HERITAGE BIBLE COLLEGE

Student Handbook

2025-2026

Welcome 2
About the College 3
Certifications and Endorsements 6
Organization of Heritage Bible College 7
100 Admission Policies 8
100.01 Application Procedure 9
100.02 Registration 9
100.03 Matriculation 9
100.04 Entrance Requirements 10
200 Financial Information 11
200.01 Tuition and Fees – Per Semester 11
200.03 Available Scholarships 13
300 Student Life 14
Basic Assumptions 14
Student Life Activity Guidelines 15
Campus Organizations 15
Student Orientation 15
Prayer Support 16
Food Services 16
Housing Services/Dorm Guidelines 16
RA Guidelines 19
Personal Counseling 19
300.10 Student Organizations 19
300.11 Student Activities 20
300.12 Off Campus Behavior and Guidelines 20
300.13 Worship Service Attendance Guidelines 21
300.14 Chapel Guidelines 22
300.15 Torch of Truth 22
300.16 Student Ministry Formation 23
300.17 Relationships 23
300.18 Personal Property 23
300.19 Curfew 24

300.20 Streaming Video 24
300.21 On Campus Behavior 24
300.22 Marriage Policy 24
400 Academic Policies 24
400.1 Academic Advising 25
400.2 Status Sheet 25
400.3 Course Cancellations 25
400.4 Course Time Limitations 25
400.5 Dropping/Adding Courses 25
400.7 Grading Policy 26
400.9 Repeating a Course 28
400.11 Academic Probation, Suspension, and Dismissal 28
400.12 Academic Integrity Policy 28
400.13 Academic Appeals 30
400.15 Educational Rights and Privacy Act of 1994 Family Educational Rights and Privacy ACT 31
400.16 Graduation Policy 32
500 Student Policies and Regulations 33
Disclosure Policy 34
Americans with Disabilities Act (ADA) 34
Nondiscrimination Policy 36
Harassment/Sexual Harassment Policy 37
Hazing Policy 41
Drug Free Policy 41
Gender and Ministry 41
Same-Sex Behavior and Unions 42
Computer Usage 42
500.10 Dress Code 43
500.11 Inclement Weather 45
500.12 Student Right to Know 45
500.13 Health Services 45
500.14 Student Records 45
500.15 Record Amendment 46

500.16 Solicitation and Selling 46
500.17 Standards of Conduct 46
500.18 Consequences of Violating the Standards of Conduct 47
500.19 Procedures for Investigating Suspicion of Code Violations 48
500.20 Violation of any Criminal or Civil Code 48
500.21 Student Grievance Policy 48
Principles 48
Policy 49
Procedure 49
Informal Resolution 49
Formal Resolution 49
Appeal Procedure Options 52
500.22 Student's Rights and Responsibilities 53
500.23 Student Safety 53
500.24 Use of Institution's Name 53
500.25 Personal Cell Phones 54
500.26 Facilities 54
500.27 Parking Policy 54
500.28 General Discipline Policy 54
500.28 Weapons Policy: Secure Storage and Prohibition of Use 54
600 Student Government Association 55
Introduction 56
Purpose 56
Student Requirements to Hold Office 56
Elections 56
Student Government Association Committees 56
Alterations to Student Government Association Guidelines 56
700 Emergency Operations Policy and Safety Plan 56
Introduction 56
Emergency Direction and Control 57
Evacuation Policy and Procedure 57
Natural Disasters 61
Supervisory/Faculty Procedures 62

College and Bible College Policies 63
Other Emergencies 63
Notification 64
Appendix A: Application 64
Appendix B: Medical Form 65
Appendix C: Statement of Faith 67
Appendix D: Student Grievance Form 69
Appendix E: Acknowledgement of Student Handbook 71

Welcome

Dear Incoming Students,

Welcome to Heritage Bible College! It is with great excitement and anticipation that we welcome you into a new phase of spiritual pursuit. As your Campus Pastor, I want you to know that we are here to support you every step of the way—academically, spiritually, and personally.

At HBC, we believe that your education is vital, but equally important is your spiritual growth. We encourage you to pursue excellence in your studies while also dedicating time to deepen your relationship with God. This is a place where you can discover your unique calling, develop your ministry gifts, and prepare for future ministry.

Remember that you are not alone on this journey. The faculty stands ready to assist you, mentor you, and celebrate your successes. They are committed to helping you thrive academically and mature spiritually, so you can fulfill the purpose God has for your life.

Bro. David Brimm,

Campus Pastor

About the College

A Brief History

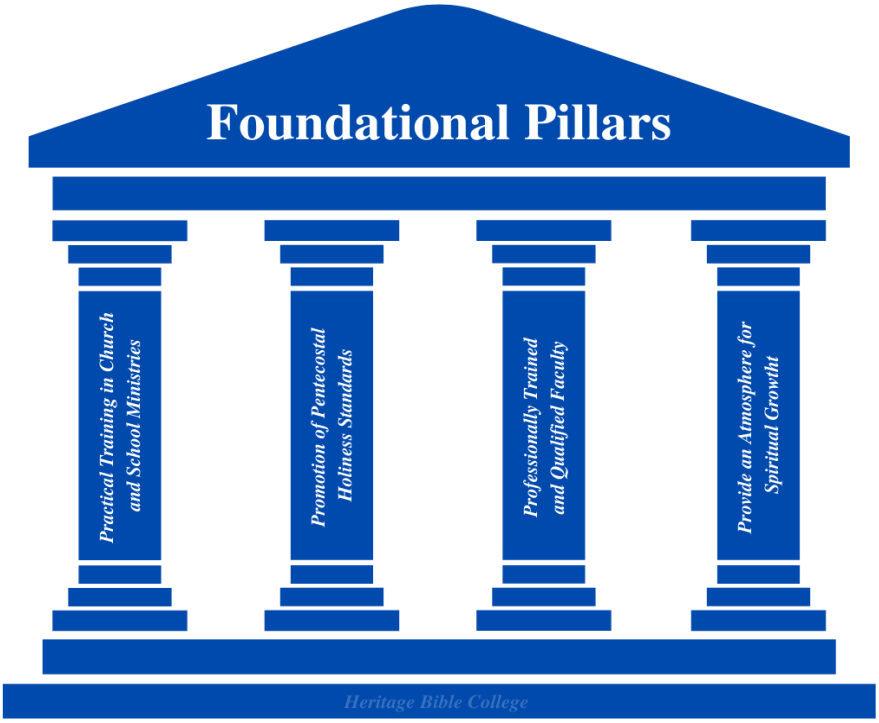
Heritage Bible College was founded in 2014 by a group of members of the Savannah Holy Church of God who felt the need for an accredited Pentecostal Holiness Bible College in the southern United States. Under the direction of Pastor Ryan Ralston, this vision that began with humble beginnings is on the path to becoming an institution dedicated to the purpose of training and educating young men and women for service in the Kingdom of God.

Heritage Bible College is devoted to training young people from a Pentecostal Holiness worldview. The Bible College's hallmark is a culture of training that bridges theology with practice, extends the learning environment beyond the classroom, and promotes student growth and ministry success. Faculty, staff, and students embrace core values expressed through integrity, civility, kindness, collaboration, and a commitment to lifelong learning, wellness, and responsibility.

Heritage Bible College faculty is committed to Christ as Savior as well as the Biblical acceptance of a Pentecostal Holiness perspective. Their primary responsibility is the creation of learning experiences of the highest quality, informed by professional practice, research, writing, and field experience. Heritage Bible College seeks to foster the development of ministers, laity, Christian educators, and missionaries to fulfill their God-given callings by developing their gifts and talents to the glory of God. Heritage Bible College enhances the quality of life of the student through collaborative relationships with ministers and churches supportive of the Pentecostal Holiness worldview.

Foundational Pillars

Figure 1.1
Four Foundational Pillars of the College



The four foundational pillars upon which Heritage Bible College is built are provided above and guide the administration, faculty, and staff in their considerations when building the institution and guiding it to mission accomplishment.

Core Values

- **Statement of faith** – We value our Statement of Faith.
- **Morality** – Ethics, morals and integrity are foundational values of the Christian life as established by the Word of God. A person is to exhibit these values in all matters of life, such as relationships, habits and lifestyle choices whether sacred or secular. Sexual immorality such as fornication and homosexual/bisexual behavior are condemned by Scripture.
- **Sanctity of life** – We value all human life, including the life of the unborn, and respect the dignity and image of God in all human beings.
- **Sanctity of marriage** – The institution of marriage as established by God was between one man and one woman. Therefore, any marriage arrangement outside of this Biblical standard is invalid and not acceptable according to the word of God.
- **Character** – We are ambassadors of Christ. Therefore, our actions, intentions and desires should be above reproach and bring honor and glory to Him.

Mission Statement

> *The mission of Heritage Bible College is to equip students with professional competence, academic distinction and an informed Biblical worldview so that they will be set apart as people whose experience is Pentecostal, whose standard is holiness and whose goal is excellence in all things for the Glory of God.*

To fulfill the above mission, students in all programs are to achieve the following institutional goals:

1. Discover talents, gifts, and calling to personally invest in building God's kingdom.
2. Model a distinct worldview empowered by the Spirit in demonstrating a righteous lifestyle.
3. Demonstrate mastery knowledge and competency by applying wisdom to God's calling in ministry.
4. Grow through observing integrity modeled by relationships with institutional leadership.

Certifications and Endorsements

Religious Exemption Status

This institution is exempted from authorization by the Nonpublic Postsecondary Education Commission under O.C.G.A. 20-3-250.3(a)(6).

ABHE Affiliation

Heritage Bible College is accredited by the Association for Biblical Higher Education Commission on Accreditation (5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808) to grant certificates and degrees at the Baccalaureate level.

Philosophy of Education

The principles and procedures incorporated in our philosophical position rest entirely upon the infallible, inerrant, and immutable word of God. The systematic training of all students at Heritage is from a Pentecostal Holiness perspective. The Bible College is committed to academic excellence for the honor of Christ and is also committed to the education of the whole person. Therefore, our educational process is Christ-centered and based upon the following assumptions:

Biblical

We believe a Bible-centered curriculum is mandatory. All truth is centered in the triune Creator God. This truth is applicable to all areas of life and studies. Heritage teaches these Biblical principles from a Pentecostal Holiness view. Our educational process allows the application of these truths to become the foundational strengths from which our students develop a strong, sound, Biblical worldview.

Spiritual

The spiritual development of our students is one of our highest priorities. We believe that the foundation for spiritual development is through the regenerating and sanctifying grace provided through the redemption of Jesus Christ by the agency of the Holy Spirit. Spiritual life is nurtured by maintaining a personal devotional life in cooperation with the Spirit of God and prayerful study of God's Word.

Intellectual

We believe that students should be well-grounded spiritually and thoroughly educated. Students are challenged to live by the scripture of 2 Timothy 2:15, "study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth."
Since we believe that spiritual development springs from the wisdom of the Word, the Bible is the center of our curriculum. Each curriculum includes a well-rounded study of the Bible theology, general education, and other related subjects. Because we believe that students should be able to communicate effectively, particular stress is given to grammar composition and speech.

Physical

The human body is "the temple of the Holy Ghost' (I Corinthians 6:19). We seek to develop a biblical appreciation for the body. The development of balanced nutritional habits is encouraged. Because we believe tobacco, alcoholic beverages, and illicit drugs are harmful to the body, we require total abstinence of all Heritage students, faculty, staff, and administrators. In our dedication to educate Christian workers, we emphasize appropriate grooming, which indicates self-respect and respect for others. The highest taste in personal appearance includes modesty and simplicity.

Ministerial

Faculty are dedicated to the development of effective ministers, missionaries, Christian educators, and laity who are committed to God's truth, intellectual pursuits, and Pentecostal Holiness perspective. Thus, education explores and develops practical ministry opportunities.

Organization of Heritage Bible College

Academic Calendar

The academic calendar is printed in the Heritage Bible College School Catalog. The Registrar's Office publishes dates and deadlines for important administrative actions associated with the educational program, such as registration for courses and examination periods.

The calendar year includes a fall semester that runs from mid-August to early December and a spring semester that runs from mid-January to early May. The budget year runs from June 1 through May 31.

Board of Directors

The Board of Heritage is the governing body and has full authority and responsibility for the conduct of the institution. The Board meets four times per year: in January, April, August, and November. The President of the institution is a member, ex officio, of all committees.

Administrative Officers

- **President** — As Chief Operating Officer, the President implements all policies and procedures approved by the Board and he is responsible for the management of the institution. The President reports to the Board of Directors.
- **Academic Dean** – The Academic Dean is responsible to the President and serves as the chief academic officer for the institution. The Academic Dean is responsible to the President for all academic matters, including recommending to the President short- and long-range plans for academic development and formulating policies to implement approved plans.
- **The Director of Business** – The Director of Business is responsible to the President and is responsible for managing the business and financial affairs of the institution including the directing of financial aid, student accounts and payroll related matters as well as being responsible for fiscal short- and long-range planning. The Chief Financial Officer is also responsible for the preparation of the annual budget and for supervision of other funds.
- **The Dean of Students** - The Dean of Students directs the Student Life Services at Heritage Bible College, including both residence hall and commuting students, by performing the following duties personally or through the Student Government Association and Resident Assistants. The Dean of Students serves as a member of Heritage Bible College's administrative team.
- **The Director of Development** - The Director of Development directs the Marketing and Donor Development Department at Heritage Bible College, including developing and implementing of strategic plans to raise funds for an organization cost-effectively and time-efficiently. Duties include overseeing and managing fundraising efforts, building strong and successful relationships, maintaining communications with donors and patrons and collaborating with staff to effectively execute fundraising events.

100 Admission Policies

Persons wishing to enroll in Heritage Bible College must apply on the official form or website page furnished by the Office of Admissions. When the necessary information and fee have been received, action will be taken on the application. The applicant will be notified of the decision in a timely manner. In considering applications, the Office of Admissions reviews the prospective student's complete academic record, character reference, and personal information.

The prospective student is assessed according to his academic background, personal testimony for the Lord Jesus Christ, and evidence of his Christian faith. If the prospective student meets the required criteria for acceptance, he is admitted to Heritage Bible College until he completes his program or becomes inactive.

HBC implements admissions requirements and procedures that are applied consistently in the admissions process. Admissions is overseen by the Student Life Committee. By multiple people overseeing this process, this prevents bias or favoritism from being present in the application of these procedures providing all students equal opportunity for admission.

HBC implements admissions requirements and procedures that are appropriate to the level of education. The paper application has a detailed checklist of the admissions requirements. Heritage Bible College's website has a dedicated navigation tab and section for all new prospective students containing the same checklist. Students with incomplete applications are consistently contacted via phone, email, or postal mail until they are completed (or determined unresponsive). The Registrar is involved in the admissions process, ensuring that requirements are met, and the procedures are applied consistently.

100.01 Application Procedure

Those wishing to apply to Heritage Bible College may do so by completing the following:

- Complete the online application (see Appendix A)
- Pay the $25 registration fee
- Submit copy of high school transcript to Admissions Office
- Submit copy of SAT or ACT scores or enroll in English Fundamentals I

100.02 Registration

After a student has arrived on campus, the following must be completed in order to become a registered student.

- All application requirements completed
- Complete Medical Form (see Appendix B)
- Sign Statement of Faith (see Appendix C)
- Sign Acknowledgement of Student Handbook (see Appendix E)

100.03 Matriculation

In order to become a matriculated student, an individual must have completed all application requirements, fully registered for classes, and attended classes for two weeks.

100.04 Entrance Requirements

- Applicants must complete the online application.
- Applicants are required to be high school graduates with a satisfactory record of achievement. A "C" average in Bible College preparatory work or standard high school level courses is considered the minimum. The Admissions Committee will handle, on an individual basis, those with non-standard high school records.
- Applicants must provide evidence of consistent attendance at a church with a mission and values aligned with Heritage Bible College for a minimum of six months prior to applying. Heritage Bible College reserves the right to deviate on a case-by-case basis.
- Applicants who do not have a high school diploma may be admitted if they can provide a GED certificate.
- Applicants who were home-schooled must have adequate records or a GED certificate.
- Each applicant must be at least 17 years old by enrollment.
- Applicants who present unfavorable records may (1) be denied admission, or (2) be admitted with restrictions and on academic probation. This probation may be lifted by the satisfactory completion of one semester and GPA of 2.0 maintained.
- First-time applicants to Heritage Bible College will be asked to submit SAT or ACT scores to the Bible College upon application.
- For most students*, an ACT score of at least the following is required for admission:

Reading	*Math*
18	18

- For most students*, an SAT score of at least the following is required for admission:

Reading	*Math*
420	420

*For adult students, or other students who may not have current SAT/ACT scores, the committee will make a case-by-case decision for admission and will require enrollment in English Fundamentals for the first semester if scores are unavailable or are below the specified requirements.

**If non-traditional students transfer in with an English credit, students will not be required to enroll in the Fundamental English course.

Conditional Acceptance

Student applications will be reviewed, and conditional acceptance status may be granted. Conditional status is typically determined by the committee perceiving the applicant may be in need of social, moral, behavioral, ethical, spiritual, or other matters relating to the student's acclimation to student culture. Conditional status allows the Student Life department to provide additional assistance to the applicant and is reviewed at the conclusion of the first semester to determine if the status should be removed, extended, or warrants the student being denied readmittance for their second semester.

If the conditional status was granted due to academic reasons, the conditional status will be removed upon the student's successful completion of one semester and a GPA of 2.0 maintained.

Provisional Acceptance

Provisional acceptance may be granted if certain documents are missing from the applicant's file including and limited to: high school transcript, ACT/SAT scores or enrollment in English Fundamentals, and college transcript if seeking transfer credit. Missing documents must be provided prior to enrollment and classes starting, and the provisional status is removed upon receipt of remaining items.

200 Financial Information

The Board of Trustees reserves the right to change the schedule of tuition and fees at any time. Changes between catalog updates are posted on the Bible College website.

Enrollment for any semester is complete when satisfactory arrangements are made with the Business Office. Failure to keep an account current jeopardizes the student's continuation in school.

Heritage Bible College is a non-profit institution and receives contributions and gifts from individuals, churches, and other ministries. Although tuition and fees paid by the students cover only a part of the operating cost of the Bible College, the Bible College does depend upon student tuition and fees to maintain a balanced budget. Each student should plan a financial program, seeking help from family, church, and employment to assume proportionate financial responsibility for education.

200.01 Tuition and Fees – Per Semester

*Subject to increase after Board approval.

Tuition	$136.50 per credit hour (Students usually take between 16-18 credit hours per semester)
Dorm Rent	$800 per semester

Meal Plan	$920 per semester
Student Participation Fee	$50 per semester
Registration Fee	$25 per semester
Library Fee	$50 per semester
Technology Fee	$150 per semester
Student Accident Insurance	$5 per semester
Missions Trip (annually in February)	Approximately $1500 (there are fundraising opportunities)

Other Fees (when necessary)

Late Registration Fee	$35
Add/Drop Fee	$15
Reinstatement Fee	$50
Transcript Fee	$5
Room Deposit	$100

Graduation Fees

Certificate of Christian Foundations	$100
Bachelor's Degree (not including cap and gown)	$50

Not Included:
Textbooks
Background check for Christian Education majors
Application fee of $25 for first-time students

Tuition and fees average approximately $4,250 per semester but deviate based on number of courses enrolled.

200.02 Settlement of Accounts

Heritage Bible College recommends that the full amount of tuition and fees is paid at the beginning of each semester. In cases where a student is unable to pay in full, credit arrangements may be made subject to the following terms:

- **Fifty percent of all charges shall be paid at registration.** The remaining amount shall be paid in 4 equal payments due by the 10th day of the month. All semester fees are due by the first day of final exams. The following is an example of a proposed payment plan:

Each Semester - 18 credit hours*	Total including Tuition, Room/Board/Fees: $4457
First day of class	$2228.50
September 10th	$557
October 10th	$557
November 10th	$557
December 10th	$557.50

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

Second Semester – 18 credit hours*	Total including Tuition, Room/Board/Fees: $4457
First day of class	$2228.50
February 10th	$557
March 10th	$557
April 10th	$557
May 10th	$557.50

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

- Payments made to the Business Office may be made by personal checks, money orders in U.S. funds, cash, credit cards, or cashier's checks. All personal checks, money orders and drafts are accepted subject to final payment. A $20 fee will be charged for all returned checks.
- Parents assuming responsibility for payment of a student's account must submit a written letter to the Business Office stating their intentions. Policies and procedures for payment are the same for all responsible parties.
- Advance payment should be mailed at least one week prior to registration day. Payment in full, or definite financial arrangements must be made before enrollment. Transcripts will not be issued until all accounts are cleared with the Business Office.

200.03 Available Scholarships

Heritage Bible College understands the value of education and will attempt to make tuition affordable. Scholarships will be awarded at the discretion of the Student Life Committee. Any student who wishes to receive a discounted rate (or a scholarship) should complete the Application for Financial Assistance form (https://www.cognitoforms.com/BrinaDavis/ApplicationForFinancialAssistance). Only those who complete the form will be considered for rate discounts or scholarships.
The following scholarships are included:

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

These scholarships are off tuition only. They are not applicable to Room and Board, textbooks or fees. When necessary, the determination of what constitutes one being a church member or full-time ministry will be determined by the Student Life Committee.

Donor-based scholarships may also be available and will be awarded by the Student Life Committee in accordance with the donor's specifications.

Each spring, the Heritage Board Members will meet to discuss the Tuition and Fee rate increase for the upcoming year.

	Standard	**Savannah Holy Church of God Church Member Rate**	**Full Time Ministry Rate**
Tuition per semester	$136.50 per credit hour	$102.37 per credit hour	$68.25 per credit hour
Room/Board/Fees per semester	$1720 (Room/Board) $300 (Fees)	$1720 (Room/Board) $300 (Fees)	$1720 (Room/Board) $300 (Fees)

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

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Enrollment for any semester is complete when satisfactory arrangements are made with the Business Office. Failure to keep an account current jeopardizes the student's continuation in school.

Heritage Bible College is a non-profit institution and receives contributions and gifts from individuals, churches and other entities. Although tuition and fees paid by the students cover only a part of the operating cost of the Bible College, the Bible College does depend upon student tuition and fees to maintain a balanced budget. Each student should plan a financial program, seeking help from scholarships, family, church, and employment to assume proportionate financial responsibility for their education.

300 Student Life

Any student found in violation of the policies, guidelines or general "spirit of the law" of this handbook will be subject to the General Discipline Policy found in 400.28 of this handbook.

300.01 Basic Assumptions

The administration and faculty make several basic assumptions about students at Heritage Bible College. These assumptions dictate the nature of both student life and Christian service.

- *Student Maturity:* The institution assumes that its students have a measure of maturity and a degree of motivation, both of which enable them to comply with the "Standards of Conduct."
- *Active Student Ministry:* The institution assumes that its students will be involved in some aspect of Christian ministry. A student may be a pastor, deacon, church staff member, church musician, Sunday school worker, missionary evangelist or a Christian witness.
- *Student Worship:* The institution assumes that its students desire to worship God in fellowship with their peers. Therefore, Heritage Bible College conducts weekly chapel services.
- *Student Counseling:* The institution assumes that its students occasionally need to seek vocational, educational or spiritual counsel from institution officials. Therefore, academic deans, administrators and faculty members are available by appointment to meet with students.
- *Student Participation:* The institution assumes that its students are a vital part of the institution and their individual and collective voices need to be heard by the faculty and administration of the institution. Every student, therefore, has the right and responsibility to participate in the Student Government Association.
- *Alumni Support:* The institution assumes that its students will desire to continue to support the institution after they graduate. Therefore, the Alumni Association has been established to allow graduates and former students the opportunity for fellowship, prayer and financial support and promotion of Heritage Bible College.

300.02 Student Life Activity Guidelines

Heritage Bible College believes that student life activities are an important part of a student's education. Some of these activities provide the student an opportunity to put his or her skills and learning into practice. Other activities are for enjoyment and relaxation, as well as giving students the opportunity to fellowship with classmates. It is intended that all of these activities be Christ-honoring and have a part in developing the spiritual lives of our students. The following are some of the activities that are provided outside of the classroom.

300.03 Campus Organizations

Students are encouraged to participate in extracurricular and co-curricular activities.

- Students who participate in extracurricular activities should maintain a 2.0 GPA or above.
- Clubs or other organizations, including musical groups, may be established only by permission from the administration.
- The Student Council represents student body interests and, under the guidance of the Director of Student Life, gives leadership and assistance in the planning of student activities.
- Council officers are elected each fall by the student body for the current school year.

300.04 Student Orientation

Monday morning of the first week of classes, a Student orientation will be held in the Sanctuary to go over this Handbook and answer any questions students may have. This is a student only event.

Registration Day is held over the weekend immediately prior to the Tuesday classes begin. All students are required to attend Registration Day unless they have received prior approval from Administration.

All students are required to be in the dorm the Saturday night prior to the Monday classes begin. Events may be scheduled Saturday and/or Sunday for students and their families. If events are held, students and families are encouraged to attend.

300.05 Prayer Support

Students, faculty and staff share prayer requests and pray for one another. Personal information should be kept strictly confidential, and the content of the requests shared only with appropriate groups.

300.06 Food Services

- Ten weekly meals are provided as part of the Room and Board fee. Meals are served on Sunday after the Savannah Holy Church of God morning service and are served at lunch (12:00 PM) and daily through Friday at lunch. There are no meals served on Friday night, Saturday, Sunday night, or Monday lunch. Students are given this time to eat in their dorms or visit the many area restaurants. Students will be assigned a kitchen clean-up duty to be performed at the end of each meal. Students who do not fulfil their obligation will be reprimanded following the Discipline Policy.
- Any student not eating a meal will need to provide written or electronic notification to the Dean of Students forty-eight hours prior to the meal. The students must receive approval from the Dean before they are cleared to miss. Students should not assume they are free to miss a meal after a message is sent. Approval must be specifically received from the Dean of Students. This includes work schedules, fasting schedules, eating with a church member, etc. Please understand individuals are inconveniencing themselves to provide food for Heritage Students. If they are not notified in a timely manner of the number of students eating/not eating, they are wasting their time, money and food.
- **Students are not allowed to operate the kitchen appliances.** This includes but is not limited to the stovetop, oven, fryers or refrigerator. Only the microwave and ice machine are for student use.

300.07 Housing Services/Dorm Guidelines

Heritage Bible College provides dormitories for students attending Heritage Bible College on a full-time basis. These dorms have been purchased/remodeled at great expense to the Savannah Holy Church of God and Heritage Bible College. The maintenance and upkeep of the dorms are

of utmost importance to ensure their use for many years to come. Not only are students expected to keep the dormitories clean and well-maintained, they are also expected to have **no visitors** in the dorm without permission given by the Dean of Students prior to the visit. The guidance below is to be followed in all cases concerning the housekeeping and visitor guidance for Heritage Bible College dormitories.

Cleanliness of Dormitories

The dorm rooms and common areas, including the kitchen and bathroom, are to be kept orderly and well-maintained. The RA for each dorm is responsible for assigning jobs for the common areas. There will be weekly inspections of the dorms to ensure all assigned duties are being performed.

There is a $100 Room Deposit for every student, refundable at the end of each semester if the following has been completed:

- Dorm room has been cleaned and all personal belongings removed
- Dean of Students has inspected room and signed room deposit refund form
- Business Office has approved refund

Infractions regarding noncompliance with assigned cleaning duties could result in loss of the room deposit refund.

Prior Approval for Visitors Required

- Any visitor to the dorm must be given permission by the resident assistant (RA) prior to the entrance of the visitor to the dorm. The permission should be a written request in the form of a text or email for verification purposes should the need arise.
- In the event that the RA cannot be contacted, electronic written approval should be requested from the Dean of Students . No one is to enter the dorms unless permission has been received from this individual.
- Ample time should be allowed for a response, therefore ALL visits should be planned. An immediate response should not be expected. Twenty-four hours notice is recommended.
- Repeat visitors are expected to follow the above protocol concerning permission. Special cases may be requested by the RA only to give an individual extended visitation privileges.
- Visitors under the age of 18 are not allowed unless written permission from administration is received.

Dormitories Keys

Students who live in the dormitories are given a key to access the building.

- At no point, should students make a copy of the key unless directed to do so by either the RA or Dean of Students.
- At no point, should anyone that isn't a student be given a key, even temporarily, (i.e. run inside quickly to pick something up for someone) by a student without permission by the RA, or Dean of Students.
- At the end of each semester, students should return dorm keys to the Assistant to the President.

- If a student loses a key to their dorm, they will be charged a $10 replacement fee.

Furniture

- Furniture has been provided for each dorm room. If a student feels the need for additional furniture, they must receive approval first from his/her roommate, then the RA, and finally the Dean of Students who may make a decision or request the opinion of the President.
- Students are only permitted to have a dorm-sized refrigerator and/or a single-serve coffee maker without a hot platein their dorm room if they pay the additional $10 per month, per appliance fee. These are the only exceptions allowed to the general no-appliance rule, and the fee helps offset the additional electrical costs. Payment can be made to the Director of Business.
- All other personal appliances—including any not provided by HBC and not included in the approved exceptions—are not permitted, due to insurance restrictions and safety concerns.
- Students are responsible for the condition of their rooms. Damage to walls will result in charges for repairs. Screws, staples, tacks, glue, paste, adhesives, and nails are not permitted as they can damage the walls and furnishings. (This also applies to curtain rods.) A student may utilize products, such as Command brand items, on walls, but will be responsible for any costs to repair damages that may result from use.
- Over the door hangers or hooks are not permitted to mount mirrors, hang articles of clothing, store shoes, or organize items. These cause irreparable damage to the doors.

Cooking Appliances

- "HBC housing is equipped with a refrigerator, microwave oven, coffee maker, and toaster. Personal appliances are not permitted in the dormitory except for a dorm-sized refrigerator or a single-serve coffee maker without a hot plate. These two items are allowed only with prior approval and payment of the $10/month per appliance fee. All other meal preparation appliances are prohibited, as HBC's insurance policy does not cover meal preparation in student dorms."
- No frying of any kind is allowed in the dorms. There is not adequate ventilation and this is a fire hazard.
- Candles are not permitted.

Pet Policy

- Students living in HBC housing are not to acquire or attempt to house any pet in HBC property. This would include any reptiles or fish.

Students Living Off Campus

- Students are expected to live on campus. Exceptions are to be approved by the Dean of Students. The following guidelines will be adhered to when making decisions regarding exceptions:

- Students living with their parent/guardian are allowed to live off campus.
- Students who are married are allowed to live off campus.
- Students who do not meet this criteria but wish to live off campus must present the request in the form of an email to the Dean of Students who will respond after consulting the President.
    - The following guidelines will be considered in providing an exception.
        - The student must be 25 or older.
        - The student must have parental permission when applicable.
        - The student must be in good standing concerning discipline and grades and have no prior reprimands.
        - Students must adhere to all rules of Heritage Bible College and cannot be on campus after curfew.

300.08 RA Guidelines

Resident Assistant (RA).

Each dorm has an RA that is responsible for creating guidelines for the individual dorms. Great latitude has been given to the RA to set and enforce these guidelines. They are to be respected as the authority in the dorm.

- If a student disagrees with a decision from the RA, they are expected to communicate their grievances to the RA and work on a resolution to the issue between themselves.
- If an impasse is reached in the communication, then the RA should contact the Dean of Students. If the situation is still not resolved, it moves to the President.
- The President's decision is final.

300.09 Personal Counseling

Heritage Bible College aims to forge a mentoring relationship between its professors and students. Every year, different professors are assigned by the Dean of Students to be the mentors of a specific group of students (i.e., sophomore girls). The mentors will be the same biological sex as the mentees. The mentors should check in with each individual student once a month. This could be a short conversation in person, a text message, an email, or a phone call. This mentor needs to ask about how the mentee is doing: academically, spiritually, and socially. In addition to these informal check-ins, mentors should schedule two outings with their mentees over a semester. These outings can include inviting them over to your house, taking them to a restaurant, or going shopping with them at the mall. The mentor should try to get as many of his mentees as possible to participate in these outings. If, over the course of this mentorship program, it becomes apparent that a student has an issue (academic, spiritual, social), the mentor should report this discovery to the Dean of Students, who will handle the issue in accordance with the Student Life Handbook.

College is a very stressful time for students, and if their needs are unmet through the mentorship provided, then Heritage will refer them for professional counseling at a Christian-based counseling office.

300.10 Student Organizations

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

300.11 Student Activities

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

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

300.12 Off Campus Behavior and Guidelines

Heritage Bible College has high expectations of its students both on campus and off. Whether on or off campus, students are expected to conduct themselves in a godly manner that represents Heritage Bible College in the best light possible. Students are trusted with a measure of latitude off campus. Below are the guidelines for student behavior off campus on unsupervised, personal time whether in a group or alone. Any special circumstances that require a decision will be handled by the Student Life Director.

1. **Notification and Approval.** Different guidelines are to be followed depending on the location where the student(s) wants to travel.
    a. **Local area (15 miles)**
        i. This would include areas such as Savannah, Pooler and Richmond Hill.
        ii. The RA has the right to ask a particular student or all students to complete a log with the above information. It is at the RAs discretion.
        iii. If a male and female are going on a trip, there should always be a third party that goes along with them for accountability. This third party should be more than a taxi service. (e.g., they should not drop the couple off at a location and then return later)
    b. **Outside of local area (16+ miles)**
        i. Students who wish to travel outside of the fifteen-mile radius should contact the Dean of Students by email or text with as advanced notice as possible. A week's notice is preferred.
        ii. The student should include in the email or text (1) where they are going, (2) why they are going, (3) who they are going with and (4) when they expect to return.
        iii. The Dean of Students will respond back to the student with an answer. A student should not expect that they will be granted leave. Several factors will be considered.

- The student's grades, behavior and attendance
- The workload at the time of the request
- Heritage Bible College calendar of events

iv. A dorm mate must accompany the student on the trip unless approval has been asked for and received from the Student Life Committee.

c. **Students returning home**

i. Students who live close enough to drive home are permitted one weekend a semester where they can leave on Friday and return on Monday. In emergency situations, where students need to return home beyond their one allotted "free weekend," they should notify the Dean of Students as soon as possible and wait for a response before leaving.

2. Discipline

a. Students who are found in violation of any of the above guidelines will receive the following reprimand for the duration of the current semester.

i. **First Offense** - a verbal warning

ii. **Second Offense** - a written warning through text, email or paper.

iii. **Third Offense** - loss of all non-school related off-campus privileges. The third offense will be recorded in the student discipline record. See Discipline Standard Operating Procedure guidelines for more information.

a. Only a Third Offense violation will carry forward from semester to semester.

3. Special Circumstances

In the event that there is a function that is not a student break (i.e. PFYC, Minister's Conference, Ministry event) and there is a need to travel from the event back to Heritage, all students are required to receive permission to remain with family, friends, etc. rather than traveling back to Heritage. This requirement is in effect regardless of class cancellations, church services, or other related issues. If a student's plans differ from that of the group, written documentation of those plans need to be submitted to administration prior to the event. Any plans to remain with family, friends, or anything different than returning to campus need to be communicated with and approved by Administration a minimum of 3 days prior to the event.

300.13 Worship Service Attendance Guidelines

Sunday is a special day on which Christians celebrate the resurrection of Jesus Christ. Because we are training men and women to serve in the church at home and abroad, we require our students to faithfully attend all services of the Savannah Holy Church of God. Students should be a regular, active part of the Savannah Holy Church of God. Students who have jobs will not be allowed to work on Sundays. Every effort should be made to keep the day holy, restful and respectful to the Lord's Day. The same rules apply for mid-week, revival and any special services held at the Savannah Holy Church of God.

Under special circumstances, the President may approve local students to live in the dorm yet attend their local church on Sundays. For this request to be considered, the student should submit a request to the Assistant to the President.

300.14 Chapel Guidelines

Chapel is a vital part of community life at Heritage Bible College. Heritage Bible College students will be able to participate in chapel where they will have the opportunity to worship, be instructed and encouraged to serve.

They will also in turn conduct the K-12 Butler Christian Academy chapel services and gain valuable experience in ministering to young people. Chapel services are scheduled for Wednesday but additional services may be scheduled from time to time.

Chapel Conduct:

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

Chapel Attendance:

Because the chapel experience is an important part of the spiritual formation that is received here at Heritage Bible College, chapel attendance is taken very seriously. When students are not in chapel they miss an opportunity to grow spiritually.

- All students are required to attend chapel.
- Students are expected to be on time.
- Chapel attendance is taken by the Dean of Students or his designated representative.
- Students missing more than three chapel services in a single semester will meet with the Dean of Students which may result in disciplinary action.
- The Dean of Students and the Student Life Committee reserve the right to make exceptions to the chapel attendance policy when special circumstances occur.
- Students needing to be excused from the chapel attendance policy, please follow the procedure below for petitioning for release from chapel attendance.

Petitioning for Release from Chapel Attendance

- To petition release from chapel attendance, students must meet with the Dean of Students within the first week of classes each semester, submit copies of their current class schedules, and explain the need for release.
- Students who have chapel schedule conflicts due to work schedules may petition by meeting with the Dean of Students and submitting copies of all related schedules.
- If a schedule change is made mid-semester that necessitates a release from chapel attendance, students must petition for release by meeting with the Dean of Students and submitting all related schedules as soon as possible.

300.15 Torch of Truth

A semi-annual magazine is sent to churches that inform them of the latest news as it pertains to Heritage Bible College.

300.16 Student Ministry Formation

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

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

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

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

Graduation requirements are as follows:

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

300.17 Relationships

- The third-party rule (where there are never two people of the opposite sex alone) is to be followed at all times. Including, but not limited to, classrooms, cars, and secluded areas.
- Any form of physical contact is prohibited.
- All forms of illicit or immoral communication are prohibited.

- Because Heritage students could possibly be put into positions of authority over Butler Christian Academy (BCA) students, e.g., student teaching, etc., any type of relationship beyond that which is platonic is not permitted.

300.18 Personal Property

- Do not use, take, borrow or otherwise have in your possession any property that does not belong to you. This includes but is not limited to food, clothes, instruments, electronics or any object that someone else recognizes as theirs. For example, do not

take food from the refrigerator that you did not pay for or that was not donated to all the students in the dorm.

- Heritage Bible College strongly discourages students from letting another student borrow their vehicle. If there is an accident, the owner of the car's insurance (likely the parent) will be liable for damages.

300.19 Curfew

- Curfew is set at 10:00 PM. All students are expected to be in the dorm at that time. "Lights out" is to be determined by the RA.
- Students are not allowed to be outside of the dorms after 10:00 PM in any area, including the porch.
- Students are encouraged to communicate with family and friends during the 8:30 AM - 10:00 PM time period. Communication after 10:00 PM is permitted, but needs to take place inside the dormitory. Also, be courteous to others living in the dorm.
- All students who work off campus are required to turn in their work schedule to the RA and the Dean of Students. Please inform RA's of any nights that you will be returning to the dorm later than 10:00 PM because of work.
- If curfew is not adhered to, the RA will follow the Discipline Policy (400.28)

300.20 Streaming Video

- Do not watch, download, stream or otherwise view movies, clips, snippets or any other video materials unless directly related to classwork. This rule is enforced at any time for any reason. This is not only a spiritual issue but a bandwidth one.

300.21 On Campus Behavior

- Students are to follow the master schedule given to them at orientation. In general, the schedule requires students to arrive back on campus by 5:30 PM Monday-Thursday for supper, 6:30-8:30 PM is study time in the library, 8:30-10:00 PM is free time on campus. In general, students should not leave campus after 5:30 PM Monday-Thursday.

300.22 Marriage Policy

- Students in a dating relationship that wish to become engaged are asked to abide by the following guidelines:
    - After notifying each parent/guardian and each home pastor, please request a meeting with the President to inform him of your plans.
    - Students are asked not to have the ceremony scheduled during the semester.

400 Academic Policies

400.1 Academic Advising

Heritage Bible College is in its infancy as an institution. Therefore, class choice is largely dependent on available instructors and the academic needs of the students enrolled in the programs of study. As such, Academic Advising is usually directed by the registrar to the student in an individual, case-by-case basis. Students are advised on:

- Which classes are offered the upcoming semester and the course schedule
- If an individual student needs courses outside of the regular course timeline, (usually due to transferring credits), the student and the Academic Dean will have a discussion on the courses that will be offered to the individual student.
- Withdrawing from classes or from a degree by the Academic Dean and/or the President.
- As needed, tutoring, remediation, career advisement and placement, and mediation.

400.2 Status Sheet

The individual degree program Status Sheet is an important tool for planning and fulfilling an ordered process of studies. A Status Sheet outlines the specific requirements for graduation for each degree program, including the total hours required, the credits needed in each subject area, and the required courses.

The Registrar maintains official status sheets for all students. A current Status Sheet is provided to each student at the time of registration, and updated copies are available from the Registrar upon request. If transfer credits are accepted, they are recorded in the appropriate subject areas with the corresponding credit hours, and adjustments may be made as needed. The student is responsible for fulfilling the requirements of the Status Sheet. The coursework selected must fulfill the academic requirements and should be in accordance with the student's own needs.

A copy of the completed Status Sheet must accompany an Application for Graduation. The Application for Graduation is considered incomplete without an accompanying completed Academic Status Sheet.

400.3 Course Cancellations

At this time, Heritage Bible College does not offer ancillary courses. Therefore, no courses will be cancelled. This policy will be revised as needed.

400.4 Course Time Limitations

The student is to complete all assigned work within the semester. When a student receives an Incomplete for a semester grade, the “I” will become an “F” after 30 days unless a change of grade has been submitted by the professor.

400.5 Dropping/Adding Courses

When courses are dropped, Heritage will follow the refund policy stated under "Withdraws and Refunds Policy". If a course is cancelled by the institution, one hundred percent of the tuition will be refunded, and no drop fee will be charged.

- No classes may be added after the second week of classes. During the first week, courses may be dropped without affecting one's GPA. These courses will not be recorded on the student's outgoing transcript.
- Courses dropped after the first week but before the eighth week will be recorded as "WP" (Withdrawal Passing) or "WF" (Withdrawal Failing), depending on the student's grade at the time the course is dropped.
- All courses dropped after the eighth week of a term will be recorded as failures, except in extreme circumstances subject to approval of the professor and the Dean.

400.6 Extenuating Circumstances Hindering Work Completion

Consideration will be given to students who demonstrate in writing extenuating circumstances that hinder the completion of or require withdrawal from a class or classes, regardless of delivery methodology. Extenuating circumstances will include, but not be limited to, the following: death in a student's immediate family, crisis with a student's employment, prolonged or serious illness of a student or a student's immediate family member, serious accident suffered by a student or a student's immediate family member, a student suffering a natural disaster and/or a military student's deployment or work.

In all cases which affect a student's immediate family member (except in the case of the death of a student's immediate family member), the phrase "immediate family member" will include a student's spouse, child, father, mother, father-in-law or mother-in-law. In the case of the death of a student's immediate family member, the phrase "immediate family member" will, in addition to the preceding, also include a student's brother or sister.

400.7 Grading Policy

Grade	Description of Grades
A	Work of highest quality in all areas; virtually flawless mastery of facts and concepts; creative; able to evaluate data and trends.
B	Above average mastery of facts, concepts, creativity and analysis. Student manifests lack of understanding in a few areas, but generally this student has performed well in demonstrating that they have achieved course objectives. Student demonstrates that they potentially show effective leadership in ministry.
C	Average grasp of facts, concepts, creativity and analysis. Student has achieved many of the learning objectives for the course and displays an average ability to perform tasks for ministry.
D	Below average grasp of facts and competence for ministry. This grade reflects the fact that the student did not achieve many of the learning objectives of the course, and it indicates a minimum proficiency level of learning. It indicates that the student is deficient in ministry preparation in this area.
F	Lack of understanding of key concepts and skills. Failure to achieve minimal levels of learning and ministry preparation. No credits awarded.

Grade	Percentage	Grade letter and Point value
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

400.9 Repeating a Course

Heritage Bible College follows a non-punitive course of remediation in which a student may repeat a course and have only the second grade calculated in the cumulative grade point average. The course repeated will have the original grade replaced with an "R," and a new course entry will be placed on the transcript showing the second grade.

400.10 Transcripts

Transcripts are released only to the student or another institution at the student's written request. Official transcripts are sent only to other institutions, not to the student. Transcripts will be provided for a fee of $5.00 per address to which the transcript is sent. A transcript will not be released until all accounts are paid in full.

400.11 Academic Probation, Suspension, and Dismissal

A student whose grade point average falls below 1.7 will be placed on academic probation. Such a student must meet semiweekly with a faculty member selected by the Academic Dean. If, after two semesters, the student does not raise his or her GPA or show signs of improvement, the student may be dismissed from the school. To graduate, a student must have a GPA of at least 2.7 in courses related to his or her major.

400.12 Academic Integrity Policy

This course requires multiple samples of student work. Graded work is to be completed entirely by the student without help from other individuals, unless indicated otherwise. If you need help, contact me. Integrity is of the highest importance in the academic community and at Heritage Seminary. I expect you to conduct yourself with complete honesty and integrity throughout the course of this class. I will accept nothing less.

The Student Conduct Code defines academic misconduct. Confirmed cases of academic misconduct will be dealt with according to the guidelines set forth in the Student Conduct Code and related directives.

400.13 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 an educational institution. Plagiarism is a form of cheating and is illegal since it infringes 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.

400.14 AI (Plagiarism/Cheating Policy)

AI should augment teaching, but not replace the personal connection between teachers and students. Students must not submit AI -generated work as their own. AI should not be used to engage in plagiarism, cheating, or any form of dishonesty in academic work. All work must be in the student's original creation. The use of AI may result in the forfeiture of the grade.

Consequences

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

400.15 Copyright Law

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

400.16 Fair Use Policy

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.

400.17 Attendance Policy

Regular class attendance is required. Students are responsible for all class work missed.

Excused Absences

- Students are responsible for communicating absences directly with their professor through email.
- If a student does not provide communication regarding the absence, the absence will be considered unexcused unless otherwise approved by the administration.

Unexcused Absences

- Students are permitted up to three (3) absences per course.
- Upon the first unexcused absence—defined as an absence not approved by the professor or an absence for which the student failed to communicate with the professor—the professor will notify both the Dean of Students and the Academic Dean.
- Upon the second unexcused/uncommunicated absence, the student may be required to meet with the President, Academic Dean, and Dean of Students. At the discretion of the administration, the student may be placed on probation.
- Upon the third unexcused/uncommunicated absence, the student may receive disciplinary review and academic intervention as determined by the administration.
- Upon the fourth unexcused/uncommunicated absence, the student will receive a letter-grade reduction in the course.
- Additional absences beyond the fourth may result in further academic penalties at the discretion of the administration.
- If a fifth (5) absence occurs, the student will be given a grade of FN (Failure for non-attendance).

Tardiness

- A student arriving more than five (5) minutes late to class will be considered tardy.
- Two (2) tardies will equal one (1) absence.
- A student arriving more than thirty (30) minutes late will be counted absent for the class period.

Online Courses

- Portions of this policy may not apply to fully online courses and may be adapted as necessary by the Academic Office.

It is the responsibility of the student to contact each instructor and notify them of their absence prior to scheduled class time via email. In cases where the absence is planned and excused, students are required to give instructors 72 hours' notice of their absence. If it's an unplanned/emergency absence, students are asked to give instructors as soon a notice as possible. If it is the same day as the class, then students are to both email AND text their instructors. More information can be found in the Student Handbook.

400.18 Late Assignment Policy

Students are expected to submit all assignments by the designated due date.

General Policy

- Professors are not required to accept late assignments.
- Acceptance of late work is at the sole discretion of the professor.
- Students must communicate with the professor via email regarding any missed assignment and request permission for late submission.

Recommended Grade Deduction Structure

If a professor elects to accept late work, the following deduction structure is recommended:

- One (1) day late: maximum grade reduced by 25%
- Two (2) days late: maximum grade reduced by 50%
- Three (3) or more days late: zero credit recommended

Faculty members may adjust these penalties at their discretion as outlined in the course syllabus.

400.19 Ministry Travel & Classroom Eligibility Communication Policy

To improve communication regarding student ministry travel and classroom participation:

Each professor will provide the Dean of Students and Academic Dean with a weekly list of students who may be ineligible for ministry travel participation due to academic, attendance, or disciplinary concerns.

These reports should be submitted by Monday of each week whenever possible.

Faculty members may communicate urgent concerns immediately rather than waiting for the weekly report.

Administration will provide faculty with updated ministry travel participation lists as needed to ensure accurate attendance records.

400.13 Academic Appeals

Academic Grievance Policy

Any student desiring to appeal a grade received may, within thirty days of the grade being given, do the following:

- Make an appointment with the professor of the class to discuss the issue with him/her.
- After discussing the issue with the professor, submit a written request to the professor for re-evaluation of the grade in question.
- If the issue is not resolved satisfactorily, address a written appeal to the Academic Dean who may consult the Academic Committee for advisement.
- The Academic Dean will review to consider if extenuating circumstances apply such as a clear policy or ethical violation resulting in the unfavorable grade.
- The decision of the Academic Dean is final.

Any student who, after following the above procedures for appealing grades, for decisions other than academic decisions, or for unfair treatment by another student, receives unsatisfactory results may contact the following:

1) Nonpublic Postsecondary Education Commission
2189 Northlake Parkway Building 10, Suite 100
Tucker, Georgia 30084-4113. Phone: 770-414-3300 or 770-414-3309 (fax)
NPEC Complaint Form

2) Association for Biblical Higher Education
5850 T. G. Lee Blvd Ste 130, Orlando, FL 32822
The telephone numbers are 407.207.0808 (FAX) 407.207.0840

3) GA-SARA **Distance Students**

Distance education students who reside outside the state of Georgia may file a grievance with the **Georgia SARA Portal Entity (GA-SARA)** by completing the appropriate form found here.

NC-SARA Information

Students enrolled under **NC-SARA (only online students)** should first attempt to resolve any complaint through the institution's established grievance process. If the matter is not resolved at the institutional level, students may contact the **State Portal Entity (SPE)** for the state in which the institution is located (i.e., Georgia) for further assistance. Additional details on the SARA student complaint process are available here.

Note: All SARA-related complaints are ultimately directed back to the institution's **home state SPE**, which in this case is Georgia (GA-SARA). Therefore, students should not contact NC-SARA directly but should use the GA-SARA portal.

400.15 Educational Rights and Privacy Act of 1994 Family Educational Rights and Privacy ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

- The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the Registrar, Dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the institution official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed. Heritage Bible College will charge a nominal fee for copies (transcripts not included). See page 19 in the School Catalog for transcript fee information.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request

for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the institution discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

  Family Policy Compliance Office

  U.S. Department of Education

  400 Maryland Avenue, SW

  Washington, D. C. 20202-4605

400.16 Graduation Policy

Bachelor Degree Programs

- Satisfactory completion of the semester hour and course distribution requirements of the degree program.
- A minimum GPA of 2.0.

Graduation Procedures

Except for fees, the following only pertains to students who are receiving their 4-year Bachelor Degree. It does not pertain to students who are graduating from the 1-year certification program. Students planning to graduate within twelve months must follow the procedures listed below:

It is the student's responsibility to request an Application for Graduation.

- All applicants must attend the commencement exercises.
- All fees are non-refundable and non-transferable.
- Along with the Application for Graduation, the student must submit the appropriate

graduation fee and a completed copy of his Status Sheet. This Status Sheet will be reviewed and verified by the Registrar's Office.

- To avoid a late charge, the deadline for submitting an Application for Graduation and appropriate fee is February 1 of the year in which the student plans to graduate. A late fee of $50 will be charged on all applications submitted after February 1. No applications will be processed after March 1. Delivery of graduation regalia and diplomas in time for the commencement exercises is guaranteed only if applications are received by February 1.
- All applicants are required to take a series of exit examinations. These exams will be administered on the Heritage campus the day before Graduation.
- A student may receive a Letter of Completion before the May commencement exercises if he meets the following criteria. The diploma itself will be dated May, and will be awarded only in May.
- The student must have submitted an Application for Graduation and the graduation fee by the deadlines stated above.
- All academic work must be submitted by April 1 for May graduation except for current courses the student is enrolled in on campus or online.
- There is also a Late Course Fee for each course needed for graduation received after April 1 of the graduation year. No courses will be accepted after April 15 of the graduation year.

Graduation Week - Commencement exercises are held in May. For the exact date, check the school calendar.

Commencement Attendance – Attendance at the commencement is mandatory. Absences will be granted only for extreme emergencies and must be approved by the President. Though a student may complete his work earlier, he/she must attend the May exercises. If a student does not attend graduation exercises, except for an approved emergency, he must reapply the following year, pay the current graduation fee again and attend graduation. A diploma cannot be received until the student attends the graduation exercises. If a student has completed all the requirements for his degree program, but has not graduated, a Letter of Completion can be obtained from the Registrar's Office.

500 Student Policies and Regulations

500.01 Disclosure Policy

Degree Granting Status

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

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

ABHE Affiliation

Heritage Bible College is accredited by the Association for Biblical Higher Education Commission on Accreditation (5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808) to grant certificates and degrees at the Baccalaureate level.

License, authorization or ordination

Students pursuing a degree with a goal of being licensed or authorized in any profession should contact the licensing or regulatory agency of his state in order to determine whether courses or degrees from Heritage Bible College will qualify him for licensure or authorization.

500.02 Americans with Disabilities Act (ADA)

Heritage Bible College does not discriminate against students with disabilities. Accommodations include special parking facilities, ramped entrances, and accessible water fountains and restroom facilities in accordance to the Americans with Disabilities Act (ADA). It is the responsibility of the student to inform the institution of any disabilities, physical and/or mental, which might in any way affect the student's academic progress. Heritage Bible College will make reasonable accommodations to meet the needs of any student with a disability.

Policy for Requesting Accommodations

The Americans with Disability Act requires that students be provided reasonable accommodations for learning and physical disabilities.

Reasonable Accommodation

Reasonable for the institution. The institution must not require accommodations that will put the institution into financial hardship.

Process

1. The institution notifies all students regularly regarding where additional information is available to students who believe they have a disability as defined by the ADA.
2. The student emails or visits the Registrar's Office and completes the Reasonable Request Accommodation form letter.

- EXAMPLE

School's Address
Date of Letter
Dear _____:

I was recently accepted (or: I am applying) as a student here at _____(fill in school's name). I am writing to formally request a reasonable accommodation for my disability under _____ (choose one or both: "federal" and/or "state") laws governing reasonable accommodations for persons with disabilities. I have _____(fill in disability) and, as a result, I have limitations in _____(state type of tasks or activities affected by your disability; for example, "processing auditory information," "use of my arms/legs," or "reading printed class materials.") Therefore, I will need accommodations in order to _____(state task or activity for which you need accommodation; for example, "participate in class," "attend class in buildings without elevators," or "access class materials."

From my experience with my disability, I know that _____(state possible solution, for example, "sitting at the front of the classroom," "attending class via video conference," "being allotted more time for exams," or "using a sign language interpreter") would be a sufficient accommodation. However, I am open to other solutions that you may suggest. I also would be willing to meet with you to discuss other options.

If you would like medical verification of my disability, I can provide you with the appropriate documents upon your request. (Alternatively, "I have attached medical documentation verifying my disability.")

Thank you for your attention to this matter. I would appreciate a response to this letter within one week so that I can be successful in my studies. I look forward to cooperating with you to find an effective solution.

Thank you,

Student's Signed and Printed Name
Student's Mailing Address and Phone Number

3. The student will be asked to provide documentation from a professional that has diagnosed the disability and when needed, provides a list of recommended accommodations. This documentation that shows the disability and suggested accommodations should be within the last 3 years.
4. The student must remember that no accommodation may be received until the process has been completed.
5. The Student's Part:
    - Complete the request along with proof of a professional diagnosis and reasonable accommodation suggestions.
    - Once the request has been approved by the student a letter will be given to the student by the Registrar that lists the accommodations the institution is able to honor for the student.
    - When provided the letter, the student disburses the letters to all instructors.
6. The Registrar's Part (complete in view of Policy and Procedure):
    - The Registrar processes the evaluation and determines the accommodations that are reasonable for the College.
    - The Registrar prepares the letter to the student's instructors and makes 10 copies and provides them to the student for distribution.
    - The evaluation and letter to the instructor is filed in the student's hardcopy file.
7. The Professional's (Doctor or Counselor) Role:
    - Evaluate the student regarding claims of disability.
    - Establish diagnoses regarding any student disability as defined by the American Disabilities Act. Disabilities outside of the law may be noted but must clearly state it is not a disability recognized in the ADA law.
    - Provide on official letterhead a list of the disabilities of the student.
    - Provide a list of accommodations that the disability(ies) identified. Please provide adequate information and the degree to which the accommodation is required to address the disability.

500.03 Nondiscrimination Policy

Heritage Bible College does not discriminate on the basis of age, sex, national or ethnic origin, or disability in the administration of its personnel and education policies. Applicants meeting admission requirements are accepted and accorded all rights, privileges, and services available to students.

The Bible College is dedicated to ensuring that hiring, promotion and transfer decisions are in accord with the principles of equal employment opportunity by imposing only valid position requirements. The Bible College strives to ensure that all personnel actions such as hiring, promotions, training, and benefits are administered based on professional and personal

qualifications not influenced by age, sex, national or ethnic origin, or disability not affecting the job to be performed.

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

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

500.04 Harassment/Sexual Harassment Policy

Heritage Bible College is committed to providing a learning and working environment that is free of verbal, physical, or sexual harassment. In keeping with this commitment, unlawful harassment, including sexual harassment, is strictly prohibited. Harassment is defined as unwelcome or unsolicited verbal, physical or visual contact that creates an intimidating, hostile or offensive environment. Any student who feels they have been subjected to such treatment should immediately report to the Dean of Students.

It is the policy of Heritage Bible College to maintain its environment as a Christian community that provides a place for spiritual growth, work and study, free of all forms of sexual intimidation and exploitation. All students, staff and faculty should be aware that Heritage Bible College is prepared to take action to prevent such intimidation and exploitation and that individuals who engage in such behavior are subject to discipline. A detailed explanation of the sexual harassment policy can be found in the Student Handbook and the Faculty Handbook. Also, the intent of this policy is to protect the Bible College community, provide any possible assistance or redress to a victim of sexual harassment and protect the honor of any innocent person who might be unjustly accused of sexual harassment.

Sexual harassment can vary with particular circumstances, but, generally, it is defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature or objectionable physical contact. None of these reflect a Christian attitude or commitment, and all adversely affect the working or learning environment. Coercive behavior, including suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors, or conduct that unreasonably interferes with an individual's work or study performance, or creates an intimidating, hostile, or offensive work/study environment, constitutes a violation of the Bible College's spiritual and/or educational standards, objectives and goals. Such misconduct will not be tolerated.

Under the direction of the appropriate administrator, the Bible College will fully and effectively investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is found to have violated this prohibition against harassment. The reporting student, staff member, faculty member or administrator will be informed of the action taken. Bible College officials will also take action to protect the reporting person to prevent further harassment or retaliation and, as appropriate, to redress any harm done.

It is the policy of Heritage Bible College to not tolerate sexual harassment, and appropriate disciplinary action will be taken whenever such harassment is demonstrated. Individuals engaging in such conduct contrary to Bible College policy may be personally liable in any claim brought against them.

A student, staff or employee who feels that he or she has been sexually harassed may meet with the Dean of Students, Academic Dean, or President to discuss incidents of possible harassment and work for resolution in such situations.

Complaint Procedure for Sexual Harassment:
Processing of a Complaint

Any person who believes he/she has been sexually harassed may file a complaint with the President or Dean of Students. In order for a complaint to be processed, the complaint must be filed within one hundred twenty (120 days) of the alleged unlawful action of sexual harassment, or within one hundred twenty (120 days) of the complainant learning of the alleged unlawful action of sexual harassment.

A. Informal Procedures:

Heritage Bible College has established the following informal process to resolve charges of sexual harassment within thirty (30) calendar days:

The complainant or person who would like assistance in determining whether sexual harassment has occurred should be referred by the president or Academic Dean to the appropriate “Responsible Officer."

The Responsible Officer shall meet with the concerned individual to:

- Understand the nature of the concern;
- Give to complainant a copy of Heritage Bible College policy and procedure concerning sexual harassment and inform complainant of his or her rights under any relevant complaint procedure or policy;
- Assist the individual in any way advisable.
    - If informal resolution of the concern is possible, it is not necessary to pursue a formal complaint.
    - If deemed appropriate, the Responsible Officer shall meet with the respondent to inform him/her of the nature of the concern.

If the parties (the complainant and respondent) agree to a proposed resolution that does not include disciplinary action, the resolution shall be implemented and the informal process shall be concluded. At any time during the informal process, the complainant may initiate a formal complaint.

Whether or not the complainant files a formal complaint and/or the parties reach a resolution, if the Responsible Officer determines that circumstances so warrant, the Responsible Officer shall initiate a formal investigation and take appropriate actions as necessary to fully remedy any harm that has occurred as a result of sexual harassment and to prevent any further sexual harassment.

The Responsible Officer shall keep a written log of each discussion and a record of the resolution. This information shall become part of the official investigation file if the complainant initiates a formal complaint. A letter summarizing the informal investigation and the resolution agreed upon shall be sent to the complainant and the respondent and kept as part of the record.

Once a complaint is put into writing and signed by the complainant, the complaint is considered to be formal, and the formal complaint procedures should be followed.

B. Formal Procedures:

Heritage Bible College has established the following formal process to resolve charges of sexual harassment within ninety (90) calendar days:

Where informal complaint procedures are not possible, or appropriate, or fail to satisfactorily resolve the matter, the complainant may file a formal written complaint with the Responsible Officer. If requested, the Responsible Officer will designate an employee (normally of the same gender as the complainant) to help a complainant develop this written complaint.

The complainant shall describe in detail such alleged unlawful discrimination or sexual harassment and the action he/she requests to resolve the matter. All written complaints shall be signed and dated by the complainant and, where known, shall contain at least the name(s) of the individual(s) involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged sexual harassment. Names, addresses, and phone numbers of witnesses or potential witnesses should also be included, if possible.

Within five (5) working days after the receipt of the signed complaint, the Responsible Officer will review the complaint to determine whether it describes the sexual harassment which is prohibited under these procedures and whether the complaint sufficiently describes the facts of the alleged misconduct. If the complaint does not describe the kind of prohibited conduct the Bible College investigates under these procedures, the complainant will be notified and will be referred to the appropriate process. If the complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding the alleged misconduct, the complaint will be returned, and the complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.

Within ten (10) working days of receiving the complaint or amended complaint, the Responsible Officer shall act as investigator or shall appoint one or more investigators to act alone, together, or in conjunction with the Responsible Officer to investigate the charges, and shall notify the President of Heritage Bible College and the respondent that a written complaint has been received and a formal investigation has begun.

In addition, the investigator(s) shall, within ten (10) working days of the complainant's complaint or amended complaint, commence an investigation of the sexual harassment. The investigator(s) shall meet with the complainant to review the nature of the complaint and identify the scope and nature of the investigation. The investigator(s) shall also meet with the respondent to present a copy of the complaint and this policy, to receive the respondent's

answer to the complaint, and to review with the respondent the scope and nature of the investigation.

The investigator(s) shall thoroughly investigate the complaint. Prior to completing the investigation, the investigator(s) shall meet again with the complainant and the respondent separately to give an overview of the steps taken during the investigation, to ask the complainant and the respondent for the names of any others the investigator(s) should speak with, and to request any additional information.

After completion of the investigation, the investigator(s) shall meet with the President of Heritage Bible College if either party involved in the complaint is a student, employee or faculty member. The President of Heritage Bible College shall be responsible for reviewing the report of the investigator(s), making factual determinations, and reaching a conclusion regarding the charges and appropriate disciplinary sanction, if any.

Within ninety (90) calendar days of receiving the complaint, the investigation shall be completed, and a determination shall be made. The President of Heritage Bible College shall forward to the complainant and respondent all of the following:

- A summary of the investigative report;
- A written notice setting forth:
    - The findings of the President as to whether sexual harassment did or did not occur with respect to each allegation in the complaint;
    - Description of actions taken, if any, to remedy any sexual harassment that occurred, and to prevent similar problems from occurring in the future;
    - The complainant's and respondent's right to appeal the determination either as to the finding or to the appropriateness of the recommended action.

C. Appeal Rights:

If the complainant or respondent is not satisfied with the results of the formal level administrative decision, the complainant or respondent may appeal the determination by submitting written objections to the President of Heritage Bible College within ten (10) calendar days of the receipt of the determination.

The appeal shall be considered by a committee comprised of five (5) persons selected from board members, administrators, faculty, staff and students of the student government available. The complainant and respondent shall each select one committee member. The two members so chosen shall select a committee member who shall be the third committee member. The President and the Responsible Officer involved in the matter shall each select one committee member. The committee shall be reminded of their dual obligations of justice for a potential victim, as well as justice for a potentially innocent person who has been accused of such a dishonorable offence. Either party would be damaged by gossip. Thus, before accepting appointment to this committee, each potential member must agree not to discuss the matter before a report is officially released, except as part of their official duties (e.g., only to discuss the matter in committee or as part of the investigation). The five (5) committee members chosen shall select one (1) member to be the voting chairperson for the committee.

Within thirty (30) calendar days of receiving the appeal, the committee shall consider the objections presented, review and evaluate the investigative report and findings of the President and the Responsible Officer and any actions taken, reach its conclusion (by majority vote), and communicate its conclusion in the form of an advisory recommendation to the President.

The President of Heritage Bible College shall issue a decision in writing to the complainant and respondent within ten (10) calendar days of the receipt of the committee's recommendation, which shall be the final decision of Heritage Bible College in the matter.

Once the final decision has been rendered by the President of Heritage Bible College to the complainant and respondent, the President shall brief and report the matter to the Board of Directors for them to be informed of the affairs and legal issues of the Bible College.

500.05 Hazing Policy

Heritage Bible College strictly complies with Georgia State Law (Code 1981, 16- 5-61, enacted by GA.L. 1988, p.694, 1.) prohibiting hazing. To haze means to subject a student to an activity that is likely to endanger the physical health and/or mental health of a student, regardless of the student's willingness to participate in such activity. Hazing is prohibited specifically as a condition or precondition of gaining acceptance, membership, office or other status in a student organization. Some examples of hazing are: (1) acts that cause undue discomfort or bodily harm; (2) acts involving psychological mistreatment including acts of personal servitude or humiliation; (3) acts that endanger the life or health of students; and (4) acts that interfere with class schedules or academic pursuits. More specifically, hazing shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

500.06 Drug Free Policy

Heritage Bible College requires that its campus, faculty, staff, and students be drug free. The school, including all departments and affiliated institutions within it, expressly prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the campus and premises. Violation of this policy will result in the immediate dismissal from Heritage Bible College of any student involved in these activities. Any student using alcohol or participating in the unlawful possession, use, or distribution of drugs on or off the properties owned or used by Heritage Bible College will be immediately dismissed. In addition, students involved in such illegal activities are subject to legal prosecution under federal, state, and local law and may be liable for personal injuries or property damage that occur when participating in the above activities.

Heritage Bible College also considers tobacco to be habit-forming and addictive and strictly prohibits smoking or the usage of other tobacco substances.

500.07 Gender and Ministry

Heritage Bible College recognizes that throughout church history God has been pleased to use both men and women in marvelous ways for the advancement of the gospel. We also recognize that the Christian community has long held diverse opinions regarding the roles of women in ministry. Sincere and godly people hold varying positions on this subject. While recognizing and respecting this diversity, as an institution and faculty, Heritage Bible College believes and teaches that the role of church pastor can be fulfilled biblically only by a man (1 Tim. 2.12; 3.1-7; Heb. 13:7, 17). Christian women, however, are gifted and are called to a broad array of other ministries. The recognition of scriptural gender distinctions neither disparages one sex nor exalts the other. It is simply the proper response to God's revelation regarding His creation (Gn. 2.18; 3:16; 1 Cor. 11.8, 9; 1 Tim. 2:13-14), His children (Gal 3.28; Eph 5.22-33), and His church (1 Tim. 2:12; 3:1-7, Tit. 1:5-9). We affirm the call of God and the ministry gifts that He graciously bestows upon both sexes for effective Christian service within the parameters of His Word. No student is excluded from pursuing any degree because of gender. In all classes every student is given the respect befitting a fellow servant and brother or sister in Christ (1 Jn. 4:7-8).

500.08 Same-Sex Behavior and Unions

Our culture is embroiled in controversy over the issue of same-sex behavior and unions. The basis for this conflict at the most fundamental level is the clash between the Judeo-Christian worldview and the Humanistic worldview. Those of the conservative Judeo-Christian worldview believe that God created the heavens and the earth and, therefore, has the right to determine man's behavior. On the other hand, Humanists believe that man has evolved over a process of time by chance. Since no deity exists to order their behavior, mankind is responsible for what he is and what he will become. Humanists conclude that same-sex matters are simply an alternate lifestyle. The clash of worldviews then is an argument over the existence of God. Given that the administration, faculty, and staff of Heritage Bible College are committed to the fact that both the Old and New Testaments are the verbally inspired word of God and that Scriptures are the supreme and final authority in faith and life, then we are compelled to regard God's statements concerning the issue of same-sex behavior and partnerships as binding. An examination of both Testaments reveals that God is consistent concerning his position on this issue. Genesis 19 indicates that the homosexual lifestyle was a significant sin for which Sodom and Gomorrah were judged (see also Jude 7). In Romans 1, the apostle Paul, speaking under inspiration, depicts the downward spiral of human morality over time. In this passage, both homosexual and lesbian behaviors are condemned (vs. 26-27). In light of the Scripture, the administration, faculty, and staff of Heritage Bible College cannot with a good conscience towards God knowingly admit or retain a person who has adopted a same-sex lifestyle. While Heritage Bible College does not denigrate the dignity of the individual's personhood or deny the worth of his soul, the institution cannot condone the chosen lifestyle.

500.09 Computer Usage

Today's computer technology deposits a significant amount of information in the hands of its users that carry with it a commensurate amount of responsibility. Therefore, the following policy for computer usage by students of Heritage Bible College has been adopted:

- The use of computers provided by Heritage Bible College is subject to the normal requirements of legal and ethical behavior.
- Student access to the Internet is intended for Institution business and educationally related purposes.
- Student use of free email services provided via the Internet (such as Outlook) must not cause any embarrassment to Heritage Bible College.
- Computers provided by Heritage Bible College should not be used to copy or transmit copyrighted software or other material protected by copyright laws.
- Computers provided by Heritage Bible College should not be used to support any type of fundraising.
- Computers provided by Heritage Bible College should not be used to create, transmit, or store harassing, obscene, or abusive messages, images, or materials.
- If a student is involved in any of the above with their personal electronic devices they will be subject to the same disciplinary action stated below.

Heritage Bible College does not manage the Internet and, therefore, is not responsible for offensive material that may be encountered. Any student found engaging in any activity that violates the Computer Usage Policy may result in the immediate suspension of the student's computer usage privileges as well as other disciplinary/legal action.

500.10 Dress Code

General

Business Casual will be the usual dress for classes. Uniforms will not be required for students during classes. No jeans or denim of any kind is allowed. Men's shirts should be button-down shirts with collars and tucked in at all times. Shoes are required. Athletic shoes, flip-flops, and bedroom slippers are not permitted. Below are more specific guidelines for on-campus, off-campus, church services, ministry weekends and in all cases where the student represent Heritage Bible College in any facet.

Women's Clothing Guidelines

Heritage Bible College has high expectations of its students both on campus and off. Whether on or off campus, students are expected to conduct themselves in a godly manner that represents Heritage Bible College in the best light possible. Modesty is not only an outward standard that Heritage Bible College requires, it is a reflection of the heart. Below are the guidelines for female student clothing while on campus, off campus, or on ministry. Any special circumstances that require a decision will be handled by the Student Life Committee. If the Pastor's Wife, RA, or Dean of Students deems an article of clothing inappropriate, the student will be required to change before attending classes or church services.

"Whose adorning let it not be that outward adorning of plaiting the hair, and of wearing of gold, or of putting on of apparel; But let it be the hidden man of the heart, in that which is not corruptible, even the ornament of a meek and quiet spirit, which is in the sight of God of great price." 1 Peter 3:3-4

- Heritage Bible College does not permit the application of cosmetics in any form (foundation, powder, mascara, eyeshadow, lipstick, lip gloss or any other product that alters the appearance). Any form of chapstick, moisturizer, or lip balm is acceptable as long as it is not tinted. No fingernail polish, clear or otherwise.
- Heritage Bible College does not allow female students to cut, color, or trim their hair at any point while a student. Please practice modesty in hairstyle choices and avoid excessive or extravagant styles.
- No jewelry is permitted.
- Neckline must cover the collarbone and shoulders.
- Blouse/shirt/top should be appropriately sized and not revealing (torso and back must be covered). Sleeve length must be a minimum of ¾ length at all times.
- Skirts must be loose enough to avoid definition of the body or underclothing. Thin, sheer, or flowing fabrics must be lined with a slip. Skirt length must be mid-calf length at all times. No splits.
- Pencil skirts that meet the required length are permitted but only when paired with flats or very low heels. The combination of pencil/shorter skirts and high heels are not allowed.
- Leggings are not permitted; even when worn to protect modesty, leggings or shorts must be shorter than the skirt that is worn. Leggings or shorts worn for this reason must remain hidden beneath the skirt. Athletic skirts worn must meet all criteria mentioned above.
- Please remember modesty first in all clothing choices.
- Dorm attire for evenings must meet modest standards; when in the common area, please refer to the RA or Administration for direction.

Men's Clothing Guidelines

Heritage Bible College has high expectations of its students both on campus and off. Whether on or off campus, students are expected to conduct themselves in a godly manner that represents Heritage Bible College in the best light possible. Any special circumstances that require a decision will be handled by the Student Life Committee If the Pastor, RA, or Academic Dean deems an article of clothing inappropriate, the student will be required to change before attending classes or church services.

- Heritage Bible College requires all male students to have a conservative haircut where the hair does not touch the collar or ears. Extreme hairstyles are not permitted.
- Face must be clean shaven; no mustaches, beards or goatees are allowed.
- No piercings, jewelry or tattoos allowed.

Business casual attire is required for classroom apparel and a dress shirt, suit, tie, etc., for church services. As follows:

- Long sleeved, button-down dress or casual shirts.
- Long pants (no jeans for classroom or church service), khakis, slacks, suit pants are acceptable. No shorts allowed at any time on campus.

Other noted items:

- Heritage Bible College does not allow graphic designed t-shirts that promote fear, secular music or other advertisements.
- Please adhere to masculine standards of dress at all times; no feminine articles of clothing allowed.

500.11 Inclement Weather

The following policy has been adopted by Heritage Bible College to respond to inclement weather conditions, or impending inclement conditions that necessitate closing Heritage Bible College. The institution's goal is to keep the campus open whenever possible. In the event of inclement weather, institutional officials will make every attempt to provide a prompt decision regarding reduction of classes and activities. Decisions will be based on weather forecasts, campus conditions, and the conditions surrounding the campus. Once a decision to reduce operations has been made, the information will be disseminated to the media and will indicate whether classes are cancelled or if they have been delayed. Every effort will be made to make morning announcements by 6:00 AM.

See Natural Disasters (500) for guidelines and procedures concerning inclement weather.

500.12 Student Right to Know

According to Public Law 101-542, students have the right to know certain information about the Bible College where they are enrolled or considering enrollment. Specifically, current and prospective students have the right to information regarding persistence and graduation rates of students enrolled at the Bible College. Information about persistence and graduation rates is maintained by the Office of the Registrar and is included in appropriate Bible College publications and/or is available upon request from the Registrar. This information is also posted on the Bible College website.

In addition, PL 101-542 stipulates that students have the right to know information about campus crime statistics regarding certain violations of law. Information on campus security and crime statistics is maintained by the Student Services Department and is published in the academic catalog. Statistics on specific crimes or arrests are reported to the U.S. Department of Education on an annual basis. The most recent report is included in the About the Bible College section of this publication.

500.13 Health Services

Heritage Bible College assumes no responsibility to provide health care or insurance. Students are encouraged to purchase personal health and accident insurance from the carrier of their choice. Resident students are also encouraged to purchase renter's insurance as the Bible College assumes no liability for lost or stolen personal property. Any decision to receive medical care should be reached by the student and the parent. Heritage Bible College, or anyone acting on their behalf, will not make decisions for the student and can only offer minimal suggestions to help the parent and child make a decision. In short, any advice from Heritage Bible College will be to go to the nearest health facility and receive attention from a trained professional. Any payment required will be the sole responsibility of the student/parent of the student.

500.14 Student Records

Heritage Bible College is committed to the privacy and confidentiality of student records. It may release financial, academic, and personal information to parents of dependent students twenty-four years of age and younger without students' consent. If students are eighteen or older and independent from their parents, they must provide written consent to the Bible College before financial, academic, and personal information is released to the parents. Bible College personnel may reveal generally observed public behavior to parents.

The Bible College may occasionally release a student's directory information (name, address, phone number, year in school, major) to inquiring parties. If students want the Bible College to refrain from releasing directory information, they must provide the Business Office with a written request.

500.15 Record Amendment

Each student has the right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, Heritage Bible College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

500.16 Solicitation and Selling

Unauthorized solicitation and/or selling on campus property are explicitly prohibited. Students wanting to use classroom space during non-classroom hours or post any signs on walls or bulletin boards must obtain permission from the Dean of Students.

500.17 Standards of Conduct

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

General Principles

- No code of conduct, no matter how lengthy, could list all the situations in which choices and decisions must be made. What has been attempted here is to give students a generalized overview of what will be expected of them.
- Christian principles of morality should govern every personal and social relationships.

- The use of alcoholic beverages, tobacco, illegal drugs, profane language, and obscene literature, gambling, and social dancing is not permitted.
- The administration reserves the right to prohibit the attendance at any social gathering or entertainment establishment that is deemed detrimental to the development of Christian character.
- The abuse of the property of the school or that of other people is not tolerated.
- Disorderly assembly or disruptive activity of students is prohibited.

Interpersonal Relationships

- Students are expected to loyally support the school administration in the achievement of the objectives of the school.
- Students are expected to seek to maintain peace with the entire school community.
- Students will not engage in negative talk about administrative decisions, classroom procedures, fellow student involvement, social events, etc.
- Students will discuss any dishonorable practice first with the offender and then report to the appropriate administrator if necessary. The biblical principle of personal, private confrontation as outlined in Matthew 18:15-17 is required as a basis of proper and ethical dealings.
- Students will accept full responsibility for what they say and do.
- Students will hold in confidence personal information about their associates except when it should be disclosed to the proper authorities for the purpose of maintaining the integrity of the school.
- The students will conduct themselves in their business and social relations in the community at large that no reproach may be brought upon the institution or the cause of Christ.

500.18 Consequences of Violating the Standards of Conduct

First offense

- Procedures for investigating suspicion of code violations will be followed. If the accused student is found to be guilty and suspension is warranted of the charges that have been brought against him/her, the following will result:
    - The Dean of Students will give a personal reprimand.
    - A written record of the violation will be placed in the student's permanent file until graduation.
    - The student will be advised of the consequences of a second offense.
    - Heritage Bible College reserves the right to expel any student for an offense deemed severe enough to merit such action.

Second offense

- Subject to immediate suspension.
- Procedures for investigating suspicion of code violations will be followed. If the accused student is found to be guilty of the charges that have been brought against him/her, the following will result:
    - The student will be dismissed from the school for the period of one year.

- Documentation concerning both violations (first and second offenses) will be placed in the student's permanent file on an indefinite basis.
- If after the one-year dismissal the student wishes to re-enter the school, he or she will be required to reapply for admission to the school.
- To be readmitted, the student will be required to submit in writing to the Dean of Students a statement of repentance of his or her actions, which brought about the disciplinary actions.
- Heritage Bible College reserves the right to expel any student for an offense deemed severe enough to merit such action.

Third offense

- Immediate suspension
- Procedures for investigating suspicion of code violations will be followed. If the accused student is found to be guilty of the charges that have been brought against him or her, the following will result:
  - Permanent expulsion from the school.

500.19 Procedures for Investigating Suspicion of Code Violations

These procedures will be followed concerning a student who is suspected of violating any of the "Standards of Conduct" code:

- The Dean of Students will request a meeting with the student and one other individual from the faculty or administration. This meeting will be to discuss the issue in question.
- Student failure to attend the requested meeting will result in immediate suspension until student contact has been made with the Dean and the meeting is held.
- The Dean of Students will consult with other faculty, staff members, or students involved with or aware of the incident.
- The Dean of Students will then decide the discipline to be taken.
- The student will be notified in writing of the decision.
- The student has the right to appeal the decision in writing.
- Students may make written appeal to the Dean of Students. A second violation of the "Standards of Conduct" code will result in immediate suspension. Procedures 1-6 will again be followed prior to a final decision.
- A third violation will result in permanent expulsion. However, procedures 1-6 will again be followed before a final decision is made.

500.20 Violation of any Criminal or Civil Code

A student who violates any criminal or civil codes of the United States or of State laws will be immediately suspended upon Heritage Bible College learning of the student’s arrest. If the student is found guilty, he or she will be expelled.

500.21 Student Grievance Policy

Student Grievance Procedure

Principles

- Student complaints should receive serious attention by the employees and administration of HBC.
- Every grievance should be resolved as quickly as possible and as close to the source as possible. Time limits are imposed to make this possible.

Policy

It is important that students are treated fairly and receive prompt responses to problems and concerns. For this reason, Heritage Bible College (HBC) provides a grievance procedure to promote the prompt and responsible resolution of issues raised by students. This procedure may be used freely without fear of retaliation, and the Student Life Office is available to assist throughout the procedure. A grievance is defined as: "An official statement of complaint over something believed to be wrong or unfair in relation to an employee's action or student's action." The process outlined below should be used if an individual disagrees with an employee's action, including any disciplinary action, or an Institutional policy or procedure. If the problem involves discriminatory harassment based on disability, sexual harassment and/or sexual discrimination, it should be referenced in the initial complaint and will be appropriately informed by the Americans with Disabilities and Section 504 Policy and the Sexual Harassment Policy and Procedure. Grievances related to academic concerns will be handled by the Academic Committee. When unsure which policy applies, please contact the Student Life Office for clarification.

Procedure

There are two paths to resolve complaints: informal resolution and formal resolution. While the Institution encourages informal resolution of complaints, both paths remain open to a complainant at any time.

Informal Resolution

Students should first discuss the complaint with the employee or student directly connected with the grievance within three (3) business days of the situation whenever possible. If the student does not feel comfortable discussing the grievance directly with the employee or student, the student is also welcome to discuss the situation with his/her respective dean. The dean will then investigate the matter and give an oral response within three (3) business days. If the complaint is not resolved as a result of this discussion, or such a discussion is not appropriate under the circumstances, proceed to Formal Resolution. If the action in dispute involves loss of student status, Informal Resolution should be bypassed. Note: Informal resolution is not considered appropriate to resolve sexual

Formal Resolution

Students seeking formal resolution for their grievance should follow the steps defined below. These formal proceedings will involve more extensive investigation, documentation, and meetings.

Note: All concerns, problems or complaints presented by one or more students may proceed through Steps One and Two of this procedure. If the student does not think s/he can talk to the Director of Student Life, if the student considers the Director of Student Life as the source of the problem, or if the position of Director of Student Life is not currently filled, s/he may begin the grievance procedure with Step Two.

Step One:

Prepare and Submit Written Complaint to the Director of Student Life for review.

If the student feels the complaint was not resolved in an informal discussion, or if such a discussion would be inappropriate, s/he may prepare and submit a formal written complaint for review by the Director of Student Life. To do so, the student should prepare a written statement for a submission via the Student Grievance Procedure Form (see Appendix D) within seven (7) business days of the precipitating event, or the ending of the attempt at an informal resolution, should one occur. The statement should include:

- The name, address, and phone number of the complainant.
- The name of the person against whom the complaint is made.
- Any relevant dates to help give an understanding of the timeline for the grievance and attempts at resolution.
- A clear statement of the complaint.
- The names of any witness(es) or individual(s) who the student believes has knowledge or information supporting the allegations contained in the grievance.

The Director of Student Life will then review the complaint and schedule a meeting for the student and the person against whom the complaint is made (if appropriate). The Director of Student Life will also be present for the meeting. The Director of Student Life may also ask other persons deemed to have significant insight into the grievance, or the ability to enact change, to be present at the meeting.* The meeting will ordinarily be held within five (5) business days of the Director of Student Life's receipt of the written statement from the student requesting resolution. The Director of Student Life will issue a written, good faith decision, generally within five (5) business days of the meeting. In cases where the Director of Student Life is unable to make a decision within this timeframe, the Director of Student Life will notify the student of the need for additional time, the reason, and an approximate date upon which a decision will be made.

If the Director of Student Life, in his/her good faith discretion, determines that there is reason to believe a grievance has merit, he/she will notify all parties in writing of that determination, as well as suggest a proposed resolution. The

Director of Student Life will then convene a meeting with the student to discuss the proposed resolution of the grievance and to hear alternative proposals for a resolution offered by the student. The ultimate resolution of any grievance, or determination of whether a new, modified, or additional accommodation will be provided to the student, rests in the sole discretion of the Director of Student Life on behalf of the Institution. In substantiated cases of disability-related discrimination or harassment, the Institution will take appropriate steps to prevent recurrence and to correct discriminatory effects on the student and others, if appropriate.

If the Director of Student Life, in his/her good faith discretion, determines that there is not sufficient evidence to support the claims made in the formal grievance, he/she will notify all parties of that determination in writing.

If the complaint is not resolved to the student's satisfaction, s/he may proceed to Step Two.

*For disability-related complaints (under Section 504 of the Rehabilitation Act of 1973) or Title IX-related complaints the participation of those involved will vary depending on the nature of the complaint or issue and will include individuals with expertise specific to the disability and/or issue.

Step Two:

Prepare and Submit Written Complaint to the President

If the student feels the complaint was not resolved with the Step One decision (Director of Student Life), s/he may prepare and submit a second formal written complaint for review by the President. To do so, the student should prepare a written statement which, in addition to the previously requested information, also explains why the Step One decision was unacceptable, and submit it to the President within seven (7) business days of the Step One decision. This statement may be in the form of a physical written document, or an electronic email.

The President will then review the complaint, and request all relevant materials from the Director of Student Life connected to his/her involvement with the grievance. The President will then schedule a meeting for the student and the person against whom the complaint is made (if appropriate). The President will also be present for the meeting. The President may also ask other persons deemed to have significant insight into the grievance, or the ability to enact change, to be present at the meeting.* The meeting will ordinarily be held within five (5) business days of the President's receipt of the written statement from the student requesting resolution. The President will issue a written, good faith decision, generally within five (5) business days of the meeting. In cases where the President is unable to make a decision within this timeframe, the President

will notify the student of the need for additional time, the reason, and an approximate date upon which a decision will be made.

If the President, in his/her good faith discretion, determines that there is reason to believe a grievance has merit, s/he will notify all parties in writing of that determination, as well as suggest a proposed resolution. The President will then convene a meeting with the student to discuss the proposed resolution of the grievance and to hear alternative proposals for a resolution offered by the student. The ultimate resolution of any grievance, or determination of whether a new, modified, or additional accommodation will be provided to the student, rests in the sole discretion of the President on behalf of the Institution. In substantiated cases of disability-related discrimination or harassment, the Institution will take appropriate steps to prevent recurrence and to correct discriminatory effects on the student and others, if appropriate.

If the President, in his/her good faith discretion, determines that there is not sufficient evidence to support the claims made in the formal grievance, s/he will notify all parties of that determination in writing.

The President's response is the final decision of HBC.

*For disability-related complaints (under Section 504 of the Rehabilitation Act of 1973) or Title IX-related complaints the participation of those involved will vary depending on the nature of the complaint or issue and will include individuals with expertise specific to the disability and/or issue.

Appeal Procedure Options

Any students who after following the above procedures for appeal receives unsatisfactory results may contact the following:

1) Nonpublic Postsecondary Education Commission
2189 Northlake Parkway Building 10, Suite 100
Tucker, Georgia 30084-4113. Phone: 770-414-3300 or 770-414-3309 (fax)
2) Association for Biblical Higher Education
5850 T. G. Lee Blvd Ste 130, Orlando, FL 32822
The telephone numbers are 407.207.0808 (FAX) 407.207.0840

3) GA-SARA Distance students who do not reside in Georgia may contact GA-SARA here and file a grievance form here.

4) NC-SARA Distance students may also contact NC-Sara. The student should begin the complaint process with the institution and if resolution is not found, the student can contact the institution's home state SARA State Portal Entity. Click here for the GA SARA Student Complains Process.

500.22 Student's Rights and Responsibilities

Upon enrollment at Heritage Bible College, each student is expected to adhere to certain responsibilities that pertain to himself or herself, other students, and to Heritage Bible College. The rights and responsibilities of students include:

Rights

- The right to expect a quality education.
- The right to expect the highest degree of integrity and service from the faculty, staff, and school administrators.
- The right to inquire about and to recommend improvements in school policies and regulations that relates to the students.
- The right to a campus environment characterized by safety and order.
- The right to a fair hearing when disciplinary action is applied to an individual or group.

Responsibilities

- The responsibility to be fully acquainted with school policies and regulations that affect the student and to comply with them in the interest of an orderly and productive community.
- The responsibility of knowing that the student's conduct reflects not only upon the student, but also upon Heritage Bible College.
- The responsibility to demonstrate acceptable behavior that would be expected of a person receiving a Bible College education.
- The responsibility to respect the faculty and staff of Heritage Bible College.
- The responsibility to respect the rights and privileges of other students.

500.23 Student Safety

Heritage Bible College wishes each student a safe and enjoyable experience while on campus. In order to promote a safe environment, it is important that each student make his/her personal safety a top priority. When students are on campus at night, they are requested to walk only in well-lighted areas and with friends or other classmates. Students are requested to report any suspicious behaviors to the appropriate School staff. Working together, we can promote a safe environment and make your stay at Heritage Bible College an enjoyable one. Students should review the Emergency Operations and Safety Plan for further instructions (see section below).

500.24 Use of Institution's Name

No student may use the name of Heritage Bible College in the solicitation of gifts from persons or agencies off campus without the written permission of the Heritage Bible College President.

500.25 Personal Cell Phones

Students are expected to silence mobile devices before entering the sanctuary, library, or classrooms out of respect for the learning and worship environment. Use them judiciously at all other times.

500.26 Facilities

Controls for air conditioning, heating, and lighting are to be operated only by the professors, their assistants, or other institution officials. Students are expected to help keep classrooms, the Student Center, and other student areas neat and orderly. Please discard unwanted items in the nearest available receptacle.

500.27 Parking Policy

There are many electrical, water and other lines throughout the property of Heritage Bible College. Therefore, all students, faculty and staff are required to park in paved parking spaces in front of the girl's and boy's dormitories. There is to be no parking or driving on the grass around either dorm unless specifically approved by Administration. This includes areas such as the pond, the fields, the wooded area behind the school, etc. The only exceptions will be moving in/moving out day. There will be a $5 fine for parking in places other than where designated above. Three fine infractions will result in an incident form and a letter in the student's file for insubordination.

500.28 General Discipline Policy

Except in cases otherwise specified the following discipline policy will be followed:

- Students will be verbally reprimanded by the instructor/administrator/Resident Assistant (RA)/Other until said person deems verbal reprimand ineffective. In cases where the discipline issues occurs in a classroom or dorm room the instructor or RA has the authority to administer discipline before moving forward.
- When the above actions are not heeded to by the student, then a formal incident report will be completed and turned into the Dean of Students. The Dean of Students will contact the student to gather as much information as possible. The Dean of Students has the authority to issue consequences and penalties appropriate to the infraction. These include but are not limited to: loss of dating privileges, fines, additional cleaning duties, ministry trips suspensions, probation, removal from platform duties or other punishment deemed appropriate for the infraction.
- If the incident or infraction persists, then a formal incident report will be forwarded to the Academic Dean. The Academic Dean will take note of the information and action taken previously and will administer disciplinary action at their discretion.
- If the disciplinary action calls for further intervention, the President will review the incident form and make a judgement up to and including suspension and/or expulsion. The President's decision is final.

500.28 Weapons Policy: Secure Storage and Prohibition of Use

Heritage Bible College prioritizes creating a safe and secure environment for all students, faculty, and staff. While recognizing the rights of lawful gun ownership, this policy aims to maintain a campus free from the threat or display of weapons.

Permitted Weapons:

Students may possess lawfully-owned weapons on campus only if:

- They are securely stored and completely inaccessible outside the student's vehicle.
- They remain unloaded at all times while on campus.
- They are legal to possess within the state and city limits.

Storage Requirements:

- Weapons must be kept in a locked vehicle.
- Weapons must not be visible from anyone on the outside of the vehicle.

Prohibited Actions:

- Displaying: No student may display or brandish a weapon on campus at any time.
- Using: Using a weapon on campus is strictly prohibited.
- Threatening: Threatening anyone with a weapon, whether real or perceived, is a serious offense and will be treated as such.

Reporting and Consequences:

Any observed violation of this policy should be reported immediately to the Dean of Students. Violations will be investigated and may result in disciplinary action, up to and including expulsion, as well as potential legal charges.

Exceptions:

This policy may be subject to exceptions for:

- Law enforcement officers on official duty.
- Specific academic programs or research activities with prior written approval from the appropriate campus authorities.

Disclaimer:

This policy is not intended to supersede any applicable federal, state, or local laws and regulations regarding weapons. Students are ultimately responsible for understanding and complying with all legal requirements related to weapon ownership and storage.

Remember:

The safety and well-being of everyone in the Heritage Bible College community is paramount. By adhering to this policy and practicing responsible gun ownership, we can create a secure and welcoming environment for all.

600 Student Government Association

600.01 Introduction

The Heritage Bible College Student Government Association is comprised of the elected student representatives of the student body. They function as representatives to the faculty and administration. The structure of the Student Government Association shall consist of a male and female president.

600.02 Purpose

The Student Government Association is designed to meet four basic objectives:

- To cooperate with the officials of Heritage Bible College in promoting the best interests of the institution;
- To promote the general welfare of all Heritage Bible College students;
- To encourage students to honor the Lord Jesus Christ in all activities;
- To promote fellowship among all students.

600.03 Student Requirements to Hold Office

- The elected officials must have completed 30 semester hours

600.04 Elections

The student body of Heritage Bible College elects its Student Government Association officers at the beginning of the year to serve with the Dean of Student officiating. In the event of a tie, the student body will vote on only the candidates that received the same amount of votes to break the tie.

600.05 Student Government Association Committees

The officers of the Heritage Bible College Student Government Association shall create any and all necessary student committees and shall appoint committee chairs and members from the student body. All committee chairs and members must be currently enrolled students of Heritage Bible College.

600.06 Alterations to Student Government Association Guidelines

The above guidelines may be altered or amended by the Student Development Committee provided:

- Prior approval has been received from the office of administration.
- A one-month prior notice of the proposed change has been given.
- Changes are subject to approval by the Administration.

700 Emergency Operations Policy and Safety Plan

700.01 Introduction

Heritage Bible College has approved and disseminated these safety procedures to assist individuals in an emergency situation. When emergency situations occur, the institution is committed to protecting the lives and health of the members of the institution as its first priority. In the event of an emergency, it is the institution's intent that the steps provided in this plan, when practicable, would maximize the safety of all individuals. These policies should serve as a guide for faculty, staff and students.

It is the responsibility of each individual to take appropriate and reasonable steps to protect life, limb, and then property.

700.02 Emergency Direction and Control

To the extent each situation permits, emergency response decisions shall be made by the President or in his or her absence a designee. If this arrangement is not permissible and the situation requires an immediate response, a decision should be made by the individuals most readily available and equipped to respond to the situation. In all situations, each individual should take reasonable steps to protect themselves and their property.

700.03 Evacuation Policy and Procedure

Situations may arise which will require an evacuation to ensure the safety of all individuals on the campus. Individuals should locate the nearest exits, which are identified by exit signs above the door, and evacuate to the assembly points. A copy of the evacuation route is located in all administrative offices and in each classroom.

The fire alarm will be used as the primary source of notifying building occupants, when possible. If the fire alarm is unavailable, all supervisors and faculty members will direct students and guests to evacuate the building.

The following steps should serve as a guide to all individuals for the evacuation process:

- Once notified of the situation, proceed to the nearest exit and assembly point.
- All doors should be closed after the room has been completely evacuated, unless the evacuation is due to a bomb threat.
- All individuals should remain at the assembly points until officials give a clear instruction that it is safe to return to the building.

Bomb Threat

Bomb threats should be taken seriously at all times. The individuals most readily available and equipped to respond to the situation should follow the following procedures when a bomb threat is received via the telephone.

- Remain calm, listen and take notes of what the caller is saying.
- Record the displayed number if caller ID is provided.
- Try to inform someone else to notify another individual that you are handling a bomb threat call.
- Get as much information as possible through asking the caller some of the following questions.

    - Where is the bomb? Which building, location, etc.?
    - When is it scheduled to go off?
    - What does the bomb look like?
    - Why is this bomb located at the institution?
- Record a description of the caller's voice:
    - Is the caller a male or female?
    - Does the caller sound like a juvenile or an adult?
    - Is the caller calm, angry, loud, soft, crying, or laughing?
    - Listen and record any background noises such as railroads, streets, aircraft, voices, etc.
- Call 911 immediately and inform them of the threat.
- Notify the Assistant to the President and the Business Office.

Once the institution has received a bomb threat, all buildings should be evacuated. All doors should be left open and individuals should not use switches, cellular phones, or any other electronic devices. Any suspicious objects should be reported to emergency personnel immediately. All individuals should remain in a secure location until they receive further instruction from personnel handling the emergency.

Civil Disturbance

A civil disturbance is any incident that is disruptive to the educational experience or work environment. All individuals should remain focused on their personal safety and notifying emergency personnel. In the case of a civil disturbance, some suggested steps to follow are listed below.

- All individuals should relocate to a secure location, when possible.
- Contact 911 and inform the operator of the situation.
- All individuals should remain in a secure location until the disturbance is resolved and emergency personnel have authorized individuals to return to the location of the incident.
- Notify the Assistant to the President and the Business Office.

Fire Safety

Fire prevention and safety guidelines are established to reduce the possibility of fires. A fire drill is conducted on an annual basis to better prepare members of the institution. All staff, faculty, and students should be familiar with the location and operation of fire extinguishers and fire alarms. Fire extinguishers are marked and maintained in accordance with local and state regulations and can be found in the following locations:

In the event of a fire, some suggested steps to follow are listed below.

- If the fire alarms have not sounded, activate the nearest fire alarm when possible or verbally yell "Fire!"
- Use water or a fire extinguisher to put out small fires. Do not try to put out a fire that is getting out of control. If you're not sure if you can control it, evacuate the building

immediately using the evacuation procedures in this document and contact 911 from a safe location.

- If your clothes catch on fire, stop, drop and roll until the fire is extinguished. Running only makes the fire burn faster.
- If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it.
    - If the door is cool, open slowly and ensure fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door immediately and use an alternate escape route, such as a window. If clear, leave immediately through the door. Be prepared to crawl. Smoke and heat rise. The air is clearer and cooler near the floor.
    - If the door is warm or hot, do not open. Block the cracks around the doors with towels or clothing if possible. Escape through a window. Do not open the window if there is visible smoke or fire outside of the window. If you cannot escape, hang a noticeable object outside the window, alerting firefighters of your presence.
    - Do not attempt to jump from windows above ground level. This can lead to serious injury or death.
- If you must exit through smoke, crawl low under the smoke to your exit. Heavy smoke and poisonous gases collect first along the ceiling.
- Remain at an assembly point away from the building until emergency personnel extinguish the fire and provide further instruction.
- Dial 911 and report the fire.

Medical Emergencies

In the event of a medical emergency, individuals must use their own judgment in deciding whether or not they are qualified to assist the victim through rendering first aid or CPR. First Aid equipment and supplies can be obtained from the Sunday school office and the Business office.

Some suggested methods of assistance that individuals may provide to the victim include:

- Remove any furniture or miscellaneous items that could be harmful away from the victim. Do not attempt to move the victim as it could cause further injury to the victim.
- Contact 911 as soon as possible if the individual needs emergency medical services. Provide the operator with any available information regarding the nature of the emergency, age, gender, symptoms, and current health conditions (if known).
- At his/her own discretion, an individual may render first aid and/or CPR to the victim, if necessary.
- Notify the instructor or supervisor of the situation as soon as possible.

Personal Safety

Heritage Bible College encourages all individuals to take an active role in campus safety. While the institution strives to provide a safe and secure environment, it is each individual's responsibility to be aware of his or her surroundings and exercise his or her own best judgment to maintain personal safety and well-being. In addition, each member of the community should call attention to conditions or situations which threaten the safety and security of others by contacting the President's office.

Some suggestions that individuals may take to protect themselves include:

- Be aware of your surroundings.
- Walk only in well lighted areas and on established walkways.
- Protect your valuables by holding your purse and belongings close to your body.
- Do not carry large amounts of cash or valuables with you while on campus.
- Keep doors and windows locked.
- Avoid staying in areas alone at night.
- Report any instances of crime to the most readily available administrator, supervisor or faculty member, when possible.
- If you are attacked or approached by a demanding individual, turn over whatever property the attacker requests, and contact 911 as soon as you can get to a secure location where a telephone is accessible.
- Dial 911 to request emergency assistance.

Emergency Plan for Persons with Disabilities

If there is a faculty, staff member, student or guest with a disability, the instructor or supervisor should have a plan of response prepared. The plan should take into consideration the building, the classroom/work location, type of disability, assistance needed, and the availability of assistance. Faculty, staff, students, and the individual with a disability should practice the plan using all available escape routes and methods of evacuating the building.

As with able-bodied individuals, wheelchair users must evacuate a building using the stairs rather than the elevator. It might not always be possible for emergency personnel to assist in the evacuation; therefore, other individuals must be ready to assist the individual when necessary. Wheelchair users should be able to tell the volunteers how many individuals will be necessary to carry them and how they prefer to be carried.

Visually impaired individuals will need a guide to assist them in evacuating. Individuals assisting visually impaired individuals should stay with them as long as necessary and acclimate them to their surroundings once they have relocated. The individuals will need to be aware of any obstacles they may encounter in their new environment.

Hearing impaired individuals may be unaware an emergency exists and will need to be shown what action they should take. Some suggested ways of getting their attention are writing notes, turning lights on and off, or making gestures that indicate an emergency exists.

When assisting a person with a disability, individuals providing assistance should always tell the person what they are going to do. Practicing evacuations with the disabled individual and an

alternate person, who would be available to provide assistance, should significantly reduce confusion during an actual emergency situation.

700.04 Natural Disasters

During adverse weather, individuals should access information on a regular basis from commercial radio or the Internet. The President of the institution, or in his or her absence, a designee, will make decisions regarding the closure of the institution or the dismissal of classes. When adverse weather is present, individuals should consider their own personal safety when making decisions regarding their commute to and from campus.

Tornadoes and Other Strong Storms

- *Tornado Watch*
    - A tornado watch is issued by the national weather service when conditions favor the formation of tornadoes, for example, during a severe thunderstorm. When a tornado watch is issued, members of the institution will be notified through Remind. At times, tornadoes can form rapidly, without time for a tornado warning to be issued, and without a thunderstorm in the vicinity.
    - During a tornado watch, the following steps should be followed:
        - Be alert for approaching storms. If you see any revolving funnel shaped clouds, report them to an instructor and/or supervisor, when possible, and take shelter immediately.
        - Watch for tornado danger signs:
            - Dark, often green sky
            - Large hail
            - A large, dark, low-lying cloud (particularly if rotating)
            - Loud roar, similar to a freight train
    - Be prepared to take shelter immediately.
    - Monitor radio and television stations.
- *Tornado Warning*
    - A tornado warning is issued by the national weather service when a tornado funnel is sighted or indicated by weather radar. During a tornado warning, the following steps should be followed.
        - Go to an interior room on the lowest level of the building (dorm, SHCOG, BCA). Put as many walls as possible between you and the outside of the building. (Go to the interior hallway of the church.)
        - Stay away from windows and doors.
        - Get under a sturdy table or desk and use your arms to protect your head and neck.
        - Remain in a secure location until the warning has expired and a supervisor or faculty member has provided further instruction.

Floods

- *Flood Watch*
    - A flood watch is issued by the national weather service when flooding is possible in an indicated area. Individuals should be prepared to move to higher ground if it becomes necessary. In addition, a flood can occur in a brief period without warning and in these circumstances a flash flood watch is issued.
- *Flood Warning*
    - A flood warning is issued by the national weather service when flooding will occur in an indicated area. At times a flood can occur without warning and in these circumstances a flash flood warning is issued by the national weather service. If a warning is issued, individuals should take shelter and remain in a secure location until the flooding has passed or it is safe to relocate to another location.
    - When flooding is possible or imminent, individuals should take the following steps and/or precautions:
        - If standing water occurs within a campus building, move to a higher level or relocate to another building at a higher elevation when possible.
        - Do not walk through moving water. Six inches of moving water can knock you off your feet. If you must walk in a flooded area, walk where the water is not moving.
    - Do not drive into flooded areas. Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling. A foot of water will float many vehicles. Two feet of water will wash away almost all vehicles. If floodwaters rise around your car, abandon the car and move to higher ground, if you can do so safely. You and your vehicle can be quickly swept away as floodwaters rise.
    - If standing water occurs within a campus building, an instructor or supervisor will advise individuals as to where they should relocate.
- *Hurricanes*
    - Living near the coast, there is always the potential for a hurricane June-November.
    - If the need does arise to evacuate, the authorities will notify the public with a State of Emergency usually followed by a Voluntary then Mandatory evacuation.
    - When the authorities give a State of Emergency, Heritage students will be notified of the evacuation plan (destination, etc.) and the time for a mandatory evacuation should it become necessary.
    - When the mandatory evacuation is given by county or state officials, the students will be asked to pack enough belongings for 3-5 days and we will board the bus as a group.
    - Special arrangements have been made with different churches and campgrounds and Heritage Students will be moved to a safe location. The track of the storm will determine where we evacuate to.
    - Every effort will be made to turn the evacuation into a ministry opportunity with the welcoming church so all students are expected to evacuate with the group.

700.05 Supervisory/Faculty Procedures

Faculty members and/or supervisors should be aware of all emergency and safety procedures. Faculty members are encouraged to review emergency procedures at the beginning of each semester. Supervisors are encouraged to review emergency procedures with their subordinates on a regular basis, but particularly during orientation.

Evacuation

Faculty members and supervisors should attempt to provide leadership in evacuating buildings in a timely and orderly fashion.

The following steps should be taken during an emergency situation and evacuation.

- Activate the nearest fire alarm pull station.
- Instruct individuals in your department or classroom to the nearest exit and assembly point.
- Always keep your class role or department list with you when evacuating. Once you have reached the nearest assembly point, make sure all individuals are accounted for. Report any missing individuals to emergency personnel as soon as possible.
- Remain with the individuals from your department or class until the emergency situation is resolved and further instruction is provided from emergency personnel.
- Notify the Office of the President

700.06 College and Bible College Policies

Media

When an institution-related crisis occurs, the President, or in his or her absence a designee, should handle all media relations regarding the situation. Members of the institution should direct any inquiries to the President's Office.

College and Bible College Closure

A decision to dismiss classes or close a campus will be made by the President, or in his or her absence a designee, when weather or other conditions pose a potentially serious threat to the health or safety of the members of the institution. During non-business hours the decision to close the institution will be made before 7 a.m. as much as possible. This decision will be communicated using text, email and/or phone calls.

Safety and Security Awareness

Security procedures, crime prevention and fire safety are topics covered during student orientation and in other programs throughout the academic year. In an effort to reduce crime through awareness and safety education, members of the institution are notified about potential security problems in a timely manner through mailings, announcements posted throughout the campus and in chapel services.

700.07 Other Emergencies

There may be emergencies that are not detailed within these procedures. In the event such an emergency occurs, it is recommended that you use judgment and reasonableness to protect yourself. If the situation requires emergency services, dial 911 and then notify administration.

700.08 Notification

Injury to individuals or property should be reported to administration as soon as practicable.

Appendix A: Application

HE-RITAG E BIBLE COLLEC E

Hlerita:ge Bibl e CoHeg,e Adlmissiions Application

Student Information

Date of Birth

Firs,t _____ Middle _____ L..asl _____ _____

Sex
0 Male 0 Female

Marital status
o Singre o Married o
Divocced! O Widowed

Brnail

□ho:ne

SociaJ Security Nurmer

Address

Admesslirne1 _____

Admess Lime 2

City S1ale Zip Code

Pa1rem/GuardianJSpouse Information (Not required if over 2.3 y,ea1rs of age)

Parent:/'Guardian Name Relationship

Firs,t Last

□hone Email

Academic History

Name af 11:,h Schoel ...

Date af 6radlJillicn "

College Entrance Exam Total Score (SAT/ACT)

Plan ta,talre anc

Halle yoo,ootq>leted any ,oo uecits?

Yes **0No**

Enrollment Informatio111

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Wl1iJt semester do you plan1D begin y,oor studies?...

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Fal 21121-22

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Yes **0No**

I 1D - to Heritage Bille *!!* tege's Statemen,tof Fait'fl illld "ilmlent 13nllolllc ifa;ccepmd as ii student.

0Yes "O

Refer,ences

Please **prn,ide** *lhe* contact imfoonatioo fur three refet-enoes.. Refe!;enc,es include your pastor **and** two oitlelS (employet'!;. IEacners..)'l!tJ1h pasta-. etc.). References shtud not be rel .e!. urnless pastor is a fainiy rels.Eion.

Pastor Name *

P,astDr ftlDOe ... , ...

PilSllll' Email i!l,d *

ReferEnce '''

Reference Phone Number *

Reference Email Address *

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Biograpllical Sketch

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Appendix B: Medical Form

PERSONAL MEDICAL FORM

HERITAGE
BIBLE COLLEGE

www.HeritageBible.College
47-11.iUlc N,·ck RtH.1d, Sav;11Hrnh, C:A :1141□
(912) 921·0088

Part I: Personal

Name: _____
(LAST NAME) (FIRST NAME)

Date of Birth: _____ Sex: Male: __ Female: ___ Age: ___ _
MM DD YYYY

Personal/Family Physician: _____ Phone: □(-□----

Address:----------

Person to be notified in case of emergency: _____

Relationship: _____ Phone:'□-□ -------- _____

Medical insurance company: _____ Policy#: _____

Type of coverage (individual or family): _____

Race: White Black or African American American Indian or Alaskan Native
Asian _ Native Hawaiian _ Other

••PLEASE INCLUDE WITH THIS FORM A COPY OF BOTH SIDES OF YOUR INSURANCE CARD••

Part II: Medical History (Attach an additional sheet of paper if necessary)

1. Have you ever had (or currently have) any of the following conditions?
If yes, please check next to the condition and explain the situation (including the date) on the lines pro,ided.

Asthma	_Thyroid Disease	_ Hearing Problems	_ Diabetes/Hypoglycemia
Ulcers	_ Food Allergies	_ Eating Disorders	_ Epilepsy/Convulsions
Cancer	_Kidney Disease	Mental Illness	HIV Positive
_Migraines	Heart Problems	Other	

Please explain any conditions marked in question **#1:**

_____

_____

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

_____

_____

PAGE 2

3. What medications are you taking regularly, if any? _____

_____

4. What allergies do you have, if any?: _____

_____

5. Have you ever been hospitalized? (if yes, list date and reason):

_____

6. Have you ever undergone mental health/emotional counseling?:

_____

7. Are there any other injuries, diseases, medical conditions, or disabilities that you feel we should be aware?: _____

_____

This information will be kept confidential and used only to ensure the health/safety of the student or the college community.

By signing below, I certify that the above information is true to the best of my knowledge. I also certify that the insurance policy information given above will be in force for the entire academic year. I will be personally responsible for the payment of all medical expenses incurred by me or required by the college. I will also immediately notify the college of any change in insurance coverage.

Student Signature: _____ Date: _____

Parent/Guardian Signature*: _____ Date: _____

(*Required if student is under 18 years of age)

Return the completed form to:

Heritage Bible College
Office of Admissions
474 Little Neck Road
Savannah, GA 31419

Office Use Only ----------

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

Scanned into database by: _____ Date scanned: _____

Appendix C: Statement of Faith

We Believe:

- In the verbal inspiration of the Bible.
- In one God eternally existing in three persons; namely, the Father, Son, and Holy Ghost.
- That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary.
- That Jesus was crucified, buried, and raised from the dead; That He ascended to heaven and is today at the right hand of the Father as the Intercessor.
- That all have sinned and come short of the glory of God and that repentance is commanded of God for all and necessary for forgiveness of sins. That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
- In sanctification subsequent to the new birth, through faith in the blood of Christ, through the Word, and by the Holy Ghost.
- Holiness to be God's standard of living for His people.
- In the baptism with the Holy Ghost subsequent to a clean heart.
- In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism of the Holy Ghost.
- In water baptism by immersion, and all who repent should be baptized in the name of the Father, and of the Son, and of the Holy Ghost.
- That divine healing is provided for all in the atonement.
- In the Lord's Supper and washing of the saints' feet.
- In the imminent second coming of Jesus Christ.
- In the literal, pre-millennial, second coming of Jesus; first, to resurrect the righteous dead and to carry away the living saints to meet him in the air; second, to reign with his saints on Earth for a thousand years.
- In the bodily resurrection; eternal life for the righteous, and eternal punishment for the wicked.

PAGE 2

Core Values

Statement of **faHh** • We value 011Jr Statement of Faith.

Morality• Ethics, morals, and integrity are foundational values of fille Christian life as established by the Word of God. A person **is** to exhibit these values in all matters of lite, such as re,ationships, habits, and lifestyle choices whether sacred or secular. Sexual immorality such as fornication and homosexual/bisexual behavi,or ar,e condemned lby Scripture.

Sanctity01 life • We value all human life, including he life of the unborn, and respect the dignity and image of God in all human beings.

Sanctity of marl'liage • The institution of marriage as established by God was between one man and one woman. Therefor•e, any marriage arrangement oUJlside of this Biblical standard is invalid and not acceptable according to the word of God.

Character• We are ambassadors of Christ. Therefore, our actions, intentions and desires should be above reproach and bring honor and glory to Him.

Signed: _____

Printed: _____

Appendix D: Student Grievance Form

HBC STUDENT GRIEVANCE FORM

A complaint is defined as a difference or dispute between a student and a faculty or staff member related to matters such as grades, assignments, attendance, classroom procedures, program requirements, or other services or activities. Complaints rise to the level of formal grievances: 1) after the student has attempted and been unsuccessful in resolving the concern informally in accordance with the Student Grievance procedure. 2) by completing and appropriately submitting this form.

Please supply all information requested below. Any omission will delay the processing of your grievance.

Student name: _____

Home address: _____

HBC email: _____ Telephone: _____

Your grievance in detail.
Where did the incident take place? When did the incident take place?

Were there any witness(es)? If so, please list their name(es) and contact information.

Please describe the incident in detail:

My signature below indicates that I have followed the Grievance Procedures as set forth by Heritage Bible College and that I seek redress regarding the concern I have identified in this report. I affirm that the statements herein are true and complete to the best of my knowledge and belief. I further acknowledge that intentional falsification of the details of a Grievance Report is considered a violation of the Student Code of Conduct and will be addressed accordingly.

Grievant's signature:_____ Date:_____

Submit completed report to: Appropriate Division Dean's office

Appendix E: Acknowledgement of Student Handbook

STUDENT ACKNOWLEDGEMENT

HERITAGE
BIBLE COLLEGE

I,_____, have received the Student Handbook and Catalog, and I agree to abide by the policies and procedures outlined therein.

Signature: _____

Date: _____

WWW.HERITAGEBIBLE.COLLEGE