HERITAGE CHRISTIAN UNIVERSITY

STUDENT HANDBOOK

REAL-WORLD MINISTRY

2018 2019

HERITAGE
CHRISTIAN UNIVERSITY

WELCOME FROM THE DEANS

Welcome to Heritage Christian University! The Department of Student Affairs (DSA) has prepared this handbook to orient you to HCU. It is an official policy statement of regulations for HCU. You are required to read this handbook and to respect its regulations. You need to know what to expect from HCU (your rights) and what HCU expects from you (your responsibilities). We believe these rules are not only reasonable, but also beneficial to your welfare. We appreciate the cooperation we receive from each student. HCU's regulations—both academic and social—are intended to enhance that cooperation.

The university is a special-purpose undergraduate and graduate institution. Our goal is to recruit, educate, and motivate faithful men and women for evangelistic ministry as servants and leaders in the church. 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 personal, spiritual, and academic qualities required to pursue higher education. Those who desire to become effective workers in God's kingdom and who are willing to expend the effort can attain a quality education at HCU.

We want your college experience to be both enjoyable and challenging. During your time at HCU, there will be many extracurricular activities to enjoy in addition to academic pursuits. Each of us, as well as 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. We want you to share the satisfaction that comes from being associated with our university. **We are here to serve you!**

Dr. Bill Bagents
Vice President of Academic Affairs

Mr. Brad McKinnon
Dean of Students

Dr. Ed Gallagher
Dean of Men

Dr. Rosemary Snodgrass
Dean of Women

THE DEPARTMENT OF STUDENT AFFAIRS (DSA)

The DSA assists each student in the following ways:

1. **Personal, Marital, and Family Counseling** by appointment with Academic Dean Bill Bagents or Dean of Women Dr. Rosemary Snodgrass. DL students may come to campus for counseling as needed. They may also phone Dr. Bagents or Dr. Snodgrass regarding counseling needs and possible referrals to local counselors where they live.

2. **Career Counseling** with Mr. Brad McKinnon, Dr. Ed Gallagher, or Dr. Rosemary Snodgrass. Mr. McKinnon's office is in the southwest corner of the Bible Building. Church-related openings are also posted on the HCU website. DL students may also email or phone those listed above to ask career-related questions.

3. **Extra-Curricular Activities**, including the use of the gymnasium, Dr. Kerr Student Center, theater, and soccer field; devotionals, dinners, off-campus outings; events held in conjunction with the Student Government Association (SGA) (see below). DL students are invited to participate in all campus recreational and social activities.

4. **Chapel** attendance and involvement. See below for chapel requirements. DL students may access recordings of select chapel services through the HCU YouTube channel and via Facebook Live.

5. **Resident Life** with Campus Life Assistants (CLAs), Mr. Mark Newton (256-263-8280) and Mrs. Jennifer Newton (256-263-9139). DL students are encouraged to stay overnight in the university apartments or the McCreary Cabins for a nominal charge when taking classes on campus. See the Office of the Dean of Students for information on individual/family health insurance policies.

6. **Health Services**, including locating a doctor and scheduling medical appointments. DL students may use this service when taking classes on campus.

7. **Discipline** in areas covered by the Student Code of Conduct. DL students are expected to abide by these policies as well.

THE STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association of Heritage Christian University exists to promote the welfare of the student body and of the university as a whole. It acts (1) in an

advisory capacity, promoting effective communication between each student and the 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! We want you to be happy with your decision to attend HCU. It is the hope of the SGA that you will learn the joy of serving through your involvement with our university.

The SGA officers for the 2018–2019 academic year are:

Nahum St. Hilaire – President
Matt Post – Vice President
Austin Hackney – Treasurer
Josh Warren – Secretary

Class representatives will be selected at the beginning of the Fall semester. Bring us your suggestions for improving unity and spirituality among students. If you need help adjusting to your new environment, feel free to come and talk with us. We encourage you to take part in the many activities here, so that you may profit both socially and spiritually.

The primary mechanism for student involvement in institutional decision-making is participation in the Student Government Association. 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.

MISSION AND POLICY STATEMENTS

MISSION STATEMENT

Heritage Christian University exists for the advancement of churches of Christ by equipping servants through undergraduate and graduate programs and continuing education. HCU produces effective communicators, preachers, teachers and missionaries for real-world ministry with a focus on evangelism and a commitment to scripture.

For information on academic policies, including institutional goals, program objectives, statement of nondiscrimination, Title IX, and ADA provisions, please see the 2018–2019 Academic Catalog.

PART 1: GENERAL GUIDELINES

STUDENT CODE OF CONDUCT

This university strives to be a Christian university. One of its principal purposes is to provide the training and discipline that will best serve the student. What a student learns from books is not the whole of his/her education. One also learns much in life's situations. Each student develops 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.

Since the conduct and appearance of each student reflect the public image of the university, the administration has determined that the following rules are reasonable and in keeping with the purpose of the university.

Each DL student is expected to abide by these rules, as long as he or she is a student of Heritage Christian University. Any DL student known to have violated these regulations will face the same consequences as a student who is on campus.

Alcohol

No HCU student is permitted to attempt to purchase, purchase, consume, and/or possess alcoholic beverages on or off campus.

Penalties for purchase, attempt to purchase, consumption of alcoholic beverages, or the possession of their containers are as follows:

First violation: one-week suspension

Second violation: one-semester suspension

Third violation: expulsion from the university

Drugs

No HCU student is 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.

PENALTIES FOR DRUG VIOLATIONS

This notice provides information on the penalties associated with drug-related offenses under section 484(r) of the Higher Education Act. It also provides notice on how to regain eligibility after conviction of a drug related offense.

The institution will provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA and will advise the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA.

(r) SUSPENSION OF ELIGIBILITY FOR DRUG-RELATED OFFENSES-

(1) IN GENERAL - A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:

The possession of a controlled substance:

Ineligibility period is:

First offense: 1 year

Second offense: 2 years

Third offense: indefinite

The sale of a controlled substance:

Ineligibility period is:

First offense: 2 years

Second offense: indefinite

(2) REHABILITATION- A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if—

(A) the student satisfactorily completes a drug rehabilitation program that—

(i) complies with such criteria as the Dean of Students shall prescribe in regulations for purposes of this paragraph; and

(ii) includes two unannounced drug tests; or

(B) the conviction is reversed, set aside, or otherwise rendered nugatory.

Sexual Immorality

Any form of sexual immorality is prohibited, on or off campus. Each student is 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: one-week suspension

Second violation: one-semester suspension

Third violation: expulsion from the university

Possession or use of pornographic materials:

First violation: unrecorded probation

Second violation: one-week suspension

Third violation: one-semester suspension

Sexual Assault

Sexual violence includes sexual assault, sexual battery and sexual coercion. All such acts are forms of sexual harassment and covered under Title IX. Members of the Heritage Christian University community have the right to work and learn in an environment that is free from verbal or physical sexual conduct that might create a climate that is hostile, intimidating, or offensive. Sexual harassment in all forms, whether verbal, visual, or physical, is in violation of the Student Code of Conduct. Questions regarding HCU's policy regarding sexual discrimination and/or harassment and how to file a grievance should be directed to the Title IX Coordinator, Mechelle Thompson, who will provide information immediately upon request.

What to Do if You Have Been Sexually Assaulted

1. Get to a safe place away from your attacker.
Contact someone you trust – a friend, relative, or police officer to meet you.

2. Seek medical attention at the closest medical emergency department or call law enforcement.

3. Preserve the evidence.

If you have already changed clothes, place your clothing and other items (sheets, blankets) in a paper (not plastic) bag. Avoid drinking, bathing, showering, brushing your teeth, etc. before evidence is collected. Write down or have a friend write down everything you can remember about the incident. You don't have to decide if you want to prosecute right away, but preserving the evidence helps if you decide to prosecute at a later date.

4. If you choose, report the incident by calling law enforcement.

Emergency Assistance	911
Florence Police Department	256-760-6500

5. Talk about the incident.

Remember that being a victim of sexual assault is not your fault. You are not responsible for the actions of others, and you did not cause someone to decide to hurt you. Talking with supportive people may help you regain a feeling of control and help you feel less alone.

Inappropriate Media

Each HCU student is 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. Any student who uses, displays, or broadcasts 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, is 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 within sight or hearing of campus that is deemed to be obscene or pornographic, such media are subject to confiscation by DSA 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. Any student who uses, displays, or broadcasts such media on campus or within sight or hearing of campus is subject to having that media confiscated and held by DSA personnel. In addition, the student may be subject to further disciplinary measures, as deemed appropriate by the DSA.

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 DSA deems appropriate.

Tobacco

For reasons of fire safety and health, Heritage Christian University is a smoke-free campus. The use of tobacco, tobacco-related, and nicotine-containing products (e.g. e-cigarettes) is prohibited. Violations of residence hall regulations are handled through the residential disciplinary system. Violations of this provision by any off-campus student 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.

Civility and Tolerance

HCU expects each student to discipline himself or herself to live and work in peace with other students, employees of the university, and members of the community. HCU expects each student to learn to value and respect differences between people rather than to be critical, closed-minded or prejudicial. Types of diversity include, but are not limited to, gender, race, ethnicity, disability, 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 each student is 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 any student who exhibits consistently intolerant or prejudicial attitude or actions.

Fireworks, Firearms, and Weaponry

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 is prohibited. If a student has a question whether a specific item is permitted, he or she is responsible for obtaining the necessary permission from the DSA.

Possession or use of fireworks on campus:

First violation: unrecorded or recorded probation

Second violation: one-week suspension

Third violation: one-semester suspension

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

First violation: one-week suspension

Second violation: one-semester suspension

Third violation: expulsion from the university

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

First violation: expulsion from the university

Violence, Threats, and Intimidation

No HCU student is permitted to use violence or the threat of violence to resolve personal disagreements or problems, or for any other purpose, on or off campus. No HCU student is permitted to use verbal or psychological threats or intimidation, on or off campus. Any student 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.

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

First violation: one-semester suspension

Second violation: expulsion from the university

Inappropriate Language

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

Use of inappropriate language:

First violation: unrecorded probation

Second violation: one-week suspension

Third violation: one-semester suspension

Theft and Dishonesty

Any student who has stolen university property or the personal property of others will be subject to immediate and automatic dismissal.

Theft would also include sharing music and movies illegally. This means if a student downloads music or movies from sources that do not own the copyright of the music, the student is stealing that music or movie. If a student copies and shares music with other people, that, too, is theft on their part and on the part of those who copy the music or movies from that student. If a student is discovered to be engaged in such activity while at Heritage Christian University, especially if he/she uses HCU resources to accomplish this, it will be considered theft. Students violating copyright laws will be reported to the office of the Dean of Students where disciplinary action may be taken including, but not limited to, loss of network usage. The full HCU policy regarding computer use and file sharing may be obtained through the Office of the Dean of Students.

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. No student is to remove, destroy, or in any way deface the property of others (including university property) and is 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.

Any student who is financially responsible for repairing or replacing school property and who is either expelled or voluntarily leaves 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: one-week suspension

Second violation: one-semester suspension

Third violation: expulsion from the university

Academic Dishonesty

Each student is expected to have read and understood the contents of the document, "Academic Honesty at Heritage Christian University." To obtain a copy, please see the Dean of Students.

Public Displays of Affection

Administrators, faculty, and staff may **correct**, **counsel**, and **report** couples who participate in excessive public displays of affection that in the mind of any onlooker can be considered embarrassing, offensive, or suggestive of an improper sexual relationship. 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 student being called before the Dean of Students for counseling.

Christian Conduct

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

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

Unauthorized Solicitation

Unauthorized solicitation, advertising, promoting, selling or distribution of goods or information on campus is not permitted. No student may place any advertisements in campus mail without approval from the Dean of Students. In general, 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.

Duty to Report

Each Heritage Christian University student has a duty to intervene upon observing conduct that is potentially detrimental to the physical, academic, or spiritual health of a fellow student. Each student has a duty to report to the DSA any conduct that lies outside the behavioral expectations described in this Handbook.

Whom to Call

If you observe questionable activity during normal school hours, first notify any DSA representative, Travis Harmon (Director of Campus Security), or the Business Office. If a vehicle is involved, record the tag number. If you observe questionable activity outside normal school hours, first notify Mr. Mark Newton (256-263-8280). If Mr. Newton is not available, call Mr. Brad McKinnon (256-412-2539).

Guidelines for Use of Social Media

Use of social media is prevalent among students. Students should be aware that unwise or inappropriate use of social media can negatively impact educational, professional, and/or ministry opportunities. To avoid these negative impacts, students should consider the following:

- Post content that reflects positively on you and Heritage Christian University. Be aware not only of the content you post, but of any content that you host (e.g.,

comments posted by others on your site). Content you host can have the same effect as content you post.

- Though you may only intend a small group to see what you post, a much larger group may actually see your post. Be aware that your statements may be offensive to others, including classmates or faculty members who may read what you post.

- Potential employers and others may use social media to evaluate applicants. Choosing to post distasteful, immature, or offensive content may eliminate job or other opportunities.

- Once you have posted something via social media, it is out of your control. Others may see it, repost it, save it, forward it to others, etc. Retracting content after you have posted it is practically impossible.

- If you post content concerning HCU, make it clear that you do not represent the university and that the content you are posting does not represent the views of HCU.

- Make sure the content you post is in harmony with the HCU Student Code of Conduct.

- Realize that you may be subject to action by HCU for posting or promoting content that substantially disrupts university activities or that might lead HCU officials to reasonably foresee substantial disruption with university activities. This action may be taken based on behavioral, academic, or professional misconduct, and may range from a reprimand or failing grade to dismissal from the university.

CAMPUS MAILBOX

Each student is to register for a campus mailbox through the Business Office. Mail to the student may then be addressed to (Student Name), PO Box HCU, Florence, AL 35630.

UNIVERSITY CARD

The university card serves as an identification card and library card. University cards are issued by Faculty Administrative Assistant Whitney Burgess. Submit a request by emailing Mrs. Burgess at wburgess@hcu.edu. Replacement cards are subject to a $10 fee.

UNIVERSITY APARTMENTS

Each campus resident is to read carefully the Resident handbook. Each international student who receives scholarships from HCU is required to live on campus. In addition, each single freshman or sophomore under age 21 is required to live on campus with the following exceptions: (1) a student living with relatives; (2) a student granted free room and board in a family situation for the purpose of helping the student through school; (3) a student taking less than nine semester hours; and/or (4) a student who secures the written permission of their parents and the Dean of Students to live off campus.

GYMNASIUM, STUDENT CENTER, THEATER, SOCCER FIELD, AND OTHER FACILITIES

Heritage Christian University is committed to providing facilities that allow the student to have ample rest and relaxation. The Student Center and Alexander Activities Building Gymnasium are maintained in order to provide an environment that is conducive to the accomplishment of this goal.

Children under the age of 14 must have adult supervision at all times when in these facilities. Each HCU student must eliminate any unnecessary clutter from these facilities. In addition to these guidelines, each student must observe all additional rules that may be posted within these facilities.

Students may not store personal items in the gym, student center, or elsewhere on campus without prior approval of the Dean of Students.

Reservation of Campus Facilities

From time to time campus facilities are made available to off-campus groups. In order to ensure that specific campus facilities, such as the soccer field or gymnasium, are available at particular times, a student must reserve these facilities in advance. The

Office of Public Relations at HCU maintains the university's calendar. All requests should be emailed to bmcguire@hcu.edu.

University Supervision over Student Activities

The DSA is responsible for the university social calendar, the coordination and supervision of student activities, and the oversight of the university apartments. 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, any student participating in such campus-related activities does so at his/her 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 each student without charge through the Business Office. When there is serious illness, personnel from the DSA will assist each student in contacting a local doctor, clinic, and/or hospital. The university cannot be responsible for the medical expenses of students. Each student is strongly urged to carry health insurance.

ECM (Eliza Coffee Memorial Hospital)	205 Marengo St. Florence, AL 35630	256-768-9191
Helen Keller Hospital	1300 S. Montgomery Sheffield, AL 35661	256-386-4196
Community Health Center	309-B Handy Homes Florence, AL 35630	256-760-4713
Family Practice Associates (Dr. Tim Ashley)	727 North Cox Creek Parkway Florence, AL 35630	256-764-9613
Dr. Philip Wakefield, OBGYN	2407 Helton Dr. Florence, AL 35630	256-718-5900
Emergency	Fire, Police, Ambulance	911

Information on health insurance plans is available in through the Office of the Dean of Students or the Department of Enrollment Services. Such insurance can be purchased at the time of registration or at any time thereafter.

Those without health insurance may contact the Community Health Center and schedule an appointment. The cost of services there is based on the income of the recipient. The Lauderdale County Health Department also provides various health services.

SPIRITUAL LIFE

Church Involvement

Because Heritage Christian University is committed to the spiritual development of each student, each student is expected to be actively involved in a local congregation while studying at HCU. This includes not only attendance at all church services but also active participation in the life of the congregation. The university may require documentation, signed by the leadership of that congregation, to verify the student's level of involvement in the local church.

Chapel

Chapel is an integral part of community life at Heritage Christian University. It offers opportunities for worship, learning, and fellowship. Chapel services are held on campus Tuesday through Thursday, from 11:00 – 11:30 a.m., during the weeks that classes are in session.
Conduct in chapel is expected to be appropriate for the worship setting. Cell phones are to be turned off or silenced. No food or drink is to be brought into the auditorium during chapel assemblies.

A student who helps lead chapel devotionals is to arrive as early as possible and come to the front. They are not to wear clothing that might distract others as they seek to worship God.

Chapel Attendance Policy:

Chapel attendance is required every day (Tuesday through Thursday) for each student living on campus, both undergraduate and graduate.

Attendance is required for every student who is taking morning classes on the days those classes meet, whether that student lives on campus or not.
Roll will be taken each day in chapel, beginning the first day chapel meets.

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.

A student who is tardy up to five (5) minutes will receive half an absence; a student who is tardy more than ten (10) minutes will be counted absent.

Excused Absences:

A student may request to have a 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, or attending a school-related function). Whatever forces a student to miss class may be considered.

To have an absence recognized as an excused absence, a WRITTEN REQUEST must be submitted to the Dean of Women within two weeks of the absence. It is preferred that such requests be submitted in advance whenever possible. Each student is 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 a CHAPEL EXEMPTION FORM may be obtained from the Dean of Students. No exemption can be obtained without properly completing an exemption form and having that form accepted by the Dean of Students. No request for exemption is granted automatically.

Appeal Procedure:

If the Dean of Students denies a request for chapel exemption or an excused chapel absence, that decision can be appealed to an ad hoc Chapel Committee. This committee is made up of staff, faculty, and student representatives. If the Chapel Committee denies the request, it can be appealed to the President of the university. Please see **Grievance Procedures** (p. 17) for further details about this process.

Consequences:

Any student 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. The student must ask the Dean of Women to allow and record this substitution.

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.

Any student, whose chapel attendance falls below 80% of what is required, at any time during the semester, will be subject to a three-day suspension. During this suspension the student will be prohibited from being on campus, attending classes, taking exams, or submitting assignments. The work missed may not be made up.

If the problem persists after the three-day suspension, any student who is habitually absent from chapel without excuse will be subject to further penalties. These may include a lengthier suspension, the loss of on-campus housing, and/or the loss of full-time status for the next semester.

DISCIPLINARY PROCEDURES

In cases of minor violations, the DSA 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 to hear the case. The Discipline Committee will consist of a member of the faculty or staff, the Vice President of Academic Affairs, a representative from the SGA, and a representative from the DSA.

The DSA reserves the right to initiate and conduct an investigation and question any student 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.

Grievance Procedures

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

- The student needs to go to the person(s) against whom he or she has a grievance.
- If not satisfied, the student may then talk to the Dean of Men or the Dean of Women.
- If still not appeased, he or 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 Vice President of Academic Affairs, a representative from the Student Government Association and a representative of the DSA.
- Finally, the student may take the grievance before the President of the university.

While HCU hopes the above procedure will satisfactorily resolve the grievance, very occasionally this may not be the case; in this instance a grievant may appeal through the following process:

- If, after exhausting all opportunities for resolution with the appropriate persons at Heritage Christian University, a student feels a complaint has still not been adequately addressed, the student may ask the complaint Division of Licensure of the Alabama Community College System to review their complaint and the way in which it has been handled by the University.

  Contact information for student complaints:

  Private School Licensure Division
  Alabama Community College System
  PO Box 302130
  Montgomery, Alabama 36104
  334-293-4651
  Annette.funderburk@accs.edu

- As an NC-SARA member institution, online students **residing in any state other than California or Massachusetts** should direct unresolved complaints to:

Director of Operations and Fiscal Services
Alabama Commission on Higher Education
PO Box 302000 Montgomery, AL 36130
334-353-9153
Tim.vick@ache.alabama.gov
State Website:
http://www.ache.alabama.gov/Content/SARA/AlaPortal.aspx

- If an online student resides in California or Massachusetts*, they should contact their local state agency instead. Contact information is provided for all states should any student wish to inquire with their local agency. (*Note California and Massachusetts are the remaining states that are non-SARA as of date and an update will be made if their status changes).

Types of Discipline

Reprimand: A 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 (e.g. community service requirement).

Recorded Probation: Probation from the DSA or 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 a student 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 a dependent student 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 DSA or as the result of an appeal to the Discipline Committee. In such cases, unused payments for dormitory and tuition will not be refunded. Any student who has been suspended must leave the campus within a time period set by the DSA or the Discipline Committee and may not return to the campus for any reason

without written permission from the DSA. When a student is suspended, that suspension becomes a part of the student's permanent record. Reapplication may be necessary to reenroll.

Expulsion: 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 DSA.

NOTIFICATION OF PARENTS

Whenever a dependent student receives a disciplinary response, probation, suspension, or expulsion, the parents of the dependent student may be notified. A copy of the disciplinary response may be sent with a letter of explanation.

ATTIRE GUIDELINES

As an academic institution, HCU's environment is professional, yet personal. Dress is assumed to be "relaxed" business casual, especially in class, chapel, or the library. Generally, clothing should be neat, clean, and unwrinkled. The following specific guidelines outline university expectations:

Men

- Dress pants, khakis, or jeans (clean, no holes); no sweatpants or shorts
- Button-up shirt, polo shirt, HCU t-shirt, or sweater
- Dress shoes, loafers, boots, or sneakers (no sandals or flip flops)

Women

- Dress/skirt, dress pants, khakis, or jeans (clean, no holes); no sweatpants or shorts
- Dressy top, casual blouse, polo shirt, HCU t-shirt, or sweater
- Closed or open-toe dress shoes, loafers, boots, or sneakers (no sandals or flip flops)

Caps should not be worn in class, chapel, or the library.

Any questions regarding these guidelines may be directed to the Dean of Students, the Dean of Men, or the Dean of Women.

PART 2: STUDENT RIGHTS

Family Educational Rights and Privacy Act (FERPA)

This act affords each student 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. Each student 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. Each student 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 a student 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 or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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 or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the 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.

Additional Matters Related to FERPA

1. 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.

2. A student 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 the student instructs the university, in writing, to have the request removed.

3. For purposes of compliance with FERPA, the university considers each student independent.

2018–2019 Important Dates

Fall 2018

July 2–Aug 13	Online Pre-Registration
August 6	Kerr Hall and Married Apartment Check-In Begins
August 7	Heritage Connect
August 13	Classes Begin
August 13–17	Welcome Week - Special Activities

August 24	Last Day for Drop/Add
October 22–26	Fall Break
November 19–23	Thanksgiving Holidays
December 7	Last Day of Lecture
December 10–12	Final Exams
December 12	End of Term
December 13–14	Apartments Check-out

Notes:

Spring 2019

Nov 26–Jan 7	Online Pre-Registration
December 31	Kerr Hall and Married Apartments Check-In Begins
January 7	Classes Begin
January 7–11	Welcome Week - Special Activities
January 18	Last Day for Drop/Add
March 25–29	Spring Break
April 26	Last Day of Lecture
April 29–May 1	Final Exams

May 1	End of Term
May 2–3	Apartments Checkout
May 4	Graduation Day

DEPARTMENT OF STUDENT AFFAIRS

PO Box HCU
3625 Helton Drive
Florence, AL 35630
800.367.3565

HERITAGE
CHRISTIAN UNIVERSITY