

HANDBOOK FOR

STUDENT LIFE



SPECIAL ISSUE

DAILY LIFE

YOUR GUIDE TO COMMUNITY LIVING, STUDENT LIFE, EMERGENCY PROCEDURES, AND MORE

PREPARE FOR LIFE!

HEARTLAND
CHRISTIAN • COLLEGE



A LOOK
INSIDE
HCC



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Fall 2018-Spring 2019

Our mission at Heartland Christian College is to equip and prepare students to be servants of Jesus Christ, lifelong learners, and effective workers in local churches and communities around the world.

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Heartland Christian College is accredited by the Commission on Accreditation of the Association for Biblical Higher Education to grant certificates and degrees at the Associate level.

5850 T.G. Lee Blvd. Suite 130, Orlando, FL 32822 • Phone: 407-207- 0808

STUDENT LIFE HANDBOOK

2018/2019

Section 1: Meet Us

Welcome

Welcome to the Heartland Christian College family! We are excited to have you join us for this academic year as we learn, grow, and expand our relationships with God and with one another. Our desire is that your time as a student on our campus is as enjoyable as possible, and we know that campus life can be a unique experience. With that in mind, this handbook is developed to provide you with helpful information that connects you to the people and the practices of this college family. Thanks for joining us on this great adventure!

Mission

The Mission of Heartland Christian College is to equip and prepare students to be servants of Jesus Christ, lifelong learners, and effective workers in local churches and communities around the world.

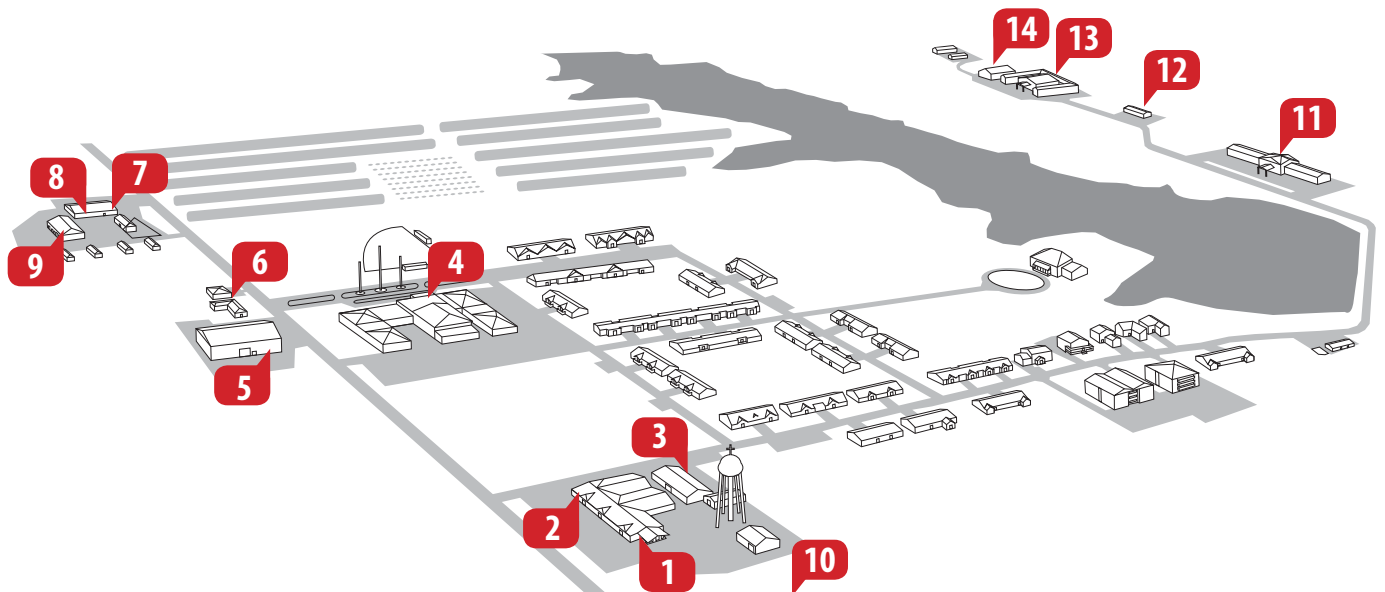
Accreditation

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Campus & Community

The Heartland campus is a part of the broader Heartland community, and as a student you can enjoy relationships not only with your friends from campus, but also with those in this close-knit community, centered around Heartland Community Church. The following listing will help you acclimate as you become a part of our campus and the surrounding community:

1. New Creation Country Store & Car Wash
2. Solid Rock Cafe & Heartland Ford Museum
3. Cleansing Waters Laundry
4. Heartland Christian Academy / Church
5. Dorothy Sharpe-Moore Building:
Administrative Offices
Mission House Thrift Store
Heartland Telecommunications
6. Heartland TV Studio
7. Scribbles & Scribes
8. Heartland Construction
9. Heartland Auto Repair & Body Shop
10. Heartland Exotic Animals
11. Ozark Lodge
12. Calvary Medical Center
13. Heartland Christian College: Legacy Building
14. Heartland Gym



On-Campus

Campus Housing

Campus housing is provided in two locations. Male students live, eat, and study in the Legacy Building located on the north end of the Heartland Community. The boys' hall contains a small kitchen, study lounge, living area, and laundry area. This building is also used as temporary housing for additional Heartland residents. Female students live, eat, and study in the Ozark House, a large home containing several student bedrooms, a large kitchen and dining area, a living area, and a laundry area.

HCC Bookstore

The Bookstore is located on the first floor of the Legacy Building. Course texts are available for purchase as well as HCC t-shirts and merchandise.

HCC Classrooms/Offices

Classrooms, College offices, and faculty offices are located on both floors of the Legacy Building. The Campus Directory provides further details.

The Library

Located on the first floor of the Legacy Building, the HCC Library has an ever-expanding collection of library resources that support our classes. These materials include Bible reference books, specialty books in the areas of theology, worship, missions and education, magazines, and electronic periodical subscription services. Students are invited to participate in collection development through making book/magazine requests.

Off Campus

Cleansing Waters Laundry

Cleansing Waters coin operated laundry facilities open 24 hours a day.

The Gymnasium

Located next-door to the Legacy Building, the gymnasium houses fitness equipment and an athletic court. HCC students are welcome to use this facility when it is available.

Heartland Auto Repair & Body Shop

As well as keeping all Heartland ministry vehicles in good condition, this team provides regular maintenance and towing service for residents of Heartland and the surrounding communities.

Heartland Community Church

The Church meets for regular services in the Heartland Christian Academy gymnasium. HCC students take an active part in the life of this local church. See meeting times in the Meetings & Service Opportunities section.

Heartland Telecommunications

Heartland Telecommunications serves the needs of Heartland and the general public with a range of telecommunication services, from computer diagnostics and repair to filtered internet access.

Ozark Lodge

Within a short walk of the Legacy Building, this facility offers guest rooms for visitors to Heartland and people in surrounding communities. It also provides temporary housing for families relocating to the Heartland community.

The Farm

Sharpe Holdings has a farming operation located near the Heartland community.

The School

Heartland Christian Academy provides a Christian education for students in preschool through high school, and the Samuel Center cares for infants and toddlers in a godly environment.

Scribbles & Scribes Ink

Heartland's full-service graphic design department creates printed projects such as brochures, newsletters, and business forms, as well as vinyl signs and lettering, video editing, photography, web site design and hosting.

The Shops

Solid Rock Café and New Creation Country Store are the center of a retail community which includes a gas station, grocery store, 50's style diner, antique Ford museum, and car wash. Also in the community is the Mission House Thrift Store.

Campus & Community Directory

	Email address	Phone #	Location
HCC Administration			
Dr. Kris R. Palmer President	kpalmer@heartlandcollege.edu	660-284-4803	Legacy Building Floor 2
Dave Barton Dean of Students/ Administration	DBarton@hlcommunity.org	660-284-4212	Dorothy Sharpe-Moore Bldg./Floor 2
Martha Palmer Academic Dean	mpalmer@heartlandcollege.edu	660-284-4804	Legacy Building Floor 2
Faculty Offices			
Nathan Mayes Faculty Member/DSO	nathan.mayes@heartlandcollege.edu	660-284-4811	Legacy Building Floor 2
Andrew Melton Faculty Member	andrew.melton@heartlandcollege.edu	660-284-4807	Legacy Building Floor 2
Darin Rihaneck Faculty Member/PDSO	drihanek@heartlandcollege.edu	660-284-4805	Legacy Building Floor 2
HCC Library			
Molly Nickerson HCC Library	mnickerson@heartlandcollege.edu	660-284-4802	Legacy Building Floor 1
HCC Offices			
Mike Cridlebaugh Administrative Aide	mike.cridlebaugh@heartlandcollege.edu	660-284-4814	Legacy Building Floor 1
Judi Barton Enrollment Officer	judi.barton@heartlandcollege.edu	660-284-4809	Legacy Building Floor 2
Jennie Mayes Financial Aid Office	jennie.mayes@heartlandcollege.edu	660-284-4810	Legacy Building Floor 2
HCC Office Jennie Mayes Sheryl Rutherford	jennie.mayes@heartlandcollege.edu srutherford@heartlandcollege.edu	660-284-4810	Legacy Building Floor 2
Crystin Rutherford HCC Registrar	crutherford@heartlandcollege.edu	660-284-4812	Legacy Building Floor 2
HCC Resources			
Anna Swartzentruber Women's Residential	aswartz@scribblesandscribes.com	660-284-6230	Scribbles & Scribes Office
Christie Rihaneck Worship Team	crihanek@hlcommunity.org	660-284-4807	Legacy Building Floor 1
Women's Housing		660-284-9332	Ozark House
Men's Dormitory		660-284-9330	Legacy Building Floor 1
Community Resources			
Calvary Medical Center		660-284-4300	Calvary Building
Cleansing Waters Laundry		660-284-4134	Cleansing Waters Building
Heartland Administration		660-284-6212	Dorothy Sharpe-Moore Building
Heartland Christian Academy		660-284-6300	HCA Building
New Creation Country Store		660-284-6347	New Creation Building
Solid Rock Café		660-284-6371	Café Building

Section Two: Student Character

The formation of Christ-like character is a lifelong work-in-progress. As a student at HCC, while you grow in your development you are expected to display character that reflects the College's biblically based beliefs, tenets of faith, and related policies. As a part of this campus family, you can discover the joy of walking together in ways that please the Lord of our lives.

Student Character Expectations

- **Love for God's Word**—There is no greater source for direction and encouragement than the Bible. Heartland Christian College places God's Word in the highest regard, and every student is urged to spend personal time in it regularly. (Josh. 1:8; Ps. 19:10; Ps. 119:97, 119:127, 119:165; Col. 3:16)
- **Respect for God, other people, and property**—God deserves reverence and respect, and our lifestyle and worship should reflect the honor we owe Him. We are also commanded to show respect to those God has given to be in authority. Further, each person should be mindful about how he treats other people and their property. (1 Pet. 2:17, Prov. 9:10, Eccl. 12:13, Rom. 13:7, Phil. 2:3, Rom. 12:16–18, Eph. 6:5–9)
- **Kindness and consideration for others**—Christians are to actively seek opportunities to show kindness to others. Common courtesy and politeness are qualities to be developed. Heartland Christian College is known as a friendly campus because its students promote these traits. Good sportsmanship is also expected in all athletic endeavors. (Eph. 4:32, Matt. 7:12, Luke 6:31, Phil. 2:4, 1 Thess. 5:15)
- **Compassion and Christian love**—God's great love for us is reflected when we act with genuine care and concern for others. The Bible teaches that this is the hallmark of a true disciple. (Eph. 5:2, Luke 10:25–37, Jude 22, 1 John 4:7–8, John 13:34–35)
- **Honesty and integrity**—It is necessary that each student deal truthfully with others and maintain a reputation for choosing to do what is right. Without these traits, it is not possible to properly interact with other people or with God. (Ps. 25:21, Ps. 15:1–2, Prov. 12:22, 2 Cor. 8:21, Phil. 4:8, Prov. 11:3, Rom. 12:17–21, 2 Cor. 4:2, Matt. 5:37)
- **Discipline and self-control**—Christians are to exercise control over their emotions and desires so that behavior is appropriate and right. This is accomplished as the Holy Spirit is allowed to guide every decision and direct each action. (Gal 5:16–26, Rom. 6:12–13, 1 Cor 9:24–27)
- **Modesty and purity**—Christian men and women are expected to maintain the highest moral standards as a reflection of God's holiness and as a protection against the effects of sin. While much of today's culture has abandoned these precepts, the biblical principles for behavior and dress are essential. (Ps. 51:9–10, 1 Tim. 2:9, 1 Cor. 6:19–20, 1 Pet. 3:3–4, Ps. 24:3–5, 1 Tim. 4:12)
- **Diligence**—The ability to work hard is important for professional life and is a characteristic that the Bible

encourages. Being available and willing to work with intelligent effort is necessary to further gospel endeavors and contribute as a citizen. (Prov. 13:4, Deut. 6:17, Prov. 22:29, Col. 3:23)

- **Responsibility**—The Bible teaches that each person must give account for his actions; taking personal responsibility for one's life is the beginning of real stewardship. Making it your duty to be reliable, so that others can depend upon you, is a mark of true maturity. (2 Cor.5:10, 1 Cor. 4:2–4, Gal. 6:4–5)
- **Thankfulness**—Beyond a polite gesture of gratitude, thankfulness displays a spirit of contentment along with the realization that God is the ultimate source of all good things and that He often uses people as the instruments of His blessing. (1 Thess. 5:18; Eph. 5:20; Col. 2:7; Ps. 92:1, 118:29)
- **Etiquette and manners**—Mature and educated individuals know how to speak and act in an expected way according to what is appropriate for the setting. College life provides opportunities to learn and practice these skills. (1 Cor. 15:33, Col. 4:5–6, 1 Cor. 14:40)

Prohibited Student Activities

Students at HCC refrain from any action that would be detrimental to spiritual growth, the safety or well-being of others, or that would impair the ability of others to follow these standards (1 Pet. 2:11, Rom. 14:13). For this reason, students who participate in illegal or prohibited activities or who build a reputation for involvement in these activities will be subject to disciplinary action, behavioral probation, or release from HCC. The following activities are prohibited by students of Heartland Christian College, whether on-campus or off-campus:

- A. Use, possession, or association with tobacco, nicotine, herbal or e-cigarettes and vaporizers, legal or illegal mind-altering substances, illegal drugs, alcohol or any metabolites thereof, or prescription or non-prescription drugs not taken in accordance with label directions or a prescription given to the student. As a protection against harmful effects and the controlling nature of these substances, Scripture teaches us to avoid them. In addition, state and federal law prohibits the unlawful sale, use, or possession of drugs and alcohol. (Prov. 23:31; Rom. 12:1; Prov. 20:1; 1 Cor. 6:19–20)
- B. Pornography or sexual immorality—The Bible indicates that all sexual activity outside of marriage between a man and a woman is sin. Therefore, the following is considered to be sexually immoral: fornication, adultery, homosexual behavior, or any other sexual perversion. Also, any involvement in pornography or sexual communications, including verbal, written, or electronic, are prohibited. (1 Cor. 6:9–10, 18–20, Matt. 5:28, Heb. 13:4, Rom. 1:26–27, Ps. 119:37, 1 John 2:16)
- C. Profanity or obscenity—Inappropriate language must be avoided whether it be written, electronic, or verbal. (Eph. 4:29, Col. 3:8, James 5:12)
- D. Harassment, abuse, and discrimination—The safety and well-being of students is of utmost

importance. Heartland Christian College does not tolerate hazing, physical or verbal abuse, coercion, stalking, intimidation, harassment (verbal or sexual), discrimination, or any other behavior that places the health and safety of other students in jeopardy. Students must avoid the use of divisive or inflammatory comments, symbols, or actions of any kind, even in jest. (Col. 3:8; 4:6; Eph. 4:29–32)

- E. Gambling (including the lottery)—Christians are called to be good stewards of that which God has given. Gambling is rooted in greed and materialism and against the principles found in the Word of God. Therefore, students should not participate in any form of gambling. Visiting casinos can cause one’s testimony to be tarnished. (Prov. 13:11; Prov. 28:22)
- F. Stealing—The Bible clearly teaches that stealing is wrong. Taking or using what does not belong to you without the owner’s consent is considered stealing. (Rom. 13: 8–10)
- G. Witchcraft, séances, astrology, or any other satanic practices—Anything associated with these activities is in direct contradiction to biblical principles. (Gal. 5:19–21)

Behavioral Disciplinary Actions

As a part of this HCC family, it is important that each student live within the parameters set for the student body. A student who fails to demonstrate Christian behavior and traits meets with a member of the Administration to discuss inappropriate behavior. Such discussions may result in disciplinary actions as necessary.

Behavioral Probation

Inappropriate behavior may result in the student being placed on behavioral probation for a defined period of time. When behavioral probation is warranted according to the decision of the Administration, the Dean/Assistant Dean of Students meets with the student and develops a Plan of Action in an effort to provide a path for the student toward repentance and restitution. The Plan of Action includes no progression in student status while on probation. The student agrees to the Plan by signature on a Student Probation Form. A student is removed from Behavioral Probation when the terms of the Plan of Action have been successfully fulfilled.

Failure to cooperate or fulfill the terms of the Behavioral Probation Plan of Action may result in dismissal from the College. If the student is dismissed for behavioral reasons, no refunds are made. A student who has been dismissed from Heartland Christian College for behavioral reasons may request re-admission as outlined in the Request for Re-Admission Policy.

Student Release from HCC

A student who repeatedly fails to uphold standards held by Heartland Christian College or who makes choices of a magnitude that requires the severing of student standing

may be released from the College. After interviews and investigation by members of the Executive Council, the Council makes a decision as to whether the student will be released from HCC. The Dean of Students discusses the details and ramifications of the Council’s decision with the student. If a student is released from HCC, the student completes class withdrawal forms from the Registrar. The student is responsible for paying any remaining balance, and no refunds are given. The Dean of Students completes a “Student Release From HCC” form; the form is signed and dated by the Dean of Students and the HCC President.

Student Appeals

Suggestion/Complaint Resolution

It is HCC’s desire that suggestions and/or complaints be dealt with informally in a relational manner. When this fails, or when this is an uncomfortable situation, HCC students, faculty, and staff are given the opportunity to make suggestions or complaints in writing. These are dealt with in as timely a manner as possible. A submission box and forms are found near the student mailboxes. A person submitting a suggestion or complaint may either identify themselves or remain anonymous. Submissions are collected weekly, stored in a database, and forwarded to the appropriate administrator for resolution. Decisions are discussed with those who identify themselves, or stored in the database when given anonymously.

Student Grievances

Students who feel that they have been disciplined unfairly or wish to appeal some other decision which they consider to be unjustified or unfair have a right to appeal that decision. Normally, grievance appeals should be resolved informally between the faculty member or other employee who has been responsible for the act in question and he/she, along with the student, attempt, in good faith, to resolve the dispute. If it is not possible to resolve the matter at this level, then the student should bring the matter to the attention of the Dean of Students. The Dean of Students holds an informal session to which the student and the faculty/employee concerned are invited. Every attempt is made to resolve the matter at that level, even if multiple sessions are required. If the problem is not resolved, then a formal appeal may be filed. A formal appeal goes to an Appeals Committee who, after investigation, makes a final decision. A student who believes that he or she has been aggrieved and has followed normal channels of appeal, but without resolution, may appeal to the HCC board who acts as a Board of Appeal. Further details of the actual appeals process are available from the Dean of Students.

Grade Appeals

Students who feel that they have received an incorrect course grade may make an appeal either informally or formally. Normally, grade appeals should be resolved informally between the Instructor and the student questioning a final course grade. The student and Instructor should review the grading criteria, the history of student

work, and the reasons for the assigned course grade. It is assumed that the grade assigned is correct, and the student must justify the need for a change of final grade due to failure on the Instructor's part to follow the grading criteria outlined in the syllabus. If the student and Instructor are unable to resolve their differences, then a formal appeal may be made by the student by filing a written appeal. Details of such an appeal are available from the Academic Dean. A formal written grade appeal must be submitted to the Academic Dean within ten working days after the start of the following semester. The Academic Dean continues to work toward resolution between the student and Instructor. Failure to resolve the issue in this way may lead to the establishment of an Appeals Committee to review the issue. The Appeals Committee reviews the issue, interviews participants, and makes a final decision regarding the final grade. In the case of a change in grade, such information is presented to the Registrar, records changed, and a new grade is formally issued.

Request for Re-Admission

A student who has voluntarily withdrawn from HCC or who has been released due to academic or behavioral reasons, may apply for re-admission to Heartland Christian College once the student feels the problem has been rectified. The student should obtain and submit a Request for Re-Admission Form, available through the Registrar. The Executive Council reviews the form, interviews the former student, and makes a final decision regarding re-admission. Student is notified of the final decision by the Registrar.

Section Three: Academic and Classroom Life

As much of your time here will be given to academic pursuits, we want to help you become well-prepared by more fully knowing what to expect. By working together, we can experience success at each step of the path.

Academic Honors

Dean's List

Heartland Christian College honors students who excel academically on a semester basis. Each full-time student who maintains a 3.50 GPA or above for the semester is recognized by placement on the Dean's List. This list is published both within the College and the local community.

Graduating with Honors

Academic Excellence—This honor is bestowed on HCC students who complete the Associate Degree in Biblical Studies or Certificate in Biblical Studies with a GPA of 3.5 or above. Recipients receive a cord to wear at graduation and their honor is noted in the graduation program.

Change of Schedule

A class schedule may be changed by adding or dropping courses within the first 14 days of the semester for 16-week courses, or within the first 7 days of the block for 8-week courses, with no effect to a student's transcript. Withdraw/Add Request forms are available from the Registrar's office. This form must be completed by the Registrar and signed and dated by both the student and the Academic Dean to become effective. Transcripts show a Voluntary Withdrawal (VWD) status for courses dropped after the above timeframes.

The refunding of fees or tuition is done according to the schedule listed in the Financial Information section of this catalog. Individual courses may not be dropped after the tenth week of the semester for 16-week courses or after the fifth week for 8-week courses, without special permission from the Academic Dean.

Class Attendance

The Word of God is alive, and the study of God's Word brings life. Classes at HCC are designed to spark discussion, kindle ideas, expand horizons, and become an extension of our lives together as the Body of Christ. Because of this, HCC students are required to attend all class sessions except in cases of illness or pre-approved absence. A student who is ill must contact the Academic Dean or HCC Office before class time to report illness, except in the case of an actual emergency. A student who must miss class due to a schedule conflict (doctor appointment, dentist, ministry trip, etc.) must fill out an Absence Form available through the HCC Office. This should be done as far ahead of the date of absence as possible. Reported illness-related and pre-approved absences are excused absences. Students are responsible for obtaining missed work, assignments, etc. Any absence that has not been approved through the Academic Dean's office is considered unexcused. While missed work is expected to be turned in, no grade is accepted or recorded for unexcused absences. Each unexcused absence results in three points taken off the student's final course grade. Any student who misses more than 1/3 of a course for any reason (excused or unexcused) must withdraw from the course and repeat the course at a future date. No refund is given for such courses.

Grade-Related Policies

Incomplete Course

A course instructor may, with the permission of the Academic Dean, assign a grade of "Incomplete" to a student due to extenuating circumstances. The Course Instructor makes the student aware that such a grade is being assigned. The student must complete all necessary work for the course within two weeks after the close of the semester to successfully complete the course. More time may be allowed for completion if circumstances merit. Any course assigned an "Incomplete" is re-assigned a letter grade after the close of the extension period, regardless of work still unfinished.

Grade Appeals

Students who feel that they have received an incorrect course grade may make an appeal either informally or formally. Normally, grade appeals should be resolved informally between the Instructor and the student questioning a final course grade. The student and Instructor should review the grading criteria, the history of student work, and the reasons for the assigned course grade. It is assumed that the grade assigned is correct, and the student must justify the need for a change of final grade due to failure on the Instructor's part to follow the grading criteria outlined in the syllabus. If the student and Instructor are unable to resolve their differences, then a formal appeal may be made by the student by filing a written appeal. Details of such an appeal are available from the Academic Dean. A formal written grade appeal must be submitted to the Academic Dean within ten working days after the start of the following semester. The Academic Dean continues to work toward resolution between the student and Instructor. Failure to resolve the issue in this way may lead to the establishment of an Appeals Committee to review the issue. The Appeals Committee reviews the issue, interviews participants, and makes a final decision regarding the final grade. In the case of a change in grade, such information is presented to the Registrar, records changed, and a new grade is formally issued. Grade Forgiveness A student may repeat selected courses one time for grade forgiveness when a grade of "D" or "F" is received in the first attempt. The course grade earned in the first attempt remains on the student's official transcript, but only the grade earned during the second attempt is used in calculating the grade point average.

Grade Forgiveness

A student may repeat selected courses one time for grade forgiveness when a grade of "D" or "F" is received in the first attempt. The course grade earned in the first attempt remains on the student's official transcript, but only the grade earned during the second attempt is used in calculating the grade point average. Area of concentration courses are not eligible for grade forgiveness. If such a course is failed, it may be repeated, but both the first and second grades are used in the calculation of a student's grade point average. All courses other than area of concentration courses are eligible for one-time grade forgiveness. If a student must retake a course more than a second time in order to meet graduation requirements, the second grade plus any subsequent grades are used in the calculation of a student's grade point average. Students must obtain approval prior to registration to retake a course for grade forgiveness by completing a Request for Grade Forgiveness form available from the Registrar.

Personal Electronic Devices in the Classroom

Personal electronic devices are allowed on-campus, but individual instructors set parameters for their usage in-class. There may be daily periods of time when students are asked not to access the internet socially or for entertainment, for the benefit of academic pursuits. These time periods are announced at the beginning of each semester. Personal

electronic devices are a privilege and abuse of this privilege may result in loss of usage for a specific period of time.

Plagiarism

Plagiarism is the use of someone else's words, thoughts, or organization as your own. It is an illegal act, and Heartland Christian College makes every effort to educate its students to avoid any appearance of plagiarism. A student who, in the learning process, appears to have inadvertently plagiarized receives ramifications such as rewriting a paper, receiving a lowered grade, or failure of assignment. The Instructor and Academic Dean make decisions on the appropriate ramification. All incidents of plagiarism are filed with the Academic Dean. In a case of plagiarism in which it appears that the student willfully deceives the instructor about sources of words or ideas, or where the writer tried to avoid doing all the necessary work, the result will be automatic failure of the paper. The instructor may require a re-written paper for 0 credit. All incidents of such plagiarism are filed with the Academic Dean. If a student plagiarizes repeatedly, in any combination of courses, the student meets with the Academic Dean and may be subject to failure of a course or courses. Copying another person's homework and presenting it as your own is considered plagiarism. A student who engages in such activity receives a "0" credit and the student is withdrawn from the class. In cases where a student defiantly, repeatedly plagiarizes, the student meets with the Administrative Council and could be subject to dismissal from HCC.

Course Late Assignments

In the case of an excused absence due to illness, a Course Instructor may accept work turned in to the Instructor's office or LMS the day following the excused absence with no effect to the grade. In the case of a series of course meetings missed due to a pre-approved ministry trip, all work due on paper during the absence should be turned in prior to leaving for the ministry trip; LMS assignments should be turned in electronically by the due date. Course Instructors may allow tests/quizzes to be made up on return from the trip with no effect to the grade.

If a student finds that he/she cannot meet an assigned due date for some other reason, the following policies are in place:

- An assignment that is up to 1 week late not due to an excused absence of some type receives 10% off the final grade
- An assignment that is 8 days – 2 weeks late receives 20% off the final grade
- An assignment that is more than 2 weeks late is not accepted for a grade
- Late work submitted beyond the end of the term in which the course meets is not accepted for a grade, regardless of if it falls in the 1-2 week range outlined above
- Individual courses may have additional submission restrictions for specific assignments.

In the case of an emergency situation, the Academic Dean should be notified as soon as possible regarding the emergency and he/she makes a decision regarding the timely submission of course work.

Student Attire

HCC believes that modesty is a godly practice, and that current culture digresses greatly from that standard. Therefore, the HCC staff helps guide students in this area and discusses privately any manner of dress that appears immodest. The following dress code is required during all classes, devotions, services, volunteer assignments, and servanthood times unless those events are specifically designated as casual.

Male Attire:

Male students wear button-up, collared dress shirts, dress slacks, and appropriate dress socks and close-toed dress shoes. Ties may be required for select occasions. Clothes should be ironed and neat in appearance. Body piercing is not permitted (earrings, nose rings, etc.). Hairstyles should be conservative, neat and professional in appearance with sideburns no longer than mid-ear. Facial hair is limited to the following:

Mustaches:

- A. Mustaches must be neatly trimmed so as not to extend over the top lip or extend past the corner of the mouth either vertically or horizontally.
- B. Mustaches shall not be shorter than a quarter of an inch from the edge of the mouth and must be tapered.

Goatees:

- A. A goatee is defined as hair on the chin which is joined with a mustache.
- B. Goatees are to be maintained in a neat, clean manner which presents a groomed appearance. The hair may not exceed $\frac{1}{2}$ in length. The width may not extend beyond one inch from the corner of the mouth. Designs or shapes are not allowed.
- C. If at any time the Dean/Assistant Dean of Students determines the goatee is not within policy standards, the student is required to make changes or return to a clean-shaven face.

Beards:

- A. A beard is defined as a growth of hair on the chin and lower cheeks of the face joined with a mustache.
- B. A beard is to be maintained in a neat, clean manner which presents a groomed appearance. The hair may not exceed $\frac{1}{2}$ in length. The width may not extend beyond one inch from the jawline.
- C. The neck is to be clean shaven. Designs or shapes are not allowed.

D. If at any time the Dean/Assistant Dean of Students determines the beard is not within policy standards, the student is required to make changes or return to a clean-shaven face.

Female Attire:

Female students wear modest dresses/skirts (no more than 3" above mid-knee), or dress slacks and nice blouses with close-toed dress shoes. Dresses/skirts may be required for select occasions. Clothes should be ironed and neat in appearance. Hairstyles should be conservative, neat and professional in appearance. Body piercing is to be limited to earrings only, with a maximum of two earrings in each lobe.

Modesty

HCC believes our students reflect Christ to the world. In order to draw attention to Christ and not oneself, the following standards reflect the type of modesty HCC desires its students to observe.

Male: Refrain from wearing inappropriately tight clothing, revealing/provocative clothing, clothing with writing or images that do not support the values of HCC

Females: Refrain from wearing inappropriately tight clothing, inappropriately short clothing, revealing/provocative clothing, clothing with writing or images that do not support the values of HCC

Violations of the dress code or questions concerning the modesty of a student's personal attire are handled on a private, individual basis in an effort to reconcile the problem verbally. Repeat violations or disregard for modesty may result in the student receiving a written warning. Failure on the part of the student to change his/her attitude and actions toward unacceptable attire may result in the student being placed on Behavioral Probation.

Academic Disciplinary Actions

GPA Work Restrictions

Traditional students who receive a semester GPA below 2.00 limit their work hours for the next semester in order to give more time and attention to coursework. Work hours are limited according to the following schedule:

First-Year Students

- Allowed 25 hours: Must maintain a 2.00 or above grade point average (C average)
- Allowed 15 hours: Anything below 2.00 grade point average

Second-Year Students

- Allowed 30-35 hours: Must maintain a 2.00 or above grade point average (C average)
- Allowed 20 hours: Anything below 2.00 grade point average

Normal work hours may resume at the end of the subsequent semester if new semester GPA is at 2.00 or above. The Dean of Students oversees this change in work hours.

Students maintaining a cumulative GPA of 2.10-2.30 are required to meet with the Academic Dean within the first two weeks of the following semester to discuss academic standing.

Grade Report Hold

A semester grade report is placed on “hold” when a student has an outstanding bill with no payment arrangements, or when a student has failed to fulfill the requirements of a disciplinary action. Upon resolution of the issues, the Registrar releases the semester grade report.

Academic Probation

The pursuit of excellence is an attribute of the Christian life, and academic excellence is one way students demonstrate their passion to follow Christ. Because of that, students failing to maintain a 2.0 grade point average are placed on academic probation at the beginning of the next semester. The Academic Team constructs a Plan of Action for the student which may include a restriction of work hours and no progression in student status while on academic probation. The student agrees to the Plan by signature on a Student Probation Form. Student is removed from Academic Probation when their semester grade point average returns to 2.0 or above. In the event that a student does not cooperate with the plan of action, or continues to receive low semester GPA scores, the student is referred to a member of the Administration for consultation. Failure to cooperate or show grade improvement may result in dismissal from HCC. If the student is dismissed for academic reasons, no refund is made. A student who has been dismissed for academic reasons may request re-admission as outlined in the Request for Re-Admission policy.

Section Four: Campus Life

With a lot going on at a busy campus, it is important to know what is available and to stay informed. We don't want anyone left out as we pursue living life together with Christ as our center.

Automobiles

Having an automobile on campus at HCC is a privilege, not a right. Traditional students register their automobiles in the first week of their first semester at HCC by completing a Registration slip available in the HCC office. A valid driver's license, automobile license, and automobile insurance are required for each automobile and driver. Drivers are expected to observe general driving regulations, including the 20 mph speed limit in Heartland. Students should exercise extra caution while driving in the residential area of Heartland and on the surrounding country roads. Failure

to adhere to the specifications of this policy, dangerous/reckless driving, or misuse of vehicle privileges may result in driving privileges being revoked for a season. Upon investigation of such incidents, the Dean of Students makes a determination if such action is warranted.

Dating

The Bible teaches that young men and women are to relate to one another first as brothers and sisters (I Timothy 5:1-2). The casual type of dating that our society encourages and accepts is not biblical, and is therefore not allowed at HCC. Students are encouraged to learn to relate as brothers and sisters in genuine friendship, enjoying group activities and events. Since this is a time devoted to seeking God, romantic relationships are not primary goals of these friendships. Few students are in a position to pursue a lifetime relationship during their first year of school. Students should seek counsel and permission from both parents and HCC pastoral staff before they move into the area of dating or courtship during Bible College.

Electronic Updates

The HCC Office regularly sends out student emails to announce items of importance. Please check your college email regularly (at least once a day) so that you keep up-to-date on new announcements. In addition, you can receive access to a HCC Facebook page for updates and coming events. See the HCC Office for details.

First Aid/Medical Needs

First aid supplies are available in the HCC Office and in residential areas. For more severe medical needs, Calvary Medical Center is adjacent to the HCC campus.

Recreation

The gymnasium adjacent to the Legacy Building provides workout equipment and a court for sports activities. A student recreation center is also located on the first floor of the Legacy building, with an array of game tables available.

Safety and Security

HCC is serviced by the Heartland community security team. This team is trained in campus security issues, and responds to emergency buttons available on campus telephones.

If an emergency situation arises, students are contacted and provided with information through the HCC Office in the following venues:

- Announcements through the Legacy Building intercom
- College Email/HCC Facebook page
- Electronic Text Messages/Phone calls

If the HCC Office is unable to remain open due to the emergency situation, contacts are made from a suitable off-campus site.

Shepherd Groups

HCC traditional students are mentored through small-group and individual interactions with an assigned leader. The leader meets with each student on a regular basis to build relationships and help guide students in decisions, practical life-issues, and spiritual growth. You will receive your Shepherd Group Assignment at the beginning of each semester.

Student Council

HCC has a Student Council which represents the student body. Elections are carried out at the beginning of each academic year. Students interested in running for election should contact the HCC Office for further information.

Student Orientation

In order to help prepare traditional students for some of the challenges of Bible College life, some days of student orientation are scheduled prior to the start of each semester. A small fee may be required for orientation, and details are available from the HCC Office. This orientation is designed to acquaint traditional students with HCC student life while growing in aspects of excellence, discipline, and unity.

Meetings & Service Opportunities

HCC Chapel

Chapel services throughout the week are designed to give students time to focus their hearts together toward God. Students have the opportunity to practice leadership skills through speaking and worship team experiences. Chapel schedules are included in each semester's course schedule.

Church Services

The following meetings and events are a part of life for HCC students. All traditional students are expected to attend these serves at Heartland Community Church during regular College sessions.

- Sunday school and Sunday morning service
- Sunday evening service
- Wednesday night service
- Saturday night prayer
- Other special meetings as scheduled

Mission Opportunities

Students are strongly encouraged to participate in at least one short-term mission trip during their school experience, and those in the Missions area of concentration are required to do so. Please check with the HCC Office for details on upcoming trips.

Service Opportunities

In addition to Christian Service through Servanthood classes, HCC students are often called on to serve in areas of the church and the Heartland community. Such opportunities are normally announced at chapel or through email.

Weather-Related Cancellations

Because traditional students primarily board at the College, weather-related cancellations are rare. In the event that classes are cancelled due to weather, students are contacted through college email/HCC Facebook page or electronic texts.

Section 5: Student Services

We want every person in the HCC family to grow and develop to their full potential. The College provides an array of services designed to help you make the adjustment to college rigor and to support you in this new phase of life.

Academic Advising

Academic advisors are available for any student attending HCC. Traditional students are assigned an academic advisor upon acceptance to Heartland Christian College; academic advising for non-traditional students is available upon request through the HCC Office. Students meet with these advisors prior to enrollment for each semester of study, and they are available for consultation throughout the academic year.

Academic Support

Academic support is available for HCC students who request such support, or who are referred by a classroom instructor. Such support is voluntary and may be provided in small-group or individual settings. Contact the HCC Academic Dean for assistance in this area.

Special Academic Accommodations

It is the desire of Heartland Christian College to serve students who have special academic needs whenever possible. Appropriate and reasonable accommodations are determined on an individual basis based on the current and anticipated impact of the student's needs at HCC. It is the student's responsibility to request special academic accommodations by completing a Special Academic Accommodations Request Form, available through the HCC Office. When possible, reasonable academic accommodations are identified and discussed with the student, a written accommodations plan is placed in the student's file, and the Academic Dean informs classroom instructors of the accommodation(s). This plan remains in effect as needed for the duration of the student's program of study at HCC. It is the responsibility of the student to request modifications, through the Academic Dean, if the

provided accommodations are not effective. HCC does not provide diagnostic evaluations of disabilities, services of a personal nature, or special assistive technology.

Designated School Officials (P/DSO)

The P/DSO guides and advises international students on the legalities of living as a student in the United States. International students are required to meet with the P/DSO prior to any campus absence.

Financial Aid Officer

The Financial Aid Officer keeps track of current financial aid and helps students complete necessary paperwork for financial aid. Contact the HCC Office for further information.

HCC Library

The HCC Library contains materials that are beneficial to your academic work as a student. Books & magazines, research materials, electronic resources, computers, and quiet work space make this a welcome place to spend time. The Librarian is on hand and happy to help in any way possible. Library hours are posted each semester.

HCC Office

The HCC Office answers general student questions regarding the College, as well as questions regarding payment of semester fees. Students are welcome to stop in any time the Office is open.

Registrar

The Registrar maintains student records, helps students complete necessary paperwork, and is available to answer questions concerning enrollment, student status, and related topics.

Shepherd Group Leaders

Shepherd Group leaders are available to listen, talk, and guide students as they meet challenges and encounter new people and events throughout their time at HCC. These leaders are the first place to go when questions or problems arise, or when you just want to talk to someone. Take advantage of the wisdom and friendship of these leaders.

Section Six: Emergency Preparedness

In order to keep yourself and others as safe as possible in the event of an emergency situation, please make the following information as familiar as possible. Working together, we can make the best of difficult situations.

Personal Threat/Assault/Civil Disturbance

Stalking

Stalking is pursuing or harassing another in an aggressive, often threatening and illegal manner.

When an occurrence of stalking seems to be taking place:

- Contact HCC personnel or security team Liaison and seek the safety of others
- Do not confront alleged stalker
- Take note of physical characteristics and other identifiers that can be reported

To report an alleged occurrence of stalking:

- Make contact with HCC security team Liaison

Assault

Assault is a sudden, violent attack against another person.

When coming upon a victim or if you are a victim:

- Call 911 – do not hang up until told to do so
- Have another person press emergency button on HCC phone if possible
- Make contact with HCC security team Liaison
- Remain with victim until emergency assistance arrives provided it is safe to do so

Violence

Violence includes rough or injurious physical force, action, or treatment.

In the case of violent action:

- Call 911 – do not hang up until told to do so
- Secure your area (lock doors, safes, files, vital records, and expensive equipment)
- Have another person press emergency button on HCC phone if possible
- Make contact with HCC security team Liaison to report incident
- Do not unsecure your area until instructed to do so by proper authorities

Civil Disturbance

Civil disturbances include riots, demonstrations, threatening individuals, crimes in progress, or assemblies that have become significantly disruptive.

In case of a civil disturbance:

- Call 911 – do not hang up until told to do so
- Secure your area (lock doors, safes, files, vital records, and expensive equipment)

- Have another person press emergency button on HCC phone if possible
- Make contact with HCC security team Liaison to report incident
- Avoid provoking or obstructing demonstrators
- Avoid area of disturbance
- Continue with normal routines as much as possible
- If the disturbance is outside, stay away from doors or windows. **STAY INSIDE!**
- Prepare for evacuation or relocation
- Do not unsecure your area until instructed to do so by proper authorities

Intruder

An intruder includes anyone who comes onto premises without invitation, permission, or welcome; intruder situations can include violent actions.

Initial Actions:

- Call 911 – do not hang up until told to do so
- Have another person press emergency button on HCC phone if possible
- Leave immediate area whenever possible
- Stay low and do not run in a straight line
- Attempt to keep objects (trees, cars, trash cans, etc.) between you and the hostile person
- Once in safety, make contact with HCC security team Liaison to report incident

Hiding Actions

- If unable to leave, secure your area
- Quickly scan hallway & direct any students/staff in the hallway into your room immediately
- Lock your door
- Once your door is locked, do NOT open the door for anyone
- Lock/block doors & windows, close window blinds
- Turn off lights and computer monitors
- Hide as well as possible in your area
- Move to an area of the room that is not visible from the door
- Remain very quiet and still
- Check attendance of those with you for later reporting; write names down if possible
- If fire alarm goes off after lockdown, do NOT evacuate rooms
- Choose an article that could be used to defend yourself if needed
- Fight off intruder if he/she gains entry into your area and lives are endangered
- Do not unsecure your area until proper authorities unlock your door

Special Circumstances

- If you are in an open area such as the commons or lunch room, move as quickly as possible to a room that can be secured
- If outside the building, stop, drop, and remain still if unable to run to safety
- If in bathrooms, move to a stall, lock it, and stand on the toilet
- If in hallway, immediately move to the closest room

Power Outage

In the event of a power outage, all campus personnel should attempt to remain calm. To report a minor, localized power outage, call the HCC front office at 660-284-4800. It is important to keep flashlights and batteries in key locations.

In case of a major, campus wide outage:

- Remain calm
- Do not light candles or any type of flame for lighting (flashlights may be used)
- Unplug electrical devices (including computers) and turn off light switches
- Follow the direction of HCC leaders

Vehicular Accident

If you witness a motor vehicle accident involving injuries:

- Call 911 immediately and remain on scene until released by police or paramedics
- Look for hazards that could affect you or responding emergency personnel
- DO NOT attempt to remove the injured unless it is more dangerous to leave them where they are: i.e. a fire, or dangerous location
- Attempt to keep the victim calm and reassure them that help is on the way
- Be helpful and answer any questions by emergency responders

If you are involved in a motor vehicle accident:

- Contact local law enforcement
- Exchange personal and insurance information with any other driver involved
- Do not discuss fault with anyone other than HCC official, police, or insurance agent
- Contact HCC office as soon as possible to complete specific paperwork

Flooding

In the event of major flooding, Heartland Christian College is responsible for the notification of all appropriate emergency services.

- Contact HCC security team Liaison to report flooding
- Evacuate campus immediately as directed by Police and Emergency services
- Use extreme caution around appliances and near outlets

In the event of severe storms, HCC administration monitors the National Weather Service to determine necessary actions up to evacuation or the cancellation of classes.

Hazardous Materials

Hazardous materials include, but are not limited to:

- Chemicals (liquid and solid)
- Hazardous waste
- Oils (such as diesel and gasoline)

Major Spills

- Activate the nearest fire alarm
- Immediately evacuate the area, closing doors behind you
- Call 911 - do not hang up until told to do so
- Contact the security team Liaison
- DO not attempt to clean up the spill yourself

Minor Spills

- Alert people in the immediate area of the spill
- Contact HCC Office; Office contacts appropriate personnel for clean-up of area
- Do not attempt to clean up the spill yourself

Chemical Spills on Body

- Flood exposed area with running water from faucet or safety shower for at least 15 minutes.
- Remove contaminated clothing at once. Put in a plastic bag and seal. Avoid contact with eyes.
- Make sure chemical has not accumulated in shoes or under jewelry.
- Report the incident to the security team Liaison

Natural Disaster/Inclement Weather

It is of utmost importance to remain calm and listen for information from HCC administration and Emergency Services. Heartland Christian College Administration provides instructions for immediate actions if necessary

Earthquakes

Indoors:

- STAY INDOORS, do not exit building or use elevators
- TAKE COVER underneath table, desk or doorway, if possible
- STAY AWAY from all windows and large glass objects
- AVOID being underneath heavier objects such as lights, wall hangings and other items, which may fall
- HELP DIRECT people with special needs to a safe place, if necessary
- WHEELCHAIR bound individuals should lock brakes

Outdoors:

- Move to an area AWAY FROM trees, buildings, walls, and power lines
- DROP TO KNEES and get into a fetal position close your eyes and cross your arms over the back of your neck for protection
- REMAIN in position until shaking has stopped

After Shaking Stops:

- DO NOT USE cell phones, EXCEPT to report serious injuries
- ASSIST in the building evacuation of people with special needs, if safe to do so
- TUNE radios to an emergency broadcast or local radio stations for news updates and instructions
- BE PREPARED to evacuate if instructed to do so. (The decision to evacuate from campus will be based on the severity of the earthquake and damage to buildings.)

Tornado

A TORNADO WATCH means that conditions are favorable for tornados and severe thunderstorms in and close to the watch area. A TORNADO WARNING is an URGENT announcement that a tornado has been reported and warns you to take immediate action to protect life and property.

Indoors:

- STAY INDOORS, do not exit building or use elevators. You could be trapped in them if the power is lost. Locate an interior room
- GO directly to an enclosed, windowless area in the center of the building, corners or building support columns are best. Avoid middle of exterior walls
- STAY AWAY from all windows and large glass objects
- CROUCH DOWN and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly
- AVOID being underneath heavier objects such as lights, wall hangings and other items, which may fall
- REMAIN INSIDE until Tornado has passed or cleared to leave

- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby
- HELP DIRECT people with special needs to a safe place, if necessary
- IF INSTRUCTED to evacuate, see “EVACUATION” section of this guide

Outdoors:

- MOVE AWAY From trees, buildings, walls, and power lines
- SEEK the lowest possible ground, i.e. ditch, small trench. Lying flat in a ditch or low-lying area may be the only thing available. Note: Never enter an opening or trench where a “Cave in or Flooding” may be possible
- STAY AWAY from power lines and puddles with wires in them, they may be “Live”
- DO NOT USE matches or lighters, in case of leaking gas pipes or fuel tanks
- REMAIN in position until “noise and high winds” have stopped
- DO NOT ENTER any building that is deemed or looks UNSAFE

Severe Thunderstorms

Indoors:

- STAY INDOORS, do not exit building or use elevators. You could be trapped in them if the power is lost
- STAY AWAY from all windows and large glass objects
- CROUCH DOWN and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly
- AVOID being underneath heavier objects such as lights, wall hangings and other items, which may fall
- REMAIN INSIDE until storm has passed or cleared to leave
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby
- HELP DIRECT people with special needs to a safe place, if necessary
- IF INSTRUCTED to evacuate, see “EVACUATION” section of this guide

Outdoors:

- MOVE AWAY From trees, buildings, walls, and power lines
- SEEK the lowest possible ground, i.e. ditch, small trench. Lying flat in a ditch or low-lying area may be the only thing available. Note: Never enter an opening or trench where a “Cave in or Flooding” maybe possible
- STAY AWAY from power lines and puddles with wires in them, they may be “Live”
- DO NOT USE matches or lighters, in case of leaking gas pipes or fuel tanks

- REMAIN in position until “noise and high winds” have stopped
- DO NOT ENTER any building that is deemed or looks UNSAFE

Hail

- SEEK protective SHELTER immediately
- REMAIN indoors or under protective shelter until hail has stopped

Lightning

- SEEK protective SHELTER immediately
- If OUTDOORS, DO NOT STAND underneath tall isolated objects. Avoid projecting above the surrounding landscape. Seek shelter in a low area under a thick growth of small trees. Open areas, SEEK LOW AREAS such as a ravine or valley
- GET OFF or AWAY from OPEN WATER as well as metal equipment or small metal vehicles such as motorcycles, bicycles, golf carts, etc. Stay away from wire fences, clotheslines, metal pipes, and rails. If you are in a group in the open, spread out, keeping people several yards apart
- REMEMBER – lightning may strike some miles from the parent cloud. If you feel your hair stand on end, lightning may be about to strike you. DROP TO YOUR KNEES and BEND FORWARD, putting your hands on your knees. Do not lie flat on the ground.

Suspicious Package

If you receive or discover a package or device that you think might be dangerous, do not touch it, tamper with it, or move it. Immediately contact the HCC security Liaison.

If you receive an unexpected piece of mail or parcel from an unknown sender, use this checklist to recognize its potential danger:

- Foreign mail, air mail, and special deliveries
- Restrictive markings such as “confidential” or “personal”
- Excessive postage
- Handwritten or poorly typed address
- Incorrect titles
- Misspellings of common words
- Oily stains or discolorations on package
- Excessive weight
- Rigid, lopsided, or uneven envelopes
- Protruding wires or tinfoil
- Excessive tape or string
- Visual distractions
- No return address

Bomb Threat

If you receive a phone call with a bomb threat:

- DO NOT HANG UP!
- Remain calm.
- Take the caller seriously.
- Ask a lot of questions, using the included checklist below as a guide.
- Have someone else call 911 on another line or call 911 immediately after hanging up.
- Press the emergency button on HCC phone if possible
- Make contact with HCC security team Liaison to report incident

Bomb Threat Checklist

When is the bomb going to explode? _____

Where is it right now? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____ Why? _____

What is your address? _____

What is your name? _____

Evacuation

Always be prepared. Learn all exits and routes to help determine the nearest exit to your location and the best route to follow if evacuation is necessary.

If time permits during evacuation, and it is safe to do so, secure your workplace and take personal items.

In most emergencies, complete evacuation of the campus is not necessary. If, however, there is a major hazardous materials release, flood, or other MAJOR incident, it may be necessary to relocate all Campus personnel to a safer location.

Evacuation from a Building:

- Walk, do not run.
- If safe to do so, assist people with special needs as indicated by that person, or direct to the nearest stairwell, and contact HCC personnel for assistance with location.
- Gather outside at a designated staging area.
- Legacy Building & Gymnasium: In grass on south side of parking lot nearest lake
- Ozark House: Across the street in the grass in front of apartment building

- If you cannot return to your building, wait for instructions from the HCC administration or other organization in charge.

“In-Place” Evacuations

In some instances, it is safer to evacuate “in-place” than it is to leave a building, e.g., smoke or fire is immediately outside your room, live electrical wires bar access to the exit, individuals with mobility disabilities are above or below ground floors.

- If the hazard is fire or smoke, see “FIRE” section of this guide.
- If safe to do so, go to the nearest stairwell and tell someone who is evacuating to notify emergency personnel of your location and that you are unable to evacuate the building.
- Call 911 and tell them your name, your location, that you are unable to evacuate, and why you are unable to evacuate the building. Follow directions of the 911 operator.

On-Campus Staging Areas

In the event of a building or area evacuation, you will be notified where staging areas will be located. Food, water, first-aid, shelter, and information will be available at designated staging areas.

Fire

If You Discover a Fire or See Smoke

- If building alarm is not sounding, manually activate the alarm by using a fire alarm pull station located near an exit
- Immediately exit the building
- Call 911 from the nearest safe phone
- Press emergency button on HCC phone if possible
- Contact HCC security team Liaison to report fire

If Building Fire Alarm is Activated or Someone Informs You of a Fire

- Walk to the nearest exit
- If able, assist people with special needs
- Notify emergency personnel if you know or suspect someone is trapped or still inside the building
- Gather outside at a designated area away from the building and do not attempt to re-enter the building until authorized to do so by the emergency responders

If Caught in Smoke

- Drop to hands and knees and crawl towards the nearest exit
- Stay low as smoke will rise to ceiling level
- Hold your breath as much as possible; breathe through your nose and use a filter such as a shirt or towel

If Trapped in a Room

- Close as many doors as possible between you and the fire
- Wet and place a cloth material around or under the door to help prevent smoke from entering the room
- If room has an outside window, be prepared to signal someone outside

Clothing on Fire: [Stop, Drop, Roll]

- Roll person around on floor to smother flame
- Only drench with water if safety shower is immediately available
- Obtain medical attention. Call 911
- Contact HCC security team Liaison to report incident

Using a Fire Extinguisher

Only use a fire extinguisher if the fire is very small and you have been trained to do it safely. If you can't put out the fire, leave immediately and make sure the building alarm is activated and emergency personnel notified. TOTAL AND IMMEDIATE EVACUATION IS THE SAFEST.

Personal Injury

In all "serious cases" call 911 for emergency treatment.

Heart Related Illnesses

- Get victim to a cool place
- Loosen tight clothing
- Apply cool, wet cloths to the skin
- Fan the victim
- If victim is conscious, give cool (not cold) water to drink
- Press emergency button on HCC phone if possible
- Notify HCC security team Liaison to report incident
- Call 911 for an ambulance if victim refuses water, vomits, or loses consciousness

Minor Cuts & Punctures

- Vigorously wash injury with soap and water for several minutes
- Bandage as necessary
- Seek medical attention as needed

If IMPALED by a foreign object

- DO NOT REMOVE THE OBJECT. Seek medical attention immediately.

Material Splashed in Eye

- Immediately rinse eye and inner surface of eyelid with water continuously for 15 minutes.
- Forcibly hold eye open to ensure effective wash behind eyelids.
- Seek medical attention as needed

Medical Emergency

- Call 911 Immediately
- Press emergency button on HCC phone if possible
- Notify HCC security team Liaison to report incident



CALENDAR

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Section Seven: Academic Calendar

2018/2019 Academic Year

Fall Semester

- Aug. 11-12Residential Move-In
- Aug. 13Fall Orientation Begins
- Aug. 20Fall Block 1/Semester Courses Begin
- Aug. 27 Last Free Add/Drop Day for Block 1
- Sept. 3 Last Free Add/Drop Day for Semester Courses
- Oct. 9Fall Block 1 Ends
- Oct. 10-11 College Meeting Days
- Oct. 12-13AWAKEN
- Oct. 15 Fall Block 2 Begins
- Oct. 22Last Free Add/Drop Day for Block 2
- Nov. 19Monday Night Courses End
- Nov. 19-20College Meeting Days
- Nov. 21-25 Thanksgiving Break
- Dec. 13Fall Block 2 and Semester Courses End
- Dec. 15-Jan. 6Christmas Break

Spring Semester

- Jan. 7-8 Spring Orientation
- Jan. 9 Spring Block 1/Semester Courses Begin
- Jan. 14 Monday Night Courses Begin
- Jan. 16 Last Free Add/Drop Day for Block 1
- Jan. 28 Last Free Add/Drop Day for Semester Courses
- Feb. 28Spring Block 1 Ends
- March 3-6Missions Conference
- March 7-11Spring Break
- March 13Spring Block 2 Begins
- March 20Last Free Add/Drop Day for Block 2
- March 29Preview Day
- April 19-21Easter Break
- April 22Monday Night Courses End
- May 2 Spring Block 2 and Semester Courses End
- May 3College Meeting Day
- May 5 Graduation



RESIDENTIAL LIVING

Discipleship formation is an important part of life at HCC. The residential experience is a big part of that formation, and the requirements and guidelines in this handbook are in place to help HCC students walk out the discipleship concepts heard in classes, chapels, and one-on-one discussions.

God has called you here to devote some time specifically to getting to know Him and growing in your ability to follow Him in all areas of life.

HCC residential life is designed to provide structure to help you stay focused on that goal and succeed in **growing closer to Jesus Christ.**

Living in community is an important part of the Christian life. Jesus calls us to lay down our lives for our brothers (and sisters), and it is our hope that as students learn to share the bathroom, make their beds, and adjust to a roommate's habits, you begin to **embrace a life of discipleship and service** wherever God may call you.



COVENANT AGREEMENTS

A covenant is an agreement between two or more persons to do or not do something specified. God made covenants with His chosen people that guided their relationships. In one such covenant, God says, “For this is the covenant that I will make with the house of Israel after those days, says the Lord: I will put my laws into their mind, and I will write them on their hearts. And I will be their God, and they shall be my people (Jeremiah 31:33).

As you enter this new phase of life in Bible College, we are making covenants with one another that will guide our relationships while you are a residential student. We agree to provide a safe, comfortable place for you to live, and we provide housing coordinators and assistants with the specific intent of helping you build relationships and develop a biblical worldview in your daily life. In return, you agree to honor the principles and values that we live by at HCC, as well as the resulting practicalities that flow out of those principles in regards to residential living.

We are excited to enter this time of covenant together, and we are confident that you will find residential life to be an integral part of your HCC experience.

HOW IT WORKS

BIBLICAL PRINCIPLE

Even details of everyday life demonstrate that God is a God of order.

1 Residential Living Requirement. Traditional single students are required to live in residential housing as they participate in the Bible College program. A student who feels that they have a special circumstance that should allow them to live in housing other than an HCC residential facility may apply for an exemption. Please contact the Dean of Students for details of the exemption process.

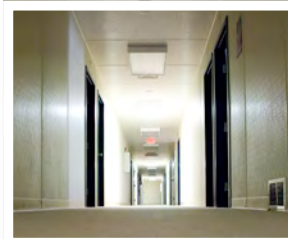
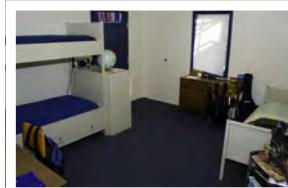
2 Residential Living Assignments. Each traditional student, upon acceptance to Heartland Christian College, is assigned to a residential living facility unless exempt from the Campus Living Requirement. Normally students share a room with at least one other student as assigned by HCC. Rooms are available during normal academic terms, and a separate agreement is available for the summer term. In case of extenuating circumstances, a student may be allowed to contract for only a portion of the summer term. With approval, students may remain in an HCC residential



Enjoy your residential experience at either one of HCC's housing facilities: The Ozark House (top) for women or the Dorm for men.

living facility during school breaks. This should be discussed in advance with the Residential Coordinator and the student is charged a prorated fee based on the number of days in residence.

3 Residential Living Agreement. Traditional students sign a Residential Living Agreement in the first week that they occupy a room in an HCC residential living facility. The purpose of this agreement is to affirm that one's word is important and binding. By signing this document, students agree to live by the guidelines and values set forth by Heartland Christian College, and to pay all residential living fees. Please refer to the HCC Catalog, Financial Information section, for specific residential living fees.



THE LEGACY BUILDING
(men's housing)
Whether it's on the hall or at the house, you're sure to find rooms ready for study, fellowship, or just getting a good night's rest.

4. Payment of Fees. If tuition and housing fees are not paid in full by Registration Day of each enrollment period, a monthly payment plan is established to fulfill the remainder of a student's balance. Contact the HCC Office for payment plan information.

5. Room Checkout. At the end of each Residential Living Agreement period, the student checks out of their room in the following manner:

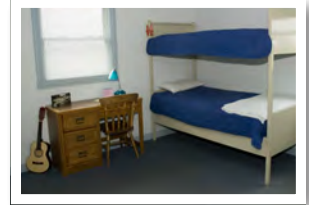
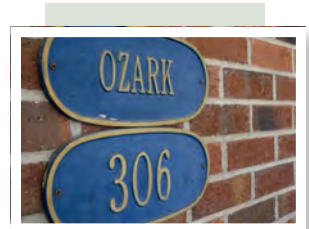
- a. A checkout appointment is made with the Residential Living Coordinator.
- b. A room inspection is done by the Residential Living Coordinator, and any issues are dealt with by the student as a result of this inspection.
- c. The Residential Living Coordinator completes a Residential Living Checkout form.

6. Breaking Agreements. Students are expected to fulfill their Residential Living Agreements as a basic issue of good stewardship and character. However, exceptions may be made for students based upon extenuating circumstances. Students should discuss their need to break the housing agreement with the Dean/Assistant Dean of Students, and they are advised on the proper procedures. A refund schedule is available in the HCC Catalog. Students who withdraw from HCC due to disciplinary action or without notice, pay Residential Living expenses for the duration of the signed agreement.

7. Termination of Agreement by College. If a student fails to abide by the terms of the Residential Living Agreement, the College may terminate the agreement with or without the student's consent. Advance notice is given when possible, but in extreme cases the College reserves the right to terminate the Residential Living Agreement with no prior notice.

8. Responsibility for Personal Property. The College is not responsible for the loss of, or damage to, any personal property belonging to students. It is recommended that student valuables are stored in a locked location. Please see the Residential Coordinator for approved options.

Personal belongings must be removed upon graduation or withdrawal from HCC. Such items are discarded after two weeks from the date of graduation or withdrawal.



THE OZARK HOUSE
(women's housing)
Whether it's over dinner,
doing homework together,
or hanging out in one of
the lounge areas, you'll
build relationships that can
last a lifetime.

The works of his hands are faithful and just; all his precepts are trustworthy; they are established forever and ever, to be performed with faithfulness and uprightness. He sent redemption to his people; he has commanded his covenant forever. Holy and awesome is his name! -Psalm 111:7-9 ESV



RESIDENTIAL LIVING

PLAYING IT SAFE

BIBLICAL PRINCIPLE

God cares for our well-being and gives us the wisdom to care for ourselves and those around us.

1. Residential Living Facility. For the safety of all residents, HCC requires that students observe the following policies:

- a. Open flames are not allowed within HCC residential areas due to fire hazards.
- b. No substances which may cause health or fire hazards can be brought into HCC residential areas (example: lighters, fireworks, black powder, etc.).
- c. The use, possession, or association with tobacco, nicotine, herbal or e-cigarettes and vaporizers, legal or illegal mind-altering substances, illegal drugs, alcohol or any metabolites thereof, or prescription or non-prescription drugs not taken in accordance with label directions or a prescription given to the student is strictly prohibited.
- d. Knives (longer than a 3" blade), hunting equipment, paint ball guns, or other devices that could be used as a weapon may not be stored in any HCC residential facility.
- e. Space heaters and electric fans are not permitted.
- f. Pets, live plants, and food or drink items other than a closed container of water, are not permitted in individual student rooms.
- g. Personal microwaves, refrigerators, stovetops, etc. are not allowed in residential facilities.
- h. Fire exits are located at the end of each dorm hallway and are clearly marked on each floor.

Approval Required:

- i. All individual student room furniture may be moved either by HCC personnel or by their permission.
- j. Any electrical items, other than those used for personal hygiene, must be approved for use by the Residential Coordinator.

2. Medications. As a safety precaution, possession of prescription medication should be reported to Residential Coordinator, and stored in a secure location.

*Whether, then, you eat or drink or whatever you do, do all to the glory of God.
-1 Corinthians 10:31*



RESIDENTIAL LIVING ME & MY ROOM

BIBLICAL PRINCIPLE

Living with excellence reflects the glory of God.



1 Room Changes. The College has the right to change a student's room or roommate assignment to better serve the needs of those involved. The College may also place additional students in an assigned room if necessary, and may give students an opportunity to practice hospitality by offering their room on special occasions to visitors or guests.

2 Use of Assigned Room. The room assigned to a student is to be occupied by him or her. Students must sleep in their assigned room. All guests must receive special permission ahead of time from the Residential Coordinator to stay overnight in a student's room.

3 Room Inspections. In keeping with the College's commitment to excellence in all areas of life, HCC conducts inspections of student rooms, looking for cleanliness and order. To encourage good stewardship, the College also reserves the right to enter any assigned room and inspect student belongings. Following an inspection, Residential Coordinators provide students with a form detailing areas of concern and notes for improvement on room condition. A student who fails two or more room inspections per semester meets with the Dean of Students to make a plan for improvement. Details of disciplinary action connected to failed room inspections are available from Residential Coordinators.

- 4 General Standards.**
- Student rooms are to be inspection-ready daily by 7:45 am.
 - Desks are to be used as work or study areas and need to be kept free of clutter. Personal computers should be arranged to fit on desktops without the need for extra furniture.
 - Beds must be neatly made during non-sleeping times. Students must provide bed linens for twin sized mattresses.
 - Floors shall be kept clean and free of debris or personal items. Musical instruments such as guitars or horns are an exception and may be stored neatly in the room.
 - Trash is to be emptied as needed.
 - Bathrooms should be neat and tidy in appearance, with each student cleaning up the area after use. Students are to provide towels for personal use.
 - All student bedroom doors must remain wide open from the hours of 8:00 a.m. to 9:00 p.m. other than times when students are changing or ill.

*Whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father.
- Colossians 3:17*

5. Clothing Storage. Due to limited space availability, the following policies are in place:

- a. Each student has designated drawer space for clothing storage.
- b. Plastic storage drawers may be used in each closet. (Note shared closet size and closet door opening size on the diagram pictured.)
- c. Shoe racks may be used as space permits. Additional clothing and shoes may be stored in student storage areas in each residential facility.
- d. Dirty clothes are to be kept in a hamper with a lid and stored neatly in the closet.
- e. Laundered clothes may be air dried overnight and must be put away in the morning by 7:45 a.m.

6. Optional Room Items.

- a. Personal toiletry items may be stored in a drawer or closet. A portable toiletry caddy is recommended for carrying items to and from the shower.

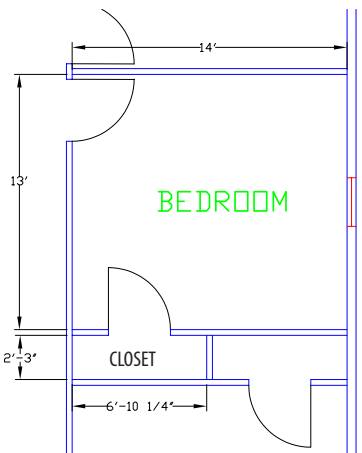


Keep that bathroom tidy with something as simple as toiletry caddy for soaps, brushes, and all those styling products. Top photo Ozark House; bottom photo Legacy Building.

- b. HCC provides one bed spread and a lightweight blanket, or students may provide their own approved twin sized bed spread.
- c. Personal decor should reflect the philosophy and values of HCC.
- d. One approved bookshelf (small) and area rug are permitted per room.

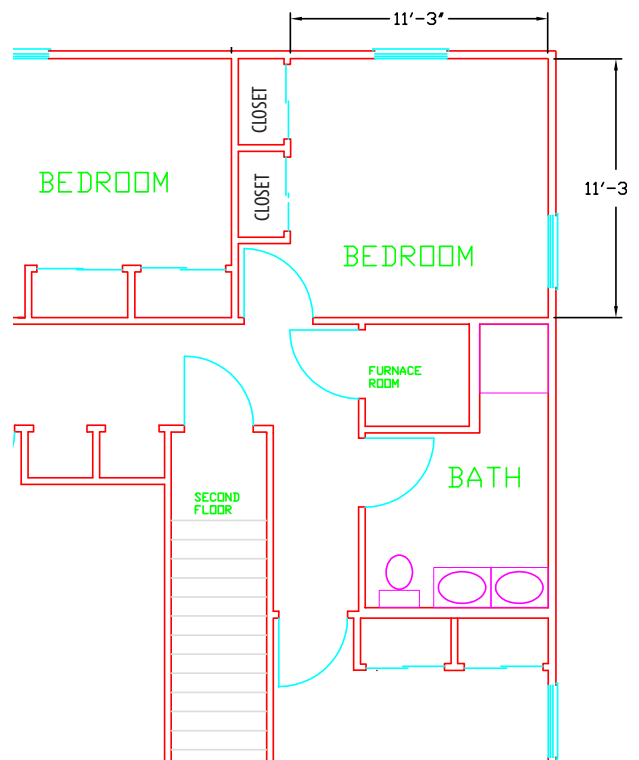
7. Miscellaneous.

- a. Irons and ironing boards are available on each floor and must be returned to their designated area after use.
- b. Each student is allowed to store two medium size labeled containers in a residential storage room.



Legacy Building Dorm Rooms
(left) Rooms are 14'x13', with a 6'10"x2' closet shared by room occupants.

Ozark House Dorm Rooms
(right) Rooms vary in size from 14'x11.5' to 12'x12' with a 45" wide closet for each occupant. Closet door openings are 15" wide.



RESIDENTIAL LIVING GETTING THINGS DONE

BIBLICAL PRINCIPLE

God trusts us with responsibilities that lead to successful living.



1. Housekeeping Chores. Students are responsible for daily and/or weekly chores in the community areas of their assigned residential living facility. These chores are posted on a rotating schedule, and administrated by the Residential Coordinator. Chores not completed on a regular basis may result in a meeting with the Dean/Assistant Dean of Students and possible disciplinary action as he/she sees fit.

2. Personal Laundry.

- a. Students are assigned a laundry day(s) which is posted, and they may use the washers and dryers which are available for personal items. Students must provide their own detergent, etc.
- b. Students are required to launder their own bedding.



Don't forget to take full advantage of your laundry day to keep everything smelling fresh.

3. Phone Usage.

- a. Incoming calls may be received on residential telephones which are available in common areas of all HCC residential living facilities. Students may release phone numbers to family and friends as follows:
HCC Boys Dorm: (660) 284-9330
Ozark House Girls Dorm: (660) 284-9332

- b. In case of emergency, students may be contacted by calling the HCC Office during daytime hours, (660) 284-4800, or the Residential Coordinator during evening hours. (Students can provide number to family.)
- c. Students may call long distance from HCC residential living facilities by using a calling card or calling collect. Local outgoing calls may be made at no charge.

4. Mail. Student mail can be received in assigned mailboxes. HCC addresses are available from Residential Coordinators upon room assignment. Please notify magazine companies, banks, and other correspondents of a change of address when leaving the College.

COMMUNITY LIFE

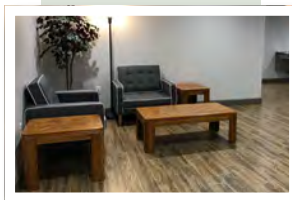
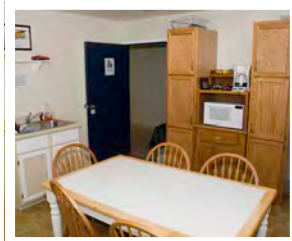


BIBLICAL PRINCIPLE

Living together in community is an expression of the Kingdom of God.

1. Community Living. To promote healthy relationships, brothers sit, eat, pray, worship, study, travel and relax with one another. Likewise sisters sit, eat, pray, worship, study, travel and relax with one another.

- a. Food and drink are welcome in the kitchen/dining room/outdoor area of each residential living facility. Students are expected to clean up after using such areas.
- b. Students may keep personal snack items in a small approved plastic storage container in an area of the residential living facility established by the Residential Coordinator.
- c. All snack items in the kitchen area, not in a personal storage container, are available for community consumption.



There are plenty of places at the Legacy building for you to spend time getting to know your fellow students.

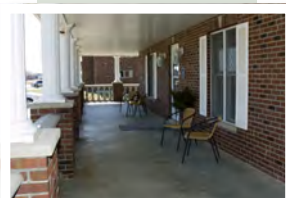
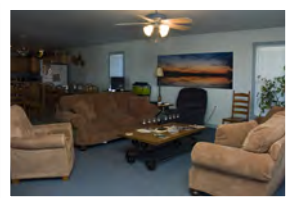
- d. Students are expected to attend scheduled meals unless working. Students should arrive at meals neat, clean, and decent in appearance. The Residential Coordinator may excuse a student from a meal if an extenuating circumstance is discussed in advance of the meal.
- e. Computers for word processing and course work, as well as printers, are available for student use in all HCC residential facilities. Students need to supply their own paper for printing, and be considerate of the computer needs of others.

And do not be conformed to this world, but be transformed by the renewing of your mind, so that you may prove what the will of God is, that which is good and acceptable and perfect.

-Romans 12:2

2. Curfew.

- a. As a part of preferring others and developing a healthy lifestyle, campus housing remains quiet after 9:00 p.m. to allow students to study, pray, or sleep.
- b. Students are to be in their residential facility by 10:00 p.m. and in their rooms with lights out by 10:30 p.m.
- c. Curfew is established for HCC breaks and summer term as needed. The Residential Coordinator provides this information to students remaining in residential living facilities.



A few of the community areas at the Ozark House.

3. Parking and

Transportation. Student automobile parking is provided at campus housing and HCC classrooms.

For the sake of safety and to discourage problems of theft or vandalism, students are to lock vehicles at all times and never leave keys unattended in a car.

Any problems regarding vehicles are to be reported to the Residential Coordinator immediately. Bicycles must be locked with a chain in designated areas. The speed limit on all HCC campus streets is 20 mph, and students must be cautious when driving through the community as many small children live and play there.

4. Discipleship Training/Disciplinary Action. If a student violates a residential policy, he/she meets with the Dean or Assistant Dean of Students, who assesses the violation, completes a Discipleship Training/Disciplinary Action Form, and details the consequences and action steps as a result of the violation. The student signs the form, acknowledging his/her understanding and agreement with the terms.

5. Student Grievances. Students who feel that they have been disciplined unfairly or wish to appeal some other decision which they consider to be unjustified or unfair have a right to appeal that decision. When informal resolution of such issues fail, the student may file a formal written appeal. Details of the appeal process are available through the Dean or Assistant Dean of Students.

So then you are no longer strangers and aliens, but you are fellow citizens with the saints, and are of God's household, having been built on the foundation of the apostles and prophets, Christ Jesus Himself being the corner stone, in whom the whole building, being fitted together, is growing into a holy temple in the Lord, in whom you also are being built together into a dwelling of God in the Spirit.

-Ephesians 2:19-22

DIGITAL LIFE

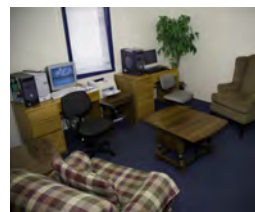
BIBLICAL PRINCIPLE

We are a reflection of what we see, hear, and consume.




- 1 Digital Information.** As a part of the discipleship element of life at HCC, the College desires to train students in the area of electronic stewardship. In order to help facilitate this training, the following guidelines for personal electronic devices are observed:
- a. HCC provides guided internet access through the computer lab and through the HCC wireless.
 - b. Personal computers and similar devices are allowed. Students are expected to access the internet through the HCC wireless.
 - c. Upon enrollment, the MAC (Media Access Control) address for personal computers and other similar devices is required to be logged with the Heartland IT Department.
 - d. HCC reserves the right to inspect and approve all items stored or used on personal computers or similar devices and requires that they be used in a way that displays righteous character.
 - e. All personal cell phone numbers are registered with the HCC Office upon arrival at HCC
 - f. Personal electronic devices are allowed in classrooms, but individual instructors set parameters for their usage. There may be periods of time when phones are asked to be turned off for the benefit of academic pursuits.
 - g. Skype is available on select HCC student computers in the computer lab and residences.

- h. There are daily periods of time when students are asked not to access the internet socially or for entertainment, for the benefit of academic pursuits. These time periods are announced at the beginning of each semester.
- i. Personal electronic devices are a privilege and abuse of this privilege may result in loss of usage for a specific period of time.
- j. All entertainment and media should reflect the values of HCC. Movies and games must be viewed in a community living area.



The Legacy Building and Ozark House both have computers available for printing off those homework assignments.

*But flee from these things, you man of God, and pursue righteousness, godliness, faith, love, perseverance and gentleness.
-1 Timothy 6:11*



RESIDENTIAL LIVING GOING & COMING

BIBLICAL PRINCIPLE

Personal accountability provides the freedom to make a difference.

1 Residential Visits. Visitors to HCC residential living facilities are limited by gender and time frames as follows:

- a. Approved Visitation Hours
Monday-Friday 6:00-9:00 p.m.
Saturday-Sunday 1:00-5:00 p.m.
Visitation Hour Extension: In the event that additional visitation hours are needed, due to extenuating circumstances, additional visitation times must be cleared through the Residential Coordinator, in advance.
- b. Guests must normally stay in the general living areas of the residence. Any request for visits outside these areas must be approved by the Residential Coordinator.
- c. Gender Visits: No males may visit the Ozark House (except for HCC group activities). No females may visit the HCC Boys' Hall.
- d. Parent/Family Visits: Parent/family campus visits are encouraged and should be discussed in advance with the Residential Coordinator in order to facilitate these guests comfortably, and to not interfere with the general policies of the residential facility. Normally, families are not accommodated overnight in HCC residential housing.

2 Off-Campus Approval. In keeping with the HCC values of accountability, safety, and integration into the campus community, students should plan ahead and prepare for off-campus trips. All such trips must be pre-approved and done in groups as often as possible.

- a. Area Trips: Students desiring to travel within designated areas near Heartland must obtain verbal permission from the Residential Coordinator and sign out.
- b. Class Absence Forms: Students who must be absent from class due to pre-planned personal appointments (i.e. doctor, dentist) must obtain permission from teachers and get signed approval from the Academic Dean.
- c. Absence Request Form: Students desiring to travel beyond designated area trips, and/or those desiring to spend the night outside of campus housing, must fill out a request and receive permission well in advance.
- d. In general, off-campus approval may be requested for two overnight trips before Thanksgiving in the fall semester and two overnight trips before Easter in the spring semester. This includes any overnight stays that are outside HCC residences. Additional overnight trips may be considered due to unforeseen circumstances.
- e. Ministry Trip Approval: Students desiring to take part in an off-campus ministry trip must fill out a request and receive permission well in advance.

3 Constant Change. The unfolding call of God upon this Bible College requires a commitment to flexibility. The College, therefore, reserves the right to make changes in these policies as the call of God may dictate. The administrative staff attempts to communicate these changes in advance, but is not required to do so.

HEARTLAND

CHRISTIAN • COLLEGE

500 New Creation Road, Newark, MO 63458

Phone 660-284-4800

www.heartlandcollege.edu

HCC admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its education policies, admission policies, loan programs, and other school-administered programs.