

2023-2024

HERITAGE BIBLE COLLEGE



STUDENT HANDBOOK

424 Antioch Church Rd ~ P.O. Box 1628 ~ Dunn, NC 28335
910.892.3178 ~ www.heritagebiblecollege.edu



Heritage Bible College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone:(434) 525-9539; e-mail: info@tracs.org], having been awarded Reaffirmation III of its Accredited Status as a Category II institution by the TRACS Accreditation Commission on October 26, 2022. This status is effective as of January 1, 2023, and is good for a period of ten years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Disclosure Statement: The information contained in this catalog reflects the current policies and regulations of the College. The College reserves the right to change programs of study, academic requirements, tuition/fees, and College policies at any time without prior notice and to make corrections needed due to unintended errors in this catalog and related materials. Changes in fees, staff, and faculty that occur between regularly scheduled updates are updated to electronic copies of the catalog distributed to current and prospective students and an updated version of the catalog is posted to the website.

Approved by Board of Trustees

April 20, 2023

Our Symbols and Mission



Our priceless heritage
"Christ Centered"



Our endless effort
"Character Building"



Our timeless mission
"Committed to Ministry"

Our Mission

The Mission of Heritage Bible College is to develop servant-leaders with a Christ-centered worldview and a distinct Christian character, equipping them for committed service by providing excellent biblical, academic, and practical training.

Our Symbols

Both the sundial and the hourglass are ancient instruments of timekeeping, dating back to the time of Christ and before. Used properly, both can accurately tell time in the 21st century AD as in the fourth century BC. At Heritage Bible College, we cherish our heritage of faith and are mindful of the need to "walk in wisdom...redeeming the time" (Colossians 4:5, KJV).

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Stephen Rzonca

MESSAGE FROM THE PRESIDENT

For over 50 years, Heritage Bible College has been serving the cause of Christ by preparing people, young and not so young, for their calling to Christian ministry. Those ministries may take different forms and require different skill sets but the basis of all education at Heritage is the Holy Bible. We train men and women to see the world through the lens of God’s Word whether their goal is professional ministry or simply a desire to be better able to share the Gospel. Our faculty is passionate about teaching the truth of the Christian faith and encouraging students toward academic excellence.

The mission of Heritage Bible College is “to develop servant leaders with a Christ-centered worldview and a distinct Christian character, equipping them for committed service by providing excellent biblical, academic, and practical training.” To put that in a nutshell, we are Christ-centered, character building, and committed to ministry. The world is in desperate need of committed ministers who are knowledgeable of the true Christian faith and who are able to convey the message of the Gospel accurately and completely.

When God calls us to some task, mission or career, what should be our response? We should have in mind the message God delivered through the Prophet Jeremiah:

“‘For I know the plans that I have for you’ declares the Lord, ‘plans for welfare and not for calamity, to give you a future and a hope’” (Jeremiah 29:11 [NASB]).

Welcome!

Welcome

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

Student Handbook

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

Tips for Academic Success

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

Help is Available

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

- Instructors
- Faculty Advisor
- Dean of Students (or the President's designee)
- Academic Dean
- Learning Lab (Librarian)

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

COLLEGE OPERATION AND PERSONNEL

SCHEDULE OF OPERATION

Office Hours

**Monday –Thursday
7:30 AM - 4:30 PM**

ADMINISTRATION & STAFF

Administration - Contact

Stephen Rzonca, President.....228
srzonca@heritagebiblecollege.edu

Dana Schaefer, Academic Dean221
dschaefer@heritagebiblecollege.edu

Department Chairs and Staff - Contact

Dr. Brad Mitchell, Chair, Pastoral Ministry.....bmitchell21@heritagebiblecollege.edu

Dr. Phillip Newton, Chair, Bible & Theology.....pnewton@heritagebiblecollege.edu

LeAnne Page, Executive Assistant to President; Business Manager.....241
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Janet Parker, Librarian; Chair, General Studies; Institutional Effectiveness.....240
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Darlene Rzonca, Admissions Director; Financial Aid Director.....233
drzonca@heritagebiblecollege.edu

Matthew Clark, Registrar; Assistant Marketing and Recruitment;243
Accounts Receivable
mclark@heritagebiblecollege.edu

COLLEGE PERSONNEL

Administration

STEPHEN RZONCA, President; Associate Professor, Bible and Theology; Online Program Coordinator; Campus Security Officer. *B.S., Temple University; M.Ed., Slippery Rock University; M.Div., Southern Baptist Theological Seminary.*

DANA SCHAEFER, Academic Dean; Associate Professor, Christian Counseling; Faculty Senate Moderator. *B.S., Mercer University; M. A., Piedmont College; M.Div., Campbell University.*

Full-time Faculty

RIKKI HUMMEL, Associate Professor, Leadership. *B.S.H.S., Old Dominion University; M.S.Ed., Virginia Polytechnic Institute and State University; Ph.D., Regent University.*

BRAD MITCHELL, Chair, Pastoral Ministry; Assistant Professor, Bible and Theology. *B.A., NC Wesleyan College; M.Div., Campbell University; D. Min., Mercer University.*

PHILLIP NEWTON, Chair, Biblical & Theological Studies; Professor, Bible & Theology. *B.S. Lee University; M.Div., Church of God Theological Seminary; D.Min., Erskine Theological Seminary.*

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

Part-Time Faculty

MELINDA AUTRY, Instructor, Discipleship. *B.A., Evangel College; M.Div., Campbell University.*

MARK JONES, Professor, Bible & Theology. *B.S., Oral Roberts University; M.Div., Gordon Conwell Theological Seminary; D. Min., Assemblies of God Theological Seminary.*

STEPHEN RZONCA, Associate Professor, Bible & Theology. *B.S., Temple University; M.Ed., Slippery Rock University; M.Div., Southern Baptist Theological Seminary.*

DANA SCHAEFER, Associate Professor, Christian Counseling. *B.S., Mercer University; M. A., Piedmont College; M.Div., Campbell University.*

KEITH STEWART, Assistant Professor, Worship. *B.R. E., Heritage Bible College; M.A., Regent University*

Adjunct Faculty

PAUL BUTTS, Assistant Professor, General Physical Science. *D.Pharm., Campbell University.*

ANDREW KIM, Assistant Professor, Church History. *B.A. Biology, UC Berkeley; M.A. SecEd., M.A.—SSPEP, Stanford University,; M.Div., Truett Theological Seminary; Ph.D., Baylor University.*

TIA KIM, Instructor, Bible & Theology. *B.A., California State University; M.A., Baylor University*

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

BRETT REIF, Instructor, General Studies. *A.A., Vance-Granville Community College, B.S., Colorado Christian University; M.S., Capella University; Ed.S., Regent University*

JOSHUA SMOTHERS, Instructor, Bible & Theology. *B.R.E., Heritage Bible College; M.A., Liberty University*

STERLING THARRINGTON, Assistant Professor, Bible and Theology. *B.R.E., Heritage Bible College; M.Div., Liberty University.*

ELIZA THOMAS, Instructor, Bible and Theology. *B.R.E., Heritage Bible College; M.Div., Liberty University*

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

ABOUT THE COLLEGE

Accreditation. Heritage Bible College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone:(434) 525-9539; e-mail: info@tracs.org], having been awarded Reaffirmation III of its Accredited Status as a Category II institution by the TRACS Accreditation Commission on October 26, 2022. This status is effective as of January 1, 2023, and is good for a period of ten years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Alumni Association.

Purpose of the Association.

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

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

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

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

History. In 1971, Herbert Carter and Ned Sauls had a dream for a college to serve the Pentecostal Free Will Baptist Church (PFWB) as well as other denominations. The General Superintendent at that time, Herbert Carter, called a meeting of the Board of Directors of the PFWB to present the plan, strategies, and the name of the college. The name of the corporation would be Heritage Bible College. The name “Heritage” was chosen to portray the vision the founding fathers had for the school “contending for the historical faith of the church.”

Rev. Carter enlisted Dr. O. T. Spence to serve as the first president. The denominational board of directors voted overwhelmingly to create Heritage Bible College on June 7, 1971 and the Articles of Incorporation were completed on June 25, 1971. Heritage Bible College opened for classes in the fall of 1971, with approximately 60 students in attendance. In 2002, online classes were added, and in 2018, HBC transitioned to an all online college.

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

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

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

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

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

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

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

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

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

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

State Authorization Reciprocity Agreement (SARA). Heritage Bible College is a member of SARA. The State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. The primary objectives of SARA are to make it easier for institutions in North Carolina to provide online and distance education options to students in other states and to provide basic protections for those students.

SARA is overseen by a national council and administered by four regional higher education compacts, MHEC, NEBHE, SREB and WICHE. The four SARA agreements of those compacts are collectively treated as a plural, the Agreements. North Carolina has been accepted as a member state of SARA, through the Southern Regional Education Board (SREB).

Reauthorization of the Higher Education Act includes regulations regarding the delivery of distance education to out-of-state residents. The United States Department of Education (USDOE) requires

that institutions comply with any applicable state approval or licensure requirements in each state to which distance education instruction is delivered.

Students may reference the NC-SARA website (<http://nc-sara.org/sara-states-institutions>) to verify that Heritage Bible College is authorized to offer distance learning courses in their state. Registration of students from states not included in NC-SARA may require additional time and information so please allow additional time for this process.

Students have the right to file a complaint against an institution when regulations regarding the delivery of distance education are not followed or regarding the loss of tuition and fees as a result of unfair business practices. Institutions must provide both current and prospective students with contact information for filing complaints with its accrediting body and the appropriate state agency for handling complaints in a student's resident state. This information is available on the College website.

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

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

FOUNDATIONAL STANDARDS OF THE COLLEGE

Origins. Heritage Bible College was founded by the Pentecostal Free Will Baptist Church, Inc., but is an independent entity with its own Board of Trustees. The College was established to provide systematic and comprehensive training in the Word of God from a Pentecostal perspective to enable students to fulfill their specific call to the ministry.

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

Mission Statement. The Mission of Heritage Bible College is to develop servant-leaders with a Christ-centered worldview and a distinct Christian character, equipping them for committed service by providing excellent biblical, academic, and practical training.

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

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

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

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

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

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

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

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

Purposes and Objectives.

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

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

- A. To enable students to come to an understanding of God's Word and be wise in applying these axioms to daily living. The College seeks to guide students in biblical analysis and synthesis; research into biblical, systematic, and historical theology.
- B. To direct students to commit themselves to the Lord and to be willing to minister in the area that God would choose. The College wants to help the students to see the vision of evangelizing the world for the Lord.
- C. To enhance and enrich the student's spiritual growth and maturity. The College desires to encourage advancement in the life of each student and to promote a wholesome Christian attitude within the framework of the student's personality.
- D. To direct students to high standards of Christian education and scholarship. The College wants to guide students in the practice of lifelong habits of serious study, including clarity of thought, impartial judgment, and the logical expression of ideas.
- E. To give the student the training that is necessary to effectively communicate the Gospel to the world. The College wants to help each student to become successful in presenting the message of the Bible in a variety of methods.

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

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

Statement of Faith

I. The Scriptures Inspired

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

II. The One True God

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

III. The Deity of Christ

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

IV. The Fall of Man

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

V. The Salvation of Man

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

VI. Sanctification

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

VII. The Baptism of the Holy Spirit

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

VIII. The Ordinances of the Church

Baptism in Water

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

Holy Communion

We believe in the sacrament of the Lord’s Supper as commemorating Christ’s death and anticipating His second coming (Matthew 26:26-28).

Feet Washing

We believe feet washing is a sacred ordinance of humility, instituted by our Lord Jesus Christ and enjoined upon His Disciples as a duty to be observed by them. In this He set the example (Matthew 28:19, 20; John 13:1-17).

IX. Divine Healing

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

X. The Creation

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

XI. The Second Coming of Christ

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

XII. Satan

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

XIII. Resurrection, Final Judgment, and Reward

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

GENERAL INFORMATION

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

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

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

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

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

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

Crime Report. Information updated by the Dean of Students (or the President’s designee)/Student Services Head/Campus Security Officer based on expanded reporting due to VAWA regulations

<u>Incident</u>	<u>Number of Occurrences</u>
Murder	0
Negligent Manslaughter	0
Sex offenses-Forcible	0
Rape	0
Fondling	0

Sex offenses-Non-forcible	0
Incest	0
Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle theft	0
Arson	0
Hate Crimes	0
Domestic violence	0
Dating Violence	0
Stalking	0

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

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

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

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

Drop/Add. See Changing Courses or Class Schedules.

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

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

Learning Assistance. Students whose Language Proficiency Test scores indicate the need for developmental studies will be placed in English 099 - Developmental English, and will be eligible for tutoring and mentoring services. Computer skills are also tested and students needing additional assistance are eligible for tutoring.

Library. Online resources are available to students, faculty, and staff. Links are posted on Populi.

Online Classes. Heritage Bible College is approved to offer online classes for completion of degree programs. We offer two eight-week sessions of online classes per semester, along with one eight-week session over the summer.

New online students must register for classes before the end of the drop/add period (see semester calendar) for each session of online classes during a semester. Continuing online students must pre-register during the special pre-registration period in the previous semester (see semester calendar). After pre-registration, continuing students selecting or changing courses will be charged a late registration fee.

The matriculation fee is up to a maximum fee for a full-time load of 12 or more credit hours. Students should see the Business Office for payment options. Details on tuition and fees are given in the Academic Catalog available on the college website.

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

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

For information or assistance on using the Populi system, contact the Academic Dean.

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

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

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

Students. Heritage Bible College students are diverse in age, ethnicity, gender, denominational affiliation, career aspirations, and life experiences. The shared experience of

learning in a Christian environment builds bridges that allow our students to connect with each other in a meaningful way despite their differences.

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

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

(Title of award changed to Jean Koch Theology Award April 16, 2020)

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

STUDENT SERVICES, RIGHTS AND RESPONSIBILITIES

STUDENT SERVICES DEPARTMENT

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

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

Purpose. The purpose of the Student Services Department is to develop an environment conducive to the personal and spiritual growth of the students. The department provides training in leadership and discipleship for the student body.

Goals.

Educational

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

Social

1. Promote a family atmosphere among students, faculty, staff and administrators.
2. Promote personal growth by providing opportunities for interaction with other students,

Spiritual

1. Encourage spiritual growth through such means as:
 - (a) individual daily devotions
 - (b) development of prayer groups
 - (c) small group ministry participation
 - (d) regular church attendance
2. Incorporation of spiritual formation classes in the curriculum and development of ways to incorporate spiritual formation outside the classroom.

Moral

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

STUDENT SERVICES

Career Counseling

Heritage Bible College exists to train men and women for Christian ministry as well as Christian men and women with a biblical worldview as professionals in secular fields.

Our objective is to provide each HBC student Career Counseling that begins at student orientation, continues through student life at HBC and is offered after completion of their studies at HBC.

Career Placement

Although no formal job placement program is in place at Heritage Bible College, the College will notify students of opportunities for paid or unpaid positions in ministry through e-mails, announcements and personal conversations.

The College maintains relationships with various denominations, which may lead to the placement of a student in a ministerial position. The College assists in job placement where possible, including consideration for staff or instructor positions at the College after the student completes the required educational degree level.

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

Learning Assistance. Students may request learning assistance through their advisor. Students whose placement test scores indicate a need for additional assistance may be required to utilize available assistance to aid the student in achieving academic success.

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

E-mail. Each student is issued a college e-mail address, which is used to disseminate administrative, academic, and student life information to students. It is the responsibility of the student to check his or her college e-mail daily in order not to miss the receipt of important information. E-mail can be accessed through the Populi web-based system. Students are held accountable for information disseminated by e-mail.

Inclement Weather. In the event of inclement weather that prohibits the College being open for office hours, every attempt will be made to provide notifications to staff, faculty and students. Closings and delays are now being announced on Populi and by text message. If no notification is made, either by personal contact or media announcement, the college is operating under normal hours with offices open for staff. The Inclement Weather Policy is included in the Student Handbook.

Job Placement. Although no formal job placement program is in place at Heritage Bible College, the College will notify students of opportunities for paid or unpaid positions in ministry through e-mails, announcements and personal conversations.

STUDENT RIGHTS

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

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

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

All grievances are to be dealt with in the following manner:

1. The complaint should be settled at the lowest level of relationship possible.
2. If the complaint cannot be settled between the student and member of the faculty or staff, the student is to use the prescribed Chain of Protocol as described in the College Protocol Policy in the Policies section of this handbook. Guidance should be sought from the Dean of Students (or the President's designee) prior to filing a grievance.

Orientation for New Students. Before a student can start classes, he/she is required to complete an orientation program for new students. This orientation provides necessary information about College personnel and processes including financial aid, the business office, research resources, academic advising, and registration for classes. It is designed as a mini-online course and serves as an introduction to the College information system, Populi. Populi is where all course, financial account information, contact information, and the student's private College email, among other things, can be found.

Another aspect of new student orientation is testing. Students take screening tests in language proficiency and computer skills.

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

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

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

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

Directory information can never include:

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

Students have the option to request that directory information be withheld; if the student exercises this option, no information can be released to anyone outside the college except as provided by law *or* to anyone within the college who does not have a need to know. Students who wish to request that directory information not be released must complete a form that is kept

in their student file with copies to financial aid and registrar offices so that directory information is not released. Forms for this purpose may be obtained from the Student Services, Registrar, or Financial Aid offices. A sample of the form is included in the Forms section. Students are reminded annually of their right to withhold or release directory information by the Student Services Office.

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

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

Questions regarding provisions of FERPA or a student's educational records should be directed to the Dean of Students (or the President's designee) for clarification.

Student Right to Know. The Higher Education Act requires that certain information be disclosed to prospective and/or current students. See the "Disclosure of Certain Information (Student Right to Know)" in the General Information Section for details.

Students with Disabilities. The College recognizes its responsibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act to provide equal access to handicapped students. Regular procedures for applications and admission apply to students with disabilities. Students seeking accommodations should complete the Request for Accommodations Form in the application packet. For further information, contact the Dean of Students (or the President's designee) at 910.892.3178.

TRACS Accrediting Association. Students have the right to contact the College accrediting association with legitimate concerns about programs, services, policies, or integrity of College operations. The Transnational Association of Christian Colleges and Schools (TRACS) may be contacted at PO Box 328, Forest, VA 24551: Telephone: 434.525.9539; e-mail: info@tracs.org.

STUDENT RESPONSIBILITIES

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

Addressing of Faculty and Staff. Part of the Christian experience and development of Christian character is to appropriately and properly show respect to those who have authority over us. Students are to address faculty and staff by their appropriate titles, i.e., Dr., Professor, Mr., Mrs., Miss, Brother or Sister. Students are to show respect toward their professors. At times, there will be points of difference between a student and professor. These differences are to be resolved in private consultation. Students are to conduct themselves with a mature and Christ-like demeanor. A professor should never have to discipline a student because of behavior.

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

Church Attendance. In keeping with the College's basic devotion to Christ and His Church, it is expected that students and other members of the College family regularly attend services at the church of their choice and take advantage of opportunities to be active in ministry.

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

All codes of conduct in the academic catalog and student handbook apply to all students. The Standard of Conduct is not a matter of private interpretation. An effort has been made to make the Code of Conduct clear and concise. Any matters of interpretation are the responsibility of the administration and not the students.

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

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

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

Departmental Offices. Students will not be allowed into a departmental office after 4:30 p.m. unless a member of the department has given approval and made prior arrangements.

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

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

Criminal Offenses. Violations of the standards of conduct that constitute illegal acts are subject to reporting and prosecution.

Substance Use or Abuse. Heritage Bible College is a smoke-free, alcohol-free, and drug-free institution.

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

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

Spiritual Life. Heritage Bible College believes that every Christian, regardless of vocational or ministerial training, should lead a life that brings praise and glory to the Lord Jesus Christ; therefore, a student's spiritual development is a major priority. Although the College's schedule is rigorous, students should never neglect personal devotional time. Those who are constantly in a right relationship with the Lord will find their academic work and social contacts to be better. Opportunities for Christian service will provide an avenue through which all students can serve the Lord and develop their individual talents and abilities.

Student Handbook. Students are required to abide by the policies, procedures and guidelines contained in this Handbook in order to remain in good standing as a student of Heritage Bible College. It is therefore mandated that students familiarize themselves with all the requirements contained herein and commit themselves to honoring these requirements.

STUDENT MINISTRY OPPORTUNITIES

Introduction. It is the desire of Heritage Bible College that students integrate theological, scriptural, social and academic principles into practical ministry. It is expected that all students be involved in some type of ministry during their academic career. Many students find opportunities for ministry in their local church. Information about specific ministry and service opportunities may be obtained from the Student Services office or the office of the President or Academic Dean,

Church Ministries. Students are encouraged to serve in ministry capacities in their own churches whenever possible.

Community Outreach. Outreach to the community is encouraged. Such outreach will be beneficial to the student and the community and will represent Christ and the College in a positive manner.

Opportunities for Practical Ministry

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

Contact the Dean of Students (or the President’s designee) to volunteer for service in these organizations.

Qualifications: Availability; training is provided.

Time Commitment: Flexible, based on needs and volunteer availability

Disclaimer: Based on if the organizations are still in operation and offer opportunities to HBC students

ORGANIZATION	DESCRIPTION OF SERVICES	CONTACT
Betsy Johnson Regional Hospital	Volunteer hospital chaplains	Rev. Roy Johnson 910-892-1000
Community Home Care & Hospice	End-of-life assistance and comfort to patients and their families. (Valuable experience for those called into the ministry.)	Volunteer Coordinator Yvonne Surles Lillington, NC 910-892-7548
Cornerstone Nursing & Rehab Center Dunn, NC	Volunteer assistance or regular worship service (music/Bible study) for	Activities Coordinator 910-892-8843 Holly Maxey

	patients. Requires monthly commitment.	
Transitions Life Care	Volunteers needed for: family support; administrative support; community education; fund raising; others such as yard work, home repairs, care packages, etc.	Transitions Life Care 910-892-1213
Liberty Hospice Dunn, NC	End-of-life assistance and comfort to patients and their families. (Valuable ministerial experience.)	Volunteer Coordinator 910-892-1906
Grace Chapel Food Bank 1359 Red Hill Church Rd. Dunn, NC	Food collection and distribution. Open every 1 st Friday of the month, 9 am – 1 pm.	910-897-4849
DUMA Community Food Pantry 319 E. Broad Street Dunn, NC	2 nd Tuesday 10 am – 2 pm 4 th Tuesday 3 pm – 6 pm	Todd Snyder 910-891-1633 ncsnyder@embarqmail.com
Christian Food Bank of Salemburg 113 N. Main Street Salemburg, NC	Food collection and distribution. Open every 3 rd Saturday, 9 am – Noon.	Randy Barker 910-308-5819

Student Services Office

Updated 4/2019

Disclaimer added 4/16/20

VIRTUAL CAMPUS: ONLINE STUDENTS

Online Degree Program. Heritage Bible College initiated its online program to serve those individuals who might otherwise not be able to further their education. Two eight-week online sessions are offered each semester and one eight-week session is offered during the summer.

Online Experience. The college experience for online students affords the opportunity to earn a college degree from anywhere in the world while holding a full-time job.

Online Instruction. Heritage Bible College strives to make online learning meaningful, comprehensive, and rewarding.

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

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

- Orientation for New Students
- Registration

Services. Students are provided with the following services:

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

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

POLICIES AFFECTING STUDENTS

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

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

Academic Advising Policy

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

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

Advisors should follow closely those advisees who are having difficulties in order to provide counsel and encouragement.

Academic Freedom Policy

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

Philosophy

- God is the source of all truth. The Scriptures are the written expression of truth and the revealed will of God. There is also natural revelation. Both types of revelation contribute to our understanding of truth.
- Academic freedom serves to further the college mission of developing Christ-centered students of Christian character who are committed to ministry and our vision of being a "center for global renewal through leadership training." This vision can be achieved only if faculty demonstrates these qualities and principles in the classroom.
- "The teacher is a citizen, a member of a learned profession and an officer of an educational institution" ("Academic Freedom and Tenure, 1940 Statement of Principles and Interpretive Comments," American Association of University Professors). What faculty say or do as private citizens outside their own area of professional competence cannot be justified on the grounds of academic freedom. The public will judge the college by the faculty's utterances. Consequently, accuracy, proper restraint and respect for the rights of others to express their opinions shall be exercised by faculty speaking in public as private citizens. These considerations are not meant to restrict the faculty's ability to make public utterances on topics outside of their discipline, but to encourage faculty to speak the truth in love in accordance with scriptural principles.

- As private citizens, faculty members are not restricted from speaking out politically, or from addressing the wrongs in society. Faculty members are free to hold public office so long as holding that office does not interfere with fulfillment of contractual duties and so long as the faculty member does not use his or her position as faculty at Heritage Bible College to further his or her political views or opinions or doctrinal beliefs that may be contrary to the standards of the college.

Instructional Requirements

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

Breaches of Academic Freedom

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

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

Academic Freedom Policy

Academics

Administration

Board of Trustees

REVISED/BOT Approval - 4/21/11

Academic Load Policy

The minimum academic load for classification as a full-time student is 12 semester hours. The normal load is 15 semester hours and the maximum load is 18 semester hours. Anything over 18 hours requires the approval of the Academic Dean. This approval is granted based only on superior academic achievement. Students admitted provisionally and those on probation may not enroll for more than 12 semester hours. Learning labs, tutoring, and mentoring shall be made available to students who need these services.

Academic Load Policy

Academics
Registrar
REVISED/BOT Approval - 4/21/11

Academic Probation, Suspension or Exclusion Policy

Academic Probation, Suspension or Exclusion Policy

Academics
Financial Aid
REVISED/BOT Approval - 4/18/13
REPLACED with Satisfactory Academic Progress (SAP) Policy / BOT Approval -10/18/18

Academic Standing and Continuance Policy

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

Freshman	0-30
Sophomore	31-60
Junior	61-90
Senior	91 and above

Academic Standing and Continuance Policy

Academics
REVISED/BOT Approval - 4/21/11
REVISED/BOT Approval - 7/19/12
REVISED/BOT Approval – 4/19/18

Access to Student Files and Records Policy

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

Access to Student Files and Records

Admissions
Academics
NEW/BOT Approval - 10/16/08

Attendance Policy

1. Instructors are required to maintain up-to-date attendance records for all classes. Students who exceed two absences will not receive credit for the course. Accurate attendance reporting is essential to comply with Federal Financial Aid regulations.
2. Students are required to participate in the course. If a student is absent, he/she is responsible for any late work and is expected to take the initiative in submitting assignments.
3. Students must attend class a minimum of 75% of scheduled time to be eligible for academic credit.
 - The maximum number of absences is 2.
4. Students enrolling in a class during the drop-add period will be considered absent for the classes missed from the beginning of the semester or session.
5. Students must demonstrably participate *during* the week in order to be considered present. A student participates when an assignment is turned in, and a discussion comment is posted, and an interaction with the instructor takes place. Late work is considered participation for the week of its submission – not for the week it was due.
6. If a student is absent more than the maximum allowable, he/she will receive a grade of F for the course. However, if there are extraordinary and documented circumstances which caused a student to be absent more than the allowable times, he/she may appeal in writing to the Academic Dean. The Academic Dean, in consultation with the course instructor, will decide within 10 business days if the grade of F for absences can be waived and what make-up work will be required to justify the waiver.
7. Federal Financial Aid recipients must be attending classes through the 60% plus one day point of each semester or session to receive their full amount of financial aid. Failure to meet this requirement will result in return of Title IV funds as calculated using federal guidelines, with the student being billed for the amount due Heritage Bible College as a result.

Attendance Policy

Academics

Registrar

Financial Aid

REVISED/BOT Approval - 4/21/11

REVISED/BOT Approval – 4/19/18

Biblical Standards Policy

The Biblical Standards of Heritage Bible College are defined in a Statement of Faith approved by College administration and the Board of Trustees. This Statement must conform to accreditation requirements

The Statement of Faith is reviewed by College administration at least every five years. Any recommendations for changes are submitted by the President to the Board of Trustees for approval.

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

Biblical Standards

Administration

NEW/Board Approval - 10/21/10

Catalog Requirements Policy

Students must qualify for graduation [graduate] under the program requirements published in the catalog in effect at the time of initial enrollment, if that enrollment is continuous.

If a student drops out for two or more consecutive semesters and then returns, he or she is bound by the catalog requirements in effect at the time of return. Additional course work may be needed to meet those requirements.

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

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

Catalog Requirements

Academics

NEW

BOT Approval 4/18/13

Changing Courses or Class Schedules Policy

After registration, a student may drop or add a course of study with approval of the advisor or Academic Dean. Drop/Add period for 8-week online courses is one week from the first day of the class. A fee is charged for each course dropped or added. See the Schedule of Tuition and Fees for information on charges.

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

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

After the Academic Drop Period. A student or parent may not request a course schedule drop/add after the academic drop period has ended for a particular semester/session. Once a student has financially registered, it is the student's responsibility to make changes to the course schedule within the drop/add timeframe for that semester/session.

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

Changing Courses or Class Schedules

Academic

Registrar

Business Office

REVISED/BOT Approval - 4/21/11

College Protocol Policy

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

1. Board of Trustees. Only the President, or his officially designated representative, may take matters of College business to the Board of Trustees in both official and unofficial contacts. A College employee may contact the Board of Trustees only with the written approval of the President except where there is a personal grievance against the President. Conversely, it is expected that contacts from the President and/or Board of Trustees to an employee, student or alumni of a business/official nature should be made through the President.
2. College Administrators, Faculty, Staff, Alumni, and Students.
 - a. Students.
 - i. Online Coordinator (online students)
 - ii. Academic Dean (for academic concerns)
 - iii. President (for other concerns)
 - b. Faculty.
 - i. Immediate Supervisor
 - ii. Department Chair
 - iii. Associate Dean for Academic Programs
 - iv. Academic Dean
 - v. President

- c. Staff:
 - i. Immediate Supervisor
 - ii. Department Head
 - iii. President
- d. Alumni Association Officers:
 - i. Alumni Association President
 - ii. Alumni Liaison
 - iii. President

Complaints & Appeals

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

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

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

Process

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

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

Complaints to the Accrediting Association

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

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

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

All complaints are to be sent to TRACS' President:

TRACS President
15935 Forest Road
Forest, VA 24551
Telephone: 434.525.9539
E-mail: info@tracs.org

Complete information about filing a complaint with TRACS is provided in the TRACS Policies and Procedures Manual, which is available on the TRACS website (www.tracs.org) or from the Institutional Effectiveness Office.

College Protocol

Administration

All Departments

REVISED/BOT Approval - 4/19/12

REVISED/BOT Approval – 4/19/18

Complaint/Grievance Policy

Complaints about facilities, staff, financial aid or any other non-academic matter, should be directed to the President of Heritage Bible College.

If the complaint is about a grade, the student should follow the Grade Appeals Policy, which is summarized here:

- Contact the instructor to see if you can resolve the issue. If not,
- Contact the departmental chair.
- If the matter has not been satisfactorily resolved, contact the following (in order): the Academic Dean, the President.

The full Grade Appeals Policy can be found in the *College Catalog*.

Records of student complaints, appeals, and proceedings are kept in a secure file in the college president's office.

. Student Complaints: The State Authorization Unit of the University of North Carolina System Office serves as the official state entity to receive complaints concerning post-secondary institutions that are authorized to operate in North Carolina. If students are unable to resolve a complaint through

the institution's grievance procedures, they can review the [Student Complaint Policy \(PDF\)](#) and submit their complaint using the online complaint form at <https://studentcomplaints.northcarolina.edu/form>.

For more information contact:

North Carolina Post-Secondary Education Complaints
223 S. West Street, Suite 1800
Raleigh, NC 27603
(919) 962-4550

To file a complaint with the Consumer Protection Division of the North Carolina Department of Justice, please visit The State Attorney General's web page at: <http://www.ncdoj.gov/complaint>. North Carolina residents may call (877) 566-7226. Outside of North Carolina, please call (919) 716-6000. En Espanol (919) 716-0058. If you choose to mail a complaint, please use the following address:

Consumer Protection Division
Attorney General's Office
Mail Service Center 9001
Raleigh, NC 27699-9001

If the matter has still not been satisfactorily resolved, you may contact the accrediting agency for HBC:

TRACS (Transnational Association of Christian Schools and Colleges)
15935 Forest Road
Forest, VA 24551
(434) 525-9539

Complaints about the Delivery of Distance Education

Reauthorization of the Higher Education Act includes regulations regarding the delivery of distance education to out-of-state residents. The United States Department of Education (USDOE) requires that institutions comply with any applicable state approval or licensure requirements in each state to which distance education instruction is delivered.

Students may reference the [NC-SARA website](#) to verify that Heritage Bible College is authorized to offer distance learning courses in their state. Registration of students from states not included in NC-SARA may require additional time and information so please allow additional time for this process.

Students have the right to file a complaint against an institution when regulations regarding the delivery of distance education are not followed or regarding the loss of tuition and fees as a

result of unfair business practices. Institutions must provide both current and prospective students with contact information for filing complaints with its accrediting body and the appropriate state agency for handling complaints in a student's resident state.

Students residing outside of the State of North Carolina while taking online courses from Heritage Bible College who desire to resolve an academic grievance or complaint should first follow Heritage Bible College's Student Complaint Policy (see "[HBC Complaint/Grievance Policy](#)"), or contact:

Stephen Rzonca, President
Heritage Bible College
P.O. Box 1628
Dunn, NC 28335
910-892-3178, ext. 228
srzonca@heritagebiblecollege.edu

Records of student complaints, appeals, and proceedings are kept in a secure file in the college president's office.

Student Complaints: The State Authorization Unit of the University of North Carolina System Office serves as the official state entity to receive complaints concerning post-secondary institutions that are authorized to operate in North Carolina. If students are unable to resolve a complaint through the institution's grievance procedures, they can review the [Student Complaint Policy \(PDF\)](#) and submit their complaint using the online complaint form at <https://studentcomplaints.northcarolina.edu/form>.

For more information contact:

North Carolina Post-Secondary Education Complaints
223 S. West Street, Suite 1800
Raleigh, NC 27603
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To file a complaint with the Consumer Protection Division of the North Carolina Department of Justice, please visit The State Attorney General's web page at: <http://www.ncdoj.gov/complaint>. North Carolina residents may call (877) 566-7226. Outside of North Carolina, please call (919) 716-6000. En Espanol (919) 716-0058. If you choose to mail a complaint, please use the following address:

Consumer Protection Division
Attorney General's Office
Mail Service Center 9001
Raleigh, NC 27699-9001

If for some reason the complaint is not satisfactorily resolved, the next step would be to file a complaint with Heritage Bible College's accrediting agency.

Transnational Association of Christian Schools and Colleges (TRACS)

15935 Forest Road

Forest, VA 24551

(434) 525-9539

<mailto:info@tracs.org>

[TRACS - Complaints Against Member Institutions Procedures](#)

[TRACS - Complaint Information Sheet](#)

[TRACS - Complaint Processing Form](#)

Students may access a TRACS Student Complaint Form at the TRACS website or:

<http://www.heritagebiblecollege.edu/forms.html> under the subsection "TRACS Student Complaint Form."

Students may also file a complaint through SARA-NC. SARA-NC is the portal for the North Carolina State Education Assistance Authority. Students should follow the SARA-NC Complaint Process and use the SARA-NC Complaint Form (PDF). Students can review the [Student Complaint Policy \(PDF\)](#) and submit their complaint using the online complaint form at <https://studentcomplaints.northcarolina.edu/form>.

SARA-NC contact Information:

SARA North Carolina

North Carolina State Education Assistance Authority

P.O. Box 14103

Research Triangle Park, NC 27709

T: (855) SARA-1-NC (727-2162)

T: (919) 549-8614, ext. 4667

Website: <http://www.saranc.org/>

As a last resort students may contact the appropriate authority in the student's state of residence. Links to appropriate state entities can be found at the link below:

[Student Complaint Process by State](#)

Current complaint forms discussed above can be found in one location at [HBC Complaint Process – Heritage Bible College](#).

Professional Licensure

HBC does not offer any programs via distance/online education that lead to professional licensure at the present time.

Important:

In most cases, these complaint procedures require the student to exhaust all complaint avenues

internal to the institution before a complaint can be filed at the state or accrediting agency level. HBC students are advised to first attempt to resolve complaints with HBC administration.

HBC Student Complaint Process

<http://www.heritagebiblecollege.edu/hbc-complaint-process.html>

[HBC Student Complaint Form](#)

SARA-NC Complaint Process

<http://www.saranc.org/Complaint.html>

SARA-NC Complaint Form

[Student Complaint Policy \(PDF\)](#)

Links to the following can be found at [HBC Complaint Process – Heritage Bible College](#).

NC Post-secondary Education Complaint Policy

NC Post-secondary Education Complaint Form

Student Complaint Process by State

TRACS: Student Complaints Against Member Institutions

TRACS: Complaint Information Sheet

TRACS: Complaint Form against Institution

BOT approval 4/18/19

Updated 8/16/23—Sara information

Credit Hour Policy

Heritage Bible College awards credit hours in accordance with accepted practices in higher education and in compliance with the Federal definition of a credit hour. The Curriculum Committee will determine the process for assigning the number of credit hours for each course and program. The Curriculum Committee will review the credit hour assignments every other year.

Process for assigning credit hours:

Federal regulations that went into effect on July 1, 2011 define (in Paragraph 600.2) a *credit hour* as follows:

“Credit hour: Except as provided in 34 CFR 668.8 (k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonable approximates not less than- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for on semester or trimester hour of credit, or ten or twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

1. Instructors will document in their course syllabi that, in their professional judgment, online students are given assignments and activities totaling an estimated 144 hours for the course.

[Regular semester of 16 weeks X 3 hours per week X 3 credit hours = 144 hours. Online courses are 8 weeks but still require 144 hours]

2. The Curriculum Committee will document that a peer reviewer, in his/her professional judgment, determined that courses were assigned the appropriate amount of credit. Approximately 50% of courses taught will be evaluated each semester.

3. The Curriculum Committee will document that 3 other institutions of higher learning assign similar credit hours to comparable programs. This evaluation will take place every other year.

4. The Curriculum Committee will document that 3 other institutions of higher learning assign similar credit hours to comparable courses. This evaluation will take place every other year.

BOT approval 4/18/19

Default Policy

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

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

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

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

Default Policy

Financial Aid

Business Office

Administration

NEW/BOT Approval - 10/21/10

Disciplinary Policy and Procedures

In order to maintain a safe, secure, healthful, and Christ-like atmosphere among its student body, Heritage Bible College has established necessary rules and guidelines for student behavior.

These policies, rules, and standards of behavior may be found in the following publications:

- Student Standards Agreement Form signed by incoming students
- Student Handbook details standards, policies and procedures to be honored by students
- Academic Catalog contains academic, student life, financial, and other standards, policies and procedures that establish processes for maintaining an orderly and effective administration of college programs and services

There are various reasons behind the policies and standards of HBC. These include but are not limited to the following:

- Our commitment to be Christ-centered, build the character of our students, and develop a commitment to ministry among the campus community
- Clear and obvious principles of Christian living that are Christ-like, God honoring, and effective in bearing witness to others.
- Sensitivity to others in community life. Guidelines that bring order and harmony to our college environment exist for the good of the community and the purpose of our existence.
- Sensitivity to our supporting constituency. As a privately funded Christian college, a significant portion of the operation of the college is underwritten by individuals and churches that believe in HBC and its purpose of training men and women for Christian service.
- Policies mandated by law.
- Requirements mandated by safety.

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

Violations of Standards of Conduct

Students who violate the college standards of conduct will be disciplined. Discipline may consist of a variety of consequences as determined by the Disciplinary Committee and/or the Dean of Students (or the President's designee) based upon the severity of the violation. The Dean of Students (or the President's designee) makes the decision as to whether the violation warrants referral to the Disciplinary Committee level.

Inappropriate and unacceptable behavior includes but is not limited to:

- Conduct that is in violation of the Code of Conduct signed by all students
- Conduct reflecting blatant disregard for the standards, spirit and purpose of Heritage Bible College

- Conduct that dishonors the commitment made to respect and abide by the Statement of Faith of Heritage Bible College by promoting beliefs or practices contrary to the college stance
- Disrespectful conduct toward others
- Rebelliousness and/or disregard of college policies
- Abusive or threatening language or conduct toward college personnel, students, or others
- Lying, cheating, plagiarism or theft
- Misdemeanor or felony offenses
- Purchase, possession, or use of illegal drugs, alcohol, or tobacco
- Inappropriate use of over-the-counter and prescription drugs, propellants, or other inhaled substances
- Possession of fireworks, firearms or other weapons on campus
- Inappropriate use of a computer, the HBC Network and Internet
- Possession or use of pornography
- Sexually inappropriate affection, promiscuity or immorality including homosexual activity
- Unauthorized use of HBC equipment, materials, books, etc.
- Destruction of property or vandalism
- Any other conduct that causes a disruption among the student body or hinders the learning process

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

1. A meeting with the Disciplinary Committee and/or the Dean of Students (or the President's designee) to determine the specific problem. The situation may be resolved through counsel and/or appropriate disciplinary action. A student may be given the opportunity to enter into a **Disciplinary Contract**. This agreement identifies the unacceptable behavior, prescribes obligations on the part of the student, and includes specific consequences if the agreement is not kept.
2. A student may be placed on **Disciplinary Probation** which will involve a period of examination and evaluation to determine a student's status; and whether the student will be permitted to continue as a student. The length of a Disciplinary Probation may vary and may require the student to forfeit any scholarship awards received through the college. The student will not be able to represent the college in extracurricular activities such as the student ambassador program, or as a leader in other organizations or events for the length of the probationary period.
3. If the situation requires, the student may be placed on **Disciplinary Suspension** and will no longer be able to continue as a student. When suspension is imposed, an appeal for reinstatement may be made, in writing, to the President's Office. Such appeal should be made within two business days following the notice of the Disciplinary Suspension. A dismissed student will receive a "W" (withdrew) or an "F" on his/her transcript, reflecting their academic standing at the time of suspension. A student may be granted appropriate credit for courses that were successfully completed prior to the suspension.
4. A **Conference Call** to parents or legal guardians of minor students may be enlisted to help resolve difficulties regarding the problem and possible solutions.
5. A meeting with the **Disciplinary Committee**. This committee is composed of a group of the Dean of Students (or the President's designee), a faculty member, a staff member, and a student representative, usually the president of the SGA. The committee is convened when deemed appropriate by the Dean of Students (or the President's designee).

The following procedures will apply when the Disciplinary Committee convenes.

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

Special Circumstances

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

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

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

Consequences for Alcohol or Drug Use or Abuse Policy Violations

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

First Offense

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

Second Offense

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

Third Offense

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

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

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

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

Disciplinary Policy & Procedures

Student Services

REVISED/BOT Approval - 4/19/12

REVISED/BOT Approval – 10/18/18

Dual Enrollment Policy

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

1. Applicant must be at least 16 years old and be in his or her junior or senior year of high school.
2. Applicant must complete a Heritage Bible College Dual Enrollment Application Form and secure the appropriate parental consent and approval by the Principal of the high school or home school in which the applicant is enrolled.
3. Students accepted for dual enrollment must complete the Dual Enrollment Application Form with appropriate approvals and designated courses each semester they are in attendance at Heritage Bible College.

4. In the case of a home-schooled student, a copy of official recognition of the home school by the state of residence must be included with the application materials.
5. Applicant must meet all other requirements for admission including a current, official high school transcript from a public, private, or home school.
6. Dual-enrolled students may not register for more than nine (9) credit hours per semester while simultaneously enrolled in a public, private, or home school.
7. No official transcript will be issued and no course credits transferred to another college until the dual-enrolled student presents an official high school transcript verifying graduation or a GED certificate.
8. High school students who enroll under the Dual Enrollment Policy are not regular students and are not eligible for federal financial aid.

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

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

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

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

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

Dual Enrollment

Admissions

Financial Aid

REVISED/BOT Approval - 4/19/12

Facilities Accommodations Policy

The college is mindful of responsibilities under the Americans with Disabilities Act and seeks to provide adequate access to college facilities for students, staff, faculty or visitors with disabilities. Ensuring such access is a part of short-term planning for renovations and long-term planning for new construction. It is the policy of the college to provide reasonable

accommodations wherever practically and economically feasible to aid students in their education and staff or faculty in their employment.

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

Field Trips

Academics

Faculty

Student Services

REVISED/BOT Approval - 10/18/12

Financial Aid Application Policy

The Financial Aid Office provides assistance to prospective and current students in the application and authorization process for federal financial aid. Guidance is provided through communication by telephone, email, or in person to aid the student in completing the FAFSA online and explanation of each step in the process from application to notification of approval or denial of aid.

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

Financial Aid Application

Financial Aid

NEW/BOT Approval - 4/19/12

Financial Aid Records Management Policy

Confidentiality

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

Active Records

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

Inactive Records

Any inactive records are filed in the Archives.

Preservation

All double entry bookkeeping records, financial aid statements, and student financial aid records are secure and backed up off campus.

Financial Aid Records Management Policy

Financial Aid

Source: Administrative Policies & Procedures Manual, 2003

REVISED/BOT Approval – 4/15/10

REVISED/BOT Approval – 4/21/16

REVISED/BOT Approval – 10/18/2018

Grade Appeals Policy

Students enrolled in classes at Heritage Bible College have the right to appeal grades assigned them. The following procedures outline the steps the student will take to make his or her appeal. In the spirit of Matthew 18:15-17, participants are encouraged to resolve such issues at the lowest appeal level. Students who have reason to disagree with a grade awarded by an instructor shall:

1. Discuss the grade with the instructor. If a satisfactory conclusion is not reached, the student may appeal the grade as follows.
2. Prepare a written appeal outlining the reason for concern about the assigned grade. Address the appeal to the Academic Dean with copies to the instructor and the faculty advisor. Exception: If the Academic Dean is the instructor who assigned the grade, the written appeal shall be addressed to the President with the Academic Dean receiving a copy.
3. The Academic Dean (except when he or she is the instructor who assigned the grade) will review the appeal and discuss it with the instructor involved. The Academic Dean may wish to consult individually with the student and instructor. If the disagreement about the grade is resolved in this discussion, grade change action (when needed) should originate from the instructor and be approved by the Academic Dean.
4. If the situation is unresolved in Step 3, the Academic Dean may elect to refer the appeal to the Faculty Senate Committee for its review and recommendation. Alternatively, the Academic Dean may elect to refer the appeal directly to the President for review and a decision.
5. A decision to grant or deny the appeal will be provided to the student and the instructor by the Academic Dean within 10 business days from receipt of the appeal.
6. In cases where the Academic Dean is the instructor who assigned the grade, the President shall oversee the review process and render a final decision.
7. There is no further appeal once a decision is rendered by the Academic Dean and/or the President.

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

Grade Appeals

Academics

Registrar

Administration

REVISED/BOT Approval - 4/21/11

Grading Scale Policy

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

Grade	Quality of Work	4-Point Scale
A	90-100 Excellent	4.0
B	80-89 Above Average	3.0
C	70-79 Average	2.0
D	60-69 Below Average	1.0
F	Below 60 Fail	0.0

Good Standing. A student is deemed to be in good academic standing when he or she maintains a grade point average of 2.0 or above.

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

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

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

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

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

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

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

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

Grading Scale

Academics/Registrar

REVISED/BOT Approval - 4/21/11

REVISED/BOT Approval - 7/19/12

Graduation Requirements Policy

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

Academic

Satisfactorily completes the prescribed studies in the chosen curricular program. No student with “Incompletes” recorded in his or her transcript will be allowed to graduate until all coursework is complete, unless exempted by the College President and the Chairman of the Board of Trustees.

- Earns a cumulative GPA of at least 2.00.
- Is proficient in the core competencies: Writing, Public Speaking, Technology, and Exegesis.
- Takes at least 30 hours of his or her program of study at Heritage Bible College
- Satisfactorily completes all practicum requirements.

Financial

Meets all financial obligations in the business office.

Exit Interview

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

Moral

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

Recommendation/Approval

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

Graduation Requirements

Academic

Administration

Registrar

REVISED/BOT Approval - 7/19/12

Graduation with Honors Policy

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

Graduation with honors is determined as follows:

Cum laude for a grade point average 3.40-3.69

Magna cum laude for a grade point average 3.70-3.89

Summa cum laude for a grade point average 3.90-4.00

Graduation with Honors

Academics

REVISED/BOT Approval - 10/21/10

Harassment Policy

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

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

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment, enrollment, or grades.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment, promotion, enrollment, or grade decisions; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's

work performance or creating an intimidating, hostile, or offensive working or educational environment.

4. Such conduct is unwelcomed by the recipient, even if not from a superior or an individual in a position to affect the recipient's work or educational status.
5. No supervisor, staff or faculty member shall threaten or insinuate, either explicitly or implicitly, that an employee's or student's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, or any other condition of employment or career development or the student's enrollment status or assigned grades.
6. Any harassing conduct in the work place, whether committed by supervisory or non-supervisory personnel, is prohibited. Harassment in any form, sexual or otherwise, of or by employees or students is prohibited and will be dealt with as a serious infraction of the College standard of conduct.

Institutional Responsibility

1. The College seeks to maintain a harassment-free environment and develops and implements policies to accomplish that objective.
2. Each supervisor has an affirmative duty to maintain his or her work place free from harassment. This duty includes discussing this policy with all employees and assuring them that they are not required to endure insulting, degrading, or exploitive harassment. Supervisors who receive a complaint about harassment must immediately report the complaint through the proper channels as defined in the College Protocol Policy.
3. College administration will act promptly and appropriately to investigate thoroughly and fairly any allegation of harassment, sexual or otherwise, and to apply appropriate and just consequences.
4. Individuals who file bona fide reports of harassment will not be subject to retaliation by the accused or by College administration.
5. Confidentiality of the details of the complaint and the investigation will be maintained insofar as possible.
6. Complainant and accuser will be notified in writing of the findings of the investigation within 60 days after the complaint is filed.
7. Records of the complaint, investigation, and results will be maintained as required or as long as an administrative need exists.

Individual Responsibility

1. Staff, faculty, and students have the responsibility to refrain from harassment of any kind and to abide by the policies and procedures established by the College regarding harassment.
2. Any employee or student who believes he or she has been the subject of harassment should immediately confront the alleged harasser and demand that such conduct cease. If the

harassment continues, the alleged harassment is to be reported according to the College Protocol Policy.

Procedures

1. The complaint of harassment has to be given both verbally and in writing. The written statement has to be signed by the complainant. This insures proper documentation. The written report must contain any witnesses to the incident, the place or places it occurred, and the dates and times when incidents occurred.
2. Immediately after the complaint is reported, the accused is promptly notified of the complaint by the proper College official. A statement should be obtained from the accused at this point concerning the situation. Directives may or may not be given to the accused concerning his or her response to the accusation. The information of the complaint will be given to an investigative team. This team will consist of the Academic Dean, Dean of Students (or the President's designee), and one member of the Board of Trustees. If the complaint involves a member of the investigative team, the President is authorized to appoint a replacement.
3. The complaint will be investigated by the President or by such other persons as are designated by the President and the employee or student will be advised as to the findings and conclusion. The investigation is to be completed within 60 days with the complete findings given in "report form" to the Board of Trustees. There will be no retaliation against any employee or student for making a report of harassment. If the harassment charges involve the President, the report should be made to the Vice President. The Board of Trustees' chairman should be notified by the Vice President.
4. All actions taken to resolve complaints of harassment through internal investigations shall be conducted as confidentially as possible under the circumstances.

Consequences

1. Any supervisor, agent, or other employee who is found after appropriate investigation to have engaged in harassment of another employee or a student will be subject to appropriate disciplinary action, depending on the circumstances, up to and including discharge. Any student found to have engaged in harassment of another student or any member of the College staff or faculty will be subject to appropriate disciplinary action up to and including expulsion.
2. Retaliation against an individual making a bona fide report of harassment by any staff, faculty, or student is prohibited and will be subject to disciplinary action.

Harassment
Administration
All Departments
REVISED/BOT Approval - 4/19/12

Honor Students Policy

Students who have distinguished themselves academically will receive special recognition.

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

To qualify for the *Honors List*, a student must maintain a GPA of 3.24-3.59.

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

Honor Students

Academics

REVISED/BOT Approval - 10/21/10

Inclement Weather Policy

In the event of inclement weather that prohibits the College being open for office hours, notifications to staff will be by one or more of the following means:

- An email from the college to college email addresses
- An announcement posted on the college website except in the event of a power failure
- An announcement on TV stations WRAL
- If possible, the college telephone answering message will include information on closings.

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

All HBC personnel are urged to exercise good judgment in coming to work based on the condition of roads in their area of residence.

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

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

Inclement Weather

Administration

Student Services

REVISED/BOT Approval - 4/21/11

REVISED/ BOT Approval – 10/18/12

REVISED/BOT Approval – 10/18/18

Incomplete Student Files Policy

Federal, accreditation, and college regulations require that student files be complete. Students whose files are incomplete will not be issued grades or transcripts until required materials are provided to the Admissions Office. Students whose files lack required documentation may be prohibited from registering for or attending classes until their files are complete.

Veterans

The College will make every effort to obtain transcripts of students applying for VA benefits to comply with the requirement to evaluate and grant credit where appropriate. However, if a transcript cannot be obtained, the College will continue to certify enrollment as long as the student has matriculated.

Incomplete Student Files

Admissions

Financial Aid

Registrar

NEW/BOT Approval - 10/16/08

Veterans—revised—BOT Approval - 4/21/22

Marshals Policy

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

Marshals

Academics

Student Services

NEW/BOT Approval - 4/09

Orientation for New Students Policy

An orientation session is held prior to the beginning of each semester to provide basic information to new students, conduct necessary testing, and register students for semester classes.

Before a student can start classes, he/she is required to complete an orientation program for new students. This orientation provides necessary information about college personnel and processes including financial aid, the business office, research resources, academic advising, and registration for classes. It is designed as a mini-online course and serves as an introduction to the college information system, Populi. Populi is where all courses, financial account information, and the student's private college email, among other things, can be found.

Orientation for New Students. Online-only students will be provided with the following information and materials in order to orient them to the College.

The following information/materials will be provided electronically:

- Doctrinal statement and Code of Conduct
- Student Handbook

- Academic catalog
- Information and instructions specific to the online course software and course materials
- Instructions for taking the Language Proficiency Test, and Computer Competency Test
- A statement for online students to certify provision of orientation materials and acknowledge responsibility for abiding by rules and regulations; statement is to be signed and returned to the Student Services Office for inclusion in the student's file
- Other materials deemed appropriate

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

Orientation for New Students

Admissions

Student Services

Academics

BOT Approval - 4/21/11

Plagiarism and Cheating Policy

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

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

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

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

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

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

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

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

Plagiarism and Cheating REVISED/BOT Approval - 4/19/12
Academics
Library

Policy of Nondiscrimination

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

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

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

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

Policy of Nondiscrimination

Administration

All Departments

REVISED/BOT Approval - 4/19/12

REVISED/BOT Approval – 4/19/18

Privacy of Educational Records Policy

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

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

Directory information can never include:

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

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

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

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

Privacy of Educational Records

Academics

Registrar

Student Services

Admissions

Financial Aid

REVISED/BOT Approval - 4/21/11

Readmission Requirements Policy.

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

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

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

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

Readmission Requirements

Registration for Online Classes Policy.

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

The matriculation fee is charged up to a maximum per-credit-hour fee for 12 credit hours (full-time).

Revised: BOT Approval 4/21/11

Release of Transcripts or Other Student Records Policy

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

Release of Records other than Transcripts

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

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

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

Release of Transcripts or other Student Records

Academics
Registrar
Admissions
NEW/BOT Approval (Student Handbook) - 10/21/10

Repeating a Course Policy

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

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

Repeating a Course

Academics
Registrar
Financial Aid
REVISED/BOT Approval - 4/21/11

Request to View Student Records Policy

Review of Student's Personal File

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

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

Request to View Student Records

Admissions
Financial Aid
NEW/BOT Approval - 10/16/08

Satisfactory Academic Progress Policy

Revised April 2017

The Higher Education Act mandates institutions of higher education to establish minimum standards of "Satisfactory Academic Progress" (SAP). The SAP regulations, at Sec. 668.34(a)(3)(ii), require that, for programs that are longer

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

GENERAL SATISFACTORY ACADEMIC PROGRESS PRINCIPLES

1. Federal Regulations require the college to establish SAP standards in the following areas: (1) Cumulative GPA; (2) Minimum Semester Hours Earned/Completion Rate; and (3) Maximum Time Frame. In addition, a school's SAP policy must include the student's total academic history.
2. These general principles apply to all of Heritage Bible College's degree programs. In addition to the general principles, students must meet specific guidelines (if any) for their individual academic program(s). Program specific requirements are listed in the academic catalogue.
3. SAP will be determined after each payment period for all students..
4. A student, who fails SAP, **MUST** successfully appeal to continue at Heritage Bible College, to receive financial aid and will be placed on financial aid probation (PROB). PROB cannot be given automatically. More details are provided under Financial Aid Probation (PROB).
5. A student, who fails to make SAP at the end of the probation payment period, is placed on Financial Aid Suspension (FAS) and is ineligible for financial aid.
6. To earn hours at Heritage Bible College, a student must receive a grade of A, B, C, or D. Any other grade does not earn hours.
7. Classes, from which a student has withdrawn (W), will be counted as hours attempted but not hours earned, therefore, **will negatively impact** a student's ability to satisfy SAP.
8. Classes in which a student receives a grade of Incomplete (I) count as hours attempted but not as hours earned; therefore, **will negatively impact** a student's ability to satisfy SAP.
9. When a student repeats a course, the total *attempted* hours will increase with each repeat, but the student will only *earn* hours for a completed course once. Therefore, repeating classes **will negatively impact** a student's ability to satisfy the 67% passage rate, but may significantly increase a student's cumulative GPA.
10. Included in attempted hours are all coursework attempted, including transfer credits, passed, repeated, incomplete, failed and withdrawn courses. Attempted hours do not include credits earned through Advanced Placement (AP), College Level Examination Program (CLEP), or other similar testing programs.

Cumulative GPA

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

Bachelor of Religious Education

Credits Attempted	Minimum Cumulative GPA
1- 30	1.4
31-60	1.6
61-90	1.8
91 and above	2.0

Associate in Christian Studies

Credits Attempted	Minimum Cumulative GPA
1- 30	1.5
31-60	2.0

Minimum Semester Hours Earned/Completion Rate

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

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

Maximum Time Frame

Students must complete their degree requirements within 150% of the published length of their academic program to remain eligible for financial aid. At Heritage Bible College, students must complete the requirements for a bachelor's degree within a maximum number of credits attempted (including transfer credits) of 180. The maximum for the associate's degree is 90. This is the maximum allowable time for receipt of federal and state financial aid regardless of whether the student did or did not receive financial aid during any period of his/her enrollment. A student cannot have more than 150 % of the published length of the education program to graduate. For HBC students, 12 semesters is the maximum time frame allowable for bachelor degree completion (180 divided by the normal class load of 15 hours = 12 semesters). For the associate's degree, 7 semesters is the maximum (90 divided by the normal class load of 15 hours = 6 semesters). Institutional scholarships may have their own particular restrictions. The Financial Aid Office has a listing of these particular scholarships. A student can appeal the 150% maximum time frame (see Appeals).

Failure to Meet SAP

Financial Aid Probation (PROB)

A student who fails SAP must successfully appeal (see Appeals) to be placed on PROB. PROB CANNOT be given automatically. Heritage Bible College must review the student's progress at the end of that one payment period, as probation status is for one payment period only. At the end of one payment period on PROB, the student must make

SAP or must be meeting the requirements of the academic plan. A student may be placed on PROB for one payment period per appeal. It is possible that a student could be placed on probation more than once in his or her academic career.

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

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

Students who are under suspension may, with the permission of the Academic Dean, take a limited number of classes, paid for out of pocket, and attempt to regain SAP. However, a student will be excluded if, in the judgment of the Academic Dean, continuing would result in no advantage to the student or in harm to others.

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

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

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

Appeals (PROB, FAS, 150% Time Frame)

- The appeal for a student to be put on PROB must include a written letter of appeal from the student and appropriate documentation as to why the student failed to make SAP and what has changed that will allow

the student to make SAP at the next payment period. If the Director determines, based upon the appeal that the student will require more than one payment period to meet SAP, the appeal must also include an academic plan from the student's academic advisor designed to ensure the student will be able to meet SAP by a specific point in time (usually two payment periods). **If the plan does NOT show that the student can make SAP, then the student will NOT be eligible for an appeal.**

- The appeal for a student who is on Financial Aid Suspension (FAS), for failure to make SAP at the end of the probation payment period, must include a written letter of appeal from the student and appropriate documentation as to what had changed that caused the student to not make SAP during the probationary payment period and why the student should be able to meet SAP on the terms of the academic plan, if applicable.
- The appeal for the 150% Time Frame must include a written letter of appeal from the student and appropriate documentation as to why the student has exceeded the 150% Time Frame and the time frame in which the student will complete the requirements for a bachelor's degree.

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

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

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

Satisfactory Academic Progress

Financial Aid Academics

REVISED/BOT Approval - 4/21/11

REVISED/BOT Approval – 4/20/2017

Scholarships Policy

Applications. Applications for scholarships are available in the financial aid office and on the financial aid section link on the college website. Applications must be submitted each semester by posted deadlines from the Financial Aid Office. Failure to return the application by the deadline is forfeiture of ability to receive any HBC scholarships.

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

Scholarship Criteria. Scholarship donors may establish criteria and conditions for awarding of designated scholarship funds to students. Recommendations are made by the Scholarship

Committee and the donor may make a selection among qualified recipients or may defer to the judgment of the Committee.

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

Scholarships

Financial Aid

REVISED/BOT Approval - 4/21/11

Standards Statements Policy

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

Board of Trustees

REVISED/BOT Approval - 10/21/10

Student Discipline, Suspension, or Dismissal Policy

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

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

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

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

Student Discipline, Suspension, or Dismissal

Student Services

REVISED/BOT Approval - 4/21/11

Student Records Retention and Disposition Policy

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

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

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

Retention Schedule

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

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

Duplicate Student Files. Accreditation standards require that essential student files (i.e., student transcripts) be maintained in a separate location to prevent loss due to fire or other calamity. Student information including official student transcripts are electronically created and backed up to a server in another state on a regular basis to ensure that all Heritage students have access to their official transcript of courses taken and the college has basic information regarding each student in the student database system.

Student Records Retention and Disposition

Admissions

Registrar

REVISED/BOT Approval - 4/19/12

Summer Financial Aid Policy

Financial aid eligibility for the summer online session is determined on a case-by-case basis. Per the Department of Education, this is possible because Heritage Bible College's summer semester serves neither as a header or trailer for the Academic year.

Reviewing students need for FA on a case-by case-basis is to provide the best option and assistance for the student. If a student has remaining aid for the current year, then that aid will be applied and disbursed for the summer semester. If a student has no remaining aid available

for the current year, then the student can opt to use the upcoming year's Financial Aid funds for summer. The student must be advised this will affect their remaining aid percentages for the Fall and Spring semester of that year. Once a student understands this will decrease their aid for upcoming semesters, a summer disbursement can be made. This is dependent upon a student's completion of the entire financial aid process. All verification documents must be complete and submitted.

As with other semesters, a student may choose to pay cash for their tuition if they have sufficient personal funds.

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

Summer Financial Aid

Financial Aid

NEW

BOT Approval - 4/15/10

REVISED

BOT Approval – 4/20/17

Policies Replaced - NA

Related Policies

Satisfactory Academic Progress

Withdrawal and Refund

Required Forms

FAFSA (online)

Publications

Academic Catalog

Administrative Policy & Procedure Manual

Financial Aid Manual

Student Handbook

Testing Policy

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

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

Language Proficiency Test. Entering students are required to take a language proficiency test to determine placement in freshman English classes.

Testing

Academics

Student Services

Admissions

REVISED/BOT Approval (Student Handbook) - 10/21/10

REVISED/BOT Approval - 4/21/11

REVISED/BOT Approval - 4/19/12

REVISED/BOT Approval - 4/16/20 (/Bible Test Omitted)

Textbooks Policy

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

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

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

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

Textbooks

Academics

REVISED

BOT Approval - 4/19/12

The Rev. Jean Koch Theology Award Policy

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

The recipient of the award is determined by the registrar based on grades submitted by faculty and final grade point average for the student in the specified classes.

The award shall consist of a plaque presented to the recipient. In the event of a tie in grade point average, additional plaques shall be awarded.

Theology Award

REVISED/BOT Approval – 4/16/09

NAME REVISED/BOT Approval – 4/16/20

Transfer Students and Credits Policy

Transfer Students

Students wishing to transfer from another college must comply with the same admission requirements as non-transfer students.

Transfer Credits from Other Colleges to Heritage Bible College

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

Students may transfer credits for comparable course work done at another college:

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

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

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

Heritage Bible College does not accept credit for experiential learning, credit by examination, advanced placement, or professional certificates.

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

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

Veterans

The College will make every effort to obtain transcripts of transfer students who are eligible to receive Department of Veteran Affairs (VA) benefits to comply with the requirement to evaluate and grant credit where appropriate. However, if a transcript cannot be obtained, the College will continue to certify enrollment as long as the student has matriculated.

Transfer Credits from Heritage Bible College to Other Colleges

Credits for courses taken at Heritage Bible College may be transferred to other colleges provided the grade is a C or above; however, it is the prerogative of other colleges to make their own determination whether to accept or deny transfer credits from Heritage Bible College based on their own internal policies. Students wishing to transfer course credits to another college should query the college of their choice for undergraduate or graduate studies to determine if transfer credits will be accepted and which courses in particular qualify for transfer. Students who wish to transfer credits should consult with the registrar for guidance, either in person or by written or electronic communication. Any request for official transcripts must be made in writing.

Student Responsibility

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

Students Admitted Conditionally

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

Transfer Students and Credits

Academics/Registrar

Student Services/Admissions

REVISED/BOT Approval - 4/19/12

REVISED BOT Approval - 4/16/21

REVISED BOT Approval - 4/21/22

Academic Achievement Award Policy

Graduating students who have completed 30 credit hours at Heritage Bible College will be considered for this academic achievement based on the highest grade point average for the entire college career, including transfer credits accepted from other colleges. If two students have identical GPA's, the one who has completed the most credit hours at HBC shall receive this award. The student shall be presented a plaque in recognition of his or her achievement at commencement exercises.

Violence Prevention Policy

Purpose: It is the intent of Heritage Bible College (HBC) to provide for its employees and students an environment that is free from violence by establishing preventive measures, holding

perpetrators of violence accountable, and providing assistance and support to victims. Committing or suffering violent acts has the potential to impact an employee's or student's ability to work or learn. In implementing this policy, HBC is guided by the Federal Occupational Safety and Health Act of 1970 that requires employers to provide their employees with a safe and healthy work environment. It is intended that all useful management tools be employed to accomplish the dual purpose of reducing the effects of violence on victims and providing consequences to those who perpetrate violence.

Definitions:

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

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

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

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

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

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

Coverage:

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

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

Prohibited Actions and Sanctions:

It is a violation of this policy to:

- Engage in violence as defined herein while an employee or student at Heritage Bible College;
- Use, possess or threaten to use a weapon against another individual, and

- Misuse authority vested to any employee of Heritage Bible College in such a way that it violates this policy or the Word of God.

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

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

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

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

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

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

Assignment of Responsibility

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

Violence Prevention

Administration

NEW/BOT Approval - 7/19/12

Whistleblower Protection Policy

Heritage Bible College requires trustees, faculty, staff and students to observe high standards of business and personal ethics in the conduct of their duties and responsibilities as evidenced in the Standards Agreements signed by board members, faculty, staff and students. As representatives of the College, it is expected that honesty and integrity be practiced and that all applicable laws and regulations be followed. Violations of these standards will be subject to disciplinary action

such as suspension, termination of employment or enrollment, or criminal prosecution if warranted.

Reporting Responsibility

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

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

Reporting Procedure

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

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

Confidentiality

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

Investigation of Reports

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

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

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

No Retaliation

It is contrary to the values of Heritage Bible College for anyone to retaliate against any board member, officer, employee, student or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the College. An employee or student who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or enrollment.

Complaints to Accrediting Association

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

Whistleblower Protection Policy

Administration

NEW

BOT Approval – 4/18/13

Withdrawal and Refund Policy

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

Withdrawal from a Course. Withdrawal from a course after the drop/add period must be made in consultation with the advisor after completing the form in the Registrar's office. An online course may be withdrawn 2nd through 6th week with a "W" designation on the transcript, which does not affect the student's GPA.

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

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

When withdrawing, the student must:

- a. contact advisor to notify of intent to withdraw
- b. complete the necessary withdrawal form and submit to the Registrar's office
- c. if financial aid recipient, contact the Financial Aid Officer for information on refunds or payments due
- d. contact Business Manager to settle student account
- e. Contact Dean of Students (or the President's designee) for exit interview.

3. **Unofficial Withdrawal.** If a student does not officially withdraw but simply stops attending classes, the college must process an unofficial withdrawal. In such cases, a grade of F is assigned for all courses in which the student was enrolled. This grade will affect the student's overall grade point average.

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

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

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

Online Classes (8 weeks)

- | | |
|-------------------|-----------|
| • Week 1 | 90% |
| • Week 2 | 50% |
| • Week 3 or later | No Refund |

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

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

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

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

Calculating Earned Aid. The law requires that when a recipient of federal aid withdraws from college, the amount of federal financial aid assistance 'earned' up to that point is determined by a specific calculation developed by the United States Department of Education. If more assistance was received than earned, the excess funds **must be** returned.

6. **Refunds and/or Repayments of Federal Aid.** Students with Federal grants and/or Federal loans will be subject to the Title IV withdrawal calculation. The Title IV withdrawal calculation will result in the reduction and/or cancellation of all financial aid. Consideration will be given to students withdrawing due to circumstances beyond their control. In some cases, a student may have a credit to his or her account, which will be refunded to the student. If the college cannot locate and communicate within 60 days with a student to whom a Title IV credit balance is due,

the said amount will be returned to the U.S. Department of Education after determining which Title IV program created the credit balance.

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

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

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

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

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

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

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

Withdrawal & Refund Policy

Academics

Registrar

Financial Aid

REVISED/BOT Approval - 4/19/12

Forms

Accident/Injury Report (Admin-200)	Student Services
Accommodations Request Form (Adm-100)	Student Services
Campus Crime Incident Report (Admin-212)	Student Services
Change of Contact Information (Admin-201)	Student Services/Registrar
Drop/Add (REG-100)	Registrar
Financial Aid Reinstatement Petition (FA-100)	Financial Aid
Photo Release Permission (SS-501)	Student Services
Scholarship Application (FA-101)	Financial Aid
Student Authorization to Release Personal Information (Admin-212)	SS/Financial Aid
Student Standards Agreement Form (Admin-203)	SS/Institutional Effectiveness
Withhold/Release Directory Information (FERPA) (REG-101)	Registrar
Withdrawal Form (REG-102)	Registrar

HERITAGE BIBLE COLLEGE - DUNN, NC
ACCIDENT/INJURY REPORT FORM

If you are injured on campus while an employee or student at Heritage Bible College, report the accident/injury to your supervisor or the Student Services Office immediately. This form must be completed and provided to the supervisor (employees) or Student Services Office (students) within five days of the accident.

You are: ___ Student ___ Staff or Faculty ___ Other (specify _____)

Name: _____ Date of Incident: _____

Street Address: _____

City & Zip: _____

Telephone: _____ Email: _____

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

Location: _____

Brief Description of Incident: _____

Occupation/Activity at time of accident/injury: _____

Name & Telephone Number of Witness(es): _____

Describe unsafe act, if any: _____

List unsafe physical or mechanical condition, if any: _____

Was personal protective equipment being used at time of injury? ___ Yes ___ No

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

Corrective Action taken or recommended: _____

Signature of Injured Individual /Date

Signature of HBC Official /Date

*Admin-200
Revised 7/09*

ADMISSIONS OFFICE 910-892-3178 (ext. 236)
PO Box 1628 Dunn, NC 28335
910-491-9790 (Fax)
www.heritagebiblecollege.edu

HERITAGE BIBLE COLLEGE Accommodations Request Form

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

Name _____ Phone _____

Student ID _____ Today's date ___/___/___

1. Are you currently a recipient of-

- Vocational Rehabilitation ___Yes ___No
- Bureau of Services for the Visually Impaired ___Yes ___No

2. Please check the disability with which you are diagnosed:

ADD/ADHD _____	Mobility Impairment _____
Learning disability _____	Psychiatric _____
(Please specify type of LD) _____	Blind or visually impaired _____
Hearing Impairment _____	Other _____

How does this affect your academic work, class performance, attendance, class location, or other areas regarding access to the College's programs, courses or services?

3. What accommodation(s) did you receive in high school or previous educational settings?

4. What accommodation(s) are you currently requesting?

5. Identify any equipment, aids and/or services that you may need related to the above accommodation request.

6. Is there anything else you would like us to know that might help us in understanding your needs?

Admin-100

Revised 4/21/2016

*Upon receipt of this form and the required supporting documentation your request for accommodations will be evaluated. You will be contacted if other information is needed. **Accommodations are not automatically implemented.** Your input is very important in the process of setting up accommodation; therefore, before accommodations are implemented, you must meet with the Director and other campus personnel as appropriate to discuss your accommodations plan.*

❖ Accommodations are not “in place” until you:

1. Provide appropriate documentation supporting the need for accommodation.
2. Have had a conversation about your needs with the Director of Disability Services.
3. Have delivered the Accommodations Approval Letters to your professors and discussed the accommodation plan with him/her.
4. Have followed up with the Director of Student Services in the event that you do not receive accommodations from your professors in a timely manner.

All Heritage Bible College students are expected to maintain responsibility for their education. This includes complying with the college’s Code of Conduct (see *Student Handbook*) and meeting academic standards set forth in the college catalog.

For Internal Use Only

Accommodations approved:

Auxiliary aids and services the student will provide:

Student Signature _____ Date ___/___/___

___ Copy to student

____ Copy to file

Adm-100
6/2012

Heritage Bible College
CAMPUS CRIME & SECURITY BREACHES
INCIDENT REPORT FORM

*Complete form and submit within two business days to Stephen Rzonca, Campus Security Authority.
Emergency situations should be verbally reported immediately with documenting form submitted as described.*

Date of Incident _____ **Reported by** _____

Type of Incident

___	Murder	___	Aggravated Assault
___	Rape	___	Burglary
___	Robbery	___	Motor Vehicle

Type of Arrest Made

___ Liquor Law Violation
___ Drug Abuse Violation
___ Weapons Possession

Individual(s) Involved:

Perpetrator (if known) _____
Victim(s) _____

Description of Incident and Action Taken, if any:

(For use by Campus Safety and Security Administrator Only)

Was this incident investigated internally? ___ Yes ___ No

If yes, describe action taken _____

Was this incident reported to law enforcement authorities? ___ Yes ___ No

If yes, describe police response and/or attach copy of police report)

Final disposition _____

(Signature – Campus Safety & Security Administrator)

(Date)

Admin-211
Revised 8/2004

**HERITAGE BIBLE COLLEGE
CHANGE OF CONTACT INFORMATION**

INSTRUCTIONS: When a change of address, name, etc. occurs, please complete this Form and submit it to the REGISTRAR so that college records may be updated.

Please check the block that applies to you: Student Faculty Staff

NAME: (Print) _____

NAME CHANGE TO: (Print) _____

ADDRESS CHANGE

NEW: _____

TELEPHONE NUMBER & EMAIL ADDRESS CHANGES

HOME TELEPHONE: _____

WORK TELEPHONE: _____

CELL PHONE: _____

EMAIL ADDRESS: _____

Signature

Date

Admin-201
Revised 6/27/2012

DROP/ADD/WITHDRAWAL FORM



Office of the Registrar

*Changes are not official until all steps are completed. **Drop/Add fee: \$10.00 per form** (added to term charges)*

DROP/ADD FOR USE UP TO FIRST WEEK OF CLASSES ONLY

Name:	
Street:	Home Phone:
City:	Cell Phone:
State, Zip:	Email:

Drop Term	Course #	Course Name

Add Term	Course #	Course Name

WITHDRAWAL FOR USE AFTER FIRST WEEK OF CLASSES ONLY

Withdrawal Term	Course #	Course Name
___ ALL	(check if applicable)	

This form with signature must be returned using your HBC email account to be valid.

Signature: _____ Date: _____

Return this form to the Office of the Registrar at: mclark@heritagebiblecollege.edu

Heritage Bible College

DUAL ENROLLMENT APPLICATION

*This form must be completed **EACH SEMESTER** by each dual enrollment student. Copies are to be maintained by the college and the high school where the student attends or last attended.*

Full Name _____ Social Security Number _____

Street _____ City & State _____ Zip Code _____

_____ Class Level: __Junior __Senior

Date of Birth _____

Name & Address of High School/Home School where student is enrolled *or* last attended: _____

The above-named student is approved to enroll in Heritage Bible College as a Dual Enrollment Student beginning with the ____Fall ____Spring Semester of ____ (year).

Approved by:

Principal/Designee of High School Date

If the student is under 18 years of age, this section must be completed in the presence of a Notary Public by the parent, guardian, or other person or agency having legal custody or control of the minor.

I, _____, being the court-appointed legal guardian of the above minor, hereby petition the above named School to enroll the above minor while still in high school. I hereby certify that the place of residence, date of birth of the minor, and the dual enrollment date are correct as stated above.

Signature of Parent or Legal Guardian Date

Subscribed and sworn before me this _____ day of _____, 20_____

Signature of Notary Public County

Address/Telephone Number of Notary Public _____

SEAL OR STAMP

Commission Expires _____
Date

For Heritage Bible College Use Only:

Dual Enrollment Approved by: _____ (College Official)

_____ (Date)

Heritage Bible College

FINANCIAL AID REINSTATEMENT PETITION

Federal and state regulations require that all students receiving financial aid while attending Heritage Bible College meet established standards of Satisfactory Academic Progress (SAP). Students who have been terminated for financial aid due to low GPA and/or credit deficiency may appeal by completing this “Financial Aid Reinstatement Petition” form.

The Financial Aid Advisory Committee (FAAC) will review your appeal and will take extenuating circumstances into consideration. Examples of these situations include, but are not limited to: illness, illness of a family member who relies on you for care, missed classes for some other unusual reason, etc.

Name: _____ SSN: _____

Educational goal _____
(ARE, BRE, Certificate, Personal Growth)

Major/Minor Program of Study _____ / _____

Total Credits remaining at HBC _____

Anticipated completion date _____

Attach all required documents indicated below. Complete your statements on a separate page and attach them to this form.

Your statement indicating your reasons why you have not been able to complete all your credits and/or maintain a cumulative GPA of 2.0 or higher. Include explanation for every semester you failed to meet the requirements.

Your statement explaining how the situation(s) that prevented you from meeting the minimum SAP requirements was resolved.

Your statement indicating what you are doing to prevent this situation from occurring in the future. If you or your family has an illness, submit documentation from a doctor confirming your illness and your ability to return to school.

Failure to provide required information will cause your request to be denied.

Student Signature: _____ Date: _____

FA-100
Revised 6/2011

Heritage Bible College
PHOTO PERMISSION AND RELEASE FORM

Heritage Bible College makes extensive use of photographs of campus events, facilities, staff, and students for inclusion in the student yearbook and various promotional materials or press releases and on the college website. Please complete the information below to grant permission for photographs of you singly or in group shots to be used in both print and electronic media to preserve student memories and promote the college to prospective students, the college constituency, and the public.

STATEMENT:

As indicated by my signature below, I hereby grant permission for photographs taken of me to be used for the purposes and via the methods described above. I understand that no compensation, financial or otherwise, is offered nor payable for the use of photographs. I also understand that I will not necessarily be identified by name in any photograph published in print or electronic media, including the college yearbook, advertisements, or website.

Please print and then sign your name below:

_____ **Print Name**

_____ **Signature**

_____ **Date**

Heritage Bible College
REQUEST TO VIEW STUDENT FILE

Complete form and submit to Student Services Office:

I am requesting that I be allowed to view the following items from my student file.

- | | |
|--|---|
| <input type="checkbox"/> Application form | <input type="checkbox"/> High school transcript |
| <input type="checkbox"/> Medical History form | <input type="checkbox"/> College transcript(s) |
| <input type="checkbox"/> Immunization records | <input type="checkbox"/> Letter of Purpose |
| <input type="checkbox"/> Other (specify) _____ | |

I understand that these records will be made available to me for viewing within five working days of this request, but that no copies may be made.

Reason for Request _____

Printed Name

Signature

Date of Request

For Office Use Only
Records Viewed by Student on _____
Provided by _____ (Staff Member providing records for viewing)

SCHOLARSHIP APPLICATION

Heritage Bible College Scholarship Application

P.O. Box 1628 Dunn, NC 28335
Financial Aid Office: phone (910)892-3178 ext. 236
Fax (910) 491-9790
Email: stharrington@heritagebiblecollege.edu

Applicants must have and maintain a 2.0 GPA to be eligible to apply for scholarships.

Directions: Complete this form and turn it in with your essay as a coversheet.

Name: _____
Address: _____ City, State, Zip _____
Phone: _____ Date of Birth: ___/___/___
US Citizen: YES or NO

Student Enrollment Status:

Full time 3/4 time 1/2 time 1/4 time

Number of Earned Credits: _____ Class Level: _____ CUM GPA: _____

Will you or do you receive any student aid other than provided through HBC? YES or NO

If so, from where? _____ Amount: \$ _____

Ex: Vocational Rehab, VA Benefits, outside scholarships

To complete the Scholarship Application:

Type a one page essay (100-150 words) using 12 pt. font, double spaced on **one** of the topics listed below:

- After you realized that God was calling you into ministry and to Heritage Bible College, what were the obstacles and trials that you endured and have overcome since beginning your journey at/to HBC?
- Many people donate to Heritage Bible College for the purpose of assisting students with financial need. As one of those students, how do you plan to prove you are a good steward of that investment?

Please attach a typed list of your roles on campus, community involvement, volunteer service, ministry roles, and academic achievements

The scholarship committee will take into consideration the financial need of a student as well as academics, community and campus involvement, and commitment to ministry.

All scholarship applications are due: (FALL) September 1 (SPRING) February 1

Return your application to the Office of Financial Aid.

FA-101
Revised 4/21/16
Revised 4/18/19

Heritage Bible College
STUDENT AUTHORIZATION TO RELEASE PERSONAL INFORMATION

Student's Name: _____ Date of Birth: _____

Address: _____ Social Security #: _____

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records, both financial and academic. For your protection, FERPA limits release of student record information without your written consent; however, it also gives your parent(s) the right to review those records if your parent(s) claim you as a dependent on their federal income tax return.

By completing this form, I authorize the release of all information concerning my student account, academic and financial aid records to the individual(s) listed below. I understand that if I choose to cancel this authorization, I must provide written notice to the Financial Aid Office. Canceling this release does not effect any information released by Heritage Bible College prior to receiving the cancellation request. If I wish to have my records released to any other person(s) after I submit this form, I must complete a new FERPA Release Form.

 Name Relationship to Student SSN (last 4 digits) (____) Telephone

 Name Relationship to Student SSN (last 4 digits) (____) Telephone

 Name Relationship to Student SSN (last 4 digits) (____) Telephone

Before any of your student information is released, the above person(s) must be able to verify their relationship to you, the last four digits of their own social security number, and all of the following information about you:

- | | | | |
|-------------------------------------|------------------------|-------------------------------------|-----------------|
| <input checked="" type="checkbox"/> | Full Name | <input checked="" type="checkbox"/> | Mailing Address |
| <input checked="" type="checkbox"/> | Social Security Number | <input checked="" type="checkbox"/> | Date of Birth |

By signing this document, you consent to the release of your student education to the individual(s) listed above. This consent applies to records that may otherwise be protected under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended by, 20 U.S.C. 1232g.

Requests for information about grades, transcripts, or academic standing will be referred to the Admissions and Records Office. Requests for information about tuition, fees, campus housing charges, meal plan charges and other student account information will be referred to the Business Office. This release does not apply to information regarding your Veteran's Educational Benefits – the Financial Aid Office will only release these benefits to the Veteran.

Student Signature: _____ Date: _____



STUDENT STANDARDS AGREEMENT FORM

PHILOSOPHY OF EDUCATION

PURPOSES & OBJECTIVES

STATEMENT OF FAITH

STANDARD OF CONDUCT

(Note: All students must sign agreement to these standards as a condition of enrollment.)

PHILOSOPHY OF EDUCATION

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

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

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

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

There are no aspirations to be a liberal arts college but to be a Bible College fulfilling a basic need and unique purpose within the Kingdom of God.

PURPOSES & OBJECTIVES

Purposes

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

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

- A. To enable students to come to an understanding of God’s Word and be wise in applying these axioms to daily living. The College seeks to guide students in biblical analysis and synthesis; research into biblical, systematic, and historical theology.
- B. To direct students to commit themselves to the Lord and to be willing to minister in the area that God would choose. The College wants to help the students to see the vision of evangelizing the world for the Lord.
- C. To enhance and enrich the student’s spiritual growth and maturity. The College desires to encourage advancement in the life of each student and to promote a wholesome Christian attitude within the framework of the student’s personality.
- D. To direct students to high standards of Christian education and scholarship. The College wants to guide students in the practice of lifelong habits of serious study, including clarity of thought, impartial judgment, and the logical expression of ideas.
- E. To give the student the training that is necessary to effectively communicate the Gospel to the world. The College wants to help each student to become successful in presenting the message of the Bible in a variety of methods.

Institutional Objectives

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

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

STATEMENT OF FAITH

I. The Scriptures Inspired

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

II. The One True God

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

III. The Deity of Christ

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

IV. The Fall of Man

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

V. The Salvation of Man

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

VI. Sanctification

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

VII. The Baptism of the Holy Spirit

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

VIII. The Ordinances of the Church

Baptism in Water

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

Holy Communion

We believe in the sacrament of the Lord’s Supper as commemorating Christ’s death and anticipating His second coming (Matthew 26:26-28).

Feet Washing

We believe feet washing is a sacred ordinance of humility, instituted by our Lord Jesus Christ and enjoined upon His Disciples as a duty to be observed by them. In this He set the example (Matthew 28:19, 20; John 13:1-17).

IX. Divine Healing

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

X. The Creation

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

XI. The Second Coming of Christ

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

XII. Satan

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

XIII. Resurrection, Final Judgment, and Reward

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

STUDENT STANDARD OF CONDUCT

In this day of disappearing moral absolutes, it is imperative that all Christians be reminded that the Bible, as the revelation of God's truth, must determine not only our doctrinal beliefs, but also our lifestyle. In a changing world, the Christian has an unchanging standard, the Word of God. Heritage's standard of conduct is based on the teachings and principles of Scripture, seeking to develop personal holiness and discipline exemplified in a lifestyle glorifying to God.

I understand that my involvement in, or my preparation for, Christian work requires my personal commitment to the Lord Jesus Christ and separation from sin. I further realize that as a Heritage Bible college student or employee, I represent the Lord Jesus Christ as well as the college. I am aware that Scripture denounces specific sins and attitudes, which are to be avoided. In addition, I understand that certain types of activities are questionable and will avoid these activities as determined by the College for testimony's sake. As a member of the Heritage Bible College family, I purpose, by God's grace, to follow Scriptural principles which will help protect myself, others, and this institution from destructive influences, false philosophies, and Satanic temptations. In that regard:

- I believe that the ultimate priority in life is to know and love the Lord Jesus Christ who personally declared that He is the Son of God. I purpose to glorify Him in all that I do, and seek to build my goals around His priorities, as they are taught and revealed in His Word (Psalm 31:23, 119:2; Matthew 6:24-33, 22:34-40; John 4:23; Philippians 3:7-10; Acts 2:41-47).
- I consider my body to be the living temple of God and acknowledge His demand that my body be kept clean from sin and that it be daily set apart for His use (Romans 12:1,2; II Corinthians 6:14-18; I Peter 1:14-16).
- I regard marriage to be a biblical and holy institution, and I will endeavor to conduct myself in such a manner so as to continually strengthen my home and marriage (if applicable) and the marriages of those around me (Genesis 2:21-25; Proverbs 6:32; Matthew 5:27-28; Hebrews 13:4).
- I purpose to guard my tongue and keep my words in harmony with the Word of God (Psalm 19:14; Proverbs 14:28; Luke 6:45; Ephesians 5:29-32; Philippians 4:8; James 1:19).
- I endeavor to be faithful to the local church where I am a member in prayer, attendance, service, and scriptural giving (Luke 18:1; Hebrews 10:25; Psalm 100:2; II Corinthians 9:6-7).

- I aspire to use my life as a positive, Godly testimony to those who know not Christ as Savior (Psalm 126:5-6; Proverbs 11:30; Matthew 5:13-16; John 15:8).
- I respect God ordained authority in the Christian church and Heritage Bible College, and pledge myself to submit and pray for those in authority that they might function according to the principles, standards and doctrines of God's Word (Thessalonians 5:12-13; I Timothy 5:17; Hebrews 13:7-17).
- I purpose that my activities and conduct will be used as a means of encouragement and growth to other believers, and in no way be used to weaken their biblical convictions and/or hinder their spiritual progress (Proverbs 28:10; Matthew 18:6; Romans 14:13; I Corinthians 8:9-13).
- I believe the Bible is God's inspired reliable Word of God and that it is to be taught and preached as such. I further acknowledge that God's Word is the final authority for my life and conduct (Psalm 19:7-9; 119:11, 44, 128, 167; II Timothy 3:16; II Peter 1:20-21).
- I acknowledge that differences of opinion and/or misunderstandings easily surface under the best of conditions. Because of this, I purpose to communicate openly, honestly, and lovingly with those I have offended or those who have offended me. I plan to follow the principles as given in the Word of God regarding such situations (Matthew 18:15-17; Ephesians 4:15; Colossians 4:6).
- I understand the importance of maintaining a Godly testimony for Jesus Christ in my attitude, appearance, and actions. I will strive to exhibit Godly character and present a positive Christian witness in all that I do (Colossians 3:17; I Timothy 2:9-10; I Peter 3:17).
- I understand the importance of upholding the integrity and reputation of myself and Heritage Bible College to avoid bringing reproach upon my God, my family, my community, my church, the College, or myself. I will therefore treat my body as the temple of the Holy Spirit and strive to abide by scriptural principles and College guidelines, rules, and policies as outlined in the Bible, Student Handbook, and the guidance of College administration and leadership.

I further understand that the College teaches abstinence from the use of alcohol, drugs, and tobacco products and prohibits their use on campus. I further understand that violation of these prohibitions and the requirements outlined in the Student Handbook will result in disciplinary action, up to and including suspension or expulsion from the College (Psalm 101:3; Proverbs 19:27; 20:1; Habakkuk 2:15; Romans 12:21, 14:8; I Corinthians 5:17; Colossians 3:17; I Thessalonians 5:22; James 4:4).

Note: Please retain this statement for your reference. Sign, date, and return the Signature Page provided to the Student Services Office.

*Admin-203
Revised 10/10
Revised 10/19*

**HERITAGE BIBLE COLLEGE
DUNN, NORTH CAROLINA
WITHHOLD OR RELEASE DIRECTORY INFORMATION**

Heritage
Bible
College

The items listed under *Directory Information* may be released in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Under the provisions of FERPA, as amended, you have the right to withhold the disclosure of *Directory Information*. Please consider carefully the consequences of any decision to withhold *Directory Information*. Should you decide to inform this institution not to release *Directory Information*, any future request for such information from non-institutional persons or organizations will be **refused**. For example, the university would be unable to verify degree, major or enrollment for possible employment, credit card applications, insurance purposes, mortgage information, apartment leases, etc.

Should you decide to withhold *Directory Information*, you may authorize at a later date on a transaction-by-transaction basis the release of directory or non-directory information (for example, the release of a transcript for employment purposes) or you may cancel withhold directory. See below for instructions.

Note to students about to graduate: The withhold directory flag will remain on your records after graduation if you have requested that the information be withheld; therefore, **we will not be able to verify your degree to potential employers.** (See below for removal of **Withhold Directory Information** designation.)

Withhold Directory Information

I want **Directory Information** to be *withheld*. (**Directory Information** includes all items listed above.) I wish to prevent the disclosure of my **Directory Information** and understand the ramifications of doing so.

Name (print) _____
SSN: _____ Date _____

Signature _____

From the date this form is received in the Registrar's Office, we will honor your request to **Withhold Directory Information** until you request in writing that you wish to remove the **Withhold Directory Information** designation. You may authorize the release of information in writing on a transaction-by-transaction basis without removing the **Withhold Directory Information** designation (see above).

will honor your request to withhold the information listed below but cannot assume responsibility to contact you for subsequent permission to release that information. Regardless of the effect upon you, HBC assumes no liability for honoring your request for information to be withheld

***Directory Information* includes the following:**

- Student's full name
- Addresses – local, permanent and university-assigned e-mail
- Telephone listings, both local and permanent
- Date and place of birth
- Major field of study
- Participation in officially recognized activities or sports
- Photograph
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous school attended
- Classification

This form should be submitted to the Registrar's Office on or before the census date of each semester or session. Forms will be accepted after these deadlines, but we cannot be responsible for the release of *Directory Information* prior to receiving the **Directory Information Withhold** request in the Registrar's Office.

Release Directory Information

I want **Directory Information** to be *released*. (**Directory Information** includes all items listed above.) I no longer wish to prevent the disclosure of my **Directory Information** and release Heritage Bible College from any responsibility to withhold open **Directory Information** from the date this form is received in the Registrar's Office.

Name (print) _____
SSN: _____ Date _____

Signature _____

From the date this form is received in the Registrar's Office, we will honor your request to **Release Directory Information**. *Submit to: Registrar's Office, Heritage Bible College, P.O. Box 1628, Dunn, NC 28335 (910.892.3178) REG-101 (5/19)*

