

STUDENT HANDBOOK 2004 – 2005

HERITAGE CHRISTIAN UNIVERSITY

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WELCOME FROM THE DEANS

We take great pleasure in welcoming you to Heritage Christian University. This handbook has been prepared by the Department of Student Affairs to orient you to HCU. It is an official policy statement of regulations for HCU. Each student is responsible for reading this handbook and respecting the regulations herein. No institution can exist without its participants knowing of their rights and responsibilities. You need to know what to expect from HCU and what HCU expects from you. We believe these rules are not only reasonable, but also complementary to your welfare. We deeply appreciate the fine cooperation we receive from students. Enrollment at HCU includes an acceptance of the regulations – both academic and social – of the institution.

The university is a special-purpose graduate and undergraduate institution. Our goal is to recruit, educate, and motivate faithful men and women for evangelistic ministry as servants and leaders in the Lord's church. Ultimately, our goal is to see the world evangelized as outlined by our Lord in the Great Commission. The Association for Biblical Higher Education accredits HCU as an academic institution. HCU has a pattern of stability in enrollment, administration, and faculty and has demonstrated its commitment to an ongoing pursuit of excellence. HCU is receptive to any student who has the person, spiritual, and academic qualities required to pursue higher education. Those who desire to become effective workers in the kingdom and who are willing to expend the effort can attain a quality education at HCU.

As deans, we wish to make your college experience both enjoyable and challenging. During your educational experience, there will be many extra-curricular activities to be enjoyed as well as academic pursuits. The Dean of the University, the Department of Student Affairs, along with all the faculty and administration, are always willing to assist you. Feel free to come in and talk with us about any educational or personal matter. As you take your place as an HCU student, we want you to share the satisfaction that comes from being associated with our school.

We are here to serve you!



Bill Bagents, Vice-President of Academic Affairs/Dean of University.



Nathan Segars, Dean of Students, Faculty Graduate and Undergraduate Programs.



Travis Harmon, Dean of Men, Director of Admissions.



Holly Young, Dean of Women, Assistant Librarian, Faculty Undergraduate Program.

WELCOME FROM THE STUDENT GOVERNMENT ASSOCIATION

The Student Government Association of Heritage Christian University exists to promote the welfare and well being of the student body and of the university as a whole, in all things. It acts in accord with a Christ-like spirit, faithfully following the teachings of Scripture. It acts (1) in an advisory capacity, promoting effective communication between students and administration, (2) in a relational capacity, promoting constructive student-to-student interaction, and (3) in a motivational capacity, promoting student-led service to the kingdom and to the university.

On behalf of the Student Government Association, may we welcome you to one of the most rewarding experiences of your life! Your decision to come to school here will be something you can look back on in future years with warm feelings. You will probably be one of the many who can truthfully say, "I'm glad I made the decision to come here."

Please seek out any of the SGA officers any time you have a suggestion for improving unity and spirituality among students. The SGA exists to promote Christian living.

Need help adjusting to the new environment? Feel free to come and talk with us. We want to encourage you to become a part of the many activities here. Your involvement will profit you both socially and spiritually. You can make friendships that will last into eternity.

Jesus taught that greatness comes by serving. It is the hope of the SGA that you will learn the joy of serving through your involvement with our school. God bless you for choosing Heritage Christian University.

The primary mechanism for student involvement in institutional decision-making is participation in the Student Government Association. The secondary means is through participation in regularly scheduled campus-wide opinion surveys. The SGA president, in particular, will be

consulted when changes that affect student life are considered. SGA officers and class representatives are asked to be proactive in bringing student concerns before administration and faculty.

The university officially operates on an open door policy, granting the fullest possible access to any student who wishes to express an opinion or offer a suggestion regarding the policy and conduct of the university. When major decisions affecting student life are being considered, the university will publicize them to the student body, create a formal mechanism for student feedback, i.e., a student survey or feedback sheet, and will allow sufficient time for consideration of student feedback before any final decision is made.

MISSION AND POLICY STATEMENT

MISSION STATEMENT

Heritage Christian University is an institution of higher learning that provides a biblically based education with a global view, promotes spiritual growth, and prepares proficient communicators of the gospel.

INSTITUTIONAL GOALS

- To educate and motivate students for effective evangelistic ministries.
- To provide students with a doctrinal/historical/systematic perspective of Christianity and its worldwide mission.
- To encourage students to apply a comprehensive knowledge of the Bible to their personal lives.
- To enable students to reason critically and logically, communicate effectively, and connect scholarly excellence with spiritual growth.
- To instill in students a love and respect for the Bible as the inspired, inerrant word of God, and as the individual's final and supreme authority in religion.
- To provide students an education that will enable them to function effectively in the church and in society.

PROGRAM OBJECTIVES

Program objectives for the division of Bible and Doctrine, for the division of General Education, and for the division of Professional Studies may be found in the 2004 – 2007 Academic Catalog.

ADA PROVISION

Heritage Christian University seeks to make this university as accessible as possible to all qualified students with or without disabilities. If you have any special needs in order to successfully pursue your chosen course of study, please make an appointment with Student Affairs personnel.

POLICY STATEMENT

It is not the purpose of this school to dictate to student what they must believe about every question or issue that faces a faithful Christian. The school, however, reserves the right to counsel and, as necessary, to discipline students with regard to conduct. This conduct includes any overt or covert activity that distracts, divides, or otherwise aggravates either the student body or a local congregation.

Therefore, any student who feels compelled to promote divisive doctrines, methods, or works is advised not to enroll here. Any student who does agitate or promote such will be called in for counseling. If rebellious conduct continues, the student can expect to be disciplined and/or dismissed. This regulation applies to, but is not limited to, the promotion of such matters as modern cult movements or any other unsound doctrine or divisive practice.

PART 1

GENERAL GUIDELINES STUDENT CODE OF CONDUCT

This school strives to be a Christian school. One of its principal purposes is to provide the training and discipline that will best serve the student. What is learned from books is not the whole of one's education. There is also much learned in life's situations. Students develop spiritually and socially when they can discipline themselves in a way that will enable them to face more effectively the realities of life. Therefore, in a Christian school each student is challenged to do his or her very best and to be the kind of person and student who pleases Christ. "Whatever you do, work heartily, as unto the Lord, and not unto men" (Col. 3:23).

Since the conduct and appearance of the students reflects the public image of the university, the administration feels that the following rules are reasonable and in keeping with the purpose of the university.

Alcohol:

"Wine is a mocker and beer is a brawler; whoever is led astray by them is not wise" (Prov. 20:1).

"Do not get drunk on wine, which leads to debauchery" (Eph. 5:18).

HCU students are not permitted to drink wine, beer, whiskey, or other such intoxicants on or off campus. Attempting to purchase, purchasing, or possession of such intoxicants or their containers is also forbidden. For purchasing, attempting to purchase, or consuming alcoholic beverages, or the possession of their containers:

- First violation: suspension
- Second violation: semester suspension
- Third violation: expulsion

Drugs:

“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore honor God with your body” (1 Cor. 6:19-20).

HCU students are not permitted to purchase, possess, or use illegal narcotics, depressants, stimulants, hallucinogens, solvents or drug paraphernalia. Prescription drugs are for the exclusive use of the person for whom the doctor prescribed the medication.

First violation: suspension

Second violation: semester suspension

Third violation: expulsion

Sexual Immorality:

“But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, for these are improper for God’s holy people. (Eph. 5:3).

“See that no one is sexually immoral ... ” (Heb. 12:16).

Any form of sexual immorality is prohibited among HCU students, on or off campus. Students are prohibited from staying overnight with members of the opposite sex, except with members of their own family. HCU students are also prohibited from purchasing or possessing any form of pornography, or accessing pornographic materials through the Internet, email, telephone or any other form of electronic media.

Participation in sexual immorality:

First violation: suspension

Second violation: semester suspension

Third violation: expulsion

Possession or use of pornographic materials:

First violation: probation

Second violation: suspension
Third violation: semester suspension

Having or providing financial support for an abortion as a method of birth control will subject one to suspension.

Inappropriate Media:

"As obedient children, do not conform to the evil desires you had when you lived in ignorance. But just as He who called you is holy, so be holy in all you do. For it is written: 'Be holy, because I am holy'" (1 Pet. 1:14-15).

HCU students are expected to exercise Christian judgment in their choice and use of various forms of media for either entertainment or educational purposes. This is especially true when the use of that media occurs in a public setting, or when media is imposed upon the presence, sight, or hearing of others without their consent. By media, HCU means any form of audio, visual, or written communication, including messages or images placed upon clothing or the body.

HCU prohibits the use or possession of pornographic materials and the use of obscene or inappropriate language. Students who use, display, or broadcast a form of media on campus or within the sight or hearing of campus, which is deemed to contain or promote pornography and/or obscenity, are subject to discipline under those provisions of HCU's code of Student Conduct. In addition, if a student uses, displays or broadcasts media on campus or with sight or hearing of campus that is deemed to be obscene or pornographic, such media is subject to confiscation by the Residential Staff and/or Student Affairs personnel. Use of university computers is monitored. This includes web pages visited and email content.

Heritage Christian University does not promote or approve the use, display, or broadcast of media that promotes or encourages violence, hatred, prejudice, discrimination or violation of the law. Students who use, display, or broadcast such media on campus or within sight or hearing of campus are subject to having that media

confiscated and held by the Residential Staff and/or Student Affairs personnel. In addition, the student may be subject to further disciplinary measures, as deemed appropriate by the Department of Student Affairs.

HCU reserves the right to exercise prior approval of the use of any form of media in all college related meetings and public gatherings, on and off-campus, including official functions, chapel, club and student organization meetings, social events, athletic events, and dramatic, choral and instrumental performances. Should media that is deemed inappropriate be used, displayed or broadcast in any college related meeting, function or public gathering, HCU reserves the right to stop, remove, or confiscate the offensive material and institute any further disciplinary action that the Department of Student Affairs deems appropriate.

Tobacco:

“ ‘Everything is permissible’ – but not everything is beneficial.
‘Everything is permissible’ – but not everything is constructive, Nobody should seek his own good, but the good of others” (1 Cor. 10:23-24).

For reasons of fire safety and health, Heritage Christian University is a smoke-free campus. The use of tobacco, in all forms, is forbidden on the grounds or in the buildings of this school. Violations of residence hall regulations are handled through the residential disciplinary system. Violations of this provision by off-campus students will be handled by the Dean of Students, who will discuss the first violation with the student, and in case of repeated violations, take whatever disciplinary measures he deems appropriate.

Differences:

“If it is possible, as far as it depends on you, live in peace with everyone” (Rom. 12:19).

HCU expects its students to discipline themselves to live and work in peace with other students, employees of the university and members of the community. HCU expects its students to learn to value and

respect differences between people rather than to be critical, closed-minded or prejudicial. Differences may include, but are not limited to, gender, race or ethnic background, disability, speech or language, and religion. A student may disagree with the ideas, convictions or actions of another student, but such disagreement is never considered a cause for rude, improper, prejudicial or threatening behavior. A student may choose to personally try to influence another's beliefs, religious or otherwise. However, a kind, loving and non-combative attitude must be present at all times, and students are expected to cease personal attempts at influencing others when those others request it. HCU does not promote intolerance or rigidity in thought or behavior, and the college reserves the right to undertake whatever actions it may deem necessary to counsel and/or discipline students who exhibit consistently intolerant or prejudicial attitude or actions.

Fireworks, Firearms and Weaponry:

"Each of you should look not only to your own interests, but also to the interest of others" (Phil. 1:29).

In order to protect lives and property from accidental or deliberate harm, the use or possession of fireworks, firearms (including BB guns, pellet guns and/or other projectile devices), weapons, ammunition and explosives on campus are prohibited. If a student has a question whether a specific item is permitted, they are responsible for obtaining the necessary permission from the Department of Student Affairs.

Possession or use of fireworks on campus:

First violation: probation

Second violation: suspension

Third violation: semester suspension

Possession of firearms, weapons, ammunition or explosives on campus:

First violation: suspension

Second violation: semester suspension

Third violation: expulsion

Use of firearms, weapons, ammunition or explosives on campus:

First violation: expulsion

Use of Violence, Threats or Intimidation:

"The acts of the sinful nature are obvious ... hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy ... I warn you, as I did before, that those who live like this will not inherit the kingdom of God" (Gal. 5:19-21).

"A fool gives full vent to his anger, but a wise man keeps himself under control. (Prov. 29:11).

HCU students are not permitted to use violence or the threat of violence to resolve personal disagreements or problems, or for any other purpose, on or off campus. HCU students are not permitted to use verbal or psychological threats or intimidation, on or off campus. Students will be disciplined for conduct that constitutes a hazard to the physical, emotional, or mental health, safety, or well being of students, faculty, staff or citizens of the community, whether such conduct occurs on or off campus. Sexual harassment will be treated with the same seriousness as any other threat or act of intimidation.

For using or threatening the use of violence, for using verbal, physical or psychological threats, or intimidation, or abusing the emotional, mental, or physical health and well-being of students, faculty, staff or citizens of the community:

First violation: semester suspension

Second violation: expulsion

Inappropriate Language:

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may be to the benefit of those who listen ... Nor should there be obscenity, foolish talk or coarse joking, which are out of place ...” (Eph. 4:29; 5:4).

The use inappropriate, offensive, or hurtful language (vulgarity, profanity, deliberate insults, etc.) is prohibited. Students are expected to control their speech in all situations.

Use of inappropriate language:

First violation: probation

Second violation: suspension

Third violation: semester suspension

Theft and Dishonesty:

“You shall not steal” (Exo. 20:15).

The Christian is to do those things that are honorable in the sight of all. Stealing is expressly condemned in the Scripture. Any student who violates this scriptural injunction will be subject to immediate and automatic dismissal. A Christian community is built upon a respect for the truth. A student is expected to be truthful under all circumstances. Any student who knowingly lies, falsifies, or is party to the falsification of any official record will be subject to disciplinary action.

Respect for the property rights of others is essential in any community. Students are not to remove destroy, or in any way deface the property of others (including university property) and are required to bear the full financial responsibility for the repair or replacement of those items. Failure to do so will result in the expulsion of the student from HCU. Misuse of fire extinguishers and fire alarm systems will also subject the student to strict disciplinary measures.

Students who are financially responsible for repairing or replacing school property and who are either expelled or voluntarily leave the school without discharging that responsibility, will have the appropriate cost for repair or replacement (which includes any supplies, labor and incidental expenses necessary to repair or replace the damaged item or items) plus a fee of 25% of that cost charged to their bill.

Removing, destroying, or in any way defacing the property of others:

First violation: suspension

Second violation: semester suspension

Third violation: expulsion

Academic Dishonesty:

To avoid plagiarism in academic assignments, students must give credit whenever using: (1) another person's ideas, (2) any facts or information that are not common knowledge, and (3) quotations or paraphrases of another person's words.

Duplicate submissions of written assignments are not allowed unless the instructor gives specific prior approval. Each paper, outline, book review, etc., submitted by any student is required to be an original work which has never been submitted to meet an assignment in another course.

Public Display of Affection:

"Train the younger women ... to be self-controlled and pure ... Similarly, encourage the young men to be self-controlled" (Titus 2:4-6).

The university expects students of this school to be guided by the highest moral principles and rules of good taste in dating and in other social relationships. Mature students who have respect for themselves and their dates or spouses will instinctively avoid the excessive public display of affection (PDA), which in the mind of any onlooker can be considered embarrassing, offensive, unbecoming or suggestive of an

improper sexual relationship. Administrators, faculty, and staff members have been instructed to correct, counsel, and report couples found in violation of these principles. Individuals who are challenged in this way are expected to respond in good faith, and refrain from whatever activity is causing discomfort to others. Failure to do so may result in the students being called before the Dean of Students for counseling.

Christian Conduct:

“Have nothing to do with the fruitless deeds of darkness, but rather expose them” – Eph. 4:11.

Any conduct which is not consistent with the moral standards of a Christian institution such as dancing, hazing, possessing obscene literature and pictures, using profanity, dressing improperly, cheating, plagiarizing, or gambling is specifically forbidden and subjects the student to immediate disciplinary action.

Financial Responsibility:

“Owe nothing to anyone except to love one another; for he who loves his neighbor has fulfilled the law” – Rom. 13:8.

Failure to meet financial obligations in the community and the writing of bad checks will subject a student to disciplinary action. Students are expected to assume their portion of shared financial obligations such as telephone bills, rent, etc.

Promptness:

“The sluggard craves and gets nothing, but the desires of the diligent are fully satisfied” – Prov. 13:4.

The student should be prompt. He/she should be on time for classes and turn in papers and assignments on time. He/she should use time wisely, be diligent and study. The student should be on time for chapel as well.

Unauthorized Solicitation:

Unauthorized solicitation, selling and distribution goods and materials on campus are not permitted. Students may place no advertisements in campus mail without approval from the Dean of Students. In general, salesmen or other representatives of commercial enterprises are not permitted to make presentations for their product or company on campus. Any request for an exception to this rule must be submitted to the Dean of Students for a decision.

Reminders Regarding Dorm Residence:

All dormitory residents are to receive a separate handbook entitled, "Resident Dorm Handbook." Please be reminded that it is the policy of Heritage Christian University that all single freshmen and sophomores under age 21 live on campus with the following exceptions: (1) Students living with relatives, (2) students granted free room and board in a family situation for the purpose of helping the student through school, (3) students taking less than nine semester hours, or (4) student who secure the written permission of their parents and the Dean of Students to live off campus. Single international students who receive a scholarship from Heritage Christian University are also required to live on campus.

Gymnasium and Student Center Guidelines:

Heritage Christian University is committed to providing facilities that allow the student to have ample rest and relaxation. The student center and gymnasium are being maintained to provide an environment that is conducive to the accomplishment of this goal. In order to assist us in this area, we require that children under the age of 14 have adult supervision at all times when in these facilities. We also ask that HCU students eliminate any clutter that does not need to be in these facilities. In addition to these guidelines, please observe all additional rules that may be posted within these facilities.

University Supervision Over Student Activities:

The Department of Student Affairs is responsible for the University social calendar, the coordination and supervision of student activities and the oversight of the dorms. School-sponsored clubs, organizations, and student groups may schedule activities and go on outings provided a faculty sponsor or other approved person accompanies them. The sponsor should receive clearance from the Dean of Students prior to the event.

The university does not have an organized intramural athletic program. Therefore, students participating in such campus-related activities do so at their own risk. The university does not assume responsibility for accidents or injuries incurred during these activities.

Health Services:

First aid and nonprescription drugs for minor illnesses such as headaches and colds are available to students without charge through the Business Office. When there is serious illness, personnel from the Department of Student Affairs will assist students in contacting a local doctor, clinic, and/or hospital. The university cannot be responsible for the medical expenses of students. All students are strongly urged to carry health insurance. The Sentry Student Security Plan is made available to all students through the Enrollment Services Office. This insurance can be purchased at the time of registration or at any time thereafter.

For those lacking health insurance, the Community Health Center is located at 309B Handy Homes in Florence. The telephone number is 256.760.4713. The costs of services at the Health Center are based on the income of the recipient. Students may procure this service by calling the number above and scheduling an appointment.

SPIRITUAL LIFE

Church Attendance:

Because Heritage Christian University is committed to the spiritual development of all students, all students are expected to become involved in a local congregation while studying at this school. This involves not only attendance at all church services but also active participation in the life of the congregation.

Chapel:

Chapel is an integral part of the spiritual community life at Heritage Christian University and offers opportunities for honoring God, information sharing, and fellowship. Thus daily chapel attendance is expected of HCU students. Chapel is conducted each Tuesday through Friday, from 11:00 – 11:30 a.m.

Chapel Attendance Policy:

- Chapel Attendance is required for all students living on campus and for those who are taking morning classes.
- Students taking fewer than 12 hours are not required to attend chapel if they have no morning class, unless they live on campus.
- Roll will be taken each day in chapel.
- Each student who is required to attend chapel for two or fewer days per week is allowed four (4) unexcused absences for the semester. Each student who is required to attend chapel for more than two days per week is allowed six (6) unexcused absences for the semester.
- Chapel tardiness of more than ten (10) minutes will be considered a chapel absence.
- Conduct in chapel is expected to be appropriate for the worship setting.

Excused absences:

- Students may request to have a periodic chapel absence recognized as an **excused absence**. Grounds for an excused absence include the following: personal or close family illness, a specific ministry responsibility which cannot be performed at another time, i.e., an evangelistic Bible study, being with a family during surgery, attending a funeral, and attending a school-related function.
- To have an absence recognized as an excused absence, a REQUEST FOR EXCUSED CHAPEL ABSENCE form must be completed by the student and submitted to the Dean of Men within two weeks of the absence. It is preferred that such requests be submitted in advance when it is possible. Students are honor-bound to submit only legitimate and fully truthful requests.

Chapel Exemption:

In the case of a regularly scheduled conflict (e.g., work or childcare demands) with chapel attendance, a CHAPEL EXEMPTION FORM can be obtained from the Dean of Men. No exemption can be obtained without properly completing an exemption form and having that form accepted by the Dean of Men. No request for exemption is granted automatically.

Appeal Procedure:

If the Dean of Men denies a request for chapel exemption or excused chapel absence, that decision can be appealed to the Chapel Appeals Committee. This committee will be made of the Dean of Students, a faculty representative, and three students. If the Chapel Appeals Committee denies the request, it can be appealed to the Discipline Committee. If that appeal does not result in satisfactory resolution, the decision can be appealed to the President of the University. The President's decision will be final.

Consequences:

Students exceeding the number of chapel absences listed above during a semester will be assessed a fine of \$25 per excess chapel absence. In lieu of this fine, the student may choose to attend a non-required chapel service (i.e., to attend a regularly scheduled chapel service on a day that the student is not required to attend). Such attendance will be viewed as "replacing" a chapel absence. At the end of the semester, any financial obligation resulting from chapel fines will be reported to the Business Office. No student can take final exams, receive grade reports, graduate or request/receive transcripts until all fines are paid.

Ongoing chapel absences during the semester may subject the student to loss of his/her tuition scholarship. Excessive ongoing chapel absences during the semester will result in implementation of the disciplinary procedures outlined below.

DISCIPLINARY PROCEDURES

Appropriate Procedures

In cases of minor violations the Department of Student Affairs will take direct action. When such action is taken, the student will be offered an opportunity for appeal by scheduling a hearing before the Discipline Committee. In the case of major and/or repeated violations, the Discipline Committee will take action. In the case of any matter to be brought before the Discipline Committee, the Dean of Students will describe the case in writing after the proper conferences with the student and other individuals who may be involved. The chairman of the Discipline Committee will schedule a time for a meeting at which the case will be heard.

The Department of Student Affairs and the Discipline Committee reserve the right to initiate and conduct an investigation and interrogation of students charged with violation of school regulations

without the student having his parents or legal counsel present. The student may bring his own witnesses to testify on his behalf.

Check Part 2 of this handbook to see the Grievance Procedures that students must follow.

Types of Discipline:

- **Reprimand:** Written or oral reprimand constitutes a severe reproof and a warning that the university will not tolerate the student's behavior. It cautions him/her that repetition of the behavior may result in a more severe penalty.
- **Unrecorded Disciplinary Probation:** Such action is not recorded in the student's personal record. Specific restrictions may be imposed when a student goes on unrecorded probation. Assignments of community service will be considered in the category of unrecorded disciplinary probation.
- **Recorded Probation:** Probation from the Discipline Committee is recorded and becomes a part of the student's permanent record. Probation is a method of permitting a student a second opportunity. It has been devised to give students the most serious warning possible short of suspension or dismissal. Failure to keep stipulations of disciplinary probation will result in either suspension or dismissal. At the discretion of the Dean of Students, parents of dependent students will be notified. It is also at the dean's discretion concerning the feasibility of notifying the student's supporting congregation(s) if the student has signed a statement that would allow this process.
- **Suspension:** The student is dismissed from the university for a specified period of time designated by the Department of Student Affairs or as the result of an appeal to the Discipline Committee. In such cases, unused payments for room and tuition will not be refunded. Any student who has been suspended must leave the campus within a time period set by the Department of Student Affairs or the Discipline Committee, and may not return to the campus for any reason without written permission from the Department of Student Affairs. When a student is suspended, that suspension becomes a part of the student's permanent record.

Parents may be notified as listed under Part 2 of this handbook. Re-application must be made in order for the student to be re-admitted.

- Dismissal: The student is permanently dismissed and may not reapply at any future time.

PROBATION

Types of Probation:

- Academic
- Behavioral

What Probation Means:

A student placed on probation:

- May not participate in extracurricular activities.
- May not hold office in campus clubs and/or organizations. A club officer on probation must relinquish the post.
- Immediately forfeits the pro rata share of any scholarship held beginning at the time the student goes on recorded probation.
- May be further restricted by action of the Department of Student Affairs.

DRESS REGULATIONS

It is expected that students observe the dress regulations when they are on campus. This is especially important when participating in school functions both on and off campus. Neatness, modesty and appropriateness must be the guide for all clothing since the students reflect the public image of the university. The following rules are reasonable and in keeping with the purpose of this school.

General Guidelines:

- Students should avoid extremes in dress, grooming and manners.
- Clothes should be clean and neat. Shoes (broadly construed) are required at all times in public areas on campus. Proper shoes should be worn in recreational activities.
- "Short shorts" and tank tops are not permitted on campus. Appropriate shorts may be worn on campus in recreational/athletic settings, but NOT during chapel or class. As a rule, a wearing of shorts is discouraged in the main campus buildings (administration/classroom building and library).
- Caps, t-shirts, etc., which have suggestive symbols, slogans, and/or inscriptions are not to be worn on campus.
- Gaudy, inappropriate jewelry that brings undue attention should not be worn.
- The Dean of Men or the Dean of Women will counsel students failing to observe the personal appearance codes. Persistent failure to cooperate will be brought to the attention of the Dean of Students and may lead to probation or dismissal. If uncertain about the rules in a particular situation, ask any of the deans.
- Students failing to abide by dress codes will be asked to leave class and will be counted absent.

The Appearance of Men of This School:

- Gentlemen's hair should be tidy and should not cause undue attention. Hairstyles should be those that would not be considered extreme by the faculty. The faculty will counsel students about this matter.
- Moustaches and beards must be kept neatly trimmed. "Neatly trimmed" means cut and groomed as opposed to "natural growth and un-groomed."
- Shirts must be worn at all times in public areas. Tank tops, sleeveless shirts or half-shirts should not be worn on campus, except in student apartments. Dress to please God!
- Hats are not to be worn in class, chapel or the cafeteria.

The Appearance of Women of This School:

- Ladies' clothing should be modest, should not bring undue attention to itself or the woman, and should be appropriate for the occasion (1 Pet. 3). Ladies in the single student apartments may wear casual attire in their apartment.
- A female panel will address questionable clothing.

PART 2

STUDENT RIGHTS

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

- 1.** The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the university registrar written requests that identify the record(s) they wish to inspect. The university registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the university registrar does not maintain the records, the registrar shall advise the student of the correct official to whom the request should be addressed.
- 2.** The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write to the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3.** The right to consent to disclosures of personally identifiable information contained in the student's education records, except to

the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the university in an administrative, supervisory, academic or support staff position (including law enforcement until and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a person assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the university may disclose education records in certain other circumstances:

- To comply with a judicial order or a lawfully issued subpoena.
 - To appropriate parties in a health or safety emergency.
 - To officials of another school, upon request, in which a student seeks or intends to enroll.
 - In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 - To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs.
 - To accrediting organizations to carry out their functions.
 - To organizations conducting certain studies for or on behalf of the university.
 - The results of an institutional disciplinary proceeding against the alleged of a crime of violence may be released to the alleged victim of that crime with respect to that crime.
- 4.** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S.

Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605.

5. The university designates the following as public or "Directory Information": The student's name, permanent and local addresses, email addresses, telephone listing, date and place of birth, major fields of study, dates of attendance, degrees and awards received, most recent previous school attended, participation in officially recognized organizations, activities and sports, class schedule/roster, full- or part-time status, weight and height of members of athletic teams, photographs and digital imaging.
6. Students may restrict the release of "Directory Information," except to school officials with legitimate education interests and others as indicated in #3 above. To do so, a student must make the request in writing to the Office of the Registrar, Heritage Christian University, P O Box HCU, Florence AL 35630. Once filed, this request becomes a permanent part of the student's record until student instructs the university, in writing, to have the request removed.

For purposes of compliance with FERPA, the university considers all students independent.

GRIEVANCE PROCESS

If a student has a grievance, he/she may observe the following procedure:

- The student needs to go to the person(s) against whom he/she has a grievance, as the Bible teaches (Mt. 18).
- If not satisfied, the student may then talk to the Dean of Men or the Dean of Women.
- If still not appeased, he/she may take the grievance in writing to the Dean of Students.
- The student may next request to go before a Hearing Committee consisting of a member of the faculty or staff, the Dean of the University, a representative from the Student Government

Association and a representative of the Department of Student Affairs.

- Finally, the student may take the grievance before the President of the University. His decision is final.

Part 3

EMERGENCY PROCEDURES

In the event of a **fire** or a fire drill, the following procedure should be followed:

MAIN CLASSROOM BUILDING

- 1.** The registrar will sound the alarm. The alarm will be a continuous ringing of the bell. In the event of an actual fire, there will be the additional sound of a fire alarm.
- 2.** Each person in each class will stand by his/her desk. The instructor for that class will direct the class to exit the room in a single file, one row at a time, until everyone is out of the room. The instructor shall be the last person to leave the room. The exit route will be according to the escape plan posted on the classroom wall near the door.
- 3.** Staff, faculty, and administrators shall leave their offices via the nearest safe exit.
- 4.** Everyone should congregate on the sidewalk in front of the Kerr Student Center and remain there until an administrator issues an "all-clear."
- 5.** In the event of an actual fire, everyone must remain on the sidewalk in front of the Kerr Student Center until given further instructions by an administrator.

ALEXANDER ACTIVITIES BUILDING

- 1.** Library staff will inform all occupants of the library, nursery personnel, all occupants of other offices, and all occupants of the gym.
- 2.** All occupants of the building will exit through the nearest safe exit.
- 3.** Everyone should congregate at the Smith Park picnic tables and remain there until an administrator issues an "all-clear."
- 4.** In the event of an actual fire, everyone must remain at the picnic tables until given further instructions by an administrator.

DORMITORIES AND STUDENT CENTER

1. In the event of a fire drill, University personnel will knock on each door.
2. All occupants will exit through the nearest safe exit.
3. Everyone will meet at the center of the soccer field and remain there until an administrator issues an "all-clear."
4. In the event of an actual fire, everyone will remain on the soccer field until given further instructions by an administrator.

Please familiarize yourself with these instructions. If a drill should occur, please remain at your appropriate place until an administrator gives the "all-clear."

In the event of a **tornado** or tornado drill, the following procedures should be followed:

1. Registrar
 - a. Calls the library and enrollment services.
 - b. Sounds the alarm. The alarm signal will be a series of short continuous rings of the bell (not less than fifty times pausing five seconds between each ring).
2. The University Receptionist
 - a. Announces over the intercom that everyone in the main building is to assemble in the auditorium and take a position near the rear wall.
 - b. Notifies occupants of the Rose Drive dormitory via telephone. (Maintain a list of phone numbers for each apartment. The first person that is reached will be asked to notify all other apartments.) In the case of an actual emergency, dormitory residents should take appropriate action.
 - c. Place the switchboard on night service and take position in the auditorium.
3. Librarian
 - a. Notifies all other offices in the Alexander Building.
 - b. Notifies those in the nursery and the gym. Assists with children from nursery.

- 4. Enrollment Services Office**
 - a.** Sends a staff member to notify residents of the A and B dormitories and occupants of the Kerr Student Center. Second floor is evacuated immediately.
 - b.** Notifies the cafeteria staff, institutional advancement staff, and Dean of Students to be sure that all have heard the warning bells.
- 5. Business Office notifies the president's office and the vice president of operations' office.**
- 6. Occupants of the Bible Building: Assemble in the auditorium. Take a position near the rear wall.**
- 7. Occupants of the Alexander Activities Building**
 - a.** All occupants should assemble in the hallway away from the glass doors.
 - b.** In the event of a tornado drill, occupants should meet outside the front door of the library.

Please familiarize yourself with these instructions. If a drill should occur, please remain at your appropriate place in the auditorium or at the door of the activities building until an administrator gives the "all-clear."