presently owed. The student will be charged 100% of the total tuition charges.

Withdrawal from a Course. If a student (including notice from an individual acting on his or her behalf) withdraws because of work, illness, accident, grievous personal loss, or other such circumstances beyond the student's control, he or she must provide official notification to the Registrar's office in writing and the date of departure recorded. The date the institution determines related to the circumstances shall be used as the date of withdrawal and financial aid for the student calculated accordingly, with notification given to the student about any funds returned and account billing.

If the college cannot locate and communicate with a student to whom a Title IV credit balance is due, the said amount will be returned to the department of education after determining which Title IV program created the credit balance.

An I (incomplete) grade is designated when unusual circumstances prevent a student from completing his/her work at the end of the semester. The student is given two weeks following the end of the semester to complete the assignments. After two weeks all I's will be automatically recorded as F's.

W (Withdrawals) may be designated WF (Withdraw Failing) or WP (Withdraw Passing). A WP does not affect a student's GPA but a WF would affect a student's GPA in the same manner as an F.

Computer Labs. A computer lab with Internet access is available in Heritage House for students to use for research, study, and preparation of class assignments. Computers are also available in the Library for research, assignments and learning lab sessions.

Early Alert Policy. Faculty or staff will complete the "Early Alert Form" for any student who misses two days of class, is not performing up to expectations, or exhibits other signs that he or she is experiencing academic or personal problems. This form is submitted to the Dean of Students. A plan for interventions will be provided to the Academic Dean, the President, and the Financial Aid Director. Meetings will be scheduled with the student on a regular basis until the problem is satisfactorily resolved.

The Early Alert Form is sent to the Dean of Students who will set up a personal meeting with the student within one week after receiving the form.

The Dean of Students will write a report on the results of his meeting with the student and will, in cooperation with the student's faculty advisor, develop a plan to provide the needed assistance to the student. A copy of this report and the plan for intervention will be provided to the Academic Dean, the President, and the Financial Aid Director.

Follow-up meetings with the student and the faculty advisor will be scheduled on a regular basis until the problem is satisfactorily resolved.

A final report should be written and submitted to the Academic Dean and the President, with copies to the faculty advisor, the Financial Aid Director, and the student's file.

Educational Objectives. The educational program at Heritage Bible College is designed to provide a curriculum, environment, and learning experience for divinely called men and women in Bible knowledge, ministry skills, and spiritual maturity, to prepare them academically for professional and lay ministry at home and abroad as defined in the General Information section of this catalog.

Faculty Advising. An advising committee is made up of faculty department heads. Each student is assigned to an advisor to provide guidance throughout his or her degree program. The Academic Dean will be consulted as needed to assist in the student's overall academic program.

Academic Advising

Institutional Responsibility: The College has the obligation to provide for every student an academic advisor who is knowledgeable of students, the academic programs available, and the institution's academic regulations. Faculty members accepting advisory duties should regard them highly and conduct them in a serious, professional manner.

Student Responsibility: The student has an obligation to work closely with his or her advisor, striving to be cooperative in carrying out instructions and meeting obligations to the advisor with proper regard for advice received.

Lecture or Class Notes. Students will be informed in the first class session of any required fees for printed materials. An additional fee cannot be assessed for material distributed later in the semester. The student is responsible for all lecture notes, announcements of future tests and future assignments whether in class or not.

Library. The Alphin-Ellis Learning Center's scheduled hours for the 2010-2011 academic years are as follows but are subject to change:

Monday, Tuesday & Thursday	9 a.m. - 8 p.m.
Wednesday	9 a.m. - 5 p.m.
Friday	9 a.m. - 5 p.m.

Library staff posts changes in the schedule as they occur. During the summer months, the library is open from 9 a.m. until 5 p.m. Monday through Thursday. An online public access catalog (OPAC) is available in the library. Computers for research or class assignments are available for student use. A learning lab is also provided for students who need additional assistance to ensure a successful academic outcome in their studies.

The Alphin-Ellis Learning Center subscribes to a number of periodicals relating to the educational concerns of the College.

The library has an Interlibrary Loan agreement with Campbell University at Buies Creek, NC, allowing students to borrow books from the university library.

Official Transcripts. The Registrar, only upon the written request of the student, will issue a transcript of credit. An official transcript will be sent to another institution or other authorized person or agency only upon the written approval of the student. No transcript will be issued if the student has an outstanding debt at the College. Official transcripts have the signature of the Registrar and are mailed directly to the employer or educational institution and not to the student.

There is a charge of \$5 for each transcript requested. If more than one transcript is requested at the same time, there is a charge of \$2 for each additional copy.

Online Classes. We offer two eight-week sessions of online classes per semester, and one eight-week session over the summer. Continuing students must register for both sessions of online courses during the regular registration period. Registration for new

students for second session online courses may be completed through the first week of those courses. Students who reside on campus may take online classes but may not have a course load consisting only of online courses. The cost for online courses is the same as for on-campus courses. All online practicums are 16 weeks in length.

Plagiarism. Cheating is a serious offense in any academic situation. Students found cheating will receive an F on an examination or assignment and will be reported to the Academic Dean for further disciplinary action.

Webster's Dictionary states that to "plagiarize is to steal and pass off (the ideas or words of another) as one's own." In doing research papers or other assignments, students must be careful to give credit for sentences, paragraphs or larger blocks of text and ideas that they may incorporate into their papers by the use of footnotes or endnotes. Failure to do so will result in a reprimand by the professor and the work will have to be done over with the corrections made. Students at Heritage Bible College are expected to be men and women of integrity and honor in all things. Penalties for plagiarism will be applied up to and including expulsion from the college.

Repeating a Course. When a student elects to repeat a course, only the higher grade received will be counted in the computation of his/her grade point average. The student is not allowed to repeat a course more than twice. Financial Aid will not cover a student taking a course more than two times.

Summer Sessions. The College offers one eight-week online session during the summer to meet student needs and to extend its outreach. The summer online session is designed for students who want to accelerate or enrich their program of study or to correct deficiencies. Other individuals may take courses to improve their Bible knowledge or to enhance their Christian service. Summer courses consist of representative courses from the College curriculum and earn three semester hours of credit. The College reserves the right to cancel any classes with fewer than six students. Resident faculty members normally teach the courses.

Withdrawal Policy

Official/Unofficial Withdrawal Policy

There are two types of withdrawal for Federal Student Aid purposes (1) Official Withdrawal and (2) Unofficial Withdrawal.

Class Attendance: Class attendance and Satisfactory Academic Progress (SAP) **is required** to receive Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Family Education Loans (FFEL) and HBC Scholarships. You may be billed up to 100% of any of these funds received if your enrollment status changes due to non-attendance or academic dismissal.

The law requires that if you withdraw from college the amount of federal financial aid assistance that you have 'earned' up to that point is determined by a specific

calculation developed by the United States Department of Education. If you received more assistance than you earned, the excess funds **must be** returned.

Official Withdrawal

Official Withdrawal is when you officially notify the Registrar's office of your intentions to completely withdraw from college. If you plan to withdraw, please contact the Registrar's office and complete the withdrawal form in its entirety. The withdrawal form must be completed and signed by the student. As a part of the withdrawal process, the student must meet with the Dean of Students, the Financial Aid Office, and the Business Office. Your official notification date is considered to be your official withdrawal date for calculating the amount of financial aid assistance earned.

If an official withdrawal occurs within the first 21 calendar days of classes, the record will show a date of withdrawal, but no grades will be recorded. If withdrawal occurs after this time, the student will receive grades of "WF."

Withdrawal from a course after the drop/add period must be made in consultation with the advisor after completing a withdrawal form in the Registrar's office. A course may be withdrawn from the third week to the mid-term with a WP (withdraw passing) or a WF (withdraw failing). The instructor will assess if the student is withdrawing passing or failing. No course can be withdrawn after 12 weeks of classes. Grades for courses dropped unofficially will be recorded as F.

Unofficial Withdrawal

Withdrawing without prior administrative approval will result in an unofficial withdrawal. Students are unofficially withdrawing when they fail to attend classes through the end of the semester. Grades of "WF" will be recorded in all courses for which the student was enrolled. The withdrawal date will be determined by the Registrar's Office and will be based upon college information indicating the student's last date of attendance in class. Students with Federal grants and/or Federal loans will be subject to the Title IV withdrawal calculation. The Title IV withdrawal calculation will result in the reduction and/or cancellation of all financial aid. Consideration will be given to students withdrawing due to circumstances beyond their control. The Registrar's Office will determine the official withdrawal date based upon the extenuating circumstances.

An expulsion resulting from violation of the disciplinary system will result in an administrative withdrawal. Grades of "WF" will be recorded in all courses for which the individual is officially withdrawn.

A \$100.00 fee will be charged for the processing of an official, unofficial, or administrative withdrawal. This fee will be deducted from any refund due on the student's account or he/she will be responsible for payment of this fee.

ATTENDANCE POLICY

Attendance Records. All instructors are required to keep attendance records and to report student absences to the Registrar's Office. Verification of all absences must be made in writing and presented to the course instructor on the first day that the student returns to class. Work missed during absences can be made up at the discretion of the instructor. **No absence will be excused without an absentee form being completed and given to the instructor.** The instructor will note in his/her record and on the absentee form whether the absence is excused or unexcused, sign the form and return it to the student.

Class Attendance. The College policy regarding attendance is that:

1. The student is obligated for all required work, written and oral, in each course for which registered, whether the student attends class or not. Three tardies constitute an absence. Instructors may assign extra work and/or lower a grade up to one letter grade per unexcused absence, or both. The student may also be dropped from the course with a grade of F for excessive absences, at the discretion of the instructor.
2. **No student will receive credit for any course in which he or she fails to attend at least 75 percent of the classes held.**
3. Students should understand that allowable absences are designed for, but not limited to, personal and family emergencies, inclement weather conditions, bona fide medical needs and officially approved representation of the College. Students whose absences fall in these categories will be allowed to make up work. It is incumbent upon the student to notify the professor in advance whenever possible.
4. Absences for reasons other than those listed above normally will not be "excused" under any circumstances, although it is understood that they may occur.
5. Professors will include a clear statement of the absentee policy in the syllabus for each course and will announce it in the first two sessions of each semester/session.
6. Students enrolling late or adding classes after a semester begins will be recorded absent for classes missed.
7. In all courses, the number of unexcused absences shall not exceed the credit hours of the course.

Graduation Attendance. It is expected that all students, faculty, and staff will attend graduation exercises. This is the highlight of every school year and the beginning of the graduates' venture into ministry to their world.

GRADING SCHEDULE

Grading scales with assigned quality points are as follows:

Grade	Quality of Work	4-Point Scale
A	100-93 Excellent	4
B	92-85 Above Average	3
C	84-77 Average	2
D	76-70 Below Average	1
F	Below 70	0
F/A	Failure due to Absence	0
S	Passing	0
U	Non-passing	0

Aud *Audit.* Students may attend classes without the requirement to complete assignments. No grade or credit is given for audited courses.

I *Incomplete.* Work designated as Incomplete must be completed within two weeks of the end of the semester. After two weeks following the end of the semester, all Incomplete grades will be automatically recorded as F.

WF *Failing at the time of withdrawal from class/College.* This *does* affect the student's GPA in the same manner that an F would.

WP *Passing at the time of withdrawal from class/College.* This does *not* affect the student's GPA.

Academic Load. The minimum academic load for classification as a full-time student is 12 semester hours. The normal load is 16 semester hours and the maximum load is 18 semester hours. Anything over 18 hours requires the approval of the Academic Dean. This approval is granted only based on superior academic achievement.

Students admitted provisionally and those on probation may not enroll for more than 12 semester hours.

Any student experiencing academic difficulty or needing learning assistance may contact the librarian in the Alphin-Ellis Learning Center. Learning labs, tutoring and mentoring are available to students who need these services.

Academic Standing and Continuance. Academic standing is computed by dividing the total number of quality points by the number of hours taken. A standing of 2.0 (average of C) is required for graduation. Continuance and promotion from one academic classification to another is based on completion of the following number of hours:

Freshman	0-30
Sophomore	31-64
Junior	65-97
Senior	98-128

The minimum standard of achievement expected is a C average (2.0). The table below is based on the minimum retention standard and is designed as a guide to students who fall below the 2.0 curriculum average:

<u>Hours Attempted</u>	<u>Probation</u>
1-30	Below 2.0
31-64	Below 2.0
65-97	Below 2.0
98-128	Below 2.0

Academic Probation. A student who does not have a “C” average will be placed on academic probation. A student who is placed on academic probation is subject to the following restrictions:

First Semester Probation

1. Academic load limited to 12 hours
2. Voluntary restriction to 2 extracurricular activities
3. Voluntary meetings with academic advisor
4. Meet with Learning Lab Supervisor and be assigned a tutor
5. Mandatory meeting with tutor

Second Semester Probation

1. Academic load limited to 12 hours
2. Extracurricular activities limited to 1
3. Mandatory monthly meetings with academic advisor
4. Meet with Learning Lab Supervisor and be assigned a tutor
5. Mandatory meeting with tutor

These restrictions are designed to aid students in removing themselves from probationary status as well as serving as a warning to them that, unless they *achieve a 2.0 term GPA* at the end of their second consecutive semester on probation, they will lose eligibility for federal financial aid programs and will be considered for suspension.

Failure to show evidence of satisfactory progress after being placed on probation is sufficient cause for a student to be academically excluded from the College.

A student may be required to withdraw from a course at any time if, in the judgment of the Academic Dean, continuation in the subject is resulting in no advantage to the student or in harm to others. A student who fails to maintain satisfactory attendance can be excluded from the course with a grade of F at the discretion of the instructor. The matter may then be appealed to the President whose decision is final.

A student may appeal academic exclusion to a review committee composed of the Academic Dean, the Dean of Students, Registrar, and a faculty member who taught the student during the semester prior to exclusion.

Veterans' benefits will be terminated for any veteran who is academically excluded from the College.

A student who has been excluded or who has withdrawn from the College for any reason must make application for readmission through the Admissions Office.

Grade Appeals Process. Students who have reason to disagree with a grade awarded by an instructor should first discuss the grade with the instructor. If a satisfactory conclusion is not reached, the student may appeal the grade through the due process policy for appeal of grades as outlined in the Student Handbook.

Point System. The 4.0 system of awarding academic credit is used. One credit hour is awarded for each hour of class time per week for a semester.

Quality points are awarded using the following scale:

- 4 points for each credit hour of A-grade work
- 3 points for each credit hour of B-grade work
- 2 points for each credit hour of C-grade work
- 1 point for each credit hour of D-grade work
- 0 points for each credit hour of F-grade work

Graduation. No degree will be awarded to a student whose cumulative GPA is below 2.00.

Federal financial aid. Federal financial aid eligibility is contingent upon satisfactory academic progress. Please see the catalog section on Financial Aid for details.

Veterans and others eligible for VA benefits. Students who receive Veterans benefits must exhibit satisfactory academic progress toward completion of the program of study as well as maintaining good academic standing to continue receiving benefits.

Additional information is available from the VA Certifying Official at Heritage Bible College (Financial Aid Director), the Winston-Salem Regional Veterans Administration Office, 251 North Main Street, Winston-Salem NC 27155 (1-800-827-1000) or the VA Regional Office, PO Box 100022, Decatur, GA 30031 (1-888-427-4551).

Registration.*New Students*

New resident or commuter students shall register for classes as a part of the orientation session or no later than the end of the designated registration period for the semester. No new students may register for campus or a combination of campus and online classes after the end of the registration periods as defined in the semester calendar.

Continuing Students

Continuing students should pre-register for classes for the upcoming semester during the designated pre-registration period each semester. The process for pre-registration is as follows:

- Meet with faculty advisor to determine appropriate classes based on program of study and classes already completed.
- Meet with the Financial Aid Office and the Business Office to make financial arrangements.
- Take signed registration form to the Registrar's Office to register for classes.

No continuing students may register for classes after the end of the drop/add period, whether on-campus or online classes.

Online-only or Extension (off campus) Students

Online-only or extension students are responsible for completing all registration procedures required of resident or commuter on-campus students; however, these procedures may be completed via telephone or email contact with staff handling the registration process.

Extension-only (off campus) students may not enroll in classes after the drop/add deadline specified in the semester calendar has passed.

New online-only students who wish to enroll for online courses may register for courses in both sessions for the semester at the beginning of the semester. New online-only students, however, who do not complete the admissions process or otherwise do not wish to take classes in the first online session of the semester may enroll in classes held in the second session of online courses prior to the beginning of the session or no later than the end of the drop/add period as specified in the semester calendar. Once the drop/add deadline for the session passes, no new students may enroll in online or other classes. No new online-only or extension students may register for classes after the drop/add period ends.

Registration for Online Classes. Heritage Bible College is approved to offer its degree programs online. New online students must register for classes before the end of the drop/add period (see semester calendar) for each session of online classes during a semester. Continuing online students must pre-register during the special pre-registration period in the previous semester (see semester calendar). After pre-registration, continuing students selecting or changing courses will be charged a late registration fee.

Online classes are available to students living on campus but must be taken in conjunction with on campus classes. No student living on campus may register for a course load consisting only of online classes.

The matriculation fee is the same for online students as for on-campus students up to a maximum fee of \$300. Online-only students are required to meet the same requirements for payment of tuition and fees as are on-campus students.

ALTERNATE STUDIES

Ability to Benefit. If a student does not have a high school diploma or the equivalent (GED), Heritage Bible College will consider admission on an individual basis. A student may enroll and take individual courses under the Ability-to-Benefit requirements. Such academic credits will be validated and credit given upon completion of work for a high school diploma or passing tests of General Education Development (GED).

If admitted under this learning program, the student is required to:

- Pass the ACT ASSET Test with a minimum score of 35 in both the reading and writing portions. This test is administered at Heritage Bible College.
- If a student scores less than 35 in either the reading or writing portion of the ACT ASSET Test, he or she may be admitted at the discretion of the admissions office but will not be eligible for student financial aid under any Title IV, HEA financial aid program. Students can retake the complete instrument following the retest guidelines established by ACT regarding time periods, required forms, and reasons for retesting.
- Successfully complete GED tests by the end of the second semester and provide a copy to the Admissions Office for the student's official file.

Tutoring services are provided to assist ability-to-benefit students.

Auditing. A student may audit any course by enrolling for that course and paying the established audit fee for a three-credit course. Audited courses are listed on the permanent record, but no grades are recorded. (See schedule of Tuition and Fees).

Developmental Studies. Developmental Studies normally will consist of Basic English, Study Skills, Reading Improvement, and/or an individual program of study. Three hours per week for one semester is required to complete this criterion successfully. This hour must be spent in the learning lab and/or with a college-approved tutor. Credit hours can be used as free elective hours.

The College reserves the right to suspend indefinitely any student who does not achieve the required grade point average (C) within one year of entering the developmental program.

Directed Studies. A carefully supervised program of directed studies is available in most major areas. Directed study is designed to meet a specific need in exceptional circumstances and is not intended to have extended use.

Application for directed studies must be made through the office of the Academic Dean during the semester registration process. To qualify for directed study, the following criteria must be met:

- Student in the associate program must be classified as a sophomore.
- Student in the bachelor's program must be a senior.
- Student must have a grade point average of 3.0 and/or have the approval of the Academic Dean.
- The course must be required and not available by regular class session, or the student's schedule will not permit him/her to take the course at the scheduled time.

The student will meet with the assigned professor as required in order to submit work and to receive assignments. Assignments will be made by the professor and may include lectures, readings, reports, papers, library research, and examinations as determined at the time of registration. Course requirements must be completed in the equivalent of one semester. The student must pay full tuition for each credit hour. No more than twelve hours of study for the bachelor's program or six hours for the associate program may be taken by directed study unless approved by the Academic Dean.

GRADUATION

Awards

Heritage Citizenship Award. This award is presented to the graduating senior who has evidenced the most outstanding qualities of citizenship. The selected student must have demonstrated exemplary Christian character that sets a positive example for other students and must have contributed to the good of the community and/or Heritage Bible College through voluntary participation in extracurricular activities or service to the community and/or the College. Potential recipients are nominated by the faculty and staff with final selection by the President's Council.

Rev. Jean B. Koch Memorial Public Speaking Award. This award is established and is to be supported in perpetuity by the family of Jean Koch. The college presents an annual Public Speaking Award to the member of the graduating class who has demonstrated the most outstanding ability as a public speaker.

Theology Award. The Theology Award is presented to the graduating senior with the highest grade point average in theology classes.

Valedictorian Award. This award is presented to the graduating senior with the highest grade point average, including credits transferred from other colleges, and

who has earned 30 or more credit hours at Heritage Bible College. If two or more students have the same grade point average, the award will be given to the student who has earned the highest number of credits at Heritage Bible College.

Candidate Application. The student files the application for candidacy for degree by the date given in the College calendar and pays the graduation fee at the time of registration.

Delayed Graduation. Students who drop out of the College for a year or more and later return to complete their course work for graduation must meet the requirements in effect for the catalog of the year in which they re-enter.

Continuing students who change majors, minors, or concentrations must meet the requirements of the catalog in effect for the year in which they make the change.

GRADUATION REQUIREMENTS

Graduation Requirements. A student is qualified for graduation from Heritage Bible College provided he or she:

Academic

- Satisfactorily completes the prescribed studies in the chosen curricular program. No student with “Incompletes” recorded in his or her transcript will be allowed to graduate until all coursework is complete, unless exempted by the College President and the Chairman of the Board of Trustees.
 - Earns a cumulative GPA of at least 2.00.
 - Is proficient in the core competencies: Reading, Writing, Public Speaking, Critical Thinking, Technology, and Exegesis.
 - Takes at least the final 30 hours of the program of study at Heritage Bible College.

Attendance

Attends Commencement services, unless exempted by the College President and the Chairman of the Board of Trustees.

Exit Interview

Each student receiving a bachelor degree must complete an exit interview with the President.

Financial

- Meets all financial obligations in the business office and library.
- Completes an exit interview with the Financial Aid Office, if federal aid was received.

Moral

Gives evidence of high Christian character and conduct in accord with College standards.

Practicum

Satisfactorily completes all practicum requirements.

Student Ministry

Satisfactorily demonstrates commitment to ministry and Christian service.

Recommendation/Approval

Receives a recommendation by the faculty and approval by the Board of Trustees for graduation.

Due to the fluid nature of College curricula, a number of changes in curricula may develop in the graduation requirements established by the College during a student's tenure. The attempt of such changes is to reflect improvement in the College program; consequently, it is expected that students will adapt their course planning to meet new graduation requirements established during the course of their training. The curriculum changes introduced in the course of the student's enrollment will be included in the student's curriculum, if this inclusion does not increase the number of hours required to graduate.

Graduation with Honors. An honors system within the College provides graduation with distinction for students who achieve excellent cumulative academic averages. Honors are awarded as follows:

- *Cum laude* for a grade point average 3.4-3.6.
- *Magna cum laude* for a grade point average 3.7-3.9.
- *Summa cum laude* for a grade point average 4.0.

Honor Students. Students enrolled at HBC who have submitted all course work on time, and who have distinguished themselves academically will receive special recognition.

- To qualify for the *Dean's List*, a student must maintain a semester GPA of 3.60-4.00.
- To qualify for the *Honors List*, a student must maintain a GPA of 3.24-3.59.

The grade point average for all courses, including transfer credits, will be considered in computing the student's overall grade point average.

Marshals. The selection of students to serve as marshals at graduation ceremonies shall be based upon those with the highest grade point averages in the spring semester who exemplify Christian character and school loyalty. A student must have at least 109 hours credit at Heritage and be expected to graduate the following year to be considered as a marshal. Students will be recommended by the registrar with the final selection made by the Dean of Students. Notification of selection as marshals will be by the Dean of Students.

Valedictorian. Graduating students who have completed at least 30 credit hours at Heritage Bible College will be considered for valedictorian based on the highest grade point average for the entire college career, including transfer credits accepted from other colleges (GPA of 2.0 or above). If two students have identical GPA's, the one who has completed the most credit hours at HBC shall be named valedictorian.

Valedictory Address. The graduating senior with the highest grade point average, including credits transferred from other colleges, will be named Valedictorian and will give the valedictory speech. If more than one student attains the same grade point average, the valedictorian will be selected by the Faculty Senate Moderator, the Academic Dean, and the President.

