Heritage Bible College is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434).525-9539; e-mail: info@tracs.org] having been awarded Reaffirmation II of its Accredited Status as a Category II institution by the TRACS Accreditation Commission on April 9, 2013. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Approved by Board of Trustees

April 16, 2015
Our Symbols and Mission

Our priceless heritage
“Christ Centered”

Our endless effort
“Character Building”

Our timeless mission
“Committed to Ministry”

Our Mission
The mission of Heritage Bible College is to develop Christ-centered men and women of Christian character, equipped at the college level with skills for ministry and committed to a life of Christian service.

Our Symbols
Both the sundial and the hourglass are ancient instruments of timekeeping, dating back to the time of Christ and before. Used properly, both can as accurately tell time in the 21st century AD as in the fourth century BC. At Heritage Bible College, we cherish our heritage of faith and are mindful of the need to “walk in wisdom…redeeming the time” (Colossians 4:5, KJV).
<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>11</td>
</tr>
<tr>
<td>Office Hours</td>
<td>12</td>
</tr>
<tr>
<td>Library Hours</td>
<td>12</td>
</tr>
<tr>
<td>Day Classes</td>
<td>12</td>
</tr>
<tr>
<td>Night Classes</td>
<td>12</td>
</tr>
<tr>
<td>Administration - Contact</td>
<td>13</td>
</tr>
<tr>
<td>Campus Staff</td>
<td>13</td>
</tr>
<tr>
<td>Administration</td>
<td>14</td>
</tr>
<tr>
<td>Full-time Faculty</td>
<td>14</td>
</tr>
<tr>
<td>Part-Time Faculty</td>
<td>14</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>15</td>
</tr>
<tr>
<td><strong>Accreditation</strong></td>
<td>16</td>
</tr>
<tr>
<td>Alumni Association</td>
<td>16</td>
</tr>
<tr>
<td>Campus</td>
<td>16</td>
</tr>
<tr>
<td>Faculty</td>
<td>16</td>
</tr>
<tr>
<td>History</td>
<td>16</td>
</tr>
<tr>
<td>Licensure Exemption</td>
<td>17</td>
</tr>
<tr>
<td>Recognitions</td>
<td>17</td>
</tr>
<tr>
<td>Staff</td>
<td>17</td>
</tr>
<tr>
<td>Students</td>
<td>17</td>
</tr>
<tr>
<td>Website</td>
<td>18</td>
</tr>
<tr>
<td>Affiliation</td>
<td>18</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>18</td>
</tr>
<tr>
<td>Vision Statement</td>
<td>18</td>
</tr>
<tr>
<td>Philosophy of Education</td>
<td>19</td>
</tr>
<tr>
<td>Policy of Nondiscrimination</td>
<td>19</td>
</tr>
<tr>
<td><strong>Purposes and Objectives</strong></td>
<td>19</td>
</tr>
<tr>
<td>Statement of Faith</td>
<td>20</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>23</td>
</tr>
<tr>
<td>Access to Student Files and Records.</td>
<td>23</td>
</tr>
<tr>
<td>Audits</td>
<td>23</td>
</tr>
<tr>
<td>Automobiles and Parking Facilities</td>
<td>23</td>
</tr>
<tr>
<td>Calendar</td>
<td>23</td>
</tr>
<tr>
<td>Campus</td>
<td>23</td>
</tr>
<tr>
<td>Catalog</td>
<td>23</td>
</tr>
<tr>
<td>Chapel</td>
<td>23</td>
</tr>
<tr>
<td>Citizenship Award</td>
<td>24</td>
</tr>
<tr>
<td>Class Schedules</td>
<td>24</td>
</tr>
<tr>
<td>Computer Labs</td>
<td>24</td>
</tr>
<tr>
<td>Crime Prevention</td>
<td>24</td>
</tr>
<tr>
<td>Crime Report</td>
<td>24</td>
</tr>
<tr>
<td>Curriculum Change Suggestions</td>
<td>25</td>
</tr>
<tr>
<td>Disclosure of College Information (Student Right to Know)</td>
<td>25</td>
</tr>
<tr>
<td>Drop/Add</td>
<td>25</td>
</tr>
<tr>
<td>Email</td>
<td>25</td>
</tr>
<tr>
<td>Examinations</td>
<td>25</td>
</tr>
<tr>
<td>Faculty</td>
<td>25</td>
</tr>
<tr>
<td>Field Trips</td>
<td>25</td>
</tr>
</tbody>
</table>
### Commuter Students

- Services for Online Students
- Requirements for Online Students
- Policies and Procedures
- Online Instruction
- Online Degree Program
- HBC Expressions
- Community Outreach
- Student Cultural and Recreational Opportunities
- Student Interest Groups
- Student Council
- Student Ambassadors

### Eligibility Requirements for Extracurricular Activities

- Student Handbook

### Spiritual Life

- Dating and Marriage
- Social Life

### Introduction

- Legal Responsibility
- Prohibitions
- Public Displays of Affection Between Students of the Opposite Sex
- Social Life
- Dating and Marriage
- Spiritual Life
- Student Handbook

### Eligibility Requirements for Extracurricular Activities

- Student Ambassadors
- Student Council
- Student Government Association (SGA)
- SGA Elections

### Campus Events and Activities

- Community Cultural and Recreational Opportunities
- Student Center
- Introduction
- Church Ministries
- Community Outreach
- Community Service
- HBC Expressions
- Opportunities for Practical Ministry

### Online Degree Program

- Online Experience
- Online Instruction

### Policies and Procedures

- Requirements for Online Students
- Services for Online Students
- Visits to Campus
- Website

### Commuter Students

- Commuter Student Rights
- Commuter Student Responsibilities

### Residential Students

- Introduction
- Campus Housing Application and Contract

### Dormitory Resident Requirements

- Campus Residency Requirements
- Cleaning
- Conduct
- Curfew
- Devotions
- Dormitory Closing
- Dormitory Requirements

### Guidelines for Care, Maintenance and Services of the Dormitory

- Prohibitions
- Room Assignments
- Safety Precautions
- Security Tips
Request to View Student Records Policy ................................................................. 89
Reverend Jean Koch Memorial Public Speaking Award Policy .................................. 89
Satisfactory Academic Progress Policy ..................................................................... 89
Scholarships Policy ................................................................................................. 93
Standards Statements Policy ..................................................................................... 93
Student Discipline, Suspension, or Dismissal Policy ................................................ 94
Student Government Policy ...................................................................................... 94
Student Progress Report Policy ................................................................................ 95
Student Records Retention and Disposition Policy .................................................. 95
Summer Financial Aid Policy .................................................................................... 96
Testing Policy ......................................................................................................... 96
Textbooks Policy ..................................................................................................... 97
Theology Award Policy ......................................................................................... 97
Transfer Students and Credits Policy .................................................................... 98
Valedictorian Policy ............................................................................................... 99
Violence Prevention Policy ..................................................................................... 100
Whistleblower Protection Policy ........................................................................... 101
Withdrawal and Refund Policy ............................................................................. 103
Forms ..................................................................................................................... 116
ACCIDENT/INJURY REPORT FORM ................................................................... 117
Accommodations Request Form .......................................................................... 118
BOOK REQUEST FORM .................................................................................... 120
Alphin-Ellis Learning Library .................................................................................. 120
INCIDENT REPORT FORM .................................................................................. 121
CAMPUS HOUSING APPLICATION & CONTRACT .............................................. 122
CHANGE OF CONTACT INFORMATION .............................................................. 124
DROP/ADD FORM ............................................................................................... 125
DUAL ENROLLMENT APPLICATION .................................................................. 126
FIELD TRIP STUDENT WAIVER ...................................................................... 127
Financial Aid Professional Judgment Application Form ........................................ 128
FINANCIAL AID REINSTATEMENT PETITION ..................................................... 129
GUEST PATRON REGISTRATION FORM .............................................................. 130
Alphin-Ellis Learning Library .................................................................................. 130
Revised 4/2011 ...................................................................................................... 130
INTERLIBRARY LOAN FORM ............................................................................ 131
INTERNET AGREEMENT .................................................................................. 132
PHOTO PERMISSION AND RELEASE FORM .................................................... 133
REQUEST TO VIEW STUDENT FILE ................................................................. 134
SCHOLARSHIP APPLICATION ............................................................................. 135
STUDENT AUTHORIZATION TO RELEASE PERSONAL INFORMATION .......... 137
STUDENT STANDARDS AGREEMENT FORM ................................................... 138
STUDENT STANDARDS AGREEMENT FORM ................................................... 143
WITHDRAWAL FORM .......................................................................................... 144
WITHHOLD OR RELEASE DIRECTORY INFORMATION .................................... 144
MESSAGE FROM THE PRESIDENT

On behalf of the administration, staff, and faculty of Heritage Bible College, we welcome you to our family. It is our greatest desire that you develop and follow the call of God in your life. As a student, we believe that you have been directed here to prepare for the mission that God has entrusted to you. Being a servant of God is one of the greatest privileges afforded to an individual; therefore, we count it an honor to be a part of your spiritual journey.

We are excited over the possibilities that await those who commit themselves to a lifetime of service. As you prepare yourself academically, our commitment to you, as a student, is to assist you in centering your life upon Christ, building a godly character, and being fully committed to ministry.

Thank you for choosing Heritage Bible College for your academic training. It is our prayer that our journey together will be filled with the richness of God’s grace, mercy, and wonderful blessings.
Welcome to Heritage Bible College! Your decision to attend HBC was an excellent choice. There is a statement you will hear regularly at HBC. In fact, these words are printed at the top of each page of your Student Handbook: **Christ-Centered-Character Building-Committed to Ministry.** We believe you are not here by accident, but by appointment, that you have been led here by the Holy Spirit for “such a time as this”. During your time here at HBC, you will do well to take full advantage of the opportunities afforded you through instruction, worship, Christian fellowship, and service. The atmosphere at HBC is one in which you may focus on centering your life on Christ, building your character, and developing a deeper commitment to building God’s Kingdom through the individual ministry God has prepared for you.

At HBC, our focus is on your success. You are the reason for our existence and you are our number one priority. Our goal is to provide you with the support you need to be successful in your college career. This support includes admissions, registration, student orientation, student services, spiritual wellness and a wide array of co-curricular and extra-curricular activities designed to give you opportunities for having fun and becoming more involved with other students while achieving your educational goals.

We cannot stress enough how important it is for you to familiarize yourself with this handbook. It is designed to assist you in learning about the many opportunities offered at Heritage Bible College. Our offices will be glad to answer any questions or address any concerns that you have regarding school policies, activities, and opportunities.

You are welcome to stop by our offices anytime and let us know how we can help make your college experience more rewarding. This is an exciting time in your life. Have a great year!

---

**MESSAGE FROM THE DEAN OF STUDENTS**

Rev. Randy Barker
Welcome

Whether you are a new or continuing student, this semester begins a new challenge with the potential for great success or great disappointment. Your success is our goal as well as yours and, together, we can reach it.

Student Handbook

This handbook is intended to serve as a reference and resource to help you understand college requirements and policies and to guide you as you pursue your goal of completing your education. Please read through it and keep it handy.

Tips for Academic Success

- **Commitment.** First, you must make a commitment to devote the necessary time, energy, and focus to attending classes and completing assignments. It will not be easy but success is highly unlikely without commitment to your goal.
- **Time management.** A schedule for work, school, study and other responsibilities is essential. Develop a schedule that works for you and stick to it. Set aside a certain time each day to work on school assignments. Don’t try to “find the time” to study; you must “make the time.”
- **Study skills.** The Enhancing Academic Skills course provides great instruction on study skills, test taking skills, and other management techniques to help you succeed. This is a course for freshmen; however, it is a good idea to review the course material at least once each academic year to keep the principles fresh in your mind.
- **Stress management.** Earning a degree is not easy. Conflicting responsibilities and priorities can create stress with a negative impact on all aspects of your life. There are many ways to cope with stress: prayer, rest, relaxation, recreation, exercise, enjoying nature, or other activities. Balance work with play to keep a healthy mind and body and alleviate stress.

Help is Available

If you find yourself struggling academically or personally, please seek help from one or more of the following:

- Instructors
- Faculty Advisor
- Dean of Students
- Dorm Supervisor (resident students)
- Academic Dean
- Learning Lab (Librarian)

Ask for help early in the semester while there is still time to take action that will correct the situation. **Have a great year!**
COLLEGE OPERATION AND PERSONNEL

SCHEDULE OF OPERATION

Office Hours

Fall & Spring Semesters
August – April
9:00 a.m. – 5:00 p.m.
Monday – Friday

Summer Schedule
May – July
9:00 a.m. – 5:00 p.m.
Monday - Thursday

Library Hours

Fall & Spring Semesters
August – April
9:00 a.m. – 9:00 p.m.
Monday; Tuesday; Thursday
9:00 a.m. - 5:00 p.m.
Wednesday & Friday

Summer Schedule
May – July
9:00 a.m. – 5:00 p.m.
Monday – Thursday

CAMPUS CLASS SCHEDULES

Day Classes

Tuesday & Thursday
8:00 a.m. – 5:05 p.m.

Night Classes

Monday, Tuesday, & Thursday
6:45-9:15 p.m.
ADMINISTRATION & STAFF

Administration - Contact

Dr. Elvin Butts, President .................................................................221
ebutts@heritagebiblecollege.edu

Rev. Stephen Rzonca, Academic Dean.............................................228
srzonca@heritagebiblecollege.edu

Rev. Randy Barker, Dean of Students...............................................223
rbarker@heritagebiblecollege.edu

Campus Staff

Dr. Otis Autry, Chair, Worship & Music..........................................243
oautry@heritagebiblecollege.edu

Mr. Earl Bullard, Director of Student Ministries..................................239
ebullard@heritagebiblecollege.edu

Mrs. Celia Edwards, Food Services Director.....................................246
cedwards@heritagebiblecollege.edu

Mrs. LeAnne Page, Executive Assistant to President & Business Manager ....241
lpage@heritagebiblecollege.edu

Miss Christine Kriegbaum, Director of Institutional Effectiveness, Resident Director ....233
ckriegbaum@heritagebiblecollege.edu

Ms. Kayla Sutton, Financial Aid Director; Registrar ...............................232
ksutton@heritagebiblecollege.edu

Mrs. Janet Parker, Librarian & Chair, General Studies ..........................240
jparker@heritagebiblecollege.edu

Mrs. Iris Prince, Admissions Director; Recruitment and Marketing .............226
iprince@heritagebiblecollege.edu

Mr. James Shearon, Technology Coordinator ......................................230
jshearon@heritagebiblecollege.edu
COLLEGE PERSONNEL

Administration

ELVIN BUTTS, President; Professor, Bible & Theology. B.A., Appalachian State University; B.R.E., Heritage Bible College; M.Div., Campbell University; D.Min., Campbell University.

STEPHEN RZONCA, Academic Dean; Associate Professor, Bible & Theology; Online Program Coordinator; Faculty Senate Moderator; B.S., Temple University; M.Ed., Slippery Rock University; M.Div., Southern Baptist Theological Seminary.

RANDY BARKER, Dean of Students; Instructor, Leadership. B.R.E., Heritage Bible College; M.A., Mid-America Christian University.

Full-time Faculty

OTIS AUTRY, Chair, Worship and Music; Associate Professor, Worship & Music. Bachelor of Music, University of Cincinnati; Master of Music, University of Cincinnati; D.W.S. (Doctor of Worship Studies), Institute of Worship Studies.


HERBERT CARTER, Chair, Biblical and Theological Studies; Professor, Bible & Theology. B.R.E. William Carter College; M.Div., D.Min., Luther Rice Seminary; D.Min., Fuller Theological Seminary.

PHILLIP NEWTON, Professor, Chair, Pastoral Ministry. B.S. Lee University; M.Div., Church of God Theological Seminary; D.Min., Erskine Theological Seminary.

JANET PARKER, Chair, General Studies; Associate Professor, English. B.A., Campbell University; M.Ed., Campbell University; M.L.S., East Carolina University.

DANA SCHAEFER, Instructor, Christian Counseling. B.S., Mercer University; M.Ed., Piedmont College; M.Div., Campbell University.

GLORIA SMITH, Instructor, Christian Counseling. B.R.E., Heritage Bible College, M.A., Liberty University

Part-Time Faculty

MELINDA AUTRY, Instructor, Discipleship. B.A., Evangel College; M.Div., Campbell University.
RANDY BARKER, Instructor, Leadership. B.R.E., Heritage Bible College; M.A., Mid-America Christian University.

ELVIN BUTTS, President; Professor, Bible & Theology. B.R.E., Heritage Bible College; M.Div., Campbell University; D.Min., Campbell University.

MARK JONES, Associate Professor, Bible & Theology. B.S., Oral Roberts University; M.Div., Gordon Conwell Theological Seminary.

STEPHEN RZONCA, Academic Dean; Associate Professor, Bible & Theology; Online Program Coordinator; Faculty Senate Moderator; B.S., Temple University; M.Ed., Slippery Rock University; M.Div., Southern Baptist Theological Seminary.

Adjunct Faculty

LLOYD BLEVINS, Instructor, Bible. B.A., St. Andrews University; M.Div., Campbell University.

DOMINI BOLING, Instructor, Worship. B.S., UNC Greensboro; M.W.S., Institute for Worship Studies.

PAUL BUTTS, Instructor, General Physical Science. D.Pharm., Campbell University.

KIMBERLY GREEN, Instructor, Sociology. B.A., NC A&T State University; M.S.H.S., Touro University International; Ph.D., Touro University International.

ROBERT GREEN, Instructor, Psychology & Sociology. B.A. University of New York; B.S.W., UNC-Pembroke; M.A., Webster University.

PATRICIA MATTHEWS, Instructor, Apologetics. B.R.E, Heritage Bible College; M.A., Luther Rice Seminary.

DAVID TAYLOR, Instructor, Missions. B.R.E., Heritage Bible College; M.A., Columbia Bible College & Seminary.

BRIAN WORLEY, Instructor, Discipleship. B.A., University of North Carolina; M.Div., Gordon-Conwell.

NOTE: A listing of faculty teaching each semester is posted to the college website.
ABOUT THE COLLEGE

Accreditation. Heritage Bible College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone 434.525.9539; e-mail: info@tracs.org] having been awarded Reaffirmed II status as a Category II institution by TRACS’ Accreditation Commission on April 9, 2013; this status is effective for a period of ten years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Alumni Association.
Purpose of the Association.
- To maintain contact with the Alumni of Heritage Bible College, and to keep the Alumni informed of the activities of our Alma Mater.
- To promote the general welfare of Heritage Bible College through such means as donation of books, monies, time or any other services that will be of beneficent effect to the college.

Membership. Membership in the Association shall be extended to those who have earned any recognized degree from Heritage Bible College.

Alumni Involvement. The Alumni Association funds annual scholarships and maintains liaison with the College and the student body. Alumni volunteers assist in recruitment and planning special events at the College.

Campus. Heritage Bible College is located at Exit 71 off I-95. The campus is situated four miles southeast of the All-American City of Dunn, which is located in the heart of North Carolina. Dunn is adjacent to I-95, a major thoroughfare that runs north and south. About six miles north of Dunn, I-95 intersects with I-40, another interstate road that links the east coast to the west coast of the United States. There are 30 or more churches representing all major faiths that play a vital role in the lives of Dunn’s approximately 10,000 residents.

Faculty. Qualified faculty is available to students as instructors and advisors; the average faculty-student ratio is 1:3. This means that students receive personal attention and individual assistance to reach their full academic potential.

History. In 1971, Herbert Carter and Ned Sauls had a dream for a college to serve the Pentecostal Free Will Baptist Church (PFWB) as well as other denominations. The General Superintendent at that time, Herbert Carter, called a meeting of the Board of Directors of the PFWB to present the plan, strategies, and the name of the college. The name of the corporation would be Heritage Bible College. The name “Heritage” was chosen to portray the vision the founding fathers had for the school “contending for the historical faith of the church.”
Rev. Carter enlisted Dr. O. T. Spence to serve as the first president. The denominational board of directors voted overwhelmingly to create Heritage Bible College on June 7, 1971 and the Articles of Incorporation were completed on June 25, 1971. Heritage Bible College opened for classes in the fall of 1971, with approximately 60 students in attendance.

The intent was and is to remain a college in the Pentecostal tradition and vision through educational integrity and biblical truth. The strength of Heritage Bible College is its commitment to prepare graduates to be effective workers for the kingdom of God. Every aspect of the College is focused on its mission: to be Christ-centered – Character-Building – Committed to Ministry.

**Licensure Exemption.** Degree programs of study offered by Heritage Bible College have been declared exempt from the requirements for licensure under provisions of North Carolina General Statutes (G.S.) Section 116-15-(d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon any assessment of program quality under established licensing standards.

**Recognitions.** The following agencies recognize and approve Heritage Bible College as described.

Heritage Bible College is approved for the training of veterans by the North Carolina State Approving Agency for Veterans.

The State of North Carolina, Department of Education, Division of Vocational Rehabilitation approves Heritage Bible College for the training of students with disabilities/handicaps.

Heritage Bible College is approved by the United States Office of Education for participation in the Federal Stafford Loan Program, Federal PELL Grants, Federal Supplemental Educational Opportunity Grants (FSEOG) and the Federal Work Study Program (FWS).

Heritage Bible College is listed in the Directory of Post-Secondary Institutions published by the U.S. Department of Education.

Heritage Bible College is chartered as a degree-granting institution by the State of North Carolina under the supervision of the University of North Carolina.

Heritage Bible College is a non-profit college recognized by the Internal Revenue Service (IRS) as a 501(c)3 organization.

Heritage Bible College is exempt from the North Carolina Charitable Solicitations Licensure Requirements through the authority of N.C. G.S. 131F(1) and (4).

**Staff.** Heritage has a dedicated staff that provides excellent service to our students. One of our assets is the family atmosphere on campus. College personnel are happy to schedule a campus visit or arrange for a college representative to visit church, community or civic organizations to present information about Heritage Bible College to interested groups.

**Students.** Heritage Bible College students are diverse in age, ethnicity, gender, denominational affiliation, career aspirations, and life experiences. The shared experience of
learning in a Christian environment builds bridges that allow our students to connect with each other in a meaningful way despite their differences.

*Traditional Students.* Students who enroll in Heritage after graduation from high school often elect to live on campus, where they build strong bonds with each other and the faculty and staff. These young people bring an air of excitement to the campus and often develop personal ministries in area churches while completing their degrees.

*Non-Traditional Students.* Non-traditional students (adults aged 21 and up) also tend to do well at Heritage due to their commitment to pursuing higher education and their desire to learn. Most commute to class, while others take classes online due to personal or job commitments.

*Online Students.* Our online class enrollment continues to grow. Resident and commuter students often take both campus and online classes to accommodate their needs. Others take only online classes and may never appear on campus, but are able to earn their degrees through this method of distance learning.

**Website.** The College website provides information to current and prospective students, faculty, staff, college constituency, and the general public. Interested individuals may visit the website (www.heritagebiblecollege.edu) for information about the college, its programs and services, application materials, and contact telephone numbers and e-mail addresses to secure additional information.

**FOUNDATIONAL STANDARDS OF THE COLLEGE**

**Affiliation.** Heritage Bible College was founded and is sponsored by the Pentecostal Free Will Baptist Church, Inc. and has the endorsement of the Congregational Holiness Church and several other denominations. The College was established to provide systematic and comprehensive training in the Word of God from a Pentecostal perspective to enable students to fulfill their specific call to the ministry.

Heritage is a coeducational Bible College open to students from all denominations who wish to pursue the programs of the College.

**Mission Statement.** The mission of Heritage Bible College is to develop Christ-centered men and women of Christian character, equipped at the college level with skills for ministry and committed to a life of Christian service.

**Vision Statement.** It is our vision that God will transform Heritage Bible College into a center for global spiritual renewal. This will be accomplished as the Holy Spirit ignites a fire in
the hearts of our students, and they in turn take the flame of his truth to all the world as they minister in the name of Jesus Christ.

**Philosophy of Education.** Heritage Bible College was established to provide systematic and comprehensive training in the Word of God from a Pentecostal perspective. The philosophy of Heritage Bible College is Christ centered and is rooted in the truths of the Word of God. All truth is regarded as originating and coming from God and is therefore to be fully pursued and internalized.

The College believes in the education of the whole person. The educational process is Christ centered and is aimed at the entire being: Body, Mind, and Spirit.

The Scriptures are the basis for the learning experience and are recognized as the source and the integrating force for all Biblical Christian Education. Personal Christian development is an aim of Heritage Bible College. The college stresses the enhancement of spiritual growth and promotes a wholesome Christian attitude in the life of the student.

Heritage Bible College integrates the Bible with all other areas of study. This process becomes a vehicle that leads the student into the knowledge of natural as well as revealed truth. In this process, the student must recognize the Holy Spirit as the ultimate teacher and the Bible as the supreme authority. It also provides the rubric for a right interaction with society and a right relationship with God.

The commitment of Heritage Bible College is that it is, and shall always be, a Bible College. There are no aspirations to be a liberal arts college but to be a Bible College fulfilling a basic need and unique purpose within the Pentecostal Free Will Baptist Church and the Kingdom of God.

**Policy of Nondiscrimination.** Heritage Bible College does not discriminate on the basis of age, sex, national or ethnic origin, or physical handicap in the administration of its personnel and education policies. Applicants meeting admission requirements are accepted and accorded all rights, privileges, and services available to students. International students must possess the necessary student visa and meet all other requirements specified for non-citizens.

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

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

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

**Purposes and Objectives.**
Purposes. The establishing of Heritage Bible College is for the purpose of providing a systematic and comprehensive training in the Word of God from a Pentecostal perspective. With this understanding, the student can become effective in his or her Christian service.

In order to accomplish this purpose, the College seeks to teach and exemplify the following goals:

A. To enable students to come to an understanding of God’s Word and be wise in applying these axioms to daily living. The College seeks to guide students in biblical analysis and synthesis; research into biblical, systematic, and historical theology.

B. To direct students to commit themselves to the Lord and to be willing to minister in the area that God would choose. The College wants to help the students to see the vision of evangelizing the world for the Lord.

C. To enhance and enrich the student’s spiritual growth and maturity. The College desires to encourage advancement in the life of each student and to promote a wholesome Christian attitude within the framework of the student’s personality.

D. To direct students to high standards of Christian education and scholarship. The College wants to guide students in the practice of lifelong habits of serious study, including clarity of thought, impartial judgment, and the logical expression of ideas.

E. To give the student the training that is necessary to effectively communicate the Gospel to the world. The College wants to help each student to become successful in presenting the message of the Bible in a variety of methods.

Institutional Objectives. Heritage Bible College seeks to train individuals at the college level with skills for ministry; therefore, we approach education from a basis of core values that form the foundation of a student’s character combined with mastery of core competencies that enable him or her to be effective in ministry as an occupation or as a spiritual imperative. When a student graduates from Heritage Bible College, he or she should:

1. Exhibit evidence of being Christ centered through knowledge of the Bible, active and faithful involvement in church, personal testimony and lifestyle.
2. Exhibit evidence of Christian character by a discernible and demonstrated Christian walk.
3. Demonstrate commitment to ministry by faithful participation in ministry opportunities, active lay or professional ministry, service to Christian, secular, civic or community organizations seeking to meet the natural and spiritual needs of individuals and families and thorough college-level preparation for a particular ministry.
4. Demonstrate mastery of the core competencies and acquire knowledge common to college-educated people as measured by academic standards established by the College.

Statement of Faith

I. The Scriptures Inspired

We believe in the verbal and plenary (full) inspiration of the Bible. The Bible is the inerrant Word of God, free from any error in its original form, and is the final authority in matters of faith and life (II Timothy 3:16-17).
II. The One True God

We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit (Jeremiah 10:10; 1 John 5:20; Matthew 3:16-17).

III. The Deity of Christ

We believe in the deity and the humanity of Jesus Christ. He is very man and perfect God, hence fully God and fully man; that Christ is the only begotten Son of God, and born of the virgin Mary; that Christ died for our sins, was buried, and raised from the dead and that He ascended to heaven and is today at the right hand of the Father as our intercessor (Luke 1:35a; John 1:31-34; Matthew 11:19; Luke 9:22).

IV. The Fall of Man

We believe that “all have sinned and come short of the glory of God,” and that repentance is necessary for the forgiveness of sins (Romans 3:23; Romans 5:12-19).

V. The Salvation of Man

We believe that justification is by faith alone, and that regeneration or the new birth through faith in the blood of Christ is absolutely essential (Psalms 51:3, 4, 17; Romans 4:25; 5:1-2; 10:9, 10; Ephesians 2:13; John 3:3).

VI. Sanctification

We believe that sanctification is subsequent to regeneration and is a second definite instantaneous work of grace, obtained by faith on the part of the fully justified believer. Sanctification in a word is the love of God made perfect in the heart of the believer. This is perfection in quality (initially and definitely), but not quantity. The latter comes by progressive growth (Romans 6:6; Hebrews 10:20; Ephesians 4:20-24; Titus 3:5-7).

VII. The Baptism of the Holy Spirit

We believe that the Pentecostal Baptism of the Holy Spirit is an endowment of power for those who have clean hearts, and the initial evidence of the reception of this experience is speaking with other tongues as the Spirit gives the utterance (Acts 2:1-8).

VIII. The Ordinances of the Church

Baptism in Water
We believe that the saved should receive water baptism, in the name of the Father, the Son, and the Holy Spirit as a testimony to the world that he has accepted Christ as Savior and Lord (Matthew 28:19; Colossians 2:12).

Holy Communion
We believe in the sacrament of the Lord’s Supper as commemorating Christ’s death and anticipating His second coming (Matthew 26:26-28).
Feet Washing
We believe feet washing is a sacred ordinance of humility, instituted by our Lord Jesus Christ and enjoined upon His Disciples as a duty to be observed by them. In this He set the example (Matthew 28:19, 20; John 13:1-17).

IX. Divine Healing

We believe that healing provided in the atonement is both spiritual and physical (Isaiah 53:4, 5; Matthew 8:16, 17). Sin is directly or indirectly responsible for sickness. The same Christ who can deliver from sin can, if it pleases Him, deliver from sickness. We do not believe that there is anything morally wrong with taking medicine or receiving human aid. Healing is God’s promise to receive, rather than a command that must be obeyed (James 5:14, 15).

X. The Creation

We believe in the literal Genesis account of creation. We believe that the first eleven chapters of Genesis are the literal and historical accounts of God’s creation of all things and that man was created by God in His image and not the product of some process of evolution (Genesis 1:11).

XI. The Second Coming of Christ

We believe in the personal premillennial, second coming of Jesus; first, to resurrect the righteous dead and to carry away the living saints to meet Him in the air; second, to reign with His saints on earth a thousand years followed by the eternal state of the righteous (Acts 1:11; I Thessalonians 4:16; Revelation 20:4-6).

XII. Satan

We believe in the existence of a personal devil who at one time was holy and honored in heaven, but through pride fell from his lofty estate and is now completely evil, unholy, anti-God and is now the power and the prince of the air (Isaiah 14:11-15). The devil, the fallen angels and the unbelievers of all ages shall be banished to an eternity in hell (2 Peter 2:4).

XIII. Resurrection, Final Judgment, and Reward

We believe in the bodily resurrection of both the saved and the lost; the saved to life eternal and the lost to everlasting punishment (Acts 24:15, 17:31; II Corinthians 5:10; Luke 22:36).
GENERAL INFORMATION

**Academic Advising.** Faculty advisors are assigned for each student. Students should seek academic counsel from their assigned advisor, class instructors or the Academic Dean. The Academic Dean establishes all matters that deal with the curriculum and course schedules.

**Access to Student Files and Records.** Only authorized college officials may have access to student files and records either as a part of their job responsibilities or on a need-to-know basis. Staff and faculty who are authorized to work with or access student files and records are bound by confidentiality requirements. Volunteer or paid student helpers or work-study students are prohibited from working with or accessing confidential student files or records.

**Audits.** Students may audit any course by enrolling for that course and paying the required fee for a three-credit hour course. Audited courses are listed on the permanent record, but no grades are recorded and no credit given. The procedure for auditing a course taken at an off-campus location is the same as for audit students taking online classes.

**Automobiles and Parking Facilities.** Resident students are permitted to have cars on campus but must observe designated parking areas for staff and students. There is ample parking for students in the dormitory parking lot. Commuting students should also park in the dormitory parking lot when space is available. The main parking lot is reserved for staff, faculty and campus visitors.

**Calendar.** The College calendar for fall, spring, and summer semesters for two academic years is published in the academic catalog. Semester calendars are available on the College website and copies are available from the Registrar’s office or the Student Services office. The calendar for the current semester is posted on the bulletin board outside the Student Services office.

**Campus.** Heritage Bible College is located at Exit 71 off I-95. The campus is situated four miles southeast of the All-American City of Dunn, which is located in the heart of North Carolina. Dunn is adjacent to I-95, a major thoroughfare that runs north and south. About six miles north of Dunn, I-95 intersects with I-40, another interstate road that links the east coast to the west coast of the United States. There are 30 or more churches representing all major faiths that play a vital role in the lives of Dunn’s approximately 10,000 residents.

**Catalog.** Each student should become familiar with the information contained in the academic catalog as this is the benchmark publication for the College. Students are bound by the academic requirements contained in the catalog in effect at the time of their enrollment in the College or at the time of their re-enrollment after an absence of one or more academic years. The catalog is a companion publication to the Student Handbook and both should be used as references to resolve questions regarding policies and/or procedures.

**Chapel.** The Wesley Chapel located in Heritage House is used for chapel services and other worship events. When necessary, the chapel is used for a classroom. It is also available to students for times of prayer and quiet reflection. Chapel services are an important part of the
Heritage experience and are intended for spiritual refreshment and growth. The emphasis is on worship. Students participate in chapel in a variety of ways: scripture readings, music, messages, and testimonies. Pastoral ministry students participate in planning one or more chapel services as a part of their training.

**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 personal service to organizations, groups, or individuals.

Potential recipients are nominated by the faculty and staff with final approval by the President’s Council. The award shall be a plaque presented to the recipient. In the event more than one individual deserves the honor, additional plaques will be awarded.

**Class Schedules.** The schedule of courses to be offered each semester is developed and made available prior to the pre-registration period each semester. Course schedules also are posted on the College website and on Populi.

**Computer Labs.** A computer lab is available in Heritage House, with high-speed Internet access for research purposes. Students must sign an agreement to ensure proper use of computers and the Internet. Computers are also available in the Learning Lab located in the Library; these computers are used primarily for developmental studies. Computers are available for research while in the Library. The computer lab is closed during chapel and dorm devotion times.

**Crime Prevention.** Heritage Bible College has no campus police or security personnel on duty. Serious crime has not been a problem; however, we caution students to be safety-conscious and provide guidance in securing their personal safety and procedures to follow in the event of a security breach or a criminal act occurring on campus. The campus is well lighted and students are encouraged to use the buddy system when walking on campus after dark. Buildings have secure locks and emergency telephone numbers are provided to students who reside on campus.

**Crime Report.** For the period from August 1, 2013 through July 31, 2014, Heritage Bible College, Inc. experienced the following security breaches:

<table>
<thead>
<tr>
<th>Incident</th>
<th>Number of Occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle</td>
<td>0</td>
</tr>
</tbody>
</table>

In addition, the College reported the following arrests for certain crimes:
<table>
<thead>
<tr>
<th>Cause</th>
<th>Number of Occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possessions</td>
<td>0</td>
</tr>
</tbody>
</table>

**Curriculum Change Suggestions.** Students may initiate suggestions for revisions in the curriculum by submitting them in written form to the Office of the Academic Dean.

**Disclosure of College Information (Student Right to Know).** The Higher Education Act requires the disclosure of certain information to current and prospective students. This includes but is not limited to the following:

- Statistics regarding enrollment, retention, graduation rates, transfer rates, and incidence of crime on campus
- Policies related to transfer of credit, immunization requirements, nondiscrimination, copyright infringement, privacy of student records, cost of attendance, and refunds
- Student programs, services, and requirements such as code of conduct, drug prevention program, facilities and services for students with disabilities, financial aid information

This and/or other information required for disclosure to the public is posted on the college website. Information required for disclosure to prospective and/or current students is included in the Academic Catalog and the Student Handbook. Relevant information may also be obtained from the Student Services Office, Registrar, or Financial Aid Director.

**Drop/Add.** See Changing Courses or Class Schedules.

**Email.** A College email address is assigned to each student. This is the primary point of contact between faculty, staff, and students. Incoming students are provided with their email address and password and are expected to check their email frequently. Email may be accessed through the Populi web-based system for management of student records and other important information.

**Examinations.** Students are expected to take all exams as scheduled by the instructor. If an exam is missed, make-up exams must be taken within one week of returning to school.

**Faculty.** Qualified faculty is available to students as instructors and advisors; the current overall faculty to student ratio is approximately 1:3. This means that students receive personal attention and individual assistance to reach their full academic potential.

**Field Trips.** Instructors planning field trips must obtain approval from the Academic Dean’s office no less than seven days prior to the trip or activity. Students on academic or disciplinary probation are limited as to the number of field experiences in which they may participate. All students must sign liability waivers in order to participate in field trips.

**First Aid.** First aid kits are located in the Student Services office, the dormitory, student center, dining hall, and the library building. Students needing items such as band aids, ointment or pain relievers may request these from staff in the building where the items are needed.
**Insurance.** The College does not require or offer any type of accident, health, or other insurance for students. Students not covered by their parents’ plans are encouraged to purchase their own insurance. Resident students are encouraged to purchase renters’ insurance to cover any loss of possessions while living on campus.

**Learning Assistance.** Students whose Asset or Essay Test scores indicate the need for developmental studies will be placed in English 099 - Developmental English, and will be eligible for tutoring and mentoring services. Computer skills are also tested and students needing additional assistance are eligible for tutoring. A learning lab is provided in the Library for additional assistance.

Students who are identified through the admissions and testing process as in need of additional assistance are referred to the Learning Lab Coordinator who provides tutoring and mentoring assistance. The student’s academic advisor and instructors are also advised of the student’s needs. The student is instructed to comply with the established learning plan and to consult with his/her academic advisor to discuss progress and comply with any other conditions of the learning plan.

**Library.** The College library is located in the Alphin-Ellis Learning Center. The Library User Guide contains information and instructions regarding the use of the Library and its services. Orientation to the Library for new students is provided by the Librarian. The Guide is available in the Library for reference and use by patrons.

**Lost and Found.** Items found on campus should be turned in to the Student Services Office, which is responsible for handling lost and found items. All items found and inquiries about lost items should be directed to that office.

**Mail Service.** Resident students may place stamped outgoing mail in the outgoing mail box in the Business Office. Mail will be taken to the post office along with outgoing College mail. Dorm student mail will be distributed by the Student Services Office.

**Online Classes.** Heritage Bible College is approved to offer online classes for completion of degree programs; however, due to the nature of the curriculum, the Worship and Music major must be completed on campus. We offer two eight-week sessions of online classes per semester, along with one eight-week session over the summer. All online practicums are sixteen weeks in length.

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 for a full-time load of 12 or more credit hours. Online-only students are required to meet the same requirements for payment of tuition and fees as are on-campus students. Students should see the Business Office for payment options. Details on tuition and fees is given in the Academic Catalog available on the college website.

**Populi System.** This web-based management tool for student records, registration, grades, and online instruction is the student’s resource for necessary information. Students are expected to check Populi daily for informational notifications and email. Other information available on Populi includes:

- Semester grades
- Required courses for student’s program of study
- Class schedules
- Contact information for students, faculty, & staff

For information or assistance on using the Populi system, contact the Technology Coordinator.

**Pre-Registration.** Continuing students are encouraged to pre-register for the next semester during the specified pre-registration period on the college calendar. Pre-registration allows time to order textbooks well in advance. Continuing students who do not pre-register are charged a late fee.

**Registrar.** The Registrar processes and maintains student academic records, including registration for classes, grades, and reporting of statistics. All transcripts are acquired through the Registrar’s office.

**Staff.** Heritage has a small but dedicated staff that provides excellent service to our students. One of our assets is the family atmosphere on campus. College personnel are happy to schedule a campus visit or arrange for a college representative to visit church, community or civic organizations to present information about Heritage Bible College to interested groups.

**Student Lounge.** The Student Lounge in Heritage House is provided as a place for students to gather between classes or during lunch or for special activities. A soda machine is provided for vending.

**Students.** Heritage Bible College students are diverse in age, ethnicity, gender, denominational affiliation, career aspirations, and life experiences. The shared experience of learning in a Christian environment builds bridges that allow our students to connect with each other in a meaningful way despite their differences.

Traditional Students. Students who enroll in Heritage after graduation from high school often elect to live on campus, where they build strong bonds with each other and the faculty and staff. These young people bring an air of excitement to the campus and often develop personal ministries in area churches while completing their degrees.

Non-Traditional Students. Non-traditional students who enroll at Heritage as adults tend to do well due to their commitment to pursuing higher education and their desire to learn.
Most commute to class, while others take classes online due to personal or job commitments.

Online Students. Our online class enrollment continues to grow. Resident and commuter students often take both campus and online classes to accommodate their needs. Others take only online classes and may never appear on campus, but are able to earn their degrees through this method of distance learning.

**Telephone Service.** The majority of Heritage students have personal cell phones; however, there is a phone in the dorm available for students to use for local calls. Dorm residents may install a land line private telephone in their rooms at their own expense, if desired.

Classes will not be interrupted to give telephone messages to a student except in the case of an emergency. Messages will be placed in student mailboxes or posted on the bulletin board in the Student Lounge. The board and mailboxes should be checked at lunch or between classes in order to pick up messages that may be waiting.

**Term/Research Papers.** Guidelines for the preparation of term or research papers for courses at the College are available from professors and/or from the Librarian.

**Theology Award.** A Theology Award is presented annually to the graduating senior with the highest grade point average in all theology classes. The recipient of the award is determined by the registrar based on grades submitted by faculty and final grade point average for the student in the specified classes. The award shall consist of a plaque presented to the recipient. In the event of a tie in grade point average, additional plaques shall be awarded.

**Vending Machines.** Soft drink vending machines are located in the Student Lounge in Heritage House. Money lost in a vending machine should be reported to the Student Services office so that reimbursement may be obtained from the vending company representative.

**Website.** The College website provides information to current and prospective students, faculty, staff, college constituency, and the general public. Interested individuals may visit the website ([www.heritagebiblecollege.edu](http://www.heritagebiblecollege.edu)) for information about the college, its programs and services, application materials, and contact telephone numbers and e-mail addresses to secure additional information.
**STUDENT SERVICES, RIGHTS AND RESPONSIBILITIES**

**STUDENT SERVICES DEPARTMENT**

**Introduction.** The Student Services Department is dedicated to meeting the needs of students and providing services that contribute to the physical, social, spiritual, moral, and educational development of individual students and the student body.

The Student Services Department is the central point of student contact for resolution of questions and/or problems that are not specific to another office (e.g., business office, financial aid, or library). For academic or residence issues, students should follow the protocol procedure explained in this handbook.

**Purpose.** The purpose of the Student Services Department is to develop an environment conducive to the personal and spiritual growth of the students. The department provides training in leadership and discipleship for the student body. The department is also responsible for admissions, financial aid, food services, and housing.

**Goals.**

**Educational**

1. Provide a learning environment that promotes academic excellence.
2. Provide for the students a spiritually and academically qualified faculty and staff who model Christian love and exemplary respect for the Scriptures.
3. Integrate Biblical theology and practical application through the learning experience and in all aspects of student life.
4. Provide an orientation process for first-year students to assist them in developing good study habits and motivation for success in the educational process and educate them in pertinent policies and procedures.

**Social**

1. Promote a family atmosphere among students, faculty, staff and administrators.
2. Promote personal growth by providing opportunities for interaction with other students through fellowship, meals, study groups, recreational activities, devotional groups and any other activities that will provide opportunities for social interaction.

**Spiritual**

1. Encourage spiritual growth through such means as:
   - (a) individual daily devotions
   - (b) corporate chapel services
   - (c) development of prayer groups
   - (d) small group ministry participation
   - (e) regular church attendance
2. Incorporation of spiritual formation classes in the curriculum and development of ways to incorporate spiritual formation outside the classroom.
3. Provide opportunities for participation in ministry settings such as:
(a) Nursing/rest homes
(b) Hospitals
(c) Hospice
(d) Prisons
(e) Children’s daycare centers

Moral
1. Develop Christian character through:
   (a) The teaching of Biblical standards of right and wrong in every area of the institution’s educational mission.
   (b) Examples provided by the faculty, staff and administration.
   (c) Adherence to the Code of Conduct established by the institution.
   (d) Appropriate discipline when students are in violation of the Code of Conduct and established principles of Biblical morality.
2. Provide for the students an environment wherein Christian character is a high priority.

Physical
1. Provide a safe environment.
2. Provide opportunities for physical development through exercise programs and recreational activities.
3. Promote good health and hygiene habits especially among students living in the dorm.
   4. Provide well-balanced and nutritious meals through Food Services.

STUDENT SERVICES

Campus Housing. Dormitory housing is available for male and female students. Rules and requirements related to dorm residency are outlined in the Resident Students section of this handbook.

Career Counseling
Heritage Bible College exists to train men and women for Christian ministry as well as Christian men and women with a biblical worldview as professionals in secular fields. Our objective is to provide each HBC student Career Counseling that begins at student orientation, continues through student life at HBC and is offered after completion of their studies at HBC.

All new students are required as part of the orientation process to complete the Career Counseling Assessment (CCA). The CCA will be made available to returning students and all students will be encouraged to complete and update as needed. The information gathered will be used by Career Counselor(s) to assist the student.

All students will be encouraged to complete Student Ministry Experience (SME) journals. On a form provided by the college, students will journal their ministry activities/experiences and submit them each semester. Career Counselor(s) will have access to these files to assist the students.
Career counselor(s) will be available throughout the year to assist students. It is the college’s goal for a career counselor to meet with each student at least once per year.

Internships are offered to students by the college. These will consist, but not limited to, ministries at the college, ministries with churches, parachurch organizations, hospitals and other organizations. The college will consistently develop partnering relationships with these organizations with the goal of placing each student that desires and qualifies for an internship to have opportunity to serve.

**Career Placement**
The College does not have a formal career placement program; however, students are notified of opportunities for paid or unpaid positions in ministry through bulletin notices, emails, announcements, and personal conversations. The College maintains relationships with various denominations in addition to the Pentecostal Free Will Baptist Church, which may lead to placement of a student in a ministerial position. It is the College’s goal that after graduation, students will have access to a career guidance counselor to assist them in career placement.

**Counseling Services.** Students are advised by a faculty advisor or instructors regarding course and curriculum decisions upon initial enrollment and throughout their academic program. Advisors counsel students and approve all course selections prior to registration each semester. Students may seek spiritual guidance and consultation through instructors, the dean of students, or other college professionals. Students whose needs extend beyond academic or spiritual counseling receive information regarding psychological, psychiatric, or other qualified counselors or agencies within the professional community.

**Food Services.** Eight meals per week are available in the Dining Hall to resident and commuter students, faculty, and staff. Meals served are lunch and dinner Monday through Thursday when classes are in session. Students may purchase a full or partial meal plan at the beginning of each semester, buy meal tickets for a number of meals, or pay per meal. The dining hall offers a family atmosphere for dining and consistently receives an excellent sanitation grade.

**Health Services.** First aid kits are available at several campus locations. Other than minor first aid assistance, Heritage Bible College has no on-campus health services, medical personnel, or facilities. Students may seek medical attention from local physicians, urgent care centers, or hospital emergency rooms. A list of recommended resources is included in the Health, Safety, and Emergency Management Plan included in this handbook. It is the student’s responsibility to provide his/her own transportation to and from medical appointments. In the event of an emergency, the student or a companion should call 911 for immediate assistance.

**Learning Assistance.** Students may request learning assistance through their advisor. A Learning Lab is available in the Library and tutoring can be arranged upon request. Students whose placement test scores indicate a need for additional assistance may be required to utilize available assistance to aid the student in achieving academic success.

**Services for Students with Disabilities.** Heritage Bible College recognizes its responsibility to provide reasonable accommodations for students with disabilities as mandated in the Americans with Disabilities Act. Entrance ramps are provided for access to campus buildings with entrances not level to the ground. Restroom facilities are accessible. Applicants...
requesting special physical or academic accommodations complete the Request for Accommodations form included with the application packet. College administration reviews the request to determine if the accommodations are possible and/or reasonable. If accommodations cannot be reasonably met, the applicant is informed and admission is not granted.

STUDENT RIGHTS

**College Commitment.** Heritage Bible College policies safeguard student rights in areas such as nondiscrimination, freedom from harassment of any nature, a protocol for addressing grievances and disciplinary issues, a process for appeal of grades, and privacy of educational records. It is our commitment to treat all students with respect and Christian compassion and in harmony with policies, rules, regulations, and federal or state laws that may apply.

**Discipline.** Students have the right to a clear explanation of expectations and a fair and clear disciplinary process to resolve any issues that arise. The Student Standards Agreement (Forms) and the Disciplinary Policy and Procedure (Policies) provide information about expectations and consequences of non-compliance.

**Grievances.** A grievance is a complaint by a student suggesting that he or she has been treated unfairly according to the policies/procedures of the College. The unfair treatment may be real or imagined, but it is important that any such issues be resolved as quickly as possible.

All grievances are to be dealt with in the following manner:
1. The complaint should be settled at the lowest level of relationship possible.
2. If the complaint cannot be settled between the student and member of the faculty or staff, the student is to use the prescribed Chain of Protocol as described in the College Protocol Policy in the Policies section of this handbook. Guidance should be sought from the Dean of Students prior to filing a grievance.

**Orientation for New Students.** An orientation session is held prior to the beginning of each semester to provide basic information to new students, conduct necessary testing, and register students for semester classes. There are separate delivery mechanisms for campus and online student orientations.

**Orientation for New Campus Students.** All new students who will reside on campus, commute to campus, or otherwise take classes on campus are required to attend orientation. New students who have a valid reason for not attending should notify the Admissions Director in advance so that arrangements may be made for testing, registration, and orientation to take place.

Orientation sessions are held on campus and give new students opportunity to meet faculty and staff, tour the campus, and participate in testing which may determine placement of students or identify students who may need tutoring or other developmental studies. Students are notified of orientation dates and times by the Admissions Office.
Orientation for New Online-Only Students. Online-only students will be provided with the following information and materials in order to orient them to the college in a way comparable to campus students.

The following information/materials will be provided electronically:

- Power-point presentations made by staff at the on-campus orientation session
- Doctrinal statement and Code of Conduct
- Student Handbook
- Academic catalog
- Information and instructions specific to the online course software and course materials
- Instructions for taking the online versions of the Standardized Bible Content Test, Language Proficiency Test, and Computer Competency Test
- A statement for online students to certify provision of orientation materials and acknowledge responsibility for abiding by rules and regulations; statement is to be signed and returned to the Student Services Office for inclusion in the student’s file
- Other materials deemed appropriate

The materials shall be made available to new students by the first week of each eight-week session of online classes. Students will be required to submit a statement that they have read and understood the materials to the Online Coordinator. This statement shall be provided to the Student Services Office for inclusion in the student’s file.

**Preservation of Student Confidentiality.** The Populi Information System gives students access to many of their academic and financial records. Each student has a unique username and a private password chosen by the student. Students should not share their passwords with anyone in order to keep their confidential information secure.

**Privacy and Verification of Identity.** A picture ID (e.g., driver’s license or passport) is required to verify a student’s identity to safeguard the security of student records. Passwords for access to the College’s information system are chosen by the student and should be kept confidential and not shared with anyone in order to protect student information and maintain the integrity and reputation of the College.

**Privacy of Educational Records.** Heritage Bible College policy regarding access to student educational records is governed by the Family Federal Rights and Privacy Educational Act (FERPA) of 1974. According to this law, certain “directory” information can be released upon request. Directory information includes:

- Student’s full name
- Address
- College-assigned email address
- Telephone listings
- Date and place of birth
- Major field of study
- Degrees and awards received
- Dates of attendance
- Most recent previous school attended
- Classification (grade level)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Enrollment status (undergraduate or graduate; full-time or part-time)

Directory information can never include:
- Social security number
- Student identification number
- Race
- Ethnicity
- Nationality
- Gender

Students have the option to request that directory information be withheld; if the student exercises this option, no information can be released to anyone outside the college except as provided by law or to anyone within the college who does not have a need to know. Students who wish to request that directory information not be released must complete a form that is kept in their student file with copies to financial aid and registrar offices so that directory information is not released. Forms for this purpose may be obtained from the Student Services, Registrar, or Financial Aid offices. A sample of the form is included in the Forms section. Students are reminded annually of their right to withhold or release directory information by the Student Services Office.

Parents may have access to a student’s educational record if the student is claimed as a dependent for Federal income tax purposes. If the student is not claimed as a dependent on either parent’s Federal income tax return, parents can have access to information only with the student’s written consent. In either case, the student must provide written consent on a form provided by the college. A sample of the form to grant parental access to educational records is included in the Appendix.

Students have the right to inspect and review information contained in their educational records. A student wishing to review his or her records must make a written request to the Student Services office listing the items of interest. These records will be made available within five working days of the request. Certain items in the student’s file are restricted, such as reference forms or other confidential materials. Students may view the file in the presence of a staff person and may make notes from the files but may not make photocopies of any documents.

Questions regarding provisions of FERPA or a student’s educational records should be directed to the Dean of Students for clarification.

**Student Right to Know.** The Higher Education Act requires that certain information be disclosed to prospective and/or current students. See the “Disclosure of Certain Information (Student Right to Know)” in the General Information Section for details.
**TRACS Accrediting Association.** Students have the right to contact the College accrediting association with legitimate concerns about programs, services, policies, or integrity of College operations. The Transnational Association of Christian Colleges and Schools (TRACS) may be contacted at PO Box 328, Forest, VA 24551: Telephone: 434.525.9539; e-mail: info@tracs.org.

**STUDENT RESPONSIBILITIES**

**Introduction.** Students at Heritage Bible College are required to become familiar with and honor the established rules as described in this Handbook. Questions regarding a particular requirement should be addressed to the Dean of Students for clarification. Lack of knowledge or professed ignorance about a particular rule or regulation does not exempt the student from the requirement to honor it or from incurring disciplinary measures due to non-compliance.

**Addressing of Faculty and Staff.** Part of the Christian experience and development of Christian character is to appropriately and properly show respect to those who have authority over us. Students are to address faculty and staff by their appropriate titles, i.e., Dr., Professor, Mr., Mrs., Miss, Brother or Sister. In the classroom, students are to show respect toward their professors. At times, there will be points of difference between a student and professor. These differences are not to be resolved in the classroom but in private consultation. Students are to conduct themselves with a mature and Christ-like demeanor. A professor should never have to discipline a student because of classroom behavior.

**Campus Facilities.** Campus buildings are locked at the conclusion of office hours and/or night classes. Although areas around the buildings are well lit, students exiting these buildings are encouraged to use the buddy system.

**Cell Phones.** Most students have cell phones. Ringers must be turned off during class and chapel times and students should not leave class or chapel to answer a call unless it is an urgent matter. Students should also refrain from sending text or email messages during class and chapel times.

**Change of Contact Information.** If a student’s name, mailing address, telephone number (including cell) or email address changes during his/her tenure at the College, a Change of Address form is to be completed and submitted to the Registrar so that student databases may be updated. Change of Contact Information forms are available from the Registrar or the Student Services office.

**Chapel Attendance.** Chapel services are held at 10:50 am - 12:15 pm each Tuesday during the semester. Students on campus at chapel time are expected to attend chapel each week. Chapel is intended as a time of spiritual worship and refreshing, as well as a time of fellowship and sharing among faculty, staff and students. Students in a leadership role in a chapel service are expected to dress appropriately for a church service.
**Church Attendance.** Each student is expected to attend church every Sunday. The Long Branch Church across from the College campus is designated as the College Church. Students who do not have a local church will be welcomed and find ministry opportunities available through this church.

Students who have special circumstances such as irregular or unusual work schedules that prohibit church attendance on Sunday or necessitate irregular church attendance are to notify the Dean of Students of such circumstances. Students are also expected to attend church when away from campus on the weekends.

**Conduct.** The conduct of each student must be in accordance with the standards of Heritage Bible College. The College is committed to a high standard of Christian conduct. Since it is impossible to list all standards of conduct, the Dean of Students is the authority to rule in situations not addressed in the Student Handbook.

All codes of conduct in the academic catalog and student handbook apply to all students, except those sections which deal specifically with resident (dormitory) students. The Standard of Conduct is not a matter of private interpretation. An effort has been made to make the Code of Conduct clear and concise. Any matters of interpretation are the responsibility of the administration and not the students.

It is expected that students will conduct themselves in such a way that their lives will glorify their Lord and Savior Jesus Christ. This includes all behavior both on and off campus. It is also expected that students will uphold the values and moral standards that make us uniquely Christian. It is not the purpose of College administration to impose demanding rules and regulations upon the students; however, in a community there must be principles and guidelines that govern the operation of the institution. It is therefore expected that students will abide by the guidelines established by the institution and the Standard of Conduct.

All students are required to read and sign the **Student Standards Agreement Form** during the admissions process. The student’s signature indicates his or her willingness to abide by the requirements spelled out in the Standard of Conduct. This signed document is kept on file and is considered a contractual agreement by the student. Failure to honor the Standard of Conduct could result in disciplinary action up to and including expulsion from the College.

The Student Standards Agreement Form is included in the Forms section to be used as a reminder of behavioral expectations and requirements.

All codes of conduct, dress, classroom deportment, academic requirements and church attendance are the same for all campus students. All off-campus (commuting) students who are involved with dorm students and special group activities that travel out of town are subject to the same regulations as dorm students. Off-campus students who cause or aid a dormitory student in violating the established policies of the College will also be subject to disciplinary action.

**Departmental Offices.** Students will not be allowed into a departmental office after 5:00 p.m. unless a member of the department has given approval and made prior arrangements.
**Dress and Appearance.** It is not the intention of the administration to dictate the style of dress of the students. We realize that clothing styles change and each generation has its own unique form of expression. We cannot negate the fact, however, that we are Christians and our standard should not be dictated by the fads and fashions of society. It is therefore important that students give attention to the type of clothing they wear to ensure that it adheres to Christian standards of decency and modesty. The administration reserves the right to ask a student to change his or her clothing or style of clothing if it is deemed immodest or detracts from our spiritual and academic purpose as a Christian College. Students are expected to respectfully comply with such requests from the administration or a faculty or staff member.

Appropriate dress for special events when visitors are on campus (e.g. Thanksgiving or other special services, etc.) is considered to be clothing that is acceptable for church or “business casual.” Students are expected to observe the requirement to dress appropriately for special events.

**Insurance.** Heritage Bible College does not provide or offer any type of insurance coverage to students. Students are encouraged to purchase their own health, accident, or other insurance through their employer, as a part of their parents’ policies, or as an individual from a private insurance carrier. The College does not accept financial responsibility for any student requiring medical attention or hospitalization.

**Legal Responsibility.** Students are expected to comply with all federal, state and local laws and will be held responsible for their actions that may violate established laws. Arrests and/or convictions for violation of laws may result in disciplinary action being taken by the college, up to and including suspension or expulsion.

**Prohibitions.** These important standards of conduct merit special emphasis. Please see the Disciplinary Policy for additional information.

- **Criminal Offenses.** Violations of the standards of conduct that constitute illegal acts are subject to reporting and prosecution. Entering another student’s residence without permission or in his or her absence is illegal entry. Taking another student’s personal property without permission is theft. Theft is a crime and violators will be charged accordingly.

- **Substance Use or Abuse.** The use or abuse of alcohol, cigarettes or other tobacco products, prescription or non prescription drugs is forbidden on campus. Students who have any of these addictions are encouraged to seek professional and spiritual help to overcome them. Heritage Bible College is a smoke-free, alcohol-free, and drug-free institution.

- **Violence.** Students are prohibited from verbal or physical abuse or violence toward another student, staff, or faculty. Violent behavior is a punishable offense.

- **Weapons Ban.** Weapons of any kind, including but not limited to firearms, martial arts or fireworks are not permitted on campus.
Public Displays of Affection Between Students of the Opposite Sex. We understand that single students may develop romantic attachments while attending Heritage Bible College. Choose your friends and environment carefully. Anything you can do to be in the company of people who will help you maintain your Christian values is something to be pursued (Proverbs 13:20). As a relationship is formed, the parties involved must observe basic standards of modesty and decorum. It is difficult, but important, that couples refrain from displays of affection that tend to give the appearance of impropriety and could lead to actions that will reflect negatively against the College. The best way to protect yourself is the practice of prayer, Bible reading, and church attendance. The discipline in this matter will be valuable for years to come.

Social Life. Social activities are an important part of College life. Students are encouraged to participate in all aspects of the social opportunities at Heritage. These include activities, programs, trips, dating, sports and student organizations. In all these areas, it is important that we remember, “Let not your good be evil spoken of” (Romans 14:16).

Dating and Marriage. On a coeducational campus, romantic interest inevitably develops between young men and women. As couples express interest in each other, their primary concern should be to maintain a good Christian testimony at all times. This includes “abstaining from all appearance of evil” (I Thessalonians 5:22).

If a relationship develops between a male and female student, the administration reserves the right to intercede if the relationship becomes or appears to be inappropriate. If the students involved are still dependent upon their parents, the parents will be notified by the Dean of Students if they are non-resident students. Matters involving resident students will be handled cooperatively by the Dorm Supervisor and the Dean of Students.

Couples are allowed to date while students of HBC; however, as has been previously noted, care and caution in the relationship is to be exercised. For resident students under the age of 18, permission to date must be granted by their parents. This permission must be in writing and given to the Dorm Supervisor. Students 18 and older may date at their own discretion. The administration reserves the right to question any and all inappropriate behavior or actions of the dating couple that violate the College’s Standard of Conduct and Biblical principles.

Students who reside on campus and who wish to marry during the course of the academic year should consult with the Dean of Students regarding housing arrangements. Married couples are not permitted to live in the dormitory and married housing facilities are not available. Resident students who marry during the academic year should make other arrangements for housing.

Spiritual Life. Heritage Bible College believes that every Christian, regardless of vocational or ministerial training, should lead a life that brings praise and glory to the Lord Jesus Christ; therefore, a student’s spiritual development is a major priority. Although the College’s schedule is rigorous, students should never neglect personal devotional time. Those who are constantly in a right relationship with the Lord will find their academic work and social contacts to be better. Opportunities for Christian service will provide an avenue through which all students can serve the Lord and develop their individual talents and abilities.
**Student Handbook.** Students are required to abide by the policies, procedures and guidelines contained in this Handbook in order to remain in good standing as a student of Heritage Bible College. It is therefore mandated that students familiarize themselves with all the requirements contained herein and commit themselves to honoring these requirements.

**EXTRACURRICULAR ACTIVITIES**

**Eligibility Requirements for Extracurricular Activities.** Extracurricular activities include service as student ambassadors, student government offices, student council or other student societies. Students must be enrolled full-time (12 or more credit hours) unless it is his/her senior year and no further classes are required to graduate. To be eligible for candidate status for a student government office, students must have a GPA of 3.0 or above.

**Student Ambassadors.** New and continuing students may apply to serve as a Student Ambassador for the College. Selections are made in the fall semester for the academic year. Ambassadors represent the College at both on and off-campus events and assist in recruitment efforts. Selected Ambassadors are formally installed at a Tuesday chapel service along with elected SGA officers. Ambassadors who successfully fulfill the requirements of their position receive a scholarship applied to their account; the amount is determined by the business office.

Qualifications for Student Ambassadors include the requirement to maintain a minimum 2.5 grade point average each semester, must be enrolled for a minimum of 9 semester hours, and must honor the commitments made as an Ambassador. Selections are based upon a short essay and an interview with the Ambassador Director and the Dean of Students.

Application forms and requirements are made available and application deadlines announced at the beginning of the fall semester. Interested students may contact the Recruitment or Admissions Director for forms and information.

**Student Council.** One representative of each student classification (freshman, sophomore, junior, senior, weekend student) shall serve on the Student Council. Members are appointed by the Executive Committee and the SGA Advisor. Qualifications are the same as for SGA officers. Duties of Student Council members are to meet with the Executive Committee as specified by the Committee. Meetings shall deal with matters of importance to the student body, i.e., policies, schedules, curricula, regulations, and discipline. Student Council members also aid in planning and carrying out SGA activities.

**Student Government Association (SGA).** Heritage Bible College has an active Student Government Association. Officers are elected annually and work to improve campus life and activities and to encourage participation in opportunities for practical ministry.

All Heritage students have active membership in the SGA upon payment of the matriculation fee. The SGA is under the leadership of the Dean of Students who reports periodically on SGA activities to the President, who will in turn keep the Board of Trustees updated.
A list of students eligible for election as SGA officers is made available following the mid-point of the spring semester and officers are elected by the student body for the upcoming academic year. Installation of officers is conducted during a Tuesday chapel service early in the fall semester, along with installation of student ambassadors.

The SGA Constitution & Bylaws is included in the Appendix.

**SGA Elections.** Elections for SGA Officers are held in the spring semester immediately after the break. Eligible students are notified two weeks prior to the semester break so they may express their interest in filling an officer position. A ballot is distributed electronically and election results tallied by the Dean of Students. Elected officers and the student body are notified by the Dean of Students.

The purpose of holding elections in the spring semester for the upcoming academic year is to allow the new officers to meet before the end of the semester and over the summer break to plan SGA activities both in the area of governance and student life. This enables a smooth transition and a more effective SGA performance during the academic year.

SGA Officers are installed in a chapel service within the first month of the fall semester, along with student ambassadors.

**Student Interest Groups.** Students may organize societies as they desire around special interests with privilege in each society to elect governing officials. Requirements and elections are on the same basis as the Student Government Association with the exception that a student must have at least a 2.50 GPA for the semester in which he/she is nominated.

Students wishing to initiate a club or interest group should present their suggestion to the Dean of Students for guidance and instruction in College procedures for establishing and maintaining such a group. Interest groups may include such diverse interests as drama, missions, support groups for youth or other ministers, Bible study, chess, golf, or any number of other topics. The caveat to remember is that all student interest groups need to comply with the College mission of being Christ-centered and character-building, along with a focus on ministry, even if it is only to the members of the group.

**RECREATIONAL OPPORTUNITIES**

**Campus Events and Activities.** The SGA, Dorm Supervisor, and Dean of Students work together to promote events and activities for the student body. Examples are back-to-school and end-of-semester parties, Christmas parties, cookouts, bonfires, bowling or movie outings, etc.

**Community Cultural and Recreational Opportunities.**

*Cultural.* Campbell University offers a number of events including plays, concerts and sporting events. Campus Crusade services are held at Campbell on Wednesday nights and are open to the public. Community theatres in Dunn, Benson, Smithfield, and Fayetteville perform a number of plays each season.
Recreational. The Dunn and surrounding area offers a number of recreational opportunities, such as the Cotton Festival in Dunn; Farmer’s Day in Coats; Denim Days in Erwin; and Mule Days in Benson. Efforts are made to publicize information about other upcoming events by placing notices on bulletin boards and student mailboxes or other available means.

Movie theaters are available in Smithfield, Raleigh, and Fayetteville. HBC is less than an hour’s drive from the metropolitan areas of Fayetteville and Raleigh, both of which offer a number of entertainment events appropriate for the student body.

Students are encouraged to take advantage of concerts at Alltel Pavilion and entertainment events at the RBC Center in Raleigh.

Sports and Physical Fitness. In addition to the Student Center and volleyball court on campus, there are other opportunities for recreation and sports activities available in the area. Several golf courses are available in the Dunn and surrounding area. Fees apply.

There are several fitness gyms in the area with exercise equipment and programs. Membership fees apply.

- Tucker Lake, Benson, offers swimming facilities, a water slide, and other amenities.
- Raven Rock State Park, Lillington, NC (hiking and picnicking).

Area options for physical recreation include canoeing, bowling, and indoor skydiving. Information may be obtained from the Student Services Office.

Student Center. The Student Center on campus is available for use by students for recreational purposes. The facility allows for half-court basketball or billiards. There is also an outdoor volleyball court located next to the Student Center.

Open and Close Responsibilities. The Dorm Supervisor or his or her designee is responsible for opening and closing the Student Center during the hours of operation.

Liability. Individuals use the Student Center at their own risk. Heritage Bible College assumes no liability for accidents or injury occurring during the use of this facility.

Use by Outside Groups. Use of the Student Center by outside groups must be approved by the Dean of Students. Outside groups who use the facility must abide by the specified rules and assume personal liability for accident or injury. Heritage Bible College assumes no liability for accident or injury resulting from use of the Student Center by outside groups.

Rules. Use of the Student Center is a privilege and not a right. This privilege may be revoked upon violation of the rules.

1. Students and guests are responsible for using this facility and its equipment in a responsible manner.
2. Equipment should be used only as intended and properly stored before leaving the facility.
3. All trash should be properly disposed of before leaving the facility.
4. If spills occur, these should be cleaned up before leaving the facility.
5. If breakage occurs, it should be reported immediately to the Dorm Supervisor. In the event such breakage occurs when the Dorm Supervisor is not available, a note reporting the breakage should be given to the Dorm Supervisor or the Dean of Students with the name and contact information the person responsible for the breakage or the person who is reporting it.
6. Personal differences with others using the facility should be resolved peaceably and in a Christian manner. Fighting, either verbal or physical, will result in the loss of privilege to use the facility for a specified length of time or permanently.
7. Students and guests should extend Christian courtesy to one another so as to represent Christ and the College in a positive way.

All activities in the Student Center should reflect Christian character and Christ-like behavior. Students who maliciously damage the building by excessive horseplay and destructive behavior will be required to pay for damages incurred as a result of such behavior and will be restricted from using the facility. If a student invites a guest to participate in recreational activities on the campus, the student will be responsible for the guest’s behavior. All activities in the Student Center not scheduled by the College must be cleared through the Dean of Students before the event occurs. All persons not authorized to use the facility will be considered trespassers and will be asked to leave the campus.

STUDENT MINISTRY OPPORTUNITIES

Introduction. It is the desire of Heritage Bible College that students integrate theological, scriptural, social and academic principles into practical ministry. It is expected that all students be involved in some type of ministry during their academic career. Many students find opportunities for ministry in their local church; however, for resident students or those who are not working in a ministry position, information about opportunities for ministry and service will be provided through the College. Information about specific ministry and service opportunities may be obtained from the Student Services office or the office of the President or Academic Dean.

Church Ministries. Students are encouraged to serve in ministry capacities in their own churches whenever possible. Residential students who remain on campus during weekends may participate in services at the Long Branch Church or other church of their choice in the community. Long Branch Church offers many students an opportunity for service under the guidance of the pastor.

Community Outreach. Outreach to the community is encouraged but should be undertaken only with the guidance of College officials for proper training and preparation to ensure that such outreach will be beneficial to the student and the community and will represent Christ and the College in a positive manner.
Community Service. At its heart, ministry is to love God first and others as you love yourself. It is in serving others that Christians are able to influence them for Christ. Students who participate in community service gain valuable practical experience in learning the needs of others and skills in meeting those needs. Community organizations have the opportunity to make contacts with all segments of society and gain interpersonal skills as well as practical application of ministry. A list of opportunities for student involvement in community organizations is included at the end of this section. Students should consult with the Director of Student Ministries to arrange for community service.

HBC Expressions. HBC Expressions is a volunteer student ministry team that represents the College in ministry to churches upon request. Students teach Sunday School classes, offer testimonies or messages, and minister in music or drama. The purpose of this group is three-fold:

- To provide opportunities for practical ministry experience for students
- To provide a service to churches through student ministry
- To provide a positive representation of the College to further our outreach

Since participation in practical ministry opportunities is part of the Heritage Bible College experience and contributes to preparation for ministry, the College allows students to participate on a voluntary basis without prerequisites. Students on academic probation, however, or with disciplinary issues may be asked to suspend participation in HBC Expressions to allow time to improve their Grade Point Average to the required 2.0 for graduation or to resolve any personal problems.

Students interested in being a part of the HBC Expressions Team should contact the Director of Student Ministries.

Opportunities for Practical Ministry

The following community organizations are often in need of volunteers to help meet the needs of their clients. Volunteering for service will provide valuable experience in practical ministry as a part of your overall educational experience. It is a well-known fact that community volunteers usually feel that they “get” much more than they “give” to others. Please discuss your interest in these opportunities with the Dean of Students for more information about a particular opportunity.

**Contact the Dean of Students to volunteer for service in these organizations.**

**Qualifications:** Availability; training is provided.

**Time Commitment:** Flexible, based on needs and volunteer availability

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>DESCRIPTION OF SERVICES</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTS (Area Churches Together in Service) Food Pantry Benson, NC</td>
<td>Food collection and distribution center; pantry is open 2nd and 4th Wednesdays from 9 a.m. – noon. Volunteer assistance welcomed.</td>
<td>Rev. Jeffrey Person 1204 N. Johnson St. Benson 919-820-1591</td>
</tr>
<tr>
<td>Betsy Johnson Regional Hospital</td>
<td>Volunteer hospital chaplains</td>
<td>Rev. Roy Johnson 910-892-7161</td>
</tr>
<tr>
<td>Organization</td>
<td>Description</td>
<td>Contact Information</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Community Home Care &amp; Hospice</td>
<td>End-of-life assistance and comfort to patients and their families. (Valuable experience for those called into the ministry.)</td>
<td>Volunteer Coordinator&lt;br&gt;Erich Johnston&lt;br&gt;Erwin, NC&lt;br&gt;910-892-7548 or 910-892-7372</td>
</tr>
<tr>
<td>Contact Helpline</td>
<td>Telephone counselors for callers in crisis. (Valuable experience in telephone counseling and learning community resources to aid those in crisis.)</td>
<td>Tele-ministry of Johnston County&lt;br&gt;919-934-6161</td>
</tr>
<tr>
<td>Dunn Rehab Center&lt;br&gt;Dunn, NC</td>
<td>Volunteer assistance or regular worship service (music/Bible study) for patients. Requires monthly commitment.</td>
<td>Activities Coordinator&lt;br&gt;Dunn Rehab Center&lt;br&gt;910-892-8843</td>
</tr>
<tr>
<td>Hospice of Harnett County</td>
<td>Volunteers needed for: family support; administrative support; community education; fund raising; others such as yard work, home repairs, care packages, etc.</td>
<td>Hospice of Harnett County&lt;br&gt;910-828-0890</td>
</tr>
<tr>
<td>Liberty Hospice&lt;br&gt;Dunn, NC</td>
<td>End-of-life assistance and comfort to patients and their families. (Valuable ministerial experience.)</td>
<td>Volunteer Coordinator&lt;br&gt;Liberty Hospice&lt;br&gt;Dunn, NC&lt;br&gt;910-892-1906</td>
</tr>
<tr>
<td>Not Just Another Community Center&lt;br&gt;Benson, NC</td>
<td>Tutoring, Bible study, substance abuse/gang awareness; Job-Link assistance, physical education opportunities; GED preparation, etc.</td>
<td>Miranda Pearson&lt;br&gt;Not Just Another Community Center&lt;br&gt;Benson, NC&lt;br&gt;919-464-4255 (cell)&lt;br&gt;919-894-2756 (Center)</td>
</tr>
<tr>
<td>Operation Teaching Tools&lt;br&gt;7160 Sherrill Baggett Road&lt;br&gt;Falcon, NC</td>
<td>World missions’ ministry; Christian education ministry providing study materials to Christians and missionaries in other countries.</td>
<td>Rev. Rose Boyd&lt;br&gt;Operation Teaching Tools&lt;br&gt;7160 Sherrill Baggett Road&lt;br&gt;Falcon, NC&lt;br&gt;910-980-1101</td>
</tr>
<tr>
<td>Smithfield Rescue Mission&lt;br&gt;Smithfield, NC</td>
<td>Food and shelter for homeless (Possibility of internship)</td>
<td>Ben Olson&lt;br&gt;Smithfield Rescue Mission&lt;br&gt;Smithfield, NC&lt;br&gt;919-631-7029&lt;br&gt;<a href="mailto:bolsen981@yahoo.com">bolsen981@yahoo.com</a></td>
</tr>
<tr>
<td>Grace Chapel Food Bank&lt;br&gt;1359 Red Hill Church Rd.&lt;br&gt;Dunn, NC</td>
<td>Food collection and distribution. Open every 1st and 2nd Friday of the month, 10 am – 1 pm.</td>
<td>Randy Barker&lt;br&gt;Grace Chapel Food Bank&lt;br&gt;1359 Red Hill Church Rd.&lt;br&gt;Dunn, NC&lt;br&gt;910-308-5819</td>
</tr>
<tr>
<td>DUMA Community Food Pantry&lt;br&gt;319 E. Broad Street&lt;br&gt;Dunn, NC</td>
<td>2nd Tuesday 10 am – 2 pm&lt;br&gt;4th Tuesday 3 pm – 6 pm</td>
<td>Todd Snyder&lt;br&gt;DUMA Community Food Pantry&lt;br&gt;319 E. Broad Street&lt;br&gt;Dunn, NC&lt;br&gt;910-892-0979&lt;br&gt;<a href="mailto:ncsnyder@embarqmail.com">ncsnyder@embarqmail.com</a></td>
</tr>
<tr>
<td>Christian Food Bank of</td>
<td>Food collection and</td>
<td>Randy Barker</td>
</tr>
</tbody>
</table>
VIRTUAL CAMPUS: ONLINE STUDENTS

Online Degree Program. Heritage Bible College initiated its online program in 2005 to serve those individuals who might otherwise not be able to further their education. With the exception of the BRE in Worship and Music, the entire curriculum may be taken online and a degree earned without once stepping on campus or sitting in a classroom.

Two eight-week online sessions are offered each semester and one eight-week session is offered during the summer.

The Class of 2011 included the first graduates who had earned most or all course credits through the online program. This program is expected to continue to grow.

Online Experience. The college experience for online students is quite different from that of residential or commuting students. The lack of campus life and close contact with instructors and fellow students is offset by the ability to earn a college degree from anywhere in the world while holding a full-time job.

Online Instruction. Heritage Bible College strives to make online learning as meaningful, comprehensive, and rewarding as classroom instruction. Courses are taught using the same syllabus, textbook, and assignments as for campus classes with modifications to accommodate online learning capabilities.

Interaction with instructors and classmates is encouraged through discussion boards and other means of communication such as email, telephone and voice/video over the internet.

The same material presented in 16 weeks for campus classes is covered in eight weeks for online classes; thus, the online student must be self-disciplined and committed to devoting the necessary time to learn course content and complete assignments in a timely manner.

Policies and Procedures. Policies relevant to students are included in the Policies section of this Handbook. Policies of particular interest to online students are:

- Orientation for New Students
- Registration
- Registration for Online Classes

Requirements for Online Students. Online students must meet the same requirements as campus students for courses, program of study, grade point average, attendance, and graduation requirements.
Online students must comply with policies regarding admission, registration, payment of tuition and fees, and withdrawal from a course or the college.

Online students must sign the Student Standards Agreement Form and are expected to honor the content and spirit of these standards. Online students may be subject to discipline, probation, suspension, or expulsion for academic or other reasons. Although the College cannot provide the same level of supervision of online students as for campus students, it is expected that online students will be men and women of integrity and Christian character.

Services for Online Students. Online students are provided with the following services:

- Admissions guidance by the Admissions Office during the application process
- Assistance in applying for financial aid by the Financial Aid Office
- Faculty advising on program of study selection and course requirements by faculty advisor and/or the Online Coordinator
- Registration assistance by the Registrar
- Guidance in ordering textbooks
- Orientation covering the same materials as for campus students regarding college programs, services, and activities
- Orientation to the online program by the Online Coordinator
- Instruction in the use of Populi-based online learning
- Access to Populi for syllabi, class schedules, course requirements, contact information, and grades
- Access to Library materials
- Yearbook
- Academic catalog
- Student Handbook
- Website (www.heritagebiblecollege.edu)

Visits to Campus. Online students are encouraged to visit the HBC campus at least once during their tenure as a student, if at all possible. Campus visits can be arranged upon request to the Online Coordinator.

Website. The college website is a resource for online students www.heritagebiblecollege.edu.

CAMPUS LIFE

Commuter Students

Commuter Student Rights. Commuting students are entitled to the same rights and privileges as students residing on campus and are subject to the same responsibilities, policies and procedures. Commuting students are encouraged to avail themselves of all the opportunities
for activities conducted by and for the College and to involve their spouses and families as appropriate.

**Commuter Student Responsibilities.** All portions of the Student Handbook apply equally to commuting students as to resident students with the exception of those portions that deal specifically with residential life in the dorm or those that deal with online-only students.

Commuting students are encouraged to present any matters of concern to their faculty advisor, the Academic Dean or the Dean of Students for assistance in resolution of the matter.

**Residential Students**

**Introduction.** Students who live on campus have privileges and responsibilities related to housing, activities, and conduct. Residential students experience a fuller college experience through communal living and the ability to focus on studies without outside distractions or travel time.

Learning to live in community is part of the educational experience at Heritage Bible College. Cooperation and compromise are essential for harmonious relationships and these skills serve students well long after graduation. Lifelong friendships may be formed that affect an individual’s personal and spiritual development.

The information in this section explains expectations for residential students. Beyond the requirements listed is the primary responsibility to respect authority, respect others and their property, and honor Christ in all that is done.

**Campus Housing Application and Contract.** Students living in campus housing must sign a rental agreement and must abide by its stipulations. Students residing in the dorm must complete the application and contract form each semester prior to moving into the dorm. See the Campus Housing Policy for more information. A copy of the Rental Application and Contract is included in the Forms section of this Handbook.

**Dormitory Resident Requirements**

**Campus Residency Requirements.** Students will be asked to vacate campus housing without prior notice under certain conditions, including but not limited to:

- Graduation from the College
- Withdrawal from the College
- Suspension or expulsion from the College or if occupants are non-compliant with the lifestyle, philosophy, and policies as stated in the College catalog, student handbook, and code of conduct standards.

See the Campus Housing Policy and Rental Contract for more details.
Cleaning. Resident students assume full responsibility for keeping dorm rooms and common areas in good, clean, and neat living conditions. Periodic inspections are conducted to ensure sanitary conditions. If the room is left in unacceptable condition upon moving, a cleaning fee will be charged to the student along with fees for any damages incurred.

Conduct. Resident students are held accountable for adherence to rules, regulations, and standards of conduct. Violation of these standards will result in disciplinary action and could result in expulsion from the dorm or the school. Standards are spelled out in the following documents:

- Student Handbook
- Student Standards Agreement Form
- Campus Housing Contract

The latter two items are included in the Forms section of this Handbook.

Curfew.  
1. Curfew times are set by the Dorm Supervisor and/or the Dean of Students. Leaving the dorm after curfew without permission is a serious offense. Such an offense may result in forfeiture of privilege to live in the dorm and/or expulsion from the College.
2. The Dorm Supervisor should be informed if student plans to be away from the campus overnight.
3. Only resident students are allowed in the dorm unless permission is granted by the Dorm Supervisor or the Dean of Students.

Devotions. A student-led devotional time is held bi-weekly for resident students. This is an opportunity for fellowship, sharing, spiritual and personal growth. All dorm students are expected to attend and participate.

Dormitory Closing. The dormitory is closed during the Christmas break and summer. It is the responsibility of dormitory students to arrange for housing during the times when the dorm is closed.

Dormitory Requirements. Communal life necessitates a certain amount of rules and regulations. These are established for the benefit of the individual as well as the community at large. Life in the dorm can be a pleasant experience which fosters Christian maturity, or it can be a place of constant conflict and confusion. Each student must do his or her part to make dorm life as pleasant as possible. Each student is responsible for his/her own room. There are, however, some common areas in the dorm that are shared by all students, i.e., the laundry room, lounge, kitchen and hallways. It is the community’s responsibility to keep these areas clean and orderly.

The Dorm Supervisor and/or resident assistant are representatives of the College administration and should receive the same respect and cooperation. It is the Dorm Supervisor/resident assistant’s responsibility to establish the operational guidelines for students residing in the dorm. Such guidelines are in addition to the ones detailed in this Handbook and will be explained to dorm students at the beginning of the semester. Any complaints or concerns should first be
submitted to the Dorm Supervisor or resident assistant and proper protocol is to be followed as outlined in this Handbook.

All dorm students have the right to appropriate privacy as it relates to communal living; therefore, a student is not to enter into another student’s room without permission. There is also to be proper respect for fellow students’ personal property.

**Guidelines for Care, Maintenance and Services of the Dormitory.**

1. Keys to dorm rooms are issued upon registration and satisfactory financial arrangements as documented by the Rental Application and Contract. A one-time fee payable to the Business Office is required in order to receive a key. If the student loses his/her key, the cost of replacing the lock (including parts and labor) is charged to the student’s account. Keys are not to be duplicated by the student or shared with any other individual. Duplication or sharing of keys will result in disciplinary action up to and including expulsion from the dorm.

2. The student’s room is considered his/her home and it should receive proper care. It is the responsibility of the student to keep his/her own room clean, including the shared bathroom. Regular inspections will be conducted by the Dorm Supervisor and/or the Dean of Students. Students failing room inspection will be warned according to the procedure in item 3 with the final result being required to move out of the dorm on either a temporary or permanent basis.

3. Students are to clean their rooms and remove all personal belongings before moving out of the dorm at the end of the academic year or upon graduation or before moving away from campus for any reason. Semester grades will not be released for students leaving their rooms in unacceptable conditions. In addition, students who leave their rooms in an unacceptable condition at the time dorms officially close will have $50 charged to their student account and will jeopardize their privilege to live in the dorm.

4. Rooms are inspected regularly by the Dorm Supervisor and/or the Dean of Students for damage, general cleanliness and unhealthy situations. Dormitory rooms may be entered by the Dorm Supervisor, maintenance personnel, exterminator or Dean of Students at any time for inspections, repairs, pest control or investigation of rule violations.

5. The College is not responsible for a student’s personal property; therefore, the College will not replace any personal items that are lost or stolen.

6. Care should be taken not to deface the dorm rooms. Any damage to a room by a student becomes his/her responsibility and the repairs will be charged to the student’s account.

7. Furniture may not be moved from one room to another without the permission of the Dorm Supervisor.

8. Wall hangings should be in good taste and should not reflect negatively on the testimony of the student or College. If in doubt about the appropriateness of the hanging, the student should clear it with the Dorm Supervisor. The College reserves the right to require that inappropriate posters, pictures, or other room items be removed. Failure to comply with a direction from the Dorm Supervisor and/or the Dean of Students will result in disciplinary action.
9. Wall hangings are to be attached in such a way that their removal does not cause permanent damage to the wall. Four items may be hung by each dorm student and must be hung with thumb-tacks only. These create holes small enough to be filled with paint when the rooms get repainted during the summer. All wall hangings and the substance used to attach them must be removed at the end of the academic year. Any damage to the walls as a result of the hangings will be charged to the student’s account.

10. Students are not permitted to make cosmetic changes to their rooms without prior permission from the Dorm Supervisor. Any approved cosmetic changes will be done at the student’s own expense and will subsequently become a permanent part of the room.

11. Students are permitted to have radios, TVs, entertainment centers, small refrigerators and personal computers in their rooms. When using these items, the student must keep in mind that he/she is living in a community with others and should demonstrate proper respect. Everyone does not enjoy the same style of music, so it is imperative when playing music or watching TV that the sound is kept at a volume so that it does not drift into other dorm rooms.

12. Students are expected to cooperate in conserving electricity, water, heating and air conditioning.

13. Students are not to control the thermostats. This is the responsibility of the Dorm Supervisor.

14. A washer and dryer are provided for use by dorm students. Again, respect is to be exercised in the use of these machines. After the student has finished using the machines, they are to be left clean, emptied of all clothes and the dryer lint catcher is to be cleaned.

**Prohibitions.** These important standards of conduct merit special emphasis. Please see the Disciplinary Policy for additional information.

**Criminal Offenses.** Violations of the standards of conduct that constitute illegal acts are subject to reporting and prosecution. Entering another student’s dorm room without permission or in his or her absence is illegal entry. Taking another student’s personal property without permission is theft. Theft is a crime and violators will be charged accordingly.

**Separation of Men and Women.** Although the dormitory is coed, male and female students reside on separate halls. In the interest of preserving integrity and safety, women are not allowed on the men’s hall or in men’s dorm rooms and vice versa. There is no exception to this policy. Violators will have to meet with the Dean of Students and such violation may result in expulsion.

**Substance Use or Abuse.** The use or abuse of alcohol, cigarettes or other tobacco products, prescription or non prescription drugs is forbidden on campus. Students who have any of these addictions are encouraged to seek professional and spiritual help to overcome them. Heritage Bible College is a smoke-free, alcohol-free, and drug-free institution.
Violence. Students are prohibited from verbal or physical abuse or violence toward another student, staff, or faculty. Violent behavior is a punishable offense.

Weapons Ban. Weapons of any kind, including but not limited to firearms, martial arts or fireworks are not permitted on campus.

**Room Assignments.** All assignments are made by the Dean of Students and/or the Dorm Supervisor. Students must sign a rental contract and may not occupy a room without a completed and signed Campus Housing Application and Contract Form. This contract must be completed each semester. Continuing students desiring to make room requests for the coming year may do so in writing to the Dorm Supervisor and/or the Dean of Students. The College reserves the right to change room assignments during the academic year if it serves the best interest of the College and its community life.

**Safety Precautions.** The burning of candles, potpourri or any flammable items is strictly forbidden to avoid the risk of fire. All portable appliances should be turned off or unplugged when out of the room. Any observed unsafe conditions should be reported to the Dorm Supervisor or the Dean of Students.

Please review the Health, Safety, and Emergency Management Plan for additional information and guidance.

**Security Tips.** The safety of our students is of great concern to the College. Students should help ensure their own safety by observing simple precautions such as those listed below.

1. Keep your dorm room locked at all times.
2. Never copy your room keys. Report lost keys to the Dorm Supervisor or the Dean of Students immediately.
3. Do not prop exterior residence hall doors open.
4. When walking across campus at night, walk with a friend or with a group.
5. Report suspicious persons or activities to the Dorm Supervisor or the Dean of Students.
6. Report theft or other crimes immediately to the Dorm Supervisor or the Dean of Students.
7. Lock your vehicle. Do not leave valuables unattended.
8. Maintain accurate records of your belongings and their serial numbers.
9. Do not let strangers into your residence hall or room.

The College encourages all students to be conscious of their own safety and security and to report unsafe conditions immediately.

**Storage Space.** Outside storage buildings or other such structures cannot be placed on campus. A limited amount of storage space is available in the dorm for College use. Dorm
residents are expected to store all their personal belongings in their own rooms. The College is not liable for any valuables students may bring to campus.

**Telephone Service.** As mentioned elsewhere in this Handbook, most students have personal cell phones. There is, however, a telephone available in the dorm for students to make local calls. Long distance calls may not be made on this telephone. In case of an emergency, long distance calls may be made from other telephones on campus in case of emergency provided the call is charged to a telephone calling card or credit card or placed so that charges are reversed.

**Visitors.**
1. Dorm students are allowed to have off-campus visitors; however, the Dorm Supervisor is to be informed of such visits.
2. Dorm students may not have visitors spend the night in their dorm room without permission from the Dorm Supervisor.
3. All visitors must leave the campus at visitor curfew.
4. Visitors are to follow the same code of conduct as the students. Failure to comply will result in the visitor being asked to leave the campus and possibly being banned from the campus.
POLICIES AFFECTING STUDENTS

This listing of policies is provided for student information and reference, but is not a complete compilation of all College policies. If questions arise about these or other policies, students may contact the Dean of Students for guidance.

Policies are provided in alphabetical order by title for easy location. Policies and page numbers are listed in the Table of Contents.

Academic Advising Policy

Institutional Responsibility. The College has the obligation to provide for every student an academic advisor who is knowledgeable of young people, 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.

---

Academic Freedom Policy

Heritage Bible College encourages academic freedom within the context of its mission, vision, philosophy, purpose, statement of faith, and standards of conduct. Academic freedom is therefore defined as follows:

Philosophy

- God is the source of all truth. The Scriptures are the written expression of truth and the revealed will of God. There is also natural revelation. Both types of revelation contribute to our understanding of truth.
- Academic freedom serves to further the college mission of developing Christ-centered students of Christian character who are committed to ministry and our vision of being a "center for global renewal through leadership training." This vision can be achieved only if faculty demonstrates these qualities and principles in the classroom.
- “The teacher is a citizen, a member of a learned profession and an officer of an educational institution” ("Academic Freedom and Tenure, 1940 Statement of Principles and Interpretive Comments," American Association of University Professors). What faculty say or do as private citizens outside their own area of professional competence cannot be justified on the grounds of academic freedom. The public will judge the college by the faculty's utterances. Consequently, accuracy, proper restraint and respect for the rights of others to express their opinions shall be exercised by faculty speaking in public as private citizens. These considerations are not meant to restrict the faculty's ability to make public utterances on topics outside of their discipline, but to encourage faculty to speak the truth in love in accordance with scriptural principles.
- As private citizens, faculty members are not restricted from speaking out politically, or from addressing the wrongs in society. Faculty members are free to hold public office so long as
holding that office does not interfere with fulfillment of contractual duties and so long as the faculty member does not use his or her position as faculty at Heritage Bible College to further his or her political views or opinions or doctrinal beliefs that may be contrary to the standards of the college.

**Instructional Requirements**
- Faculty members are required to sign agreement with the Statement of Faith and are expected to present the doctrines therein, but are not precluded from sharing other and conflicting views so long as doctrine contrary to the College stance is not promoted to students or other faculty and staff.
- Faculty members are required to sign agreement with and adherence to a Standard of Conduct and are expected to model Christian conduct both in and out of the classroom.
- Faculty members should pursue knowledge and truth about their discipline in order to provide comprehensive education in the subject matter to students.
- Faculty should facilitate open discussion about opposing viewpoints on matters within the course curriculum but should not promote a position contrary to the standards of Heritage Bible College or encourage students to do so.
- Faculty may not use their position or classroom as a platform to demand adherence by students to a personal theological viewpoint, political preference or social agenda.

**Breaches of Academic Freedom**

Breaches of academic freedom may occur when faculty violates the provisions of this policy or when a faculty member feels that he or she has been denied academic freedom. Students may report perceived breaches of academic freedom (overstepping the provisions of this policy) by a faculty member or faculty may report perceived restrictions of academic freedom in the performance of his or her teaching duties.

Allegations of breaches of academic freedom must be submitted in writing to the Academic Dean by the student or faculty member. The Academic Dean and/or his designated representative will investigate the report and submit findings and recommendations to the President. The President will present the matter to the Board of Trustees for resolution. A response will be provided in writing to the individual reporting the violation or restriction of academic freedom within 21 calendar days from submission of the written allegation.

**Academic Freedom Policy**

**Academics**

**Administration**

**Board of Trustees**

REVISED/BOT Approval - 4/21/11

**Academic Load Policy**

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 based only on superior academic achievement. Students admitted provisionally and those on probation may not enroll for more than 12 semester hours. Learning labs, tutoring, and mentoring shall be made available to students who need these services.

**Academic Load Policy**

Academics

Registrar
**Academic Probation, Suspension, or Exclusion Policy**

**Academic Probation.** A student who does not have a “C” average (2.0) 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

Learning labs, tutoring, and mentoring shall be made available to students who need these services.

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.

**Academic Suspension or Exclusion.** Failure to show evidence of satisfactory progress after being placed on probation is sufficient cause for a student to be academically suspended or excluded from the College. A student may be required to withdraw from a course or the College at any time if, in the judgment of the instructor with approval by the Academic Dean, continuation in the course or academic program of study is resulting in no advantage to the student or in harm to others.

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:

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Probation</th>
<th>Suspension or Exclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-30</td>
<td>Below 2.0</td>
<td>Below 1.50</td>
</tr>
<tr>
<td>31-64</td>
<td>Below 2.0</td>
<td>Below 1.75</td>
</tr>
<tr>
<td>65-97</td>
<td>Below 2.0</td>
<td>Below 1.95</td>
</tr>
<tr>
<td>98 and above</td>
<td>Below 2.0</td>
<td>Below 2.00</td>
</tr>
</tbody>
</table>
Right to Appeal. A student may appeal academic exclusion by submitting a written request 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. The matter may then be appealed to the President whose decision is final. The student will be notified in writing of the decision within 10 business days from the date the appeal was received.

Loss of Benefits. Veterans’ benefits will be terminated for any veteran who is academically excluded from the College. Federal financial aid benefits will be terminated and the student is required to repay to the College any funds that are returned to the U.S. Department of Education.

Readmission. 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.

Academic Probation, Suspension or Exclusion Policy
Academics
Financial Aid
REVISED/BOT Approval - 4/18/13

Academic Standing and Continuance Policy
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 and above

Access to Student Files and Records Policy
Only authorized college officials may have access to student files and records either as a part of their job responsibilities or on a need-to-know basis. Staff and faculty who are authorized to work with or access student files and records are bound by confidentiality requirements. Volunteer or paid student helpers or work-study students are prohibited from working with or accessing confidential student files or records.

Access to Student Files and Records
Admissions
Academics
NEW/BOT Approval - 10/16/08
Attendance Policy

1. Instructors are required to maintain up-to-date attendance records for all classes. Accurate attendance reporting is essential to comply with Federal Financial Aid regulations.

2. Students are required to be in class for each class meeting. If a student is absent, he/she is responsible for any missed work and is expected to take the initiative in catching up with the class.

3. Students must attend class a minimum of 75% of scheduled time to be eligible for academic credit.
   - For classes that meet twice per week, the maximum number of absences is 8.
   - For classes that meet once per week, the maximum number of absences is 4.
   - For online classes, the maximum number of absences is 2.

4. Students enrolling in a class during the drop-add period will be considered absent for the classes missed from the beginning of the semester or session.

5. Students in campus classes must be present at the class start-time. If a student is up to 30 minutes late for class, he/she will be considered tardy. Three tardies constitute an absence. After 30 minutes, the student will be considered absent.

6. Students in online classes must demonstrably participate during the week in order to be considered present. A student participates when an assignment is turned in, and a discussion comment is posted, and an interaction with the instructor takes place. Late work is considered participation for the week of its submission – not for the week it was due.

7. If a student is absent more than the maximum allowable, he/she will receive a grade of F for the course. However, if there are extraordinary and documented circumstances which caused a student to be absent more than the allowable times, he/she may appeal in writing to the Academic Dean. The Academic Dean, in consultation with the course instructor, will decide within 10 business days if the grade of F for absences can be waived and what make-up work will be required to justify the waiver.

8. Federal Financial Aid recipients must be attending classes through the 60% plus one day point of each semester or session to receive their full amount of financial aid. Failure to meet this requirement will result in return of Title IV funds as calculated using federal guidelines, with the student being billed for the amount due Heritage Bible College as a result.
**Biblical Standards Policy**
The Biblical Standards of Heritage Bible College are defined in a Statement of Faith approved by College administration and the Board of Trustees. This Statement must conform to accreditation requirements and must not be in conflict with the Articles of Faith of the Pentecostal Free Will Baptist Church, Inc.

The Statement of Faith is reviewed by College administration at least every five years to assure its continued compliance with standards and agreement with the denomination’s Articles of Faith. Any recommendations for changes are submitted by the President to the Board of Trustees for approval.

All trustees, staff, faculty, and students must sign their agreement to honor the Statement of Faith upon initial appointment, employment, or enrollment. Copies of signed statements are maintained in appropriate files.

**Biblical Standards**
Administration
NEW/Board Approval - 10/21/10

**Campus Housing Policy**
Application and Deposit. Applicants who wish to reside in campus housing must submit the required housing fee and completed Campus Housing Application and Contract Form with their application materials in order to reserve space in the dorm. This one-time fee is in addition to housing fees per semester and is non-refundable except in cases where housing is denied by the College or the applicant elects not to enroll or not to reside in campus housing.

Contract. Resident students must complete and submit the Campus Housing Contract when they first enroll and at the beginning of each semester thereafter. Financial arrangements must be satisfied prior to moving into campus housing each semester and proper approval signatures obtained on the contract form. Resident students who violate the provisions of the contract as described on the reverse of the form jeopardize their privilege to remain in residence.

Keys. Dormitory students are issued keys to their assigned rooms upon completion of satisfactory financial arrangements as verified by appropriate signatures on the rental contract. In all cases where keys are issued, they are intended for exclusive use and the person to whom the keys are issued is solely responsible for the use and safekeeping of the key. This individual is also responsible for the return of the key upon separation from the college or when the key is no longer needed.

A non-refundable deposit is required for issuance of keys to campus housing. If the key is lost or otherwise not returned when the student leaves the college, the cost of replacing keys and locks (including parts and labor) will be charged to the student.

**Campus Housing**
Student Services
Business Office
NEW/BOT Approval - 4/21/11
Campus Safety and Security Policy

Safety. The Health, Safety, & Emergency Management Plan provides information, resources, and procedures for protection of staff, faculty, and students. The plan is included in the Student Handbook and is provided to all campus employees. The plan is reviewed with resident students as a part of the orientation process each semester. Reference copies are available in the dormitory and the library.

Accidents or Injuries. Accidents resulting in personal injury should be reported to the Safety Officer on the appropriate form no more than 24 hours after the event. Any observed unsafe conditions should be reported immediately so that the issue may be resolved to avoid injury.

Security. Campus security is protected through secure locks on campus buildings, adequate lighting, monitoring by staff during work hours, and the presence of a resident dorm supervisor. The importance of security awareness is emphasized to students and the college community. Security concerns are reported to the Safety Officer for correction.

Crime Statistics and Reporting. The college provides an annual Crime Statistics and Security Report to the U.S. Department of Education. Public Law 101-542, the Student Right-to-Know Act, mandates the reporting of on-campus incidents of the following criminal acts:
- Murder
- Sex offenses
- Robbery
- Aggravated assault
- Motor vehicle theft

The law also requires reporting of arrests initiated for liquor, drug, and weapons violations.

The annual Crime Statistics and Security Report is published in the next updates of the academic catalog, student handbook, and on the website. The report is also posted on the web-based student information system.

Campus Incidents. Allegations of crimes on campus are reported to the Safety Officer on the appropriate form. Incidents are investigated by campus administration. As appropriate, such incidents are reported to law enforcement for arrest and prosecution and/or handled through college disciplinary policies and procedures.

Responsibility. Responsibility for collecting, reporting, and publishing crime statistics is assigned to the Safety Officer, who also handles any identified security threats.

Catalog Requirements Policy

Students must qualify for graduation [graduate] under the program requirements published in the catalog in effect at the time of initial enrollment, if that enrollment is continuous.
If a student drops out for two or more consecutive semesters and then returns, he or she is bound by the catalog requirements in effect at the time of return. Additional course work may be needed to meet those requirements.

Each student is responsible for the proper completion of his or her academic program, for knowing the academic policies of the College, for maintaining academic standing and for meeting all graduation requirements. Faculty advisors, the Registrar and Academic Dean will provide counsel and assistance, but the final responsibility rests with the student.

The institution reserves the right to make changes in programs of study and disclaims liability for unintended errors in catalogs.

Catalog Requirements
Academics
NEW
BOT Approval 4/18/13

Changing Courses or Class Schedules Policy
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 campus classes each semester. Drop/Add period for 8-week online courses is one week from the first day of the class. A fee is charged for each course dropped or added. See the Schedule of Tuition and Fees for information on charges.

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.

Refunds for Dropped Courses. Courses dropped within the drop/add period and through the proper procedures are eligible for a refund of all or a portion of the course charge as determined by the Business Office.
**Chapel Policy**

Chapel is a vital part of campus life and is integrated into the total mission of the college which is to be Christ Centered, Character Building and Committed to Ministry. There is one primary chapel service held on Tuesdays at 10:50 a.m. The following guidelines are relevant to the chapel:

Chapel attendance is expected of all resident students, commuter students whose class schedules require them to be on campus immediately preceding or following chapel service, and campus faculty and staff unless prohibited by work schedules, appointments, illness, or other valid reasons.

2. Chapel is to be approached as a time of worship and celebration, not as another class.

3. When students are leading and/or participating in a chapel service, their dress should be appropriate for the occasion. Sometimes special chapel services are planned when visitors from local churches and the community are invited, such as Thanksgiving, Pentecostal Free Will Baptist Church Ladies Day of Sharing. During these special events students are to dress less casually and more professionally.

**Citizenship Award Policy**

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 personal service to organizations, groups, or individuals.

Potential recipients are nominated by the faculty and staff with final approval by the President’s Council.

The award shall be a plaque presented to the recipient. In the event more than one individual deserves the honor, additional plaques will be awarded.
College Protocol Policy

Administrators, faculty, staff, alumni, and students should follow established protocol in order to resolve questions, complaints, grievances, and appeals. In all cases, an attempt should be made to resolve the concern at the lowest level possible. Matters that cannot be resolved at a lower level may be appealed to the President, whose decision is final.

1. Board of Trustees. Only the President, or his officially designated representative, may take matters of College business to the Board of Trustees in both official and unofficial contacts. A College employee may contact the Board of Trustees only with the written approval of the President except where there is a personal grievance against the President. Conversely, it is expected that contacts from the President and/or Board of Trustees to an employee, student or alumni of a business/official nature should be made through the President.

The Board of Trustees may choose to take matters of concern to the General Board of Directors of the Pentecostal Free Will Baptist Church, Inc. College employees may not initiate contact with the denominational board without the written direction of the President and/or the Board of Trustees.

2. College Administrators, Faculty, Staff, Alumni, and Students.

   a. Students.
      i. Dorm Supervisor (resident students only)
      ii. Dean of Students (commuter students)
      iii. Online Coordinator (online students)
      iv. SGA Officers (for matters of general, not personal, concern)
      v. Academic Dean (for academic concerns)
      vi. President (for other concerns)

   b. Faculty.
      i. Immediate Supervisor
      ii. Department Chair
      iii. Associate Dean for Academic Programs
      iv. Academic Dean
      v. President

   c. Staff:
      i. Immediate Supervisor
      ii. Department Head
      iii. President

   d. SGA Officers:
      i. SGA President
      ii. SGA Advisor
      iii. Dean of Students
      iv. President

   e. Alumni Association Officers:
      i. Alumni Association President
      ii. Alumni Liaison
      iii. President

Complaints & Appeals
Complaints should first be addressed at the lowest level in the chain of command, with the exception that issues with the individual designated as the first level of approach may be taken to the next highest level. Complaints, grievances, or appeals should be submitted to the appropriate office/individual in writing within ten days of the occasion causing the complaint or grievance.

The complaint or grievance should be addressed at each level of the chain of command within five (5) working days after receipt of documentation. Responses to appeals to the President will be provided in writing within ten (10) working days after receipt of the appeal. If a final response cannot be given at that time, a deadline for a final response shall be established and included in the written documentation to the plaintiff.

In all cases, the President is the highest level of appeal for complaints or grievances, with the exception that the President may, at his or her discretion, involve the Board of Trustees in determining the resolution of an issue that has exhausted the chain of command without a solution. The President’s decision is final.

Process
Complaints, grievances, and appeals must be submitted in writing to the appropriate office or individual. Decisions and responses must be made in writing to the party initiating the complaint. Records of all complaints, grievances, and appeals will be maintained in the appropriate office as follows:

- Records of student complaints, grievances, or appeals will be maintained in the Student Services Office.
- Records of faculty or staff complaints, grievances, or appeals will be maintained in the President’s Office.

Complaints to the Accrediting Association
Complaints against the college or the accrediting association may be filed with the accrediting association. Complaints against the college should be addressed through the college protocol process prior to submitting a complaint with TRACS. All complaints:

- Must be in writing
- Must clearly identify the nature of the complaint
- Must state what the complainant has done prior to submitting the complaint
- Must include copies of any relevant documents
- Must clearly present the name and address of the complainant
- Must be signed by the complainant

Complaints against member institutions must state the name of the institution. Complaints against TRACS itself do not require a statement of what the complainant has done with respect to the complaint prior to submitting the complaint; however, the complainant is encouraged to include such a statement.

All complaints are to be sent to TRACS’ President:

TRACS President
15935 Forest Road
Forest, VA 24551
Telephone: 434.525.9539
E-mail: info@tracs.org
Complete information about filing a complaint with TRACS is provided in the TRACS Policies and Procedures Manual, which is available on the TRACS website (www.tracs.org) or from the Institutional Effectiveness Office.

College Protocol  
Administration  
All Departments  
REVISED/BOT Approval - 4/19/12

**Default Policy**
Timely collection of student tuition and fees is a crucial element of financial stewardship and college solvency. To prevent or reduce student default on payments owed to the college, the following requirements are established to manage and monitor student debt and repayment:

1. Tuition and fees must be paid in full prior to the end of the semester according to the payment plan established for the student.
2. Students whose accounts have an unpaid balance do not receive semester grades, may not register for subsequent semester, and may not receive an official transcript until accounts are cleared.
3. Student accounts in arrears for 60 days are referred to a collection agency to secure payment.

Since student defaults on college loans impact accreditation status, the following requirements are established to help students avoid defaulting on college loans:

1. Students who have federal student loans must complete an online Exit Counseling Session (www.nsids.ed.gov). A formal letter is forwarded to each exited student stating the mandatory action.
2. Periodic surveys of graduates are conducted to determine, among other things, the status of their student loan repayment.
3. Default rate is closely monitored.
4. Persistence and graduation rates are monitored.

Default Policy  
Financial Aid  
Business Office  
Administration  
NEW/BOT Approval - 10/21/10

**Directed Studies Policy**
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 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.

Disciplinary Policy and Procedures
In order to maintain a safe, secure, healthful, and Christ-like atmosphere on campus and among its student body, Heritage Bible College has established necessary rules and guidelines for student behavior. These policies, rules, and standards of behavior may be found in the following publications:
• Student Standards Agreement Form signed by incoming students
• Student Handbook details standards, policies and procedures to be honored by students
• Academic Catalog contains academic, student life, financial, and other standards, policies and procedures that establish processes for maintaining an orderly and effective administration of college programs and services

There are various reasons behind the policies and standards of HBC. These include but are not limited to the following:
• Our commitment to be Christ-centered, build the character of our students, and develop a commitment to ministry among the campus community
• Clear and obvious principles of Christian living that are Christ-like, God honoring, and effective in bearing witness to others.
• Sensitivity to others in community life. Guidelines that bring order and harmony to our college environment exist for the good of the community and the purpose of our existence.
• Sensitivity to our supporting constituency. As a privately funded Christian college, a significant portion of the operation of the college is underwritten by individuals and churches that believe in HBC and its purpose of training men and women for Christian service.
• Policies mandated by law.
• Requirements mandated by safety.

Students not meeting the standards of conduct set forth by Heritage Bible College will be subject to disciplinary action. The purpose of the college and the concerns of the college family encourage individuals to conduct themselves with Christ-like behavior. When an individual decides his/her interests are greater than the good of the community, disciplinary situations may arise. When discipline is required, every effort will be made to respond in a redemptive way to all concerned. Our desire is to help instill Christ-like conduct and a Christ-like attitude.

Violations of Standards of Conduct
Students who violate the college standards of conduct will be disciplined. Discipline may consist of a variety of consequences as determined by the Disciplinary Committee and/or the Dean of Students based upon the severity of the violation. The Dean of Students makes the decision as to whether the violation warrants referral to the Disciplinary Committee level. When the infraction involves a resident student, the dormitory supervisor is also a part of the disciplinary process.

**Inappropriate and unacceptable behavior includes but is not limited to:**
- Conduct that is in violation of the Code of Conduct signed by all students
- Conduct reflecting blatant disregard for the standards, spirit and purpose of Heritage Bible College
- Conduct that dishonors the commitment made to respect and abide by the Statement of Faith of the Pentecostal Free Will Baptist Church and Heritage Bible College by promoting beliefs or practices contrary to the denomination and college stance
- Disrespectful conduct toward others
- Rebelliousness and/or disregard of college policies
- Abusive or threatening language or conduct toward college personnel, students, or others
- Lying, cheating, plagiarism or theft
- Misdemeanor or felony offenses
- Purchase, possession, or use of illegal drugs, alcohol, or tobacco
- Inappropriate use of over-the-counter and prescription drugs, propellants, or other inhaled substances
- Possession of fireworks, firearms or other weapons on campus
- Inappropriate use of a computer, the HBC Network and Internet
- Possession or use of pornography
- Sexually inappropriate affection, promiscuity or immorality including homosexual activity
- Unauthorized use of HBC equipment, materials, books, etc.
- Destruction of property or vandalism
- Any other conduct that causes a disruption among the student body or hinders the learning process

When disciplinary situations arise, a student may be subject to **any or all of the following disciplinary actions** as deemed appropriate by the Dean of Students and the Disciplinary Committee, if convened:

1. A meeting with the Disciplinary Committee and/or the Dean of Students to determine the specific problem. The situation may be resolved through counsel and/or appropriate disciplinary action. A student may be given the opportunity to enter into a Disciplinary Contract. This agreement identifies the unacceptable behavior, prescribes obligations on the part of the student, and includes specific consequences if the agreement is not kept.

2. A student may be placed on Disciplinary Probation which will involve a period of examination and evaluation to determine a student's status; and whether the student will be permitted to continue as a student. The length of a Disciplinary Probation may vary and may require the student to forfeit any scholarship awards received through the college. The student will not be able to represent the college in extracurricular activities such as the Student Government Association, the student ambassador program, or as a leader in other organizations or events for the length of the probationary period.

3. If the situation requires, the student may be placed on Disciplinary Suspension and will no longer be able to continue as a student. When suspension is imposed, an appeal for reinstatement may be made, in writing, to the President's Office. Such appeal should be made within two business days following the notice of the Disciplinary Suspension. A dismissed student will receive a "W" (withdrew) or an "F" on his/her transcript, reflecting their academic standing at the
time of suspension. A student may be granted appropriate credit for courses that were successfully completed prior to the suspension.

4. A Conference Call to parents or legal guardians of minor students may be enlisted to help resolve difficulties regarding the problem and possible solutions.

5. A meeting with the Disciplinary Committee. This committee is composed of a group of the Dean of Students, a faculty member, a staff member, and a student representative, usually the president of the SGA. The committee is convened when deemed appropriate by the Dean of Students.

The following procedures will apply when the Disciplinary Committee convenes.

- Written statement specifying the standard of conduct violated will be made available to the student.
- The student may review in advance the information to be submitted to the disciplinary committee for the meeting. The Dean of Students will provide this information to the student upon notice of a disciplinary review.
- The student has the right to hear and respond to all information presented at the meeting; however, the student may not be accompanied by a parent, another student, or any other person unless the committee or the Dean of Students is notified, in writing, in advance of the meeting.
- Determination of the facts related to the situation will be based solely on the information presented at the meeting.
- The Disciplinary Committee shall have the authority to impose any appropriate disciplinary measure.
- Typically, the Disciplinary Committee will excuse the student from the meeting and arrive at a decision in the same meeting. The student will return to the meeting and be informed of the decision. This will be followed with written notification as well. In the event the committee does not communicate a decision directly to the student at the meeting, the Dean of Students will notify the student of the final decision in person, if possible, and in writing.
- Appeal of any final decision of the Disciplinary Committee may be made in writing to the President's Office within two business days of the notification of the decision.

Special Circumstances
Occasionally a student is unable to function academically and/or socially in the college environment. Examples of such situations would include:

- Mental health issues
- Extreme learning disability
- Inability to conform to HBC attendance policy or other HBC policy
- Extreme anti-social behavior
- Personal problems or behaviors, which threaten the emotional, spiritual or physical well being of the student or others.

After evaluation by the Dean of Students or any other professionals as deemed necessary, if a student is found to be unable to function in the college environment, the Dean of Students will assist in the withdrawal process and will notify all other college officials as needed. Typically, parents or guardians of minor students will be contacted for assistance. HBC is primarily an institution of higher education and is not staffed to give ongoing therapeutic treatment for certain types of needs listed above.

Consequences for Alcohol or Drug Use or Abuse Policy Violations
The goal of Heritage Bible College is to achieve compliance with our alcohol and drug use or abuse policy by dealing with students who violate the policy in a restorative and redemptive
manner. Students in violation of this policy are subject to the maximum sanction of dismissal or lesser sanctions as outlined below. Students who violate the policy by possessing or consuming alcohol, or being present where other students are in possession of or consume alcohol, or who use illegal substances or abuse prescription drugs or who are present where other students are in possession of or use or abuse illegal substances and/or prescription medications may expect the following consequences:

First Offense
- Disciplinary probation (length to be determined by the disciplinary process)
- Written notification of parents of minor students
- Assessment/treatment recommendations or requirements
- Educational assignment

Second Offense
- Strict disciplinary probation (length and severity to be determined by the disciplinary process)
- Written notification of parents of minor students
- A $100 fine payable to the college
- Assessment/treatment recommendations or requirements

Third Offense
- Student may be dismissed from the university for a period of at least one full semester
- Student may be expelled from the college
- Student may be reported to authorities if warranted by legal violations
- Students who are present where other HBC students are in possession of, or consuming, alcohol will be considered to have an "offense." Consequences will be at minimum disciplinary probation status.

Students who provide alcohol or a place to consume alcohol for others will be at minimum placed on strict disciplinary probation and fined a minimum of $100 payable to the college. Students who, as a result of alcohol consumption or use of illegal substances or abuse of prescription medications, are uncooperative or belligerent are subject to the full police powers of the county sheriff’s office or the city police department.

Criminal violations of state or local laws relating to the use or abuse of alcohol or any type of drug are subject to prosecution to the full extent of the law.

In all disciplinary actions, the decision of the President is final; there is no further appeal.

Disciplinary Policy & Procedures
Student Services
REVISED/BOT Approval - 4/19/12

Dual Enrollment Policy
Heritage Bible College allows for the acceptance of public, private or home high school students to take courses at the college level, with the following provisions:

1. Applicant must be at least 16 years old and be in his or her junior or senior year of high school.
2. Applicant must complete a Heritage Bible College Dual Enrollment Application Form and secure the appropriate parental consent and approval by the Principal of the high school or home school in which the applicant is enrolled.

3. Students accepted for dual enrollment must complete the Dual Enrollment Application Form with appropriate approvals and designated courses each semester they are in attendance at Heritage Bible College.

4. In the case of a home-schooled student, a copy of official recognition of the home school by the state of residence must be included with the application materials.

5. Applicant must meet all other requirements for admission including a current, official high school transcript from a public, private, or home school.

6. Dual-enrolled students may not register for more than nine (9) credit hours per semester while simultaneously enrolled in a public, private, or home school.

7. No official transcript will be issued and no course credits transferred to another college until the dual-enrolled student presents an official high school transcript verifying graduation or a GED certificate.

8. High school students who enroll under the Dual Enrollment Policy are not regular students and are not eligible for federal financial aid.

Heritage Bible College will grant college credit for courses taken and will transfer course credits to the high school where the student is enrolled provided the final grade is C or above and provided such credits are acceptable by the high school and used to satisfy graduation requirements. A transcript will be provided to the high school upon written request to the registrar by the dual-enrolled student.

Dual-enrolled students who wish to enroll at Heritage Bible College as a regular full-time or part-time student after graduation from high school and who have earned college credits for courses taken at another institution as a dual-enrolled high school and college student may request transfer credits for college credit courses earned at another institution. The standard transfer credit policy applies with the following additional requirements:

1. An official transcript from the college or university attended (not just the high school transcript)
2. An official high school transcript
3. College course credits used to satisfy high school graduation requirements as shown on the high school transcript will not transfer

It is the applicant's responsibility to have the above documents sent to the Heritage Bible College Admissions Office when making application for admission. The high school transcript alone is not adequate.

It is the decision of the registrar and academic dean whether to accept such transfer credits based on the transfer credit policy and relevance to Heritage Bible College curriculum requirements.

Dual Enrollment
Admissions
Financial Aid
REVISED/BOT Approval - 4/19/12
**Exams Policy**
Final exam schedules will be printed and distributed in advance of exam week. Schedules are to be followed and no additional test or quiz may be given during that week. No written major paper or research project may be assigned the last week of classes or in the final exam week.

Exams
Academics
Faculty
Students
REVISED/BOT Approval - 7/19/12

**Facilities Accommodations Policy**
The college is mindful of responsibilities under the Americans with Disabilities Act and seeks to provide adequate access to college facilities for students, staff, faculty or visitors with disabilities. Ensuring such access is a part of short-term planning for renovations and long-term planning for new construction. It is the policy of the college to provide reasonable accommodations wherever practically and economically feasible to aid students in their education and staff or faculty in their employment.

Prospective students may indicate their need for special accommodations through submission of the Request for Accommodations Form to the Admissions Office. Current students may submit the completed form to the Student Services Office. Staff or faculty shall submit the completed form to the Department Head for submission through the proper channels.

Facilities Accommodations
Administration
Facilities Management
Student Services
NEW/BOT Approval – 10/18/12

**Facilities and Equipment Management Policy**
The President or his/her designee is responsible for the efficient use and management of college facilities, including all buildings or structures and the equipment necessary for their operation. The following specifications are established for the use of physical facilities and equipment.

The Facilities Management Department is responsible for the oversight and management of college physical facilities and equipment including routine maintenance and repairs of academic, residential, and administrative buildings and related operating equipment. The Facilities Manager directs these activities and implements effective plans and processes.

**Authority:**
1. The President or his/her designee may purchase or dispose of college facilities and equipment under the authority delegated by the Board of Trustees in the Constitution & Bylaws.

2. The President or his/her designee may allow use of college facilities and equipment by individuals or groups outside the college community, subject to established rules and regulations.
for such use. The President or his/her designee reserves the right to schedule the time and place of all activities held on college property and to prohibit activities that do not conform to institutional standards.

3. The authority to permanently name any building or structure on college property rests with the Board of Trustees and the General Board of Directors.

4. The President or his/her designee is authorized to establish and implement security and safety rules, regulations, and monitoring systems as may be necessary to protect campus residents, staff, and faculty. The Safety, Health, and Emergency Management Plan outlines these rules and procedures.

5. The President or his/her designee retains the right to regulate the placement or display of posters or other materials on campus bulletin boards or property and to remove those which do not conform to institutional standards. Materials displayed publicly will be removed when outdated; problematic materials will be removed immediately.

6. The Facilities Manager shall maintain records of all required authorizations and/or inspections by state or local agencies.

7. The Facilities Manager shall carry out activities or tasks required by state or local agencies in regard to facilities and equipment and shall maintain records of compliance.

Prohibitions:

1. The use of illegal drugs, alcohol, or tobacco in any form is prohibited on campus property. This prohibition is outlined in Standards Agreements and included in appropriate college manuals and handbooks.

2. Resident students shall abide by dormitory rules in the Student Handbook regarding use of facilities and equipment.

Routine Maintenance and Repairs.

1. The Facilities Maintenance Plan guides the performance of routine maintenance, safety inspections, and minor repairs to facilities and equipment.

   a. Requests for Routine Services. Residential students shall report needs for repairs or maintenance to the Dorm Supervisor for submission to the Facilities Management Department. Staff and faculty shall submit requests to the Department Head for submission to the Facilities Management Department for scheduling and completion. All requests and work done shall be documented on a Work Order Form to be maintained on file by the Facilities Manager as long as administratively useful.

   b. Requests for Urgent Needs. Urgent requests for needs such as power outages, equipment failure, or emergency situations shall be immediately reported to the Facilities Manager in person or by telephone; in the absence of the Facilities Manager, the request shall be reported to the President or his designee for immediate action. Urgent needs will take precedence over routine requests. Requests and responses to urgent needs shall be documented and kept on file as long as administratively useful.

2. Major Renovations or New Construction. Capital improvements requiring significant expenditure of capital funds are subject to the availability of funds and approval by the Board of Trustees.

3. Long-Term Planning. The Facilities Master Plan establishes long-term and contingency plans for the upkeep, renovation, and replacement of campus facilities and operating equipment. The plan is updated annually in conjunction with the Strategic and Assessment Plan updates. Needs are evaluated and prioritized for inclusion in the Facilities Management budget request.

4. Funding. Major renovations, new construction, or equipment replacement needs requiring the expenditure of capital funds are evaluated on a priority basis and completed as needs dictate and funds are available.
**Field Trips Policy**
Instructors are encouraged to incorporate meaningful field trips into their course activities. These should be relevant to the subject matter and of practical and educational benefit to students. All field trips must be approved in advance by the Academic Dean. Funding for trip expenses must be paid by participating individuals or a request for funds approved in advance by the business manager. Without advance approval, no costs will be reimbursed.

Instructors shall submit a written request to the academic dean with the following information:
- Nature and purpose of the field trip
- Dates and times away from campus and number of class periods missed
- Projected cost to participating individuals
- Request for funding, if appropriate

When approval is obtained for the trip, instructors shall secure signed student waivers and provide a list of students who plan to participate to the academic dean. A copy of the list and the signed waivers shall be submitted to the student services office for maintenance in the student’s file. Waivers are available from the student services office.

Students on academic or disciplinary probation must obtain approval from the academic dean and/or the dean of students prior to participating in field trips.

**Field Trip Waivers Policy**
Students who wish to participate in educational or recreational field trips do so at their own risk. Acceptance of this risk must be documented by signing a waiver releasing the college from liability for any personal accident or injury or damage to real or personal property during the field trip. Signed waivers are kept in the student’s file. Waiver forms are available from the student services office.

Students on academic or disciplinary probation must obtain approval from the academic dean and/or the dean of students prior to participating in field trips.
**Financial Aid Application Policy**
The Financial Aid Office provides assistance to prospective and current students in the application and authorization process for federal financial aid. Guidance is provided through communication by telephone, email, or in person to aid the student in completing the FAFSA online and explanation of each step in the process from application to notification of approval or denial of aid.

Students are provided with detailed written instructions and the assistance of the financial aid director. Deadline reminders are issued each semester by the Financial Aid Office.

**Financial Aid Application**
Financial Aid
NEW/BOT Approval - 4/19/12

**Financial Aid Records Management Policy**

*Confidentiality*
All records and Financial Aid conversations between aid applicant, his/her family, and the Financial Aid Director are confidential. As a rule, all currently enrolled and former students have the right to review their records to determine their content and accuracy. Parents of dependent students have the same right. For the cost of photocopying, a student may generally have copies of any documents in their file.

*Active Records*
The FAO maintains records for each student receiving financial assistance. All active financial aid records are maintained within secure filing cabinets in the FAO.

*Inactive Records*
Any inactive records are filed in the Archives.

*Preservation*
All double-entry bookkeeping records, computer back-up disks (including back-up disks of current student financial aid records), important documents, and past financial statements are kept on back-up tapes off campus.

**Financial Aid Records Management Policy**
Financial Aid
*Source: Administrative Policies & Procedures Manual, 2003*
REVISED/BOT Approval – 4/15/10

**Grade Appeals Policy**
Students enrolled in classes at Heritage Bible College have the right to appeal grades assigned them. The following procedures outline the steps the student will take to make his or her appeal. In the spirit of Matthew 18:15-17, participants are encouraged to resolve such issues at the lowest appeal level. Students who have reason to disagree with a grade awarded by an instructor shall:
1. Discuss the grade with the instructor. If a satisfactory conclusion is not reached, the student may appeal the grade as follows.

2. Prepare a written appeal outlining the reason for concern about the assigned grade. Address the appeal to the Academic Dean with copies to the instructor and the faculty advisor. Exception: If the Academic Dean is the instructor who assigned the grade, the written appeal shall be addressed to the President with the Academic Dean receiving a copy.

3. The Academic Dean (except when he or she is the instructor who assigned the grade) will review the appeal and discuss it with the instructor involved. The Academic Dean may wish to consult individually with the student and instructor. If the disagreement about the grade is resolved in this discussion, grade change action (when needed) should originate from the instructor and be approved by the Academic Dean.

4. If the situation is unresolved in Step 3, the Academic Dean may elect to refer the appeal to the Faculty Senate Committee for its review and recommendation. Alternatively, the Academic Dean may elect to refer the appeal directly to the President for review and a decision.

5. A decision to grant or deny the appeal will be provided to the student and the instructor by the Academic Dean within 10 business days from receipt of the appeal.

6. In cases where the Academic Dean is the instructor who assigned the grade, the President shall oversee the review process and render a final decision.

7. There is no further appeal once a decision is rendered by the Academic Dean and/or the President.

The right to appeal a grade expires three weeks (21 calendar days) after grades are posted on Populi for the semester in which the grade is assigned. The time limit may be waived by the Academic Dean only in unusual circumstances. When a student appeals a grade assigned by an instructor no longer employed by the institution, Step 1 above does not apply.

Grade Appeals
Academics
Registrar
Administration
REVISED/BOT Approval - 4/21/11

Grading Scale Policy
The 4.0 system of awarding academic credit is used. Grading scales with assigned quality points are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality of Work</th>
<th>4-Point Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>Fail</td>
</tr>
</tbody>
</table>
Good Standing. A student is deemed to be in good academic standing when he or she maintains a grade point average of 2.0 or above.

A student’s grade point average (GPA) is determined by dividing the total honor points by the number of hours attempted. Only the highest grade earned for a repeated course will be recorded in the student’s records and included on the official transcript.

**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.

The grade of “I” (Incomplete) shall be assigned only if the student has been unable to complete the work due to unavoidable circumstances. Merely failing to complete the work is not a legitimate justification for the use of “I.” There must be an acceptable reason.

**W** Withdraw. Students who withdraw from a course or the college are given a designation of W, regardless of whether they were passing or failing at the time of withdrawal. A grade of W does not affect the student’s grade point average.

Changing of Grades. If the student completes the missing work within the two-week period, the instructor shall assign a grade and notify the registrar. No grades other than “I” may be changed by an instructor for any reason without the consent of the Academic Dean.

Notification of Grades. Grades are posted by instructors onto the Populi web-based program by the specified deadline at the end of each semester. Students must log in to Populi to receive notification of semester grades.

Graduation Requirement. No degree will be awarded to a student whose cumulative GPA is below 2.0.

Grading Scale
Academics/Registrar
REVISED/BOT Approval - 4/21/11
REVISED/BOT Approval - 7/19/12
REVISED BOT Approval -

**Graduation Requirements Policy**
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: Writing, Public Speaking, Technology, and Exegesis.
- Takes at least the final 30 hours of his or her program of study at Heritage Bible College
- Satisfactorily completes all practicum requirements.

**Financial**
Meets all financial obligations in the business office and library.

**Exit Interview**
Each student receiving a bachelor degree must complete an exit interview with the President or the President’s representative.

**Moral**
Gives evidence of high Christian character and conduct in accord with College standards as demonstrated by personal integrity and lifestyle, adherence to the Standards Agreement, and regular participation in corporate worship services.

**Student Ministry**
Satisfactorily demonstrates commitment to ministry and Christian service through the maintenance of a Student Ministry Journal describing involvement in ministry or service to others, including personal, church, and community service.

**Recommendation/Approval**
Meets all requirements as assessed by academic and administrative staff and is approved for graduation by the Board of Trustees.

**Graduation Requirements**
Academic
Administration
Registrar
REVISED/BOT Approval - 7/19/12

**Graduation with Honors Policy**
An honors system within the College provides graduation with distinction for students who achieve excellent cumulative academic averages. The grade point average for all courses, including transfer credits, will be considered in computing the student’s overall grade point average. Honor graduates are recognized during graduation ceremonies and their achievement is listed in the graduation program.

Graduation with honors is determined as follows:

*Cum laude* for a grade point average 3.40-3.69
*Magna cum laude* for a grade point average 3.70-3.89
*Summa cum laude* for a grade point average 3.90-4.00

**Graduation with Honors**
Academics
Harassment Policy

It is the policy of the College to provide and maintain a working and educational environment free from harassment of any kind. Harassment of or by staff, faculty, or students is regarded as a very serious matter and is prohibited by any person and in any form.

Employees and students have the right to have a working and learning environment free of sexual, racial, physical or any other type of harassment. Such forms of harassment are illegal; thus, it will not be tolerated. Any student found guilty of either verbal or physical harassment in any form, including hazing, will be subject to the maximum discipline established by the College, up to and including expulsion, and may further be subject to judicial prosecution.

The term “harassment” includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual’s race, color, sex, age, national origin, ancestry, handicap/disability, veteran status or citizenship, or any other characteristic of an individual. Sexual harassment includes requests for sexual favors, offensive touching, and other verbal, graphic, or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment, enrollment, or grades.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment, promotion, enrollment, or grade decisions; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working or educational environment.
4. Such conduct is unwelcomed by the recipient, even if not from a superior or an individual in a position to affect the recipient’s work or educational status.
5. No supervisor, staff or faculty member shall threaten or insinuate, either explicitly or implicitly, that an employee’s or student’s refusal to submit to sexual advances will adversely affect the employee’s employment, evaluation, wages, advancement, assigned duties, or any other condition of employment or career development or the students enrollment status or assigned grades.
6. Any harassing conduct in the work place, whether committed by supervisory or non-supervisory personnel, is prohibited. Harassment in any form, sexual or otherwise, of or by employees or students is prohibited and will be dealt with as a serious infraction of the College standard of conduct.

Institutional Responsibility

1. The College seeks to maintain a harassment-free environment and develops and implements policies to accomplish that objective.
2. Each supervisor has an affirmative duty to maintain his or her work place free from harassment. This duty includes discussing this policy with all employees and assuring them that they are not required to endure insulting, degrading, or exploitive harassment. Supervisors who receive a complaint about harassment must immediately report the complaint through the proper channels as defined in the College Protocol Policy.
3. College administration will act promptly and appropriately to investigate thoroughly and fairly any allegation of harassment, sexual or otherwise, and to apply appropriate and just consequences.

4. Individuals who file bona fide reports of harassment will not be subject to retaliation by the accused or by College administration.

5. Confidentiality of the details of the complaint and the investigation will be maintained insofar as possible.

6. Complainant and accuser will be notified in writing of the findings of the investigation within 60 days after the complaint is filed.

7. Records of the complaint, investigation, and results will be maintained as required or as long as an administrative need exists.

**Individual Responsibility**

1. Staff, faculty, and students have the responsibility to refrain from harassment of any kind and to abide by the policies and procedures established by the College regarding harassment.

2. Any employee or student who believes he or she has been the subject of harassment should immediately confront the alleged harasser and demand that such conduct cease. If the harassment continues, the alleged harassment is to be reported according to the College Protocol Policy.

**Procedures**

1. The complaint of harassment has to be given both verbally and in writing. The written statement has to be signed by the complainant. This insures proper documentation. The written report must contain any witnesses to the incident, the place or places it occurred, and the dates and times when incidents occurred.

   - Immediately after the complaint is reported, the accused is promptly notified of the complaint by the proper College official. A statement should be obtained from the accused at this point concerning the situation. Directives may or may not be given to the accused concerning his or her response to the accusation. The information of the complaint will be given to an investigative team. This team will consist of the Academic Dean, Dean of Students, and one member of the Board of Trustees. If the complaint involves a member of the investigative team, the President is authorized to appoint a replacement.

2. The complaint will be investigated by the President or by such other persons as are designated by the President and the employee or student will be advised as to the findings and conclusion. The investigation is to be completed within 60 days with the complete findings given in “report form” to the Board of Trustees. There will be no retaliation against any employee or student for making a report of harassment. If the harassment charges involve the President, the report should be made to the Vice President. The Board of Trustees’ chairman should be notified by the Vice President.
4. All actions taken to resolve complaints of harassment through internal investigations shall be conducted as confidentially as possible under the circumstances.

**Consequences**

1. Any supervisor, agent, or other employee who is found after appropriate investigation to have engaged in harassment of another employee or a student will be subject to appropriate disciplinary action, depending on the circumstances, up to and including discharge. Any student found to have engaged in harassment of another student or any member of the College staff or faculty will be subject to appropriate disciplinary action up to and including expulsion.

2. Retaliation against an individual making a bona fide report of harassment by any staff, faculty, or student is prohibited and will be subject to disciplinary action.

**Honor Students Policy**

Students 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.

Such an achievement is recorded on the student’s transcript. The grade point average for all courses, including transfer credits, will be considered in computing the student’s overall grade point average.

**Immunization Requirements Policy**

North Carolina law requires entering college students to present proof of certain immunizations no later than 30 days from the date they begin classes. The law requires that students who do not present documentation within the specified time will be excluded from attending classes until the documentation is provided. Required immunizations are specified in North Carolina law and students who fail to comply with these requirements will not be allowed to remain in attendance at Heritage Bible College.

These requirements apply to all on-campus students, either resident or commuter, who are enrolled for four or more credit hours on weekdays. Students who attend any combination of night, online or extension classes are exempt from immunization requirements unless their status changes to attending on-campus classes during the week.
The Admissions Office shall be responsible for securing the required proof of immunizations. Students not in compliance with immunization requirements shall be reported to the Dean of Students for implementation of the required exclusion from attendance.

**Immunization Requirements Policy**
Admissions
Student Services
NEW/BOT Approval - 4/21/11

**Inclement Weather Policy**
In the event of inclement weather that prohibits the College being open for office hours and/or classes, notifications to staff, faculty and students will be by one or more of the following means:

- An email from the college to college email addresses
- An announcement posted on the college website except in the event of a power failure
- An announcement on TV stations WRAL and WTVD
- Announcement on all Curtis Media Group radio stations

If possible, the college telephone answering message will include information on closings or cancellation of classes.

If no notification is made, either by personal contact or media announcements, the college is operating under normal hours with offices open for staff and faculty and classes in session for students.

All HBC personnel and students are urged to exercise good judgment in coming to work or class based on the condition of roads in their area of residence. Absences from class due to adverse weather will be excused and students will be allowed to make up the work missed.

Absences from work due to adverse weather will be handled in one of the following ways, as decided by the President:

- Excused by college administration based on the extent of hazardous conditions and the concern that employees’ safety will be compromised by reporting to work
- Made up within 30 days of the absence
- Charged to available vacation leave

**Inclement Weather**
Administration
Student Services
REVISED/BOT Approval - 4/21/11
REVISED/BOT Approval – 10/18/12

**Incomplete Student Files Policy**
Federal, accreditation, and college regulations require that student files be complete. Students whose files are incomplete will not be issued grades or transcripts until required materials are provided to the Admissions Office. Students whose files lack required documentation may be prohibited from registering for or attending classes until their files are complete.
Veterans
All students applying for VA benefits must have a complete admissions file (including high school and previous college transcripts) before the College can certify the applicant to receive benefits.

Incomplete Student Files
Admissions
Financial Aid
Registrar
NEW/BOT Approval - 10/16/08

Marshals Policy
The selection of students to serve as marshals at graduation ceremonies shall be based upon those with the highest grade point averages who exemplify Christian character and school loyalty. Students will be recommended by the registrar with the final selection made by the Dean of Students.

Marshals
Academics
Student Services
NEW/BOT Approval - 4/09

Motor Vehicles Policy
Because of the rural location of the college and the absence of public transportation, resident students are permitted to have automobiles on campus. Automobiles must be insured and drivers must be licensed. Drivers are expected to observe safe driving practices and all state and local laws pertaining to operation of a motor vehicle. Non-compliance or other issues arising from the use of motor vehicles on campus may result in disciplinary action and/or loss of the privilege.

Parking
The parking lot on the dorm side of Heritage House is designated for student parking. The parking lot between Heritage House and Alphin-Ellis Learning Center is designated for faculty, staff and visitors.

Spaces designed for handicapped parking can only be used by those who have an official handicapped parking permit. Violators will be assessed a $20.00 fee. Failure to pay the fee will result in disciplinary action.

No parking is allowed on grassy surfaces.

Motor Vehicles
Student Services
REVISED/BOT Approval - 4/19/12
Orientation for New Students Policy
An orientation session is held prior to the beginning of each semester to provide basic information to new students, conduct necessary testing, and register students for semester classes. There are separate delivery mechanisms for campus and online student orientations.

Orientation for New Campus Students. All new students who will reside on campus, commute to campus, or otherwise take classes on campus are required to attend orientation. New students who have a valid reason for not attending should notify the Admissions Director in advance so that arrangements may be made for the testing, registration, and orientation to take place.

Orientation sessions are held on campus and give new students opportunity to meet faculty and staff, tour the campus, and participate in testing which may determine placement of students or identify students who may need tutoring or other developmental studies. Students are notified of orientation dates and times by the Admissions Office.

Orientation for New Online-Only Students. Online-only students will be provided with the following information and materials in order to orient them to the college in a way comparable to campus students.

The following information/materials will be provided electronically:

- Power-point presentations made by staff at the on-campus orientation session
- Doctrinal statement and Code of Conduct
- Student Handbook
- Academic catalog
- Information and instructions specific to the online course software and course materials
- Instructions for taking the online versions of the Standardized Bible Content Test, Language Proficiency Test, and Computer Competency Test
- A statement for online students to certify provision of orientation materials and acknowledge responsibility for abiding by rules and regulations; statement is to be signed and returned to the Student Services Office for inclusion in the student’s file
- Other materials deemed appropriate

The materials shall be made available to new students by the first week of each eight-week session of online classes. Students will be required to submit a statement that they have read and understood the materials to the Online Coordinator. This statement shall be provided to the Student Services Office for inclusion in the student’s file.

Orientation for New Students
Admissions
Student Services
Academics
REVISED/BOT Approval - 4/21/11

Plagiarism and Cheating Policy
Heritage Bible College students are expected to be men and women of honor in all aspects of life, exhibiting Christian character and actions. Cheating is a serious offense in any setting,
particularly in a Christian educational institution. Plagiarism is a form of cheating and is illegal since it infringes on copyright protections for the author of the work. Students who cheat on an assignment or examination by copying from or utilizing another student’s work and/or commit plagiarism in preparing research or other required papers will face serious consequences.

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

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

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

- Purpose and character of work and nature of work
- Amount and substantiality of the portion to be copied
- Effect of the use upon the potential market for, or value of, the work

Copying by libraries is authorized by Sections 107 and 108 of the Copyright Act.

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

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

Plagiarism and Cheating
Academics
Library
REVISED/BOT Approval - 4/19/12
Policy of Nondiscrimination
Heritage Bible College does not discriminate on the basis of age, sex, national or ethnic origin, or physical handicap in the administration of its personnel and education policies. Applicants meeting admission requirements are accepted and accorded all rights, privileges, and services available to students. International students must possess the necessary student visa and meet all other requirements specified for non-citizens.

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

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

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

Policy of Nondiscrimination
Administration
All Departments
REVISED/BOT Approval - 4/19/12

Privacy of Educational Records Policy
Heritage Bible College policy regarding access to student educational records is governed by the Family Federal Rights and Privacy Educational Act (FERPA) of 1974. According to this law, certain “directory” information can be released upon request. Directory information includes:

- Student’s full name
- Address
- College-assigned email address
- Telephone listings
- Date and place of birth
- Major field of study
- Degrees and awards received
- Dates of attendance
- Most recent previous school attended
- Classification (grade level)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Enrollment status (undergraduate or graduate; full-time or part-time)
Directory information can never include:

- Social security number
- Student identification number
- Race
- Ethnicity
- Nationality
- Gender

Students have the option to request that directory information be withheld; if the student exercises this option, no information can be released to anyone outside the college except as provided by law or to anyone within the college who does not have a need to know. Students who wish to request that directory information not be released must complete a form that is kept in their student file with copies to financial aid and registrar offices so that directory information is not released. Forms for this purpose may be obtained from the Student Services, Registrar, or Financial Aid offices. A sample of the form is included in the Forms section. Students are reminded annually of their right to withhold or release directory information by the Student Services Office.

Parents may have access to a student’s educational record if the student is claimed as a dependent for Federal income tax purposes. If the student is not claimed as a dependent on either parent’s Federal income tax return, parents can have access to information only with the student’s written consent. In either case, the student must provide written consent on a form available from the Registrar or the Admissions Office.

Students have the right to inspect and review information contained in their educational records. A student wishing to review his or her records must make a written request to the Student Services office listing the items of interest. These records will be made available within five working days of the request. Certain items in the student’s file are restricted, such as reference forms or other confidential materials. Students may view the file in the presence of a staff person and may make notes from the files but may not make photocopies of any documents.

Privacy of Educational Records
Academics
Registrar
Student Services
Admissions
Financial Aid
REVISED/BOT Approval - 4/21/11

Readmission Requirements Policy

Returning Students in Good Standing. Readmission after missing one or more semesters is not automatic. The returning student must contact the Admissions Office to discuss readmission and complete an application for admission. The student’s file will be evaluated and updated documents provided as needed. The student’s prior enrollment at the College will be reviewed and a determination made by the Admissions Director and Dean of Students for readmission.
The returning student must also contact the financial aid and business offices to arrange for payment of tuition and fees prior to being allowed to register for classes. Returning students must comply with all registration procedures required of new students with the exception that payment of application fee is waived for returning students who withdrew from classes less than five years before readmission.

Returning Students Not in Good Standing. Former students who were not in good standing at the time of withdrawal (academic or disciplinary suspension, financial arrears, or other situations affecting their standing) must follow the application process required for new students, including payment of the application fee, and must be approved for readmission by the Admissions Committee.

Any student dropped by the college for academic reasons is ineligible for readmission until one full semester has elapsed.

Readmission after Suspension. Readmission after suspension is never automatic. The student must apply for readmission through the Admissions Office and be accepted by the Admissions Committee and approved by the Academic Dean for re-entry. Any student that is dropped for academic reasons is ineligible for readmission until one full semester has passed.

Readmission Requirements
Admissions
REVISED/BOT Approval - 4/19/12

Registration Policy
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 drop/add period for the semester (see 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.

No continuing students may register for classes after the end of the drop/add period. Continuing students registering after the designated pre-registration period will be charged a late registration fee.

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.

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 online students registering late will be charged a late registration fee.

**Online and Campus Combination**
New students who wish to enroll for online courses in addition to their on campus courses must register for both sessions of online courses at the beginning of the semester. New online-only students who wish to enroll in classes to be offered during the second session of online courses may enroll and register for these classes prior to the beginning of the second session of online classes.

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.**

**Matriculation and Tuition Fees**
The matriculation fee is the same for online students as for on-campus students up to a maximum per-credit-hour fee for 12 credit hours (full-time). Online-only students are required to meet the same requirements for payment of tuition and fees as are on-campus students.

**Late Registration Fee**
A late fee will be charged for registration after the registration deadline has passed. The fee will be imposed by the registrar and paid to the business office.

**Registration**
Academics
Registrar
Business Office
REVISED/BOT Approval - 4/19/12

**Registration for Online Classes Policy**
Heritage Bible College is approved to offer online classes for completion of a degree program. 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 per-credit-hour fee for 12 credit hours (full-time). Online-only students are required to meet the same requirements for payment of tuition and fees as are on-campus students.

**Registration for Online Classes**
Academics
Registrar
Release of Transcripts or Other Student Records Policy
Student records are protected under the Federal Educational Records Privacy Act of 1994. No information from a student’s records, in a personally identifiable form, will be conveyed to anyone other than HBC officials or faculty without first obtaining written permission from the student. Record release forms are available in the Student Services Office. The student must authorize the release of information from his file to any outside party prior to its release.

Release of Records other than Transcripts
Students may authorize the release of all or a portion of their files to a third party by submitting a written request to the Admissions Office on the specified form. The Admissions Office will review the request and, if approved, will comply within a period of ten business days. If the request is deemed inappropriate or detrimental to the student or college, the student will be notified in writing of the denial and reasons for such denial within the same ten day period. Forms to Request Release of Student Records are maintained in the Student Services Department.

Release of 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.

Students must submit a written request to the registrar to release their official transcript to an outside party such as a college or university where they plan to apply for admission. This request may be submitted via a release form from another school signed by the student or in a letter written by the student. The request must be accompanied by the required fee.

Release of Transcripts or other Student Records
Academics
Registrar
Admissions
NEW/BOT Approval (Student Handbook) - 10/21/10

Repeating a Course Policy
Students who fail courses required for graduation must repeat the course to earn a passing grade in order to receive a degree. Students may elect to repeat courses to attain a higher grade and improve their overall grade point average (GPA). Only the highest grade earned for the course will be recorded in the student’s records and included on the official transcript.

Tuition costs for repeated courses are the same as for non-repeated courses. Recipients of federal financial aid or veteran or vocational rehabilitation benefits are responsible for determining whether payment for repeated courses is authorized by these agencies prior to registration for the repeated course.

Repeating a Course
Request to View Student Records Policy

Review of Student’s Personal File

According to the Family Federal Rights and Privacy Educational Act (FERPA) of 1974 that governs the Heritage Bible College policy regarding access to student educational records, students have the right to inspect and review information contained in their educational records. A student wishing to review his or her records must make a written request to the Student Services Department by completing a Request to View Student Records form listing the item or items of interest. These records will be made available within five working days of the request.

Students must review the file in the Student Services Office and in the presence of a college official. The student may make notes regarding the file contents, but no documents may be removed from the file or photocopied.

Request to View Student Records
Admissions
Financial Aid
NEW/BOT Approval - 10/16/08

Reverend Jean Koch Memorial Public Speaking Award Policy

This award is established and is to be supported in perpetuity by the family of Jean Koch. The college shall present an annual Public Speaking Award to the member of the graduating class who has demonstrated the most outstanding ability as a public speaker. Criteria to consider are:

- the preparation and delivery of effective messages in a church and/or academic setting
- the effectiveness of the recipient’s representation of the college and Christ as a public speaker

The recipient of the award shall be chosen from the candidates for bachelor degrees and shall be selected by the Academic Dean and the Moderator of the Faculty Senate.

Reverend Jean Koch Memorial Public Speaking Award
Academics
REVISED/BOT Approval – 10/18/12

Satisfactory Academic Progress Policy

Revised July 2014

The Higher Education Act mandates institutions of higher education to establish minimum standards of "Satisfactory Academic Progress" (SAP). The SAP regulations, at Sec. 668.34(a)(3)(ii), require that, for programs that are longer than one academic year, the student’s SAP must be evaluated “at the end of each payment period or at least annually to correspond with the end of a payment period;” Annually means a 12-month period. An institution is expected to review a student’s SAP at least once every 12 months. Heritage Bible College evaluates a student’s SAP after each
payment period and makes these standards applicable to all financial aid offered at Heritage Bible College. Heritage Bible College reserves the right to evaluate a student’s SAP more frequently. This includes Federal (Title IV), State (North Carolina), and Institutional (Heritage Bible College) funding. Federal regulations require the college to establish SAP standards in the following areas: (1) Cumulative GPA; (2) Minimum Semester Hours Earned/Completion Rate; and (3) Maximum Time Frame. In addition the school’s SAP policy must include the student’s total academic history. Programs administered by agencies other than Heritage Bible College, such as private scholarships, or grants given by states other than North Carolina, may have their own academic standards for students. Students will need to contact such agencies to determine what those requirements are.

**GENERAL SATISFACTORY ACADEMIC PROGRESS PRINCIPLES**

1. Federal Regulations require the college to establish SAP standards in the following areas: (1) Cumulative GPA; (2) Minimum Semester Hours Earned/Completion Rate; and (3) Maximum Time Frame. In addition, a school’s SAP policy must include the student’s total academic history.

2. These general principles apply to all of Heritage Bible College’s degree programs. In addition to the general principles, students must meet specific guidelines (if any) for their individual academic program(s). Program specific requirements are listed in the academic catalogue.

3. SAP will be determined after each payment period for all students.

4. A student, who fails SAP, MUST successfully appeal to continue to receive financial aid and be placed on financial aid probation (PROB). PROB cannot be given automatically. More details are provided under Financial Aid Probation (PROB).

5. A student, who fails to make SAP at the end of the probation payment period, is placed on Financial Aid Suspension (FAS).

6. To earn hours at Heritage Bible College, a student must receive a grade of A, B, C, or D. Any other grade does not earn hours.

7. Classes, from which a student has withdrawn (W), will be counted as hours attempted but not hours earned, therefore, will negatively impact a student’s ability to satisfy SAP.

8. Classes in which a student receives a grade of Incomplete (I) count as hours attempted but not as hours earned; therefore, will negatively impact a student’s ability to satisfy SAP.

9. When a student repeats a course, the total attempted hours will increase with each repeat, but the student will only earn hours for a completed course once. Therefore, repeating classes will negatively impact a student’s ability to satisfy the 67% passage rate, but may significantly increase a student’s cumulative GPA.

10. Included in attempted hours are all coursework attempted, including transfer credits, passed, repeated, incomplete, failed and withdrawn courses. Attempted hours do not include credits earned through Advanced Placement (AP), College Level Examination Program (CLEP), or other similar testing programs.

### Cumulative GPA

The cumulative number of credits attempted includes those credits attempted at the end of the schedule adjustment (drop/add). Multiple attempts of the same course will be counted for each attempt for financial aid purposes. Students must meet the minimum cumulative GPA per credits attempted according to the following schedule to maintain SAP:

**Bachelor of Religious Education**

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-30</td>
<td>1.4</td>
</tr>
<tr>
<td>31-64</td>
<td>1.6</td>
</tr>
<tr>
<td>65-97</td>
<td>1.8</td>
</tr>
<tr>
<td>98 and above</td>
<td>2.0</td>
</tr>
</tbody>
</table>
Minimum Semester Hours Earned/Completion Rate

An undergraduate student must earn a minimum of 67% of the cumulative hours attempted to maintain SAP. To calculate, take the cumulative number of credit hours at the end of schedule adjustment (drop/add) and multiply it by 0.67. For example: if a student had 12 hours at the end of schedule adjustment then the student would have to earn at least 8 hours to remain eligible for further financial aid (12 X 0.67 = 8.04). The credit hours will always be rounded down.

Any student with a quality point deficit of 40 or more as calculated by the Registrar, will be deemed academically ineligible, and therefore, will be placed directly on Financial Aid Cancellation without a probation period. The calculation in determining the quality point deficit is the total credit hours attempted, as established by the Registrar, times 2 minus the total quality points.

Maximum Time Frame

Students must complete their degree requirements within 150% of the published length of their academic program to remain eligible for financial aid. At Heritage Bible College, students must complete the requirements for a bachelor’s degree within a maximum number of credits attempted (including transfer credits) of 193. The maximum for the associate’s degree is 103. This is the maximum allowable time for receipt of federal and state financial aid regardless of whether the student did or did not receive financial aid during any period of his/her enrollment. A student cannot have more than 150% of the published length of the education program to graduate. For HBC students, 13 semesters is the maximum time frame allowable for bachelor degree completion (193 divided by the normal class load of 15 hours = 12.87 or 13 semesters). For the associate’s degree, 7 semesters is the maximum (103 divided by the normal class load of 15 hours = 6.75 or 7 semesters). Institutional scholarships may have their own particular restrictions. The Financial Aid Office has a listing of these particular scholarships. A student can appeal the 150% maximum time frame (see Appeals).

Failure to Meet SAP

Financial Aid Probation (PROB)

A student who fails SAP must successfully appeal (see Appeals) to be placed on PROB. PROB CANNOT be given automatically. Heritage Bible College must review the student’s progress at the end of that one payment period, as probation status is for one payment period only. At the end of one payment period on PROB, the student must make SAP or must be meeting the requirements of the academic plan. A student may be placed on PROB for one payment period per appeal. It is possible that a student could be placed on probation more than once in his or her academic career.

- If Heritage Bible College determines, based on the appeal, that the student should be able to meet the SAP standards by the end of the subsequent payment period, the student is placed on PROB without an academic plan. HBC must review the student’s progress at the end of that one payment period, as PROB status is for one payment period only. At the end of one payment period on PROB, the student must make SAP or will be ineligible to receive financial aid.
• If Heritage Bible College determines, based on the appeal, that the student will require more than one payment period to meet SAP, the student will be placed on PROB and an academic plan must be developed for the student. The student’s academic advisor and the student should develop a plan that ensures that the student is able to meet Heritage Bible College’s SAP standards by a specific point in time. The plan could specify that the student is reviewed more frequently than the rest of the institution’s population; however, a student on an academic plan would not be reviewed less frequently than the rest of the institution’s population.
  o **If the academic plan shows that the student can make SAP**, the student will be placed on PROB and Heritage Bible College MUST review the student’s progress at the end of one payment period as is required of a student on PROB status, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive financial aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.
  o **If the academic plan does NOT show that the student can make SAP**, then the student will NOT be eligible for financial aid and will be immediately placed on Financial Aid Suspension (FAS). Students who are placed on FAS will be ineligible for all federal, state, and institutional financial aid. This includes any alternative loans that require certification by Heritage Bible College.

At the end of the PROB period, the student’s SAP is evaluated. If the student is making SAP, then the student is no longer on PROB. **Students on PROB who still do not meet the SAP standards will be placed on Financial Aid Suspension (FAS). Students who are placed on FAS will be ineligible for all federal, state, and institutional financial aid. This includes any alternative loans that have an SAP requirement.**

Transfer students will be evaluated at the time of enrollment using the same SAP standards.

Students returning to Heritage Bible College while they are on PROB or FAS must meet Heritage’s SAP policy in order to regain eligibility for financial aid.

Financial aid may be reinstated by the Director of Financial Aid upon demonstration of mitigating circumstances which must be documented to the satisfaction of the director along with a written letter of appeal from the student.

**Appeals (PROB, FAS, 150% Time Frame)**

• The appeal for a student to be put on PROB must include a written letter of appeal from the student and appropriate documentation as to why the student failed to make SAP and what has changed that will allow the student to make SAP at the next payment period. If the Director determines, based upon the appeal that the student will require more than one payment period to meet SAP, the appeal must also include an academic plan from the student’s academic advisor designed to ensure the student will be able to meet SAP by a specific point in time (usually two payment periods). **If the plan does NOT show that the student can make SAP, then the student will NOT be eligible for an appeal.**

• The appeal for a student who is on Financial Aid Suspension (FAS), for failure to make SAP at the end of the probation payment period, must include a written letter of appeal from the student and appropriate documentation as to what had changed that caused the student to not make SAP during the probationary payment period and why the student should be able to meet SAP on the terms of the academic plan, if applicable.

• The appeal for the 150% Time Frame must include a written letter of appeal from the student and appropriate documentation as to why the student has exceeded the 150% Time Frame and the time frame in which the student will complete the requirements for a bachelor’s degree.

Examples of mitigating circumstances and appropriate documentation for Appeals, include, but are not necessarily limited to:

1. Serious illness or injury of student- notarized statement from physician that illness interfered with student’s ability to meet SAP along with written letter of appeal from student.
2. Serious illness or injury of immediate family member-notarized statement from a physician along with written letter of appeal from student.
3. Death of an immediate/close family member-notarized statement from a minister, nearest relative, or an unbiased concerned adult along with written letter of appeal from student.
4. Disruptive internal family problems-legal/court documentation from lawyer, statement from parents, minister, or an unbiased concerned adult along with written letter of appeal from student.

However, the Financial Aid Director may choose to request additional documentation when a particular student circumstance warrants it and may decide to require more extensive documentation on an initial appeal and an updated statement on a subsequent appeal. The Director also has the discretion to deny the appeal if the documentation received is not sufficient.

Satisfactory Academic Progress
Financial Aid Academics
REVISED/BOT Approval - 4/21/11

Scholarships Policy
Applications. Applications for scholarships are available in the financial aid office and on the financial aid section link on the college website. Applications must be submitted by the September 15th Fall deadline and the February 15th Spring deadline. Failure to return the application by the deadline is forfeiture of ability to receive any HBC scholarships.

Once a scholarship application has been received, it will be reviewed by the Financial Aid Office, aligned with HBC scholarship availability and requirements, recommendations made by the Financial Aid Director and then voted on by the Financial Aid Scholarship Committee.

Scholarship Criteria. Scholarship donors may establish criteria and conditions for awarding of designated scholarship funds to students. Recommendations are made by the Scholarship Committee and the donor may make a selection among qualified recipients or may defer to the judgment of the Committee.

Priorities. In awarding scholarship funds, preference is given to:
   a. Students who meet scholarship criteria
   b. Students who are citizens of the United States and have a financial need
   c. International students who have an affiliation with the Pentecostal Free Will Baptist Church and who have a financial need

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

Scholarships
Financial Aid
REVISED/BOT Approval - 4/21/11

Standards Statements Policy
All trustees, staff, faculty, and students are required to sign adherence to the Statement of Faith and the Standard of Conduct at the time of initial appointment, employment, enrollment or re-enrollment. Signature documentation is to be maintained in the employee’s or student’s file and disposed of according
to established schedules of retention and disposition. Signature documentation for trustees will be maintained in the President’s Office.

Board of Trustees
REVISED/BOT Approval - 10/21/10

**Student Discipline, Suspension, or Dismissal Policy**

*Discipline.* Students who violate the Standard of Conduct or commit infractions of rules, regulations, or policies of the College will be subject to disciplinary action. Disciplinary procedures are outlined in a separate policy and will guide College officials in making decisions regarding consequences for the infraction or violation by the student. Consequences will be applied up to and including suspension or dismissal.

*Suspension.* Students may be suspended from attending class or living in campus housing as a result of violations of the Standard of Conduct or infractions of other rules and regulations. Infractions will be dealt with by the Dorm Supervisor, if a resident student, and/or the Dean of Students. Suspensions may be appealed to the President whose decision is final.

The length of the suspension and conditions for readmission will be provided to the student in writing by the Dean of Students. Classes missed due to suspension are counted as absences. Students reinstated after suspension must present written authorization from the Dean of Students to each instructor upon return to class.

*Dismissal.* Students may be dismissed (expelled) from the college for serious violations of the Standard of Conduct or infractions of other rules and regulations, depending upon the nature of the offense. The established disciplinary process will be observed and the decision for dismissal approved by the President. There is no appeal for dismissal.

**Student Government Policy**

A student government association is provided as a part of the Student Services Department. The association operates under its own Constitution & Bylaws with leadership and oversight by the Dean of Students or his or her designated representative.

Qualifications and elections of SGA Officers and Student Council representatives are accomplished as mandated by the Constitution & Bylaws. Officers meet regularly and provide written minutes of all meetings to the Student Services Department within the guidelines and timeframe specified in the Constitution & Bylaws.

A report on student government activities is provided periodically by the SGA President and the Dean of Students to the President who in turn keeps the Board updated. The SGA President may attend board meetings as requested or required by the Dean of Students and/or the President.

**Student Government**
Student Services
REVISED/BOT Approval - 10/21/10
Student Progress Report Policy

Student progress in individual courses is monitored by instructors who assign grades and record student attendance. Instructors who identify problems such as excessive absences, poor grades, failure to turn in assignments, behavioral or attention deficits, or other issues that affect a student’s performance shall submit a Student Progress Report to the Associate Dean for Academic Programs. The Associate Dean initiates contact with all on-campus and online instructors a minimum of three times per semester to solicit reports of students who need intervention. The Associate Dean shall stipulate the format for reporting student progress.

Such reports are forwarded to appropriate college personnel (advisors, Dean of Students, Financial Aid Officer) for follow up with these students in order to provide guidance and, if possible, assistance in resolving the problem in an effort to prevent student failure or withdrawal.

Student Progress Report Policy
Academics
Financial Aid
Student Services
NEW/BOT Approval - 4/21/11

Student Records Retention and Disposition Policy

Student Files. Active and archival student files are maintained in secure, fireproof file cabinets in the Student Services department.

Contents of Student Files. Student files consist of documents required for admission, including transcripts and immunization records; signed Code of Conduct statements; campus housing contracts; correspondence or other documents relating to a student’s enrollment, including records of disciplinary actions and any other material deemed appropriate by the Admissions and/or Student Services offices.

Disciplinary Actions. Documents in student files relating to discipline issues or actions will be retained so long as an administrative need exists.

Retention Schedule

Student Files. Active student files are maintained during the student’s enrollment. When the student graduates or otherwise leaves the college, a final Heritage Bible College transcript is placed in the file and the file is transferred to the Archive in its entirety. The file is retained for a period of three years or until the student applies for re-admission to the college. In this case, the file documents are updated and the student file returned to active status.

Disposition Schedule. After a period of three years without application for readmission, student files are purged of all admissions documents with the exception of high school and/or college transcripts, including the final HBC transcript, and immunization records. The end of the three-year period is determined by the last day attended as listed in the student database.

Duplicate Student Files. Accreditation standards require that essential student files (i.e., student transcripts) be maintained in a separate location to prevent loss due to fire or other calamity. Student information including official student transcripts are electronically created and backed up to a server in another state on a regular basis to ensure that all Heritage students have access to their official transcript of courses taken and the college has basic information regarding each student in the student database system.
Summer Financial Aid Policy
Scheduled Academic Year (SAY)
To determine summer financial aid awards, the current financial aid award year eligibility will be used. Students who have used their maximum loan eligibility during Fall and Spring terms may not, unless a grade level progression occurs, have any loans available for the summer, but with regulations effective July 1, 2009, may have additional Pell eligibility. The student may need to seek alternative loan funding or pay out-of-pocket. At that point, the student must make the determination to pay cash or drop classes before the start of the term when payment is due. Students must have the financial resources in place prior to the start of the term.

Borrower Based Academic Year (BBAY)
Students who choose to begin enrollment with the summer term may be packaged on a BBAY which would enable them to receive money for the Summer/Fall with renewal in the Spring. Pell money for the Spring semester may be limited based on prior enrollment in the BBAY, but the student may qualify for an additional Pell award, depending on academic progress. Continuing students may be packaged using a BBAY on a case-by-case basis.

All drop/add and withdrawal policies for summer courses will apply.

Testing Policy
Skills testing is required of all new students who do not have appropriate transfer credits in general education from other colleges or institutions.

Asset Test. This test of reading and writing skills is given to students admitted under the Ability to Benefit policy or as deemed appropriate by the Admissions Committee. Counseling and placement are based on test results. Admission may be conditional based on results of testing with conditions to be determined by the Admissions Committee and the faculty advisor.

Bible Test. All freshmen are required to take the Standardized Bible Content Test (SBCT). Scores enable the faculty and administration to evaluate and adjust the Bible curriculum. Seniors retake the test as an exit exam prior to graduation.

Computer Proficiency Test. Entering students are required to demonstrate fundamental computer skills by passing a computer competency test. Students not passing this test will be required to complete a three-hour computer fundamentals class or its equivalent during the first two weeks of the students’ first semester or online session.


Language Proficiency Test. Entering students are required to write an essay on an assigned topic during the orientation for new students. Based on the results of this test, students may also be required to take the Asset Test in order to determine placement in freshman English classes.

Textbooks Policy
Faculty members are expected to keep abreast of the published works available in their field. Textbooks required for classes should be current and easily available to students through online vendors. The cost to students should also be considered when choosing textbooks.

Instructor copies of required textbooks are provided free of charge to the faculty member. Requests for instructor copies should be made through the academic dean or his/her designee, who will forward the approved request to the librarian for acquisition. The librarian will notify the instructor concerning delivery.

At least three (3) weeks before the start of a semester the title, author, edition and ISBN number for required textbooks must be posted at the course site in Populi. This will give adequate time for students to purchase and receive books before the class begins. If no textbook is posted by two (2) weeks before a class is scheduled to begin, the textbook(s) last used for that course will be posted on the Populi course site and the instructor will be required to use those books.

STUDENTS MUST HAVE REASONABLE TIME TO OBTAIN THEIR BOOKS.

Instructors are responsible for identifying questionable material in textbooks for the courses they teach, particularly as it relates to moral or doctrinal issues. Minor doctrinal differences from the Heritage Statement of Faith should be explained to students, with emphasis on the Heritage doctrinal position. Major differences should be brought to the attention of academic administration, which will make a decision on whether to retain the textbook or to seek a suitable replacement.

Theology Award Policy
A Theology Award is presented annually to the graduating senior with the highest grade point average in all theology classes.

The recipient of the award is determined by the registrar based on grades submitted by faculty and final grade point average for the student in the specified classes.
The award shall consist of a plaque presented to the recipient. In the event of a tie in grade point average, additional plaques shall be awarded.

Theology Award
REVISED/BOT Approval – 4/16/09

**Transfer Students and Credits Policy**

*Transfer Students*
Students wishing to transfer from another college must comply with the same admission requirements as non-transfer students. Transfer students may apply for campus housing or take classes as a commuter or online student.

*Transfer Credits from Other Colleges to Heritage Bible College*
It is the responsibility of students wishing to transfer to submit official transcripts of all work at previous colleges. Transfer credits will be evaluated in terms of the Heritage Bible College curriculum and credit will be allowed whenever possible for equivalent courses taken at another college. Applicants wishing to have their transcripts evaluated before enrolling at Heritage should send a written request to the Admissions Office. The Registrar and the Academic Dean will make final determination of transfer credits.

Students may transfer credits for comparable course work done at another college:
- If that college is accredited by a body recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education.
- If the course work is relevant to the program of study the student wishes to enter at Heritage.
- If the student secures an official transcript from that college for assessment of transfer credits by the Academic Dean.

Transfer credits from an unaccredited institution will be transferred if it can be documented that they represent collegiate course work taught by qualified faculty.

Only course work earned at the quality level of a “C” or above will receive transfer credit. Transfer credit grades are included in calculation of the transfer student’s overall grade point average in consideration for academic honors and awards.

If transfer credits are denied, students have the right to appeal by submitting a written request to the registrar, who will consult with the academic dean for reconsideration of the denial. The decision of the academic dean is final.

Regardless of the number of transfer credits approved or the program of study, the final 30 hours of instruction must be taken at Heritage Bible College.

*Veterans*
Any transfer student eligible to receive Department of Veteran Affairs (VA) benefits must submit to the Registrar official transcripts of all prior collegiate work. All college transcripts must be evaluated and any appropriate credit granted before the student’s enrollment will be certified for VA benefits.
Transfer Credits from Heritage Bible College to Other Colleges
Credits for courses taken at Heritage Bible College may be transferred to other colleges provided the grade is a C or above; however, it is the prerogative of other colleges to make their own determination whether to accept or deny transfer credits from Heritage Bible College based on their own internal policies. Students wishing to transfer course credits to another college should query the college of their choice for undergraduate or graduate studies to determine if transfer credits will be accepted and which courses in particular qualify for transfer. Students who wish to transfer credits should consult with the registrar for guidance, either in person or by written or electronic communication. Any request for official transcripts must be made in writing.

Student Responsibility
Students wishing to transfer credits from Heritage Bible College to another college shall submit a written request along with the designated fee and the name and address of the college to which the official transcript should be sent. No transcripts will be issued for students whose account is unpaid.

Students Admitted Conditionally
Students admitted under the ability-to-benefit policy or the dual-enrollment policy who have not earned a high school diploma or GED will not receive an official transcript nor will course credits be transferred to any other college until receipt of an official high school transcript verifying graduation or a GED certificate.

Transfer Students and Credits
Academics/Registrar
Student Services/Admissions
REVISED/BOT Approval - 4/19/12

Valedictorian Policy
Graduating students who have completed at least their final 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.

Final selection of the valedictorian shall be approved by the Faculty Senate Moderator, the Academic Dean, and the President. Notification of selection as class valedictorian will be provided by the Academic Dean or the President. The valedictorian shall be presented a plaque in recognition of his or her achievement at commencement exercises.

Valedictorian
Academics
Administration
REVISED/BOT Approval 4/21/11
REVISED/BOT Approval - 10/18/12
Violence Prevention Policy

Purpose: It is the intent of Heritage Bible College (HBC) to provide for its employees and students an environment that is free from violence by establishing preventive measures, holding perpetrators of violence accountable, and providing assistance and support to victims. Committing or suffering violent acts has the potential to impact an employee’s or student’s ability to work or learn. In implementing this policy, HBC is guided by the Federal Occupational Safety and Health Act of 1970 that requires employers to provide their employees with a safe and healthy work environment. It is intended that all useful management tools be employed to accomplish the dual purpose of reducing the effects of violence on victims and providing consequences to those who perpetrate violence.

Definitions:
Violence includes, but is not limited to, intimidation, threats, physical attack, domestic violence or property damage and includes acts of violence committed by HBC employees, faculty, students, relatives, acquaintances or strangers against HBC employees or students on or off campus.

Intimidation is engaging in actions that includes, but is not limited to, stalking or behavior intended to frighten, coerce, or induce duress.

Threat is the expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional, or future.

Physical Attack is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.

Domestic Violence is the use of abusive or violent behavior, including threats and intimidation, between people who have an ongoing or prior intimate relationship. This could include people who are married, live together or date, or who have been married, lived together or dated.

Property Damage is intentional damage to property and includes property owned by HBC, HBC employees, visitors and vendors.

Coverage:
This policy applies to full-time and part-time employees or students. It applies to the conduct of an employee while functioning in the course and scope of employment as well as off-duty violent conduct that has a potential adverse impact on the employee’s ability to continue his or her work or is a violation of college standards of conduct for its employees.

This policy applies to the conduct of a student while on campus as well as off-campus conduct that adversely impacts the student’s ability to continue his or her studies or creates a potential disruption or unsafe environment for the college community.

Prohibited Actions and Sanctions:
It is a violation of this policy to:
- Engage in violence as defined herein while an employee or student at Heritage Bible College;
- Use, possess or threaten to use a weapon against another individual, and
- Misuse authority vested to any employee of Heritage Bible College in such a way that it violates this policy or the Word of God.

A violation of this policy shall be considered unacceptable personal conduct as provided in the Disciplinary Action, Suspension and Dismissal Policy. Acts of violence, as defined herein, may be grounds for disciplinary action, up to and including dismissal from employment or expulsion as a student.

An act of off-duty violent conduct may also be grounds for disciplinary action, up to and including dismissal or expulsion. In these situations, Heritage Bible College must demonstrate that the disciplinary actions, suspension or dismissal is supported by the existence of a rational nexus between the type of violent conduct committed and the potential adverse impact on HBC employee’s ability to perform the assigned duties and responsibilities or the student’s ability to continue his or her studies.

Perpetrators of violent acts may also be subject to arrest and prosecution on criminal charges.

*Retaliation.* This policy prohibits retaliation against any employee or student who, in good faith, reports a violation of this policy. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence.

*Reporting Responsibility.* All employees and students are encouraged to be alert to the possibility of violence on the part of employees, former employees, students and strangers. Employees and students shall place safety as their highest concern, and shall report all acts of violence and threats of violence. All reports of violence will be handled in a confidential manner, with information released only on a need-to-know basis. Management shall be sensitive and responsive to the reporting employee’s or student’s fear of reprisal.

*College Responsibilities.* The College President shall create and maintain a workplace designed to prevent and manage workplace violence. This shall be done by developing a comprehensive workplace violence prevention and management program.

*Assignment of Responsibility*  
Responsibility for implementation of this policy is assigned to the Safety Officer, who shall ensure that the plan and process are carried out as required.

Violence Prevention Administration  
NEW/BOT Approval - 7/19/12

**Whistleblower Protection Policy**  
Heritage Bible College requires trustees, faculty, staff and students to observe high standards of business and personal ethics in the conduct of their duties and responsibilities as evidenced in the Standards Agreements signed by board members, faculty, staff and students. As representatives of the College, it is expected that honesty and integrity be practiced and that all applicable laws and regulations be followed. Violations of these standards will be subject to disciplinary action.
such as suspension, termination of employment or enrollment, or criminal prosecution if warranted.

**Reporting Responsibility**
The purpose of the Whistleblower Protection Policy is to encourage and enable employees and others to raise serious concerns internally so that the College can address and correct inappropriate or illegal conduct and actions. It is the responsibility of trustees, faculty, staff and students to report legitimate concerns about violations of the Standards Agreement or suspected violations of laws or regulations that govern College operations.

Anyone filing a verbal or written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations proven not to be substantiated or which prove to have been made maliciously and falsely will be grounds for disciplinary action.

**Reporting Procedure**
Reports of suspected or proven violations of legal, procedural, or ethical standards should be reported in accordance with the chain of command outlined in the College Protocol Policy. An exception to this general rule is if the immediate supervisor who would otherwise receive the report is the individual in violation; in that case, the reporting individual should take his or her concerns to the next management level. In the event that the President is found to be in violation of legal or ethical standards in the conduct of his responsibilities, the matter should be reported to the Chairman of the Board of Trustees.

Initial reports may be made verbally but must be followed by a written description of the allegation accompanied by any supporting documentation. Written reports must be signed by the individual alleging the violation. Anonymous submissions are not considered to be official.

**Confidentiality**
While every effort will be made to protect the confidentiality of complainants, the ability to do so may be limited by the necessity to fully investigate reports.

**Investigation of Reports**
The President or his/her designee will conduct a thorough investigation of any allegations of impropriety. The investigation may include interviews with the accused individual and others in the organization that may have knowledge of the alleged violation. When the investigation is concluded, a determination will be made as to the validity of the allegation and the proper resolution or action.

The decision will be rendered in writing to the accused individual and the reporting individual. If guilt is determined, appropriate consequences will be applied. In the case of violations of civil or criminal law, these will be reported to law enforcement as necessary and subject to criminal prosecution.

Unless the President is the accused individual, he or she makes the final determination regarding consequences. The President shall inform the Board of Trustees of serious allegations having a potential financial or other negative impact upon the College.

**No Retaliation**
It is contrary to the values of Heritage Bible College for anyone to retaliate against any board member, officer, employee, student or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the College. An employee or student who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or enrollment.

Complaints to Accrediting Association
Reports regarding violation of accreditation standards or requirements may be made directly to the TRACS Office as outlined in the College Protocol Policy.

Whistleblower Protection Policy
Administration
NEW
BOT Approval – 4/18/13

Withdrawal and Refund Policy

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

Withdrawal from a Course. Withdrawal from a course after the drop/add period must be made in consultation with the advisor after completing the form in the Registrar’s office. A campus course may be withdrawn from the 3rd week through the 12th week (2nd through 6th week for online) with a “W” designation on the transcript, which does not affect the student’s GPA. No campus course can be withdrawn after 12 weeks of classes (6 weeks for online) without receiving a grade of “F,” which will appear on the student’s transcript and adversely affect the GPA.

Withdrawal from the College. Students should follow the proper procedures to officially withdraw from the College in order to qualify for any refunds that are due and to avoid receiving grades of F for all courses, which adversely affects the student’s grade point average.

2. **Official Withdrawal.** To officially withdraw from the college, a student must provide official notification to the Registrar’s office in writing and complete all necessary forms and interviews. The official withdrawal date is determined by the registrar and recorded. As a part of the withdrawal process, the student must meet with the Dean of Students, the Financial Aid Office, and the Business Office to settle any pending matters.

When withdrawing, the student must:
- a. contact advisor to notify of intent to withdraw
- b. complete the necessary withdrawal form and submit to the Registrar’s office
- c. remove all mail from student mailbox
- d. return all borrowed books to the Library and pay any fines due
- e. if financial aid recipient, meet with Financial Aid Officer for information on refunds or payments due
- f. meet with Business Manager to settle student account
- g. meet with Dean of Students for exit interview
- h. if a dorm resident, clean all personal belongings from the dorm, clean the room, and turn in any keys to dorm or other college buildings to the Dean of Students
3. **Unofficial Withdrawal.** If a student does not officially withdraw but simply stops attending classes, the college must process an unofficial withdrawal. In such cases, a grade of F is assigned for all courses in which the student was enrolled. This grade will affect the student’s overall grade point average.

4. **Refunds after Withdrawal from the College.** Students who withdraw from classes or the college may be entitled to a pro-rated refund of tuition and fees as follows:

**Process.** Student must follow the established process to withdraw from the college by securing and completing official paperwork available from the Registrar’s Office.

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

<table>
<thead>
<tr>
<th>Campus Classes (16 weeks)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• 1st &amp; 2nd week of classes</td>
<td>90%</td>
</tr>
<tr>
<td>• 3rd week of classes</td>
<td>75%</td>
</tr>
<tr>
<td>• 4th week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>• 5th week of classes</td>
<td>25%</td>
</tr>
<tr>
<td>• Week 6 or later</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Online Classes (8 weeks)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Week 1</td>
<td>90%</td>
</tr>
<tr>
<td>• Week 2</td>
<td>50%</td>
</tr>
<tr>
<td>• Week 3 or later</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

A student is entitled to a refund only when he or she officially withdraws through the Office of the Registrar. Students who cease attending are withdrawn unofficially by the Registrar’s Office and are not eligible for a refund from the College.

5. **Requirements for Recipients of Federal Aid.** Students who receive federal financial aid must meet certain requirements during enrollment and withdrawal to avoid loss of federal funding.

**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. Students may be billed up to 100% of any of these funds received if enrollment status changes due to non-attendance or academic dismissal.

Students MUST attend class through the 60% plus 1 day of each semester to receive full Student Financial Aid (SFA). Failure to meet this requirement will result in a return of Title IV funds as calculated using federal guidelines. The student will be billed for the amount due Heritage Bible College as a result. Attendance is monitored on a regular basis.

**Calculating Earned Aid.** The law requires that when a recipient of federal aid withdraws from college, the amount of federal financial aid assistance 'earned' up to that point is determined by a specific calculation developed by the United States Department of Education. If more assistance was received than earned, the excess funds must be returned.
6. **Refunds and/or Repayments of Federal Aid.** 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. In some cases, a student may have a credit to his or her account, which will be refunded to the student. If the college cannot locate and communicate within 60 days with a student to whom a Title IV credit balance is due, the said amount will be returned to the U.S. Department of Education after determining which Title IV program created the credit balance.

If a refund is due to the Department of Education, Heritage Bible College will submit the refund within 30 days of the student’s last date of attendance or notification by the Registrar’s Office in the case of unofficial withdrawal. Any refund made to the Department of Education will be charged to the former student’s account and a written bill will be mailed within 30 days.

7. **Return of Title IV Funds.** Up through the 60% point in each payment period or period of enrollment, a prorata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% plus one day point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. If a student withdraws after the 60% point in time, there are no unearned funds; however, the College will determine whether the student is eligible for a post-withdrawal disbursement.

8. **Official Withdrawal Date.** The Registrar’s Office will determine the official withdrawal date based upon the circumstances. The official withdrawal date is generally based upon either the last date of attendance or the date of notification of intent to withdraw. The official notification date is considered to be the official withdrawal date for calculating the amount of financial aid assistance earned.

9. **Administrative Withdrawal or Academic Exclusion.** 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.

10. **Disciplinary Withdrawal.** An expulsion resulting from violation of the disciplinary system will result in an administrative withdrawal. Grades of F will be recorded in all courses for which the individual is officially or unofficially withdrawn.

11. **Fee.** A processing fee of $100 is charged for withdrawals, whether official, unofficial, academic exclusion, or disciplinary expulsion. This fee will be deducted from refunds due the student, if any, or charged to the student’s account as his or her personal obligation.

12. **Settlement of Account.** The student is responsible for any balance owed on his or her account at the time of withdrawal. The student must meet with the Business Office to make arrangements for payment. Withdrawing either officially or unofficially does not relieve the student of the legal and ethical obligation to pay any remaining balance on his or her account, including any unearned federal financial aid that was returned to the Department of Education.

Withdrawal & Refund Policy
Academics
Registrar
Financial Aid
REVISED/BOT Approval - 4/19/12
Heritage Bible College

STUDENT GOVERNMENT ASSOCIATION
CONSTITUTION & BYLAWS

Adopted June 22, 1998
Amended April 16, 2015
Approved by the Board of Trustees
PREAMBLE

Recognizing the need to work in harmony with Heritage Bible College and its administration and faculty to accomplish the purpose, goals, and designs of the College, we the students of Heritage Bible College gladly assume this solemn obligation and hereby duly organizing ourselves as a student organization we agree to be governed by the following Constitution and Bylaws:

CONSTITUTION

ARTICLE I. NAME

The name of this body shall be the Student Government Association of Heritage Bible College, herein after referred to as the SGA.

ARTICLE II. PURPOSE

The purpose of the SGA shall be to assist the College to:

(a) Reach its goals and purposes;
(b) Assist all students to realize their full potential as a student of the College;
(c) Assist the administration, faculty, and staff in performing their duties to the College;
(d) Serve as an organization which will address the needs of the student body and any grievances any student might have;
(e) Assist those who have the responsibility of organizing student activities in order to promote greater participation and fellowship within the student body.
(f) Organize student-initiated events and fundraisers to benefit the overall college.

ARTICLE III. RELATIONSHIP

The SGA shall recognize itself as an integral part of Heritage Bible College and be subject to it as the parent body. The SGA shall not attempt to operate as a separate entity or in opposition to the College, but seek to become recognized as an important aspect of the overall function and ministry of the College.

ARTICLE IV. MEMBERSHIP

Membership in the SGA is covered by the matriculation fee paid by students.
ARTICLE V. OFFICERS

SECTION 1. Students who meet the qualifications to serve as SGA Officers may submit their own name for nomination and/or be nominated by other students during a period of time set by the Advisor.

Students are eligible to be on the ballot for no more than one office each election cycle.

SECTION 2. The Advisor shall be the Dean of Students or someone appointed by him annually, by semester, or as needed.

ARTICLE VI. MEETINGS

SECTION 1. The Executive Committee of the SGA shall schedule general meetings to involve day, night, and weekend student groups at least once each academic year as time and schedules permit. Meetings shall be announced in advance through reports in Insights, flyers posted on campus, and through notices placed in student mailboxes.

SECTION 2. The Executive Committee shall meet at least once each month on the campus. SGA Officers shall inform the student body of its actions and plans through reports in Insights, through flyers posted on campus, and through special memoranda or flyers placed in student mailboxes.

SECTION 3. Special meetings may be called as necessary.

ARTICLE VII. AMENDMENTS

Amendments may be made to this Constitution provided that proposed amendments are reviewed and approved by the Executive Committee, the SGA Advisor, and the College President. The Executive Committee shall present the proposed revision of the Constitution to the student body for review and vote. A simple majority of votes cast and the approval of the Board of Trustees shall be required for the adoption of amendment(s).

BYLAWS

ARTICLE I. RULES OF ORDER

In order to expedite the work of the SGA in its deliberations, the SGA shall be governed by accepted rules of Parliamentary procedure, all in keeping with the spirit of Christian love and fellowship. The most recent edition of Robert’s Rules of Order shall be accepted as the final authority.

ARTICLE II. MEETINGS

SECTION 1. The time of the regular meetings of the Executive Committee and/or the SGA shall be determined by the Executive Committee.
SECTION 2. Special Meetings

(a) Special meetings of the SGA, Executive Committee, or Student Council may be called as deemed necessary by the Advisor, President, or Executive Committee of the SGA.

(b) A special meeting may be called by the Executive Committee or upon written request by the Student Council or the membership at large which states the purpose for requesting a special meeting. The Advisor shall consult with the Executive Committee regarding any requests for a special meeting. Special meetings will be scheduled at a time to provide an opportunity for all members of the student body to attend.

SECTION 3. The Advisor must be informed in writing of all regular or special meetings of the SGA, Executive Committee, or Student Council. All special meetings must be approved in advance by the Advisor.

SECTION 4. Any and all non-approved meetings of the SGA, Executive Committee, Student Council, or group of members shall be considered null and void. The SGA Advisor shall be informed of regularly scheduled meetings and any called meetings in advance.

SECTION 5. Written minutes of all meetings must be prepared and submitted to the Student Services Office within one week of each meeting.

ARTICLE III. OFFICERS

The executive officers of the SGA shall be the President, Vice-President, Secretary, and Treasurer.

ARTICLE IV. QUALIFICATIONS OF OFFICERS

SECTION 1. Each officer shall meet these qualifications:

(a) Be a full-time student of Heritage Bible College.
(b) Be enrolled in at least the student’s second consecutive semester.
(c) Display a high degree of Christian integrity.
(d) Be able and willing to assume responsibility and fully execute all the duties of an office.
(e) Recognize the importance of self-discipline in working for the good of all students.
(f) Be willing to sacrifice other extracurricular activities should they interfere with the effectiveness of the duties of an office.
(g) Maintain at least a 3.0 GPA.

SECTION 2. Disqualification. An officer shall be considered disqualified if any or all of the items in Section 1 above cannot be met and he or she shall resign the office.
ARTICLE V. NOMINATIONS AND ELECTIONS

SECTION 1. Nominations.
(a) Students who meet the qualifications to serve as SGA Officers may submit their own name for nomination and/or be nominated by other students during a period of time set by the Advisor.

Students are eligible to be on the ballot for no more than one office each election cycle.

(b) The student body shall nominate by secret ballot, from the list provided by the Advisor, persons to serve as officers of the SGA.

SECTION 2. Elections.
(a) Beginning with the Spring Semester 2007, nomination and election of SGA officers shall take place in the latter half of the Spring Semester. Eligible students shall be notified of their eligibility for service and queried as to the office they wish to seek within two weeks following the semester break. Students willing to serve as officers shall have the opportunity to distribute campaign materials to present their qualifications to the student body prior to the election process.

(b) The Advisor or someone appointed by him shall distribute ballots, tally votes, and announce results. A simple majority of votes cast shall constitute an election.

(a) Candidates who receive a simple majority of votes cast on the nominating ballot shall be declared elected.

SECTION 4. Term of Office.
(a) The term of office for all officers shall be one year.
(b) An officer may succeed himself.
(c) No officer may serve more than three consecutive terms.
(d) All officers will serve until successors have been installed in office.

SECTION 5. Installation. Officers shall be installed in office during a chapel service during the first month of the fall semester.

SECTION 6. Vacancies. Vacancies for SGA officers, other than the President, shall be filled by election by the Executive Committee and Student Council and must be approved by the Advisor.

SECTION 7. Removal from office.
(a) Any officer may be removed from office if:
   1. He or she fails a subject for a semester or his GPA falls below 3.0.
   2. He or she fails to carry out his duties.
   3. He or she is absent more than twice from meetings without good cause and an excuse from the President.
4. He or she performs any act(s) which are deemed detrimental to the welfare and best interests of the SGA or College or does not display Christian character as listed in the various manuals and statements of the code of conduct of the College.

5. Becomes disqualified by not meeting any or all of the qualifications listed in Article IV, Section 1, of the Bylaws.

6. An officer does not resign upon being informed that he no longer meets the qualifications of an officer.

(b) Removal will be performed by action of the Executive Committee and Student Council acting under the guidance of the Advisor.

SECTION 8. All tally sheets shall be maintained for safekeeping by the Advisor for a period of one year before disposition.

ARTICLE VI. DUTIES OF OFFICERS

SECTION 1. President.

(a) To preside at all meetings of the Executive Committee and/or the SGA.
(b) To call special meetings of the SGA, Executive Committee, and Student Council in cooperation with the Advisor.
(c) To appoint all committees and committee chairpersons.
(d) To serve as an ex-officio member of all committees.
(e) To serve as an executive of the SGA.
(f) To serve as an executive to the Student Council.
(g) To represent the SGA at all public functions.
(h) To be responsible for supervising the execution of all provisions of the Constitution and Bylaws of the SGA.
(i) To orient his/her successor to the duties of the President.
(j) To plan a welcome for new students at the opening of school and to be on hand to assist.

SECTION 2. Vice-President.

(a) To preside in the absence of the President.
(b) To assist the President in the performance of administrative duties.
(c) To assume the office of President should the office become vacant at any time.
(d) To orient his/her successor to the duties of the vice-presidency.

SECTION 3. Secretary.

(a) To prepare and file the minutes of all meetings.
(b) To present copies of the minutes of all meetings within one week to the officers of the SGA and Advisor.
(c) To handle all official correspondence of the Executive Committee and to keep a file of all official correspondence.
(d) To keep a current record of attendance of all meetings.
(e) To orient his/her successor to the duties of the secretary and acquaint him/her with the SGA files, records, and supplies.
SECTION 4. Treasurer.
(a) To organize a system of receiving, accurately recording, and depositing in the college business office all SGA funds.
(b) To cooperate with the Secretary and the business office in seeing that all SGA bills are paid.
(c) To make a monthly financial report to the Executive Committee.
(d) To prepare an annual financial report.
(e) To orient his/her successor to the duties of the Treasurer.

ARTICLE VII. STUDENT COUNCIL

SECTION 1. Members. One representative of each of the following student classifications shall serve on the Student Council: freshman, sophomore, junior, senior, and night student.

SECTION 2. Selection. The Executive Committee along with the Advisor shall appoint the Student Council representatives.

SECTION 3. Qualifications. Same as those of the Executive Committee, Article IV, Section 1 of the Bylaws.

SECTION 4. Duties.
(a) Shall serve as liaison between the SGA Executive Committee and members of the student body with particular emphasis in their respective classifications.
(b) Shall meet monthly with the SGA Executive Committee.
(c) Meetings shall deal with matters of importance to the student body, i.e., policies, schedules, curricula, regulations, and discipline.

ARTICLE VIII. COMMITTEES

Committees shall be appointed as needed by the President. Each committee shall consist of necessary members and a chairperson appointed by the President.

ARTICLE IX. FINANCES

SECTION 1. All finances, receipts, records, and disbursements shall be under the supervision of the Executive Committee.

SECTION 2. Dues. Each student enrolled in Heritage Bible College is a member at large of the Student Government Association. Membership is automatic upon payment of the matriculation fee. No additional fees are collected.

SECTION 3. Donations. Donations to the SGA will be accepted by the Treasurer or the Business Office and properly recorded.

SECTION 4. Fund-raising. Any fund-raising effort by the SGA must be approved by the Executive Committee and Advisor.
SECTION 5. Financial Audit. An annual audit will be made by the Advisor and the business officer of the College and made available to the members of the SGA, administration of the College, and the business officer of the College.

ARTICLE X. QUORUM

Members present at any meeting of the Executive Committee and/or the SGA shall constitute a quorum. Minutes must be recorded to validate any meeting and shall reflect the officers present, count of members present, business conducted, and votes taken.

ARTICLE XI. ORDER OF BUSINESS

The suggested order of business for all meetings of the SGA:
(a) Opening prayer.
(b) Reading and approval of minutes.
(c) Old business (unfinished matters arising out of minutes of a previous meeting).
(d) New business.
(e) Closing prayer.
(f) Adjournment.

ARTICLE XII. AMENDMENTS

Amendments may be made to these Bylaws provided that proposed amendments are reviewed and approved by the Executive Committee, the SGA Advisor, and the College President. The Executive Committee shall present the proposed revision of the Bylaws to the student body for review and vote. A simple majority of votes cast and the approval of the Board of Trustees shall be required for the adoption of amendment(s).
## LIST OF FORMS

<table>
<thead>
<tr>
<th>Forms</th>
<th>Where to Obtain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident/Injury Report (Admin-200)</td>
<td>Student Services</td>
</tr>
<tr>
<td>Accommodations Request Form (Adm-100)</td>
<td>Student Services</td>
</tr>
<tr>
<td>Book Request Form (LIB-107)</td>
<td>Library</td>
</tr>
<tr>
<td>Campus Crime Incident Report (Admin-212)</td>
<td>Student Services</td>
</tr>
<tr>
<td>Campus Housing Application &amp; Contract (SS-501)</td>
<td>Student Services</td>
</tr>
<tr>
<td>Change of Contact Information (Admin-201)</td>
<td>Student Services/Registrar</td>
</tr>
<tr>
<td>Drop/Add (REG-100)</td>
<td>Registrar</td>
</tr>
<tr>
<td>Field Trip Student Waiver (ACAD-302)</td>
<td>Student Services</td>
</tr>
<tr>
<td>Financial Aid Reinstatement Petition (FA-100)</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>Guest Patron Registration (LIB-108)</td>
<td>Library</td>
</tr>
<tr>
<td>Interlibrary Loan Agreement (LIB-106)</td>
<td>Library</td>
</tr>
<tr>
<td>Internet Agreement (LIB-103)</td>
<td>Library</td>
</tr>
<tr>
<td>Photo Release Permission (SS-501)</td>
<td>Student Services</td>
</tr>
<tr>
<td>Professional Judgment Application (FA-102)</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>Request to View Personal Student File (SS-500)</td>
<td>SS/Financial Aid</td>
</tr>
<tr>
<td>Scholarship Application (FA-101)</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>Student Authorization to Release Personal Information (Admin-212)</td>
<td>SS/Financial Aid</td>
</tr>
<tr>
<td>Student Standards Agreement Form (Admin-203)</td>
<td>SS/Institutional Effectiveness</td>
</tr>
<tr>
<td>Withhold/Release Directory Information (FERPA) (REG-101)</td>
<td>Registrar</td>
</tr>
<tr>
<td>Withdrawal Form (REG-102)</td>
<td>Registrar</td>
</tr>
</tbody>
</table>
If you are injured on campus while an employee or student at Heritage Bible College, report the accident/injury to your supervisor or the Student Services Office immediately. This form must be completed and provided to the supervisor (employees) or Student Services Office (students) within five days of the accident.

You are:  ___ Student  ___ Staff or Faculty  ___ Other (specify____________________)

Name: ___________________________________________________________ Date of Incident: __________________

Street Address: ___________________________________________________

City & Zip: ________________________________________________________

Telephone: ___________________  Email: _____________________________

Sex: ___ Male   ___ Female  Date & Time of Accident or Injury: __________

Location: _________________________________________________________

Brief Description of Incident: _________________________________________

Occupation/Activity at time of accident/injury: __________________________

Name & Telephone Number of Witness(es): ______________________________

Describe unsafe act, if any: __________________________________________

List unsafe physical or mechanical condition, if any: ______________________

Was personal protective equipment being used at time of injury? ___Yes   ___No

Did you seek medical attention?  ___No  ___Yes  (if yes, provide a copy of physician’s report)

Corrective Action taken or recommended: ________________________________

_________________________________________ / ___________________ / ___________________
Signature of Injured Individual        /Date                          Signature of HBC Official        /Date

Admin-200
Revised 7/09
HERITAGE BIBLE COLLEGE
Accommodations Request Form

This form is to be completed if you are requesting accommodations at Heritage Bible College due to a diagnosed disability as defined by the Americans with Disabilities Act (ADA). This document begins the process of registering for disability services and requesting accommodations. The college’s complete policies of non-discrimination and the procedures for the provision of reasonable accommodations are available in the Student Handbook. This request will be kept confidentially in the Student Services Office and separate from your general educational records.

Name ______________________________________ Phone __________

Student ID ______________________________________ Today’s date ___/___/___

1. Are you currently a recipient of-
   - Vocational Rehabilitation __Yes __No
   - Bureau of Services for the Visually Impaired __Yes __No

2. Please check the disability with which you are diagnosed:
   - ADD/ADHD ______
   - Mobility Impairment ______
   - Learning disability ______ Psychiatric ______
   - (Please specify type of LD) ______
   - Blind or visually impaired ______
   - Hearing Impairment______ Other ______

How does this affect your academic work, class performance, attendance, class location, or other areas regarding access to the College’s programs, courses or services?

________________________________________________________________________

3. What accommodation(s) did you receive in high school or previous educational settings?

________________________________________________________________________

4. What accommodation(s) are you currently requesting?

________________________________________________________________________

5. Identify any equipment, aids and/or services that you may need related to the above accommodation request.

________________________________________________________________________

6. Is there anything else you would like us to know that might help us in understanding your needs?

________________________________________________________________________
Upon receipt of this form and the required supporting documentation your request for accommodations will be evaluated. You will be contacted if other information is needed. **Accommodations are not automatically implemented.** Your input is very important in the process of setting up accommodation; therefore, before accommodations are implemented, you must meet with the Director and other campus personnel as appropriate to discuss your accommodations plan.

- Accommodations are not “in place” until you:
  1. Provide appropriate documentation supporting the need for accommodation.
  2. Have had a conversation about your needs with the Director of Disability Services.
  3. Have delivered the Accommodations Approval Letters to your professors and discussed the accommodation plan with him/her.
  4. Have followed up with the office of DASS in the event that you do not receive accommodations from your professors in a timely manner.

All Heritage Bible College students are expected to maintain responsibility for their education. This includes complying with the college’s Code of Conduct (see **Student Handbook**) and meeting academic standards set forth in the college catalog.

---

**For Internal Use Only**

Accommodations approved:

Auxiliary aids and services the student will provide:

Student Signature ___________________________ Date ___/___/___

_____Copy to student
_____Copy to file

Adm-100
6/2012
BOOK REQUEST FORM
Alphin-Ellis Learning Library

If you have been unable to find the resources that you needed today, please complete the following request form:

NAME__________________________________________________________

ADDRESS_______________________________________________________

_________________________________________________________________

PHONE__________________________________________________________

Please list below the resources you would like to request and the dates that you need these by:

BOOK AUTHOR:_________________________________________________

TITLE:__________________________________________________________

DATE NEEDED:___________________________________________________

BOOK AUTHOR:_________________________________________________

TITLE:__________________________________________________________

DATE NEEDED:___________________________________________________

BOOK AUTHOR:_________________________________________________

TITLE:__________________________________________________________

DATE NEEDED:___________________________________________________

Thank you for using the Alphin-Ellis Learning Center located on the campus of Heritage Bible College. It is a wonderful privilege to offer you the full use of this facility and hope that you will become a regular patron of the library.

LIB-107
2/5/2010
Heritage Bible College
CAMPUS CRIME & SECURITY BREACHES
INCIDENT REPORT FORM

Complete form and submit within two business days to Angel Padilla, Campus Crime & Security Administrator. Emergency situations should be verbally reported immediately with documenting form submitted as described.

Date of Incident_________________________ Reported by ________________________________

Type of Incident
__ Murder __ Aggravated Assault
__ Rape __ Burglary
__ Robbery __ Motor Vehicle

Type of Arrest Made
__ Liquor Law Violation
__ Drug Abuse Violation
__ Weapons Possession

Individual(s) Involved:
Perpetrator (if known)______________________________________________________
Victim(s)_________________________________________________________________________________

Description of Incident and Action Taken, if any:
______________________________________________________________________________
______________________________________________________________________________

(For use by Campus Safety and Security Administrator Only)
Was this incident investigated internally? ___ Yes ___ No
If yes, describe action taken_____________________________________________________________________

Was this incident reported to law enforcement authorities? ___ Yes ___ No
If yes, describe police response and/or attach copy of police report)

______________________________________________________________________________
______________________________________________________________________________

Final disposition_____________________________________________________________________________

______________________________________________________________________________

(Signature – Campus Safety & Security Administrator) ____________________________ (Date)

Admin-211
Revised 8/2004
Heritage Bible College

CAMPUSS HOUSING APPLICATION & CONTRACT

Please check the semester for which you are applying for campus housing:

New Student: ______ Fall ______ Spring Academic Year 20___-20____
Continuing Student: ______ Fall ______ Spring Academic Year 20___-20____

NAME: __________________________________________

CLASS STATUS: ______ Freshman ______ Sophomore ______ Junior ______ Senior

AGREEMENT:
By my signature below, I agree to abide by the rules and regulations established regarding campus housing for the duration of my residence on campus. I have read and understand the Terms of Occupancy on the reverse side and agree to abide by it as well as all other Heritage Bible College regulations including, but not limited to, the Student Handbook, the College Catalog, the Statement of Faith, and the Code of Conduct that are now in effect and any that may be adopted by the College during the period of my residence.

I understand that this contract may be terminated either with or without notice by the College in the event of circumstances described under the Terms of Occupancy or extreme circumstances not covered by the contract but which require action by the College.

Printed Name __________________________ Signature of Student (or Parent if student is less than 18 years old) ______________ Date ______________

The approval signature below certifies that student has satisfied financial arrangements with the Business Office.

Signature of Business Office Personnel __________________________ Date ______________

Student must submit signed form to the Dean of Students for final approval and authorization to move into or remain in campus housing. Original contract will be maintained in the Student File in the business office. Keys will be issued by the Student Services Office. All students must maintain a personal copy of the signed contract for their records.

FOR BUSINESS OFFICE USE ONLY

_____ Key deposit paid _____ Housing reservation fee paid

Note: Actual cost of lock replacement is charged if key not turned in or is lost.

Distribution of Copies

Original: Business Office
Copies: Student
________ Student File

S 501
Revised 2/10/11
Available from: Student Services; Business Office
**Terms of Occupancy**

**Fees.**
1. **Housing reservation fee** – to be paid upon initial application for enrollment and dormitory housing
2. **Key replacement fee** – An additional fee will be charged if key is lost or not turned in as required.
3. **Lock replacement fee** - If loss or non-return of key requires replacement of locks, the cost will be charged to the student.

**General Conditions.** The application for campus housing becomes a contract upon payment of the required reservation fee. This deposit does not apply toward rental. Resident students and housing applicants must satisfy requirements of the business office and the student services office before being allowed to move into campus housing each semester.

The acceptance of the application and fee does not guarantee assignment or admission to the College. Assignment is contingent on final acceptance for admission by the College and available space. The College reserves the right to refuse any applications for accommodations in College campus housing by return of the deposit. The housing application fee is otherwise non-refundable except as stated in the Student Handbook.

The housing fee payment covers occupancy of the assigned space for the time designated by the College for campus housing to be open until the time stated that campus housing will be closed, or until the student’s graduation, withdrawal, or dismissal from the College. The College reserves the right, whenever necessary or practicable, to close campus housing. Any special housing arrangements will be subject to additional charges for occupancy.

The dormitory rental period does not include the time from the official closing of the dorms at the end of the semester until the official opening of the dorms at the beginning of the next semester. Special arrangements must be made for any additional rental during these interim periods.

The College staff reserves the right to enter student housing at any time as deemed necessary. Such inspections may be made for safety, maintenance, management, sanitation, welfare and/or conduct in violation of College regulations or laws or other causes deemed necessary by proper College officials.

The College is not responsible for loss of personal property in campus housing due to fire, theft, interruption of utility services, or other causes. Occupants are encouraged to provide their own personal loss insurance.

The student agrees to give proper care to campus housing, his/her room, its furnishings and equipment, and is to make prompt payment for any damages. In no case may a student detach or move built-in or attached furnishings. No articles are to be tacked or fastened in any way to the furniture or electric light fixtures. In the case of pictures or other wall hangings, these must be attached with thumb tacks. Each student is limited to four wall-hangings. Charges for loss of equipment, damages to or defacement of any area will be assessed directly to the student.

If a student does not plan to return to school the following semester, the student must notify the College 30 days in advance so that re-assignment of housing may be made.

The College reserves the right to make other such rules or waivers as may be deemed appropriate or necessary for the management or maintenance, conduct, and convenience of all occupants and the College.

The failure of the College to enforce the strict observance of these terms shall not be considered a waiver or relinquishment of such conditions.

The College requests that visitors in campus housing be limited. Guest stays must be approved in advance by the Dean of Students and/or the Dorm Supervisor. Integrity and discretion should be of utmost importance regarding entertainment of guests. Non-compliance in this area will be grounds for disciplinary action.

**Termination of Contract.** This contract will be terminated under the following conditions:
- If a student graduates from the College.
- If a student withdraws from the College
- If a student is suspended or dismissed from the College or if occupants are non-compliant with the lifestyle, philosophy, and policies as stated in the College Catalog, Student Handbook, and Code of Conduct. Occupants may be asked to vacate campus housing without prior notice if termination of contract occurs as a part of College disciplinary action.
- If student is delinquent with required rent payments.
- If student is not taking classes on campus.
- Any other reason deemed as just cause by College administration.

Any exceptions to these conditions must be made by College administration.
INSTRUCTIONS: When a change of address, name, etc. occurs, please complete this Form and submit it to the REGISTRAR so that college records may be updated.

Please check the block that applies to you:  □ Student  □ Faculty  □ Staff

NAME: (Print)__________________________________________________________

NAME CHANGE TO: (Print)________________________________________________

ADDRESS CHANGE

NEW:__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

TELEPHONE NUMBER & EMAIL ADDRESS CHANGES

HOME TELEPHONE:__________________________________________________

WORK TELEPHONE:__________________________________________________

CELL PHONE:_____________________________________________________

EMAIL ADDRESS:____________________________________________________

_____________________________   ________________________________
Signature   Date

Admin-201
Revised 6/27/2012
This is not a withdrawal form. If attempting to withdraw from all courses for a particular term, you will need to use the Total Withdrawal Form which is available at the Registrar’s Office or online at www.heritagebiblecollege.edu/forms.

- Use this form to add or drop individual courses after the first day of instruction but before the last day of drop/add.
- NOTE: These changes are not official until all steps are completed, including payment of any charges that are due.

**Academic Period:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Academic Period:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| $10 Fee Per Drop/Add Form | Waive Fee |

**PLEASE PRINT CAREFULLY:** Complete all information requested below.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Social Security #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street:</td>
<td>Home Phone:</td>
</tr>
<tr>
<td>City</td>
<td>Cell Phone:</td>
</tr>
<tr>
<td>State, Zip</td>
<td>Email:</td>
</tr>
</tbody>
</table>

**DROP FROM A COURSE:** To drop from a course, submit this form to the Registrar’s Office prior to the last day of drop/add.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Instructor’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Credit hours before drop: ____  Adjusted credit hours: ____

**ADD A COURSE:** To add a course, submit this form to the Registrar’s Office prior to the last day of drop/add.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Instructor’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Credit hours before add: ____ Adjusted credit hours: ____

Check all of the following benefits that apply and obtain appropriate signature(s). All students MUST obtain signature from the Business Office.

- Advisor
- Financial Aid
- VA Educational Benefits
- Business Office

<table>
<thead>
<tr>
<th>Signature of Student</th>
<th>Date:</th>
</tr>
</thead>
</table>

**REGISTRAR USE ONLY**

Withdrew Week #: ____  Tuition refund, if applicable: ____ %  Date received: ____/ ____/ ____  By: ________________

Remarks: ____________________________________________

I copy each: Registrar, Financial Aid, Business Office, Student

REG-100 - Revised 5/31/2011
Heritage Bible College
DUAL ENROLLMENT APPLICATION

This form must be completed **EACH SEMESTER** by each dual enrollment student. Copies are to be maintained by the college and the high school where the student attends or last attended.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Social Security Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street</th>
<th>City &amp; State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Class Level:</th>
<th>__Junior</th>
<th>__Senior</th>
</tr>
</thead>
</table>

Name & Address of High School/Home School where student is enrolled or last attended:

The above-named student is approved to enroll in Heritage Bible College as a Dual Enrollment Student beginning with the _____Fall _____Spring Semester of ___ (year).

Approved by:

<table>
<thead>
<tr>
<th>Principal/Designee of High School</th>
<th>Date</th>
</tr>
</thead>
</table>

If the student is under 18 years of age, this section must be completed in the presence of a Notary Public by the parent, guardian, or other person or agency having legal custody or control of the minor.

I, ___________, being the court-appointed legal guardian of the above minor, hereby petition the above named School to enroll the above minor while still in high school. I hereby certify that the place of residence, date of birth of the minor, and the dual enrollment date are correct as stated above.

<table>
<thead>
<tr>
<th>Signature of Parent or Legal Guardian</th>
<th>Date</th>
</tr>
</thead>
</table>

Subscribed and sworn before me this __________ day of ______________, 20 _______

<table>
<thead>
<tr>
<th>Signature of Notary Public</th>
<th>County</th>
</tr>
</thead>
</table>

Address/Telephone Number of Notary Public

Commission Expires ______________ Date

For Heritage Bible College Use Only:
Dual Enrollment Approved by: __________________________ (College Official)

________________________ (Date)

ADM-101 (8/07)
Revised 5/2011
Heritage Bible College
FIELD TRIP STUDENT WAIVER

FIELD TRIP TO: __________________________________________

DATE(S): __________________________________________

I plan to participate in the field trip shown above.

I understand that my participation is voluntary and that Heritage Bible College assumes no liability for any accident, injury, or loss that may occur during this trip. I hereby waive any claim of damages against the College, the faculty, or the staff.

Student Name: __________________________________________
(Please print)

Signed: ____________________________  Date: ________________

Note: Original student waivers are kept on file in the Academic Dean’s Office.
Heritage Bible College
Financial Aid Professional Judgment Application Form
_______________ Academic Year

PLEASE PRINT CAREFULLY - Complete all information requested below

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street:</th>
<th>Home Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>Cell Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State, Zip</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please check the appropriate circumstances for your request. Supporting documentation is required for all circumstances.

- [ ] Death
- [ ] Loss of Employment
- [ ] Loss of Income
- [ ] Medical/Dental Expenses
- [ ] Disability of student, spouse or parent
- [ ] Divorce/Separation
- [ ] Other

DOCUMENTATION REQUIRED! You must include third party documents to substantiate your request. For example; a death certificate, divorce or separation documents, employment termination letter, last pay stub reflecting year to date earnings, tax returns, W-2 forms, disability claim, physician statement, etc.

2011 Estimated Year Information

<table>
<thead>
<tr>
<th>ANTICIPATED INCOME FOR 1/1/11– 12/31/11</th>
<th>ACTUAL INCOME 1/1/11 through TODAY</th>
<th>ESTIMATED INCOME TODAY through 12/31/11</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s wages, salaries, tips (including severance pay, disability payments and other income from work)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Spouse’s wages, salaries, tips (including severance pay, disability payments and other income from work)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Father’s wages, salaries, tips (including severance pay, disability payments and other income from work)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Mother’s wages, salaries, tips (including severance pay, disability payments and other income from work)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other Taxable Income</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other Nontaxable Income &amp; Benefits</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Anticipated Income for 2011</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Please attach a detailed written explanation for your request and circumstances.

STUDENT SIGNATURE_________________________________DATE__________________

PARENT/SPOUSE SIGNATURE___________________________DATE__________________

FA-102
Revised 6/2011
Federal and state regulations require that all students receiving financial aid while attending Heritage Bible College meet established standards of Satisfactory Academic Progress (SAP). Students who have been terminated for financial aid due to low GPA and/or credit deficiency may appeal by completing this “Financial Aid Reinstatement Petition” form.

The Financial Aid Advisory Committee (FAAC) will review your appeal and will take extenuating circumstances into consideration. Examples of these situations include, but are not limited to: illness, illness of a family member who relies on you for care, missed classes for some other unusual reason, etc.

Name:____________________________________ SSN:_____________________________________

Educational goal _____________________________________________

(ARE, BRE, Certificate, Personal Growth)

Major/Minor Program of Study ___________________________/__________________________

Total Credits remaining at HBC _________________________________

Anticipated completion date _________________________________

Attach all required documents indicated below. Complete your statements on a separate page and attach them to this form.

Your statement indicating your reasons why you have not been able to complete all your credits and/or maintain a cumulative GPA of 2.0 or higher. Include explanation for every semester you failed to meet the requirements.

Your statement explaining how the situation(s) that prevented you from meeting the minimum SAP requirements was resolved.

Your statement indicating what you are doing to prevent this situation from occurring in the future. If you or your family has an illness, submit documentation from a doctor confirming your illness and your ability to return to school.

**Failure to provide required information will cause your request to be denied.**

Student Signature:____________________________ Date:________________________

FA-100
Revised 6/2011
GUEST PATRON REGISTRATION FORM
Alphin-Ellis Learning Library

PERSONAL INFORMATION

Name (Required)_______________________________________________________________________________________________

Telephone (Required)______________________________(Cell)____________________________________________________________

E-mail________________________________________________________________________________________________________

Address (Required)______________________________________________________________________________________________

Patron Status (Check One) ___Alumnus ___Visitor (Community) ___Visitor (Church)

Thank you for using the Alphin-Ellis Learning Center located on the campus of Heritage Bible College. It a wonderful privilege to offer the full use of our library facility and hope that you will be a regular patron of the library.

CHECK OUT A BOOK:

The following are a few rules that you must agree to in order to check out a book:

- Books may be checked out for three weeks.
- Overdue books are subject to a $.10 a day charge (no other books may be checked out until all books are returned).
- Damaged or lost books are subject to a cost of replacement plus $5.00 processing fee that you must pay before your privileges can be reinstated.
- Do not lend these books to others--they are your responsibility.
- Only three books may be checked out at a time.
- Picture identification is necessary.
  (A copy can be made in the library by a staff member)
- This privilege is good for one year from date of signing.

Our other resources (i.e., tapes, reference books, magazines) can be used while in the library facility; however, these are not for circulation and cannot be checked out.

Please sign below your agreement to abide by the above stated rules and regulations.

SIGNATURE: ________________________________________________________________________________________________

DATE: ________________________________________________________________________________________________

LIB-108
Revised 4/2011
INTERLIBRARY LOAN FORM
ALPHIN-ELLIS LEARNING CENTER AND CAMPBELL UNIVERSITY

Interlibrary loan (ILL) is available to Heritage Bible College faculty, staff, and students as an aid to research and study. Resources not available in the library can be borrowed from Campbell University through our interlibrary loan agreement with them. The following should be noted:

- Materials usually arrive within 7—10 days
- There is no charge for book requests
- Students are charged a $1.00 fee per article for photocopies
- Notification is made by e-mail or in your mailbox
- Your account will be charged for overdue fines and or loss items
- Questions should be referred to the Director of Library Services only

COPYRIGHT RESTRICTIONS
The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specific conditions is that the photocopy or reproduction is not to be “used for any purpose other than private, study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

PERSONAL INFORMATION
Name (Required) ____________________________________________________________
Telephone (Required) __________________________
E-mail ____________________________________________________________
Address (Required) ________________________________________________________

Patron Status (Circle One)       Faculty       Student       Staff      Administration

CITATION INFORMATION
Complete below or attach a printout of citation. Please print. Use separate form for each item.

Book/Journal Title:__________________________________________________________
Author:_______________________________________________________________
Title of Article:_________________________ Volume or Issue # ___________ Pages ___________ 
ISBN or ISSN #:_________________________ Source of above information:______________________________
Date needed by:__________________________________________________________

LIB-106
2/5/2010
INTERNET AGREEMENT
HERITAGE BIBLE COLLEGE

By signing this Internet Agreement: “I affirm that I have read and understand and will abide by the following guidelines while on HBC campus:”

INTRODUCTION:
- Acceptable uses include activities in support of credit and non-credit curriculum courses of an educational nature in pursuit of life-long learning.
- Use of internet for entertainment purposes is not allowed.

ACTIVITIES NOT ALLOWED:
- Students may NOT transport or consume food and/or drink while in lab or library.
- Activities NOT allowed include use of Internet for illegal, illicit, or commercial purposes; or to alter system files, utilities, and features.
- Chat-room visits, etc. are not permitted.
- Attempting to disrupt network users, service, or equipment.
- You may not download movies, music or listen to Internet radio during business hours.
- You may not attempt to copy information belonging to another user without permission.
- Violating any copyright laws, intellectual property laws, licensing agreements, and or contractual agreements.
- Violating the legal rights of others.
- Misrepresenting or falsely using one’s identity or any other individual’s identity.
- Performing any academic cheating.
- Transmitting profane, harassing, threatening, intimidating, offensive, or defamatory communication.
- Creating, introducing, installing, transmitting, uploading, or propagating viruses.
- Involved in any types of Internet pornography.

RESPONSIBILITIES:
- Users of HBC Internet resources are advised that the range of content available via Internet is very broad and uncensored.
- Each Internet user must sign up for use of the Internet.
- Heritage Bible College makes no guarantee as to the validity or reliability of information via Internet sites.
- The College does not provide a guarantee as to the confidentiality of any Internet files.
- The College does not accept any responsibility for any damage to or loss of data arising directly or indirectly from the use of these facilities.
- Willful violation of this agreement will be treated as misconduct and may result in disciplinary action and loss of computing privileges.
- This agreement does not preclude enforcement under the laws and regulations of the State of North Carolina and the United States of America.

SIGNATURE: ________________________________ DATE: ____________________

LIB-103
1/4/2008
Heritage Bible College
PHOTO PERMISSION AND RELEASE FORM

Heritage Bible College makes extensive use of photographs of campus events, facilities, staff, and students for inclusion in the student yearbook and various promotional materials or press releases and on the college website. Please complete the information below to grant permission for photographs of you singly or in group shots to be used in both print and electronic media to preserve student memories and promote the college to prospective students, the college constituency, and the public.

STATEMENT:

As indicated by my signature below, I hereby grant permission for photographs taken of me to be used for the purposes and via the methods described above. I understand that no compensation, financial or otherwise, is offered nor payable for the use of photographs. I also understand that I will not necessarily be identified by name in any photograph published in print or electronic media, including the college yearbook, advertisements, or website.

Please print and then sign your name below:

______________________________  ____________________________
Print Name                                           Signature

______________________________
Date

SS-501
Revised 6/2011
Heritage Bible College
REQUEST TO VIEW STUDENT FILE

Complete form and submit to Student Services Office:

I am requesting that I be allowed to view the following items from my student file.

___ Application form  ___ High school transcript
___ Medical History form  ___ College transcript(s)
___ Immunization records  ___ Letter of Purpose
___ Other (specify)______________________________________________

I understand that these records will be made available to me for viewing within five working days of this request, but that no copies may be made.

Reason for Request______________________________________________

______________________________________________________________

Printed Name  Signature

______________________________________________________________
Date of Request

For Office Use Only

Records Viewed by Student on ________________________________

Provided by________________________
(Staff Member providing records for viewing)

SS-500
Revised 7/07
Note: All applicants must first complete a Free Application for Federal Student Aid (FAFSA) unless the applicant is an International Student who is not eligible for federal aid or a cash-paying student.

NAME: ___________________________ Phone: __________

ADDRESS: ___________________________ ___________________________ (Number & Street) (City, State, Zip)

SSN: _____ - _____ - _____ DATE OF BIRTH: __________ / __________ / ______ US CITIZEN:   YES   NO

MARITAL STATUS  ENROLLMENT STATUS  CLASS LEVEL
 SINGLE   FULL TIME   FRESHMAN
 MARRIED   ¾ TIME  

SOPHOMORE
 DIVORCED/  SEPARATED   ½ TIME   JUNIOR
 WIDOW(ER)   LESS THAN ½ TIME   SENIOR

Do you have indebtedness at Heritage? If so, explain __________________________________________________________

Did you leave another Educational Institution with indebtedness?   Yes   No
If yes, please list the institution(s) and amount due __________________________________________________________

Will you or do you receive any student aid other than provided through HBC?   Yes   No

Mark all that apply and list the amount of each award:

 Pell Grant $ ________________   Veteran’s Administration $ ______________
 Stafford Loan(s) $ ________________   Vocational Rehabilitation $ ______________
 SEOG $ ________________   Social Security $ ______________
 National Guard $ ________________   Bureau of Indian Affairs $ ______________
 Outside Scholarship(s) (type & amount) $ ________________
 Other (please list) $ ________________

All HBC Scholarships are determined based on financial need. However, the Scholarship Committee still takes other factors into consideration including academic standing as well as HBC and community involvement. Please explain your involvement in school and community activities that benefit your consideration for a Scholarship. (Participation in Fundraisers, SGA, HBC Expressions, Ensembles, Prayer or Small Group Ministries, etc.) You may also use this space to relay any details about your academic standing.

________________________________________________

________________________________________________

________________________________________________

________________________________________________

________________________________________________

________________________________________________

________________________________________________
Please explain why you need a Scholarship. Give specific details about your income and expenses to support your need for Scholarship funding. (Please use additional sheet if necessary)

________________________________
________________________________
________________________________
________________________________
________________________________
________________________________
________________________________
________________________________
________________________________

Note: Scholarship funds may be used for educational expenses only.

I, the undersigned, do hereby affirm to the best of my knowledge that the information contained in this application is correct and complete. I agree that Heritage Bible College has permission to verify all information as needed.

Student's signature

Date

For Office Use Only: Fall

Date: ____________________
Program(s): _______ / _______
HBC Balance $_______
Pays Regularly: ☐ Yes ☐ No
Cumulative GPA: _________
Last semester GPA: _________
Recommendations
Type of Scholarship _________

Award: ____________________
Type of Scholarship _________

Award: ____________________

For Office Use Only: Spring

Date: ____________________
Program(s): _______ / _______
HBC Balance $_______
Pays Regularly: ☐ Yes ☐ No
Cumulative GPA: _________
Last semester GPA: _________
Recommendations
Type of Scholarship _________

Award: ____________________
Type of Scholarship _________

Award: ____________________

Minimum 2.0 GPA to Apply or Receive a Scholarship

FA-101
Revised 5/2011
Heritage Bible College

STUDENT AUTHORIZATION TO RELEASE PERSONAL INFORMATION

Student’s Name: ___________________________  Date of Birth: ___________________________

Address: ___________________________  Social Security #: ___________________________

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records, both financial and academic. For your protection, FERPA limits release of student record information without your written consent; however, it also gives your parent(s) the right to review those records if your parent(s) claim you as a dependent on their federal income tax return.

By completing this form, I authorize the release of all information concerning my student account, academic and financial aid records to the individual(s) listed below. I understand that if I choose to cancel this authorization, I must provide written notice to the Financial Aid Office. Canceling this release does not effect any information released by Heritage Bible College prior to receiving the cancellation request. If I wish to have my records released to any other person(s) after I submit this form, I must complete a new FERPA Release Form.

_____________________________  ___________________    ________      (____)_______________________
Name                                                                       Relationship to Student
                                                                                SSN (last 4 digits)       Telephone

_____________________________  ___________________    ________      (____)_______________________
Name                                                                       Relationship to Student
                                                                                SSN (last 4 digits)       Telephone

_____________________________  ___________________    ________      (____)_______________________
Name                                                                       Relationship to Student
                                                                                SSN (last 4 digits)       Telephone

Before any of your student information is released, the above person(s) must be able to verify their relationship to you, the last four digits of their own social security number, and all of the following information about you:

√  Full Name  √  Mailing Address
√  Social Security Number  √  Date of Birth

By signing this document, you consent to the release of your student education to the individual(s) listed above. This consent applies to records that may otherwise be protected under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended by, 20 U.S.C. 1232g.

Requests for information about grades, transcripts, or academic standing will be referred to the Admissions and Records Office. Requests for information about tuition, fees, campus housing charges, meal plan charges and other student account information will be referred to the Business Office. This release does not apply to information regarding your Veteran’s Educational Benefits – the Financial Aid Office will only release these benefits to the Veteran.

Student Signature:____________________________________  Date:________________________

Admin-212
Revised 5/31/2011
STUDENT STANDARDS AGREEMENT FORM

PHILOSOPHY OF EDUCATION
PURPOSES & OBJECTIVES
STATEMENT OF FAITH
STANDARD OF CONDUCT

(Note: All students must sign agreement to these standards as a condition of enrollment.)

PHILOSOPHY OF EDUCATION

Heritage Bible College was established to provide systematic and comprehensive training in the Word of God from a Pentecostal perspective. The philosophy of Heritage Bible College is Christ centered and is rooted in the truths of the Word of God. All truth is regarded as originating and coming from God and is therefore to be fully pursued and internalized.

The College believes in the education of the whole person. The educational process is Christ centered and is aimed at the entire being: Body, Mind, and Spirit.

The Scriptures are the basis for the learning experience and are recognized as the source and the integrating force for all Biblical Christian Education. Personal Christian development is an aim of Heritage Bible College. The college stresses the enhancement of spiritual growth and promotes a wholesome Christian attitude in the life of the student.

Heritage Bible College integrates the Bible with all other areas of study. This process becomes a vehicle that leads the student into the knowledge of natural as well as revealed truth. In this process, the student must recognize the Holy Spirit as the ultimate teacher and the Bible as the supreme authority. It also provides the rubric for a right interaction with society and a right relationship with God. The commitment of Heritage Bible College is that it is, and shall always be, a Bible College.

There are no aspirations to be a liberal arts college but to be a Bible College fulfilling a basic need and unique purpose within the Pentecostal Free Will Baptist Church and the Kingdom of God.

PURPOSES & OBJECTIVES

Purposes
The establishing of Heritage Bible College is for the purpose of providing a systematic and comprehensive training in the Word of God from a Pentecostal perspective. With this understanding, the student can become effective in his or her Christian service.

In order to accomplish this purpose, the College seeks to teach and exemplify the following goals:
A. To enable students to come to an understanding of God’s Word and be wise in applying these axioms to daily living. The College seeks to guide students in biblical analysis and synthesis; research into biblical, systematic, and historical theology.

B. To direct students to commit themselves to the Lord and to be willing to minister in the area that God would choose. The College wants to help the students to see the vision of evangelizing the world for the Lord.

C. To enhance and enrich the student’s spiritual growth and maturity. The College desires to encourage advancement in the life of each student and to promote a wholesome Christian attitude within the framework of the student’s personality.

D. To direct students to high standards of Christian education and scholarship. The College wants to guide students in the practice of lifelong habits of serious study, including clarity of thought, impartial judgment, and the logical expression of ideas.

E. To give the student the training that is necessary to effectively communicate the Gospel to the world. The College wants to help each student to become successful in presenting the message of the Bible in a variety of methods.

**Institutional Objectives**

Heritage Bible College seeks to train individuals at the college level with skills for ministry; therefore, we approach education from a basis of core values that form the foundation of a student’s character combined with mastery of core competencies that enable him or her to be effective in ministry as an occupation or as a spiritual imperative. When a student graduates from Heritage Bible College, he or she should:

1. Exhibit evidence of being Christ centered through knowledge of the Bible, active and faithful involvement in church, personal testimony and lifestyle.
2. Exhibit evidence of Christian character by a discernible and demonstrated Christian walk.
3. Demonstrate commitment to ministry by faithful participation in ministry opportunities, active lay or professional ministry, service to Christian, secular, civic or community organizations seeking to meet the natural and spiritual needs of individuals and families and thorough college-level preparation for a particular ministry.
4. Demonstrate mastery of the core competencies and acquire knowledge common to college-educated people as measured by academic standards established by the College.

**STATEMENT OF FAITH**

**I. The Scriptures Inspired**

We believe in the verbal and plenary (full) inspiration of the Bible. The Bible is the inerrant Word of God, free from any error in its original form, and is the final authority in matters of faith and life (II Timothy 3:16-17).

**II. The One True God**

We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit (Jeremiah 10:10; 1 John 5:20; Matthew 3:16-17).

**III. The Deity of Christ**

We believe in the deity and the humanity of Jesus Christ. He is very man and perfect God, hence fully God and fully man; that Christ is the only begotten Son of God, and born of the virgin Mary; that Christ died for our sins, was buried, and raised from the dead and that He ascended to heaven and is today at the right hand of the Father as our intercessor (Luke 1:35a; John 1:31-34; Matthew 11:19; Luke 9:22).
IV. The Fall of Man
We believe that “all have sinned and come short of the glory of God”, and that repentance is necessary for the forgiveness of sins (Romans 3:23; Romans 5:12-19).

V. The Salvation of Man
We believe that justification is by faith alone, and that regeneration or the new birth through faith in the blood of Christ is absolutely essential (Psalms 51:3, 4, 17; Romans 4:25; 5:1-2; 10:9, 10; Ephesians 2:13; John 3:3).

VI. Sanctification
We believe that sanctification is subsequent to regeneration and is a second definite instantaneous work of grace, obtained by faith on the part of the fully justified believer. Sanctification in a word is the love of God made perfect in the heart of the believer. This is perfection in quality (initially and definitely), but not quantity. The latter comes by progressive growth (Romans 6:6; Hebrews 10:20; Ephesians 4:20-24; Titus 3:5-7).

VII. The Baptism of the Holy Spirit
We believe that the Pentecostal Baptism of the Holy Spirit is an endowment of power for those who have clean hearts, and the initial evidence of the reception of this experience is speaking with other tongues as the Spirit gives the utterance (Acts 2:1-8).

VIII. The Ordinances of the Church
Baptism in Water
We believe that the saved should receive water baptism, in the name of the Father, the Son, and the Holy Spirit as a testimony to the world that he has accepted Christ as Savior and Lord (Matthew 28:19; Colossians 2:12).

Holy Communion
We believe in the sacrament of the Lord’s Supper as commemorating Christ’s death and anticipating His second coming (Matthew 26:26-28).

Feet Washing
We believe feet washing is a sacred ordinance of humility, instituted by our Lord Jesus Christ and enjoined upon His Disciples as a duty to be observed by them. In this He set the example (Matthew 28:19, 20; John 13:1-17).

IX. Divine Healing
We believe that healing provided in the atonement is both spiritual and physical (Isaiah 53:4, 5; Matthew 8:16, 17). Sin is directly or indirectly responsible for sickness. The same Christ who can deliver from sin can, if it pleases Him, deliver from sickness. We do not believe that there is anything morally wrong with taking medicine or receiving human aid. Healing is God’s promise to receive, rather than a command that must be obeyed (James 5:14, 15).

X. The Creation
We believe in the literal Genesis account of creation. We believe that the first eleven chapters of Genesis are the literal and historical accounts of God’s creation of all things and that man was created by God in His image and not the product of some process of evolution (Genesis 1-11).

XI. The Second Coming of Christ
We believe in the personal premillennial, second coming of Jesus; first, to resurrect the righteous
dead and to carry away the living saints to meet Him in the air; second, to reign with His saints
on earth a thousand years followed by the eternal state of the righteous (Acts 1:11; I
Thessalonians 4:16; Revelation 20:4-6).

XII. Satan
We believe in the existence of a personal devil who at one time was holy and honored in heaven,
but through pride fell from his lofty estate and is now completely evil, unholy, anti-God and is
now the power and the prince of the air (Isaiah 14:11-15). The devil, the fallen angels, and the
unbelievers of all ages shall be banished to an eternity in hell (2 Peter 2:4).

XIII. Resurrection, Final Judgment, and Reward
We believe in the bodily resurrection of both the saved and the lost; the saved to life eternal and
the lost to everlasting punishment (Acts 24:15, 17:31; II Corinthians 5:10; Luke 22:36).

STUDENT STANDARD OF CONDUCT

In this day of disappearing moral absolutes, it is imperative that all Christians be reminded that
the Bible, as the revelation of God’s truth, must determine not only our doctrinal beliefs, but also
our lifestyle. In a changing world, the Christian has an unchanging standard, the Word of God.
Heritage’s standard of conduct is based on the teachings and principles of Scripture, seeking to
develop personal holiness and discipline exemplified in a lifestyle glorifying to God.

I understand that my involvement in, or my preparation for, Christian work requires my personal
commitment to the Lord Jesus Christ and separation from sin. I further realize that as a Heritage
Bible college student or employee, I represent the Lord Jesus Christ as well as the college. I am
aware that Scripture denounces specific sins and attitudes, which are to be avoided. In addition,
I understand that certain types of activities are questionable and will avoid these activities as
determined by the College for testimony’s sake. As a member of the Heritage Bible College
family, I purpose, by God’s grace, to follow Scriptural principles which will help protect myself,
others, and this institution from destructive influences, false philosophies, and Satanic
temptations. In that regard:

- I believe that the ultimate priority in life is to know and love the Lord Jesus Christ who personally
declared that He is the Son of God. I purpose to glorify Him in all that I do, and seek to build my
goals around His priorities, as they are taught and revealed in His Word (Psalm 31:23, 119:2;

- I consider my body to be the living temple of God and acknowledge His demand that my body be
kept clean from sin and that it be daily set apart for His use (Romans 12:1,2; II Corinthians 6:14-
18; I Peter 1:14-16).

- I regard marriage to be a biblical and holy institution, and I will endeavor to conduct myself in
such a manner so as to continually strengthen my home and marriage (if applicable) and the
marriages of those around me (Genesis 2:21-25; Proverbs 6:32; Matthew 5:27-28; Hebrews 13:4).

- I purpose to guard my tongue and keep my words in harmony with the Word of God (Psalm
19:14; Proverbs 14:28; Luke 6:45; Ephesians 5:29-32; Philippians 4:8; James 1:19).

- I endeavor to be faithful to the local church where I am a member in prayer, attendance, service,
and scriptural giving (Luke 18:1; Hebrews 10:25; Psalm 100:2; II Corinthians 9:6-7).

- I aspire to use my life as a positive, Godly testimony to those who know not Christ as Savior
(Psalm 126:5-6; Proverbs 11:30; Matthew 5:13-16; John 15:8).

141 | P a g e
• I respect God ordained authority in the Christian church and Heritage Bible College, and pledge myself to submit and pray for those in authority that they might function according to the principles, standards and doctrines of God’s Word (Thessalonians 5:12-13; I Timothy 5:17; Hebrews 13:7-17).

• I purpose that my activities and conduct will be used as a means of encouragement and growth to other believers, and in no way be used to weaken their biblical convictions and/or hinder their spiritual progress (Proverbs 28:10; Matthew 18:6; Romans 14:13; I Corinthians 8:9-13).

• I believe the Bible is God’s inspired reliable Word of God and that it is to be taught and preached as such. I further acknowledge that God’s Word is the final authority for my life and conduct (Psalm 19:7-9; 119:11, 44, 128, 167; II Timothy 3:16; II Peter 1:20-21).

• I acknowledge that differences of opinion and/or misunderstandings easily surface under the best of conditions. Because of this, I purpose to communicate openly, honestly, and lovingly with those I have offended or those who have offended me. I plan to follow the principles as given in the Word of God regarding such situations (Matthew 18:15-17; Ephesians 4:15; Colossians 4:6).

• I understand the importance of maintaining a Godly testimony for Jesus Christ in my attitude, appearance, and actions. I will strive to exhibit Godly character and present a positive Christian witness in all that I do (Colossians 3:17; I Timothy 2:9-10; I Peter 3:17).

• I understand the importance of upholding the integrity and reputation of myself and Heritage Bible College to avoid bringing reproach upon my God, my family, my community, my church, the College, or myself. I will therefore treat my body as the temple of the Holy Spirit and strive to abide by scriptural principles and College guidelines, rules, and policies as outlined in the Bible, Student Handbook, and the guidance of College administration and leadership.

I further understand that the College teaches abstinence from the use of alcohol, drugs, and tobacco products and prohibits their use on campus. I further understand that violation of these prohibitions and the requirements outlined in the Student Handbook will result in disciplinary action, up to and including suspension or expulsion from the College (Psalm 101:3; Proverbs 19:27; 20:1; Habakkuk 2:15; Romans 12:21, 14:8; I Corinthians 5:17; Colossians 3:17; I Thessalonians 5:22; James 4:4).

Note: Please retain this statement for your reference. Sign, date, and return the Signature Page provided to the Student Services Office.

Admin-203
Revised 10/10
I understand that this Standard of Conduct is the guide to my behavior on and off campus for the time I am enrolled at Heritage Bible College. While it is recognized that personal preferences differ and that every member of the College community might not agree with every detail of these standards, I must honorably adhere to them. Such an attitude on my part is a way I can develop Christian discipline, exhibit Christian maturity and demonstrate the love of Christ in concern both for the integrity of the College itself, as well as for the personal welfare of other believers. Further, I understand failure to cooperate in maintaining the Standard will lead to appropriate disciplinary action up to and including suspension or expulsion from the College.

This is to certify that I have read and that I understand and I will comply with the requirements of this document.

____________________________________
Print Your Name Here

____________________________________
Signature

____________________________________
Date

Comments or reservations in relation to this Document:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
WITHDRAWAL FORM
Office of the Registrar, Heritage House
P.O. Box 1628, Dunn, North Carolina 28335 (800)-297-6351; (910) 891-1660 (Fax)
iprince@heritagebiblecollege.edu

- NOTE: These changes are not official until all steps are completed, including payment of any charges that are due. If you do not complete this process, you may receive “F” grades in your classes.

Academic Period: _____ Fall _____ Spring _____ Summer_____ Year

PLEASE PRINT CAREFULLY- Complete all information requested below

<table>
<thead>
<tr>
<th>Name:</th>
<th>Social Security #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street:</td>
<td>Home Phone:</td>
</tr>
<tr>
<td>City</td>
<td>Cell Phone:</td>
</tr>
<tr>
<td>State, Zip</td>
<td>Email:</td>
</tr>
</tbody>
</table>

REASON FOR WITHDRAWAL

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Signature of Student ____________________________ Date: ________________________

Obtain clearance signatures as indicated below:

<table>
<thead>
<tr>
<th>Department</th>
<th>Department Signature</th>
<th>Date</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor (Required)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library (Required)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Aid (Required)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing (if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Advisor (Req’d)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Office (Required)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report to the Business Office for clearance as your last stop before turning in your completed withdrawal form at the Registrar’s Office. Notification of your withdrawal will be sent to the instructors of your courses only after this form has been accepted at the Registrar’s Office.

CERTIFIED DATE of WITHDRAWAL _______________ISSUED BY ____________________________
(Must be Completed)

This Form Must Be Processed One Week After It Is Issued

Received by: ____________________________ Date: ________________________

REG-102
7/2007

HERITAGE BIBLE COLLEGE
DUNN, NORTH CAROLINA

WITHHOLD OR RELEASE DIRECTORY INFORMATION

Revised
5/2011
The items listed under *Directory Information* may be released in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Under the provisions of FERPA, as amended, you have the right to withhold the disclosure of *Directory Information*. Please consider carefully the consequences of any decision to withhold *Directory Information*. Should you decide to inform this institution not to release *Directory Information*, any future request for such information from non-institutional persons or organizations will be refused. For example, the university would be unable to verify degree, major or enrollment for possible employment, credit card applications, insurance purposes, mortgage information, apartment leases, etc.

Should you decide to withhold *Directory Information*, you may authorize at a later date on a transaction-by-transaction basis the release of directory or non-directory information (for example, the release of a transcript for employment purposes) or you may cancel withhold directory. See below for instructions.

**Note to students about to graduate:** The withheld directory flag will remain on your records after graduation if you have requested that the information be withheld; therefore, *we will not be able to verify your degree to potential employers.* (See below for removal of *Withhold Directory Information* designation.)

**Withhold Directory Information**

I want *Directory Information* to be *withheld*. (*Directory Information* includes all items listed above.) I wish to prevent the disclosure of my *Directory Information* and understand the ramifications of doing so.

Name (print) ________________________________
SSN: _______________________ Date______________

Signature___________________________________

From the date this form is received in the Registrar’s Office, we will honor your request to *Withhold Directory Information* until you request in writing that you wish to remove the *Withhold Directory Information* designation. You may authorize the release of information in writing on a transaction-by-transaction basis without removing the *Withhold Directory Information* designation (see above).

Heritage Bible College will honor your request to withhold the information listed below but cannot assume responsibility to contact you for subsequent permission to release that information. Regardless of the effect upon you, HBC assumes no liability for honoring your request for information to be withheld.

*Directory Information* includes the following:
- Student’s full name
- Addresses – local, permanent and university-assigned e-mail
- Telephone listings, both local and permanent
- Date and place of birth
- Major field of study
- Participation in officially recognized activities or sports
- Photograph
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous school attended
- Classification

This form should be submitted to the Registrar’s Office on or before the census date of each semester or session. Forms will be accepted after these deadlines, but we cannot be responsible for the release of *Directory Information* prior to receiving the *Directory Information Withhold* request in the Registrar’s Office.

**Release Directory Information**

I want *Directory Information* to be *released*. (*Directory Information* includes all items listed above.) I no longer wish to prevent the disclosure of my *Directory Information* and release Heritage Bible College from any responsibility to withhold open *Directory Information* from the date this form is received in the Registrar’s Office.

Name (print)______________________________
SSN: _______________________ Date______________

Signature___________________________________

From the date this form is received in the Registrar’s Office, we will honor your request to *Release Directory Information*. Submit to: Registrar’s Office, Heritage Bible College, P.O. Box 1628, Dunn, NC 28335 (910.892.3178 x 239).

REG-101 (5/201)