



# Highlands College

## Student Handbook

**2022-2023**

Highlands College reserves the right to change, modify, revoke, and add to the policies and/or procedures as described in this Handbook at any time whether or not this Handbook reflects those changes. All changes are effective when the proper authority determines, whether this Handbook reflects those changes. This Handbook and its provisions do not and should not be construed to create a contract or establish any legally binding conditions or procedures. Information in this Handbook supersedes all previous editions and applies to all students.

## Table of Contents

<b>PRESIDENT'S WELCOME.....</b>	<b>4</b>
<b>THE VISION, MISSION, AND GOALS OF HIGHLANDS COLLEGE .....</b>	<b>5</b>
<b>STUDENT LEARNING OBJECTIVES OF HIGHLANDS COLLEGE.....</b>	<b>6</b>
<b>STATEMENT OF FAITH.....</b>	<b>7</b>
<b>ACCREDITATION.....</b>	<b>11</b>
<b>ADMINISTRATIVE OFFICE HOURS AND APPOINTMENTS.....</b>	<b>12</b>
<b>SPIRITUAL DEVELOPMENT.....</b>	<b>13</b>
CHAPEL.....	13
21 DAYS OF PRAYER AND FASTING .....	13
SATURATE .....	13
HC GROUPS .....	13
MISSIONS .....	14
EVENTS AT CHURCH OF THE HIGHLANDS .....	14
<b>CHARACTER FORMATION .....</b>	<b>15</b>
STUDENT CARE .....	15
HC FIT .....	15
STUDENT LIFE EVENTS .....	17
STUDENT LEADERSHIP .....	17
<b>HIGHLANDS COLLEGE COMMUNITY .....</b>	<b>19</b>
HOUSING .....	19
<b>STANDARDS OF CONDUCT .....</b>	<b>21</b>
LIVING IN COMMUNITY .....	21
COMMUNITY COVENANT .....	21
INAPPROPRIATE BEHAVIOR .....	22
<b>SEXUAL MISCONDUCT POLICY.....</b>	<b>25</b>
<b>DRESS CODE .....</b>	<b>29</b>
<b>JUDICIAL PROCESS.....</b>	<b>31</b>
<b>RESOLUTION POLICY .....</b>	<b>38</b>
<b>ACADEMIC INSTRUCTION .....</b>	<b>40</b>
<b>REGISTRAR .....</b>	<b>40</b>
<b>ACADEMIC POLICIES.....</b>	<b>46</b>
ACADEMIC INTEGRITY .....	46
PLAGIARISM .....	47
<b>ATTENDANCE POLICY .....</b>	<b>49</b>

**LEAVE OF ABSENCE..... 51**  
**MINISTRY TRAINING..... 52**  
**PRACTICUMS..... 52**  
**EXPERIENCE DETAILS: STUDENT SERVICES ..... 54**  
**FINANCIAL INFORMATION ..... 55**  
**HIGHLANDS COLLEGE TECHNOLOGIES ..... 57**  
**PUBLIC SAFETY ..... 59**  
**SEVERE WEATHER PLAN ..... 62**  
**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)..... 63**  
**THE COMMUNITY COVENANT ..... 65**  
    **COMMITMENTS AND PRACTICES ..... 65**  
**APPENDIX 1: GRANDVIEW EVACUATION MAP ..... 68**

## **PRESIDENT'S WELCOME**

Dear Students,

Welcome to the Highlands College family! Over the next few years, you will experience some of the greatest moments of your life. You will be challenged to grow into your God-given potential and be equipped to step into your ministry calling. As you begin your journey at Highlands College, I want to encourage you with our goals for you as a Highlands College student.

Our goal is to graduate leaders committed to the Great Commission by serving the local Church. To do that, we know our students must be known for their commitment to the authority of Scripture. Through knowledge, interpretation, and integration of Scripture into your life, we believe you will graduate from Highlands College with unshakable faith, prepared to deliver the gospel in practical ways to your generation.

Throughout your journey at Highlands College, we pray you will pursue a Christ-centered life through your involvement in a healthy, life-giving community where you can build your personal devotional life with God, a Godly character, an active lifestyle, and find opportunities to invest in meaningful relationships. We hope that you stay humble and hungry and pursue excellence by becoming a lifelong learner. Maintaining a teachable spirit throughout your time at Highlands College is vital to your success as a student.

Finally, as a Highlands College student, you will refine and understand your calling to ministry leadership and the advancement of the Kingdom. We want you to live with a clear purpose and an eternal perspective. If you devote yourself to your calling, develop leadership and vocational skills, and steward your time and resources at Highlands College, then we know you will grow more than you ever thought possible.

We have big dreams for your future at Highlands College. I challenge you to go all-in and finish strong so that you fulfill your God-given purpose.

For His Glory,  
Mark Pettus  
President

# **THE VISION, MISSION, AND GOALS OF HIGHLANDS COLLEGE**

## **VISION**

Highlands College will be a ministry academy applying leading-edge methods in world-class facilities, where students graduate debt-free – educated, equipped, and empowered to expand the Kingdom of God in a complex and changing world.

## **MISSION**

Highlands College is a biblical higher education institution that exists to supply the Church with leaders of competence, character, and spiritual maturity, holistically trained to lead lives of eternal impact by fulfilling the Great Commission.

## **INSTITUTIONAL GOALS**

Highlands College will:

- Deliver premier biblical higher education
- Provide excellent educational resources
- Promote a life-giving environment based on biblical values
- Champion a ministry leadership culture
- Steward finances to empower graduates for their future
- Launch leaders who are committed to the mission of the Church
- Prepare students academically and experientially to live out their calling
- Cultivate holistically healthy leaders

## STUDENT LEARNING OBJECTIVES OF HIGHLANDS COLLEGE

The graduates of Highlands College will be known for their commitment to:

**The Authority of Scripture** as evidenced by:

- The knowledge, interpretation, and integration of Scripture
- The possession of a biblical worldview

**The Pursuit of a Christ-Centered Life** as evidenced by:

- A personal devotional life with God
- A godly character
- A healthy, active lifestyle
- An investment in life-giving relationships

**The Passion of Lifelong Learning** as evidenced by:

- The intentional pursuit of truth
- Creative problem solving

**The Calling of Ministry Leadership** as evidenced by:

- The discovery of, and devotion to, personal calling
- The development of leadership and vocational skills

**The Advancement of the Kingdom** as evidenced by:

- Service to the Church
- Stewardship of time and resources
- Commitment to finishing well

## **STATEMENT OF FAITH**

### **Holy Bible**

The Holy Bible, and only the Bible, is the authoritative Word of God. It alone is the final authority in determining all doctrinal truths. In its original writing, it is inspired, infallible and inerrant. (II Timothy 3:16; II Peter 1:20-21; Proverbs 30:5; Romans 16:25-26)

### **Trinity**

There is one God, eternally existent in three persons: Father, Son and Holy Spirit. These three are coequal and coeternal. (I John 5:7; Genesis 1:26; Matthew 3:16-17, 28:19; Luke 1:35; Isaiah 9:6; Hebrews 3:7-11)

### **Jesus Christ**

Jesus Christ is God the Son, the second person of the Trinity. On earth, Jesus was 100% God and 100% man. He is the only man ever to have lived a sinless life. He was born of a virgin, lived a sinless life, performed miracles, died on the Cross for mankind and thus, atoned for our sins through the shedding of His blood. He rose from the dead on the third day according to the Scriptures, ascended to the right hand of the Father, and will return again in power and glory. (John 1:1,14, 20:28; I Timothy 3:16; Isaiah 9:6; Philippians 2:5-6; I Timothy 2:5)

### **Virgin Birth**

Jesus Christ was conceived by God the Father, through the Holy Spirit (the third person of the Trinity) in the virgin Mary's womb; therefore, He is the Son of God. (Matthew 1:18, 25; Luke 1:35; Isaiah 7:14; Luke 1:27-35)

### **Redemption**

Man was created good and upright, but by voluntary transgression he fell; his only hope of redemption is in Jesus Christ, the Son of God. (Gen. 1:26-31, 3:1-7; Romans 5:12-21)

### **Regeneration**

For anyone to know God, regeneration by the Holy Spirit is absolutely essential. (John 6:44, 65; Matthew 19:28; Titus 3:5)

### **Salvation**

We are saved by grace through faith in Jesus Christ: His death, burial, and resurrection. Salvation is a gift from God, not a result of our good works or of any human efforts. (Ephesians 2:8-9; Galatians 2:16, 3:8; Titus 3:5; Romans 10:9-10; Acts 16:31; Hebrews 9:22)

### **Repentance**

Repentance is the commitment to turn away from sin in every area of our lives and to follow Christ, which allows us to receive His redemption and to be regenerated by the Holy Spirit. Thus,

through repentance we receive forgiveness of sins and appropriate salvation. (Acts 2:21, 3:19; I John 1:9)

### **Sanctification**

Sanctification is the ongoing process of yielding to God's Word and His Spirit in order to complete the development of Christ's character in us. It is through the present ministry of the Holy Spirit and the Word of God that the Christian is enabled to live a Godly life.

(I Thessalonians 4:3, 5:23; II Corinthians 3:18, 6:14-18, II Thessalonians 2:1-3, Romans 8:29, 12:1-2, Hebrews 2:11)

### **Jesus' Blood**

The Blood that Jesus Christ shed on the Cross for both our sinfulness and our sins, enabling all those who believe to be free from the penalty of sin, which is death. (I John 1:7; Revelation 1:5, 5:9; Colossians 1:20; Romans 3:10-12, 23, 5:9; John 1:29)

### **Jesus Christ Indwells All Believers**

Christians are people who have invited the Lord Jesus Christ to come and live inside them by His Holy Spirit. They relinquish the authority of their lives over to him thus making Jesus the Lord of their life as well as Savior. They put their trust in what Jesus accomplished for them when He died, was buried, and rose again from the dead. (John 1:12; John 14:17, 23; John 15:4; Romans 8:11; Revelation 3:20)

### **Baptism in the Holy Spirit**

Given at Pentecost, it is the promise of the Father, sent by Jesus after His Ascension, to empower the Church to preach the Gospel throughout the whole earth, one of the signs being speaking in other tongues along with other gifts. (Joel 2:28-29; Matthew 3:11; Mark 16:17; Acts 1:5,8, 2:1-4, 17, 38-39, 8:14-17, 10:38, 44-47, 11:15-17, 19:1-6)

### **The Gifts of the Holy Spirit**

The Holy Spirit is manifested through a variety of spiritual gifts to build and sanctify the church, demonstrate the validity of the resurrection, and confirm the power of the Gospel. The Bible's lists of these gifts are not necessarily exhaustive, and the gifts may occur in various combinations. All believers are commanded to earnestly desire the manifestation of the gifts in their lives. These gifts always operate in harmony with the Scriptures and should never be used in violation of Biblical parameters. (Hebrews 2:4; Romans 1:11, 12 :4-8; Ephesians 4:16; I Timothy 4:14; II Timothy 1:6-7; I Corinthians 12:1-31, 14:1-40; I Peter 4:10)

### **The Church**

The church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of Jesus' Great Commission. Every person who is born of the Spirit is an integral part of the church as a member of the body of believers. There is a spiritual

unity of all believers in our Lord Jesus Christ. (Ephesians 1:22, 2:19-22; Hebrews 12:23; John 17:11, 20-23)

### **Sacrament of Water Baptism**

Following faith in the Lord Jesus Christ, the new convert is commanded by the Word of God to be baptized in water in the Name of the Father and of the Son and of the Holy Spirit and by full immersion. (Matthew 28:19; Acts 2:38; Mark 16:16; Acts 8:12, 36-38; 10:47-48)

### **Sacrament of the Lord's Supper**

A unique time of communion in the presence of God when the elements of bread and grape juice (the symbols of Body and Blood of the Lord Jesus Christ) are taken in remembrance of Jesus' sacrifice on the Cross. (Matthew 26:26-29; I Corinthians 10:16, 11:23-25)

### **Sacrament of Marriage**

We believe that because God our Creator established marriage as a sacred institution between one man and one woman, marriage is a covenant only between one man and one woman, as clearly conveyed in God's inerrant Scriptures, including for example in Matthew 19:4-6 where in speaking about marriage Jesus referred to the fact that "he which made them at the beginning made them male and female." (Genesis 1:27, 5:2)

### **Sexuality**

We believe sexuality and the divinely prescribed boundaries for its expression are covered clearly in the Holy Scriptures, which limit sexual expression to the marital relationship of one man with one woman. Homosexual acts, adultery, bestiality, and all forms of fornication are categorically condemned in the Holy Scriptures. We believe that sexuality is assigned by God at conception, male or female, whatever that may be, and the Holy Scriptures does not permit an individual to alter their sexual identity physically or otherwise. (Deuteronomy 23:1, 1 Corinthians 6:18; 1 Thessalonians 4:3; Romans 1:26-27; Proverbs 5:3-5, 8-13; 7:21-27; Galatians 5:19; Exodus 20:14; Deuteronomy 5:18; Matthew 5:27; 19:18; Luke 18:20; Romans 13:9; James 2:11; Leviticus 20:10-21; 1 Corinthians 10:8, 6:18; Jude 7)

### **Healing of the Sick**

Healing of the sick is illustrated in the life and ministry of Jesus and included in the commission of Jesus to His disciples. It is given as a sign, which is to follow believers. It is also a part of Jesus' work on the Cross and one of the gifts of the Spirit. (Psalm 103:2-3; Isaiah 53:5; Matthew 8:16-17; Mark 16:17-18; Acts 8:6-7; James 5:14-16; I Corinthians 12:9, 28; Romans 11:29)

### **God's Will for Provision**

It is the Father's will for believers to become whole, healthy, and successful in all areas of life. But because of the fall, many may not receive the full benefits of God's will while on earth. That fact, though, should never prevent all believers from seeking the full benefits of Christ's provision in order to better serve others.

- Spiritual (John 3:3-11; II Corinthians 5:17-21; Romans 10:9-10)
- Mental and Emotional (II Timothy 1:7, 2:11; Philippians 4:7-8; Romans 12:2; Isaiah 26:3)
- Physical (Isaiah 53:4,5; Matthew 8:17; I Peter 2:24)
- Financial (Joshua 1:8; Malachi 3:10-11; Luke 6:38; II Corinthians 9:6-10; Deuteronomy 28:1-14; Psalm 34:10, 84:11; Philippians 4:19)

### **Resurrection**

Jesus Christ was physically resurrected from the dead in a glorified body three days after His death on the Cross. In addition, both the saved and the lost will be resurrected; they that are saved to the resurrection of life and they that are lost to the resurrection of eternal damnation. (Luke 24:16, 36, 39; John 2:19-21, 20:26-28, 21:4; Acts 24:15; I Corinthians 15:42, 44; Philippians 1:21-23, 3:21)

### **Heaven**

Heaven is the eternal dwelling place for all believers in the Gospel of Jesus Christ. All of God's children will reign forever in a new heaven and a new earth. (Matthew 5:3, 12, 20, 6:20, 19:21, 25:34; John 17:24; II Corinthians 5:1; Hebrews 11:16; I Peter 1:4; Revelation 21:1-5)

### **Hell**

After living one life on earth, the unbelievers will be judged by God and sent to Hell where they will be eternally tormented with the Devil and the Fallen Angels. (Matthew 25:41; Mark 9:43-48; Hebrews 9:27; Revelation 14:9-11, 20:12-15, 21:8)

### **Second Coming**

Jesus Christ will physically and visibly return to earth for the second time to establish His Kingdom. This will occur at a date undisclosed by the Scriptures. (Matthew 24:30, 26:63-64; Acts 1:9-11; I Thessalonians 4:15-17; II Thessalonians 1:7-8; Revelation 1:7).

## **ACCREDITATION**

Highlands College is a degree-granting institution. HC holds candidate status with the Association for Biblical Higher Education Commission on Accreditation, 5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, (407) 207-0808. Candidate status is a pre-accreditation status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving accreditation status within five years.

To pursue an accredited degree at the HC campus, students must enroll in Southeastern University (SEU). The Commission on Colleges of the Southern Association of Colleges and Schools accredits SEU to award degrees. Please refer to the SEU Catalog for additional information.

## **ADMINISTRATIVE OFFICE HOURS AND APPOINTMENTS**

Highlands College  
3660 Grandview Parkway  
Birmingham, AL 35243

(205) 963-6900

The administrative offices are open from 8:30 a.m. to 4:30 p.m., Monday through Friday, during the academic year.

## **SPIRITUAL DEVELOPMENT**

Highlands College students strengthen their devotion to God through the local church, chapels, small groups, and relationships with others. Students are disciplined by spiritually mature church and academic leaders and will serve on a mission trip to broaden their perspective through serving in an unfamiliar environment.

### **CHAPEL**

As a Christ-centered College, our most distinctive characteristic is the integration of faith and higher learning. Chapels exist to develop spiritual maturity in students through participation in God-honoring worship, studying the Word, faith-filled prayer, and building community.

### **21 DAYS OF PRAYER AND FASTING**

Twice a year, Highlands College participates with the Church of the Highlands in 21 Days of Prayer. In January, the Church of the Highlands has 21 Days of Prayer and Fasting. This is a time for staff and students of Highlands College to participate in both prayer and fasting as a means of taking our focus off the things of the world and increasing our focus on Jesus. In August, we join once again with the Church of the Highlands for 21 Days of Prayer. You can learn more about 21 Days of Prayer [here](#).

### **SATURATE**

Each year in January, Highlands College students participate in a prayer and fasting retreat called Saturate. Here, students disconnect from the world while connecting with God through times of worship, diving into the Word, fasting, and engaging in the community through small groups. Our top priority is developing the spiritual foundation of each student. To further deepen our students' spirituality, we teach and practice disciplines like prayer and fasting to strengthen the students' spiritual foundation. If a student is unable to fast, the student must submit a doctor's note to the Student Life Department at least one week before Saturate. Attendance is mandatory, so students must plan to attend and arrange work schedules to avoid conflict.

### **HC GROUPS**

Small groups exist to create an atmosphere for students to strengthen their relationships with each other and with the local church. Small groups also help lead students in the discovery and devotion to their personal growth so that they are better equipped to advance the Kingdom by their service to the local church.

Groups may vary semester to semester and leader to leader however, every student will participate in a Freedom Group during their college career as a graduation requirement. Freedom is a small

group curriculum *and* conference experience designed to remove all obstacles to intimacy with God and help students walk in true freedom. You can learn more about Freedom Groups [here](#).

Relationships are a priority to God and serve as a pivotal piece in every individual's spiritual journey; therefore, attendance is required. It is our expectation that each student participates and engages in their group to experience the most growth. For more details on our small group policy, please refer to the Highlands College Catalog.

## MISSIONS

Students will expand their perspective and grow spiritually as they encounter different cultures and participate in God's Kingdom to see how God is changing lives worldwide. Students must participate in one Highlands College-approved mission trip while enrolled in HC or within 90 days of graduation.

If a student wishes to participate in a mission trip or activity not hosted by Highlands College, the student must secure advance approval of the trip from the Student Life Department by completing a [Mission Trip Verification form](#). Mission trips are at the student's expense and not included in tuition.

**For the 2022–2023 academic year only**, students may fulfill the Mission Trip Requirement by serving at five Church of the Highlands First Saturday serve events over the period from August 2022 to May 2023. The Student Life team will record and track the participation of Traditional Students.

## EVENTS AT CHURCH OF THE HIGHLANDS

One thing that distinguishes Highlands College from other higher education institutions is its integration with the local church. At Highlands College, students will participate in the life and ministry of the Church of the Highlands. Throughout the year, students may have the opportunity to attend and serve at conferences and events hosted by the Church of the Highlands. If you wish to participate in these events, please check out the [Church of the Highlands Events page](#) and mark these events on your calendar.

## **CHARACTER FORMATION**

Highlands College challenges students to live a life of excellence through living a healthy, active lifestyle and growing their leadership abilities. Students develop Christ-like character through time spent in relationships with mentors and peers during their time at Highlands College.

### **STUDENT CARE**

Highlands College is committed to the growth of each student. The Student Life Department exists to help students become more Christ-like through discipleship and community. If any student needs mentorship or support, the Student Life Team has access to different resources that may aid students physically, mentally, and spiritually.

Highlands College values the role that professional counseling plays in improving mental and emotional health. Highlands College does not provide counseling services. However, the Student Life Team can refer students to professional counseling services upon request.

If a student demonstrates a need for professional counseling, the student may be referred for evaluation to an independent licensed psychologist or psychiatrist at the student's own cost. The student will be notified in writing if an evaluation is required. Failure to comply with a request for evaluation may necessitate permanent withdrawal, interim withdrawal, or referral for disciplinary action of the student.

A student will be subject to involuntary withdrawal from the College if the College determines that the student is suffering from a potentially harmful mental and emotional disorder.

If a student attempts suicide or is hospitalized for mental health reasons, returning to campus life is contingent upon an evaluation as prescribed by the Student Life Department. Following the evaluation, failure to comply with the recommendations will result in involuntary withdrawal from the College.

### **Encouragement to Voluntarily Seek Help**

If a student is having difficulty with an issue in their life, whether it be in violation of the Community Standards, Student Handbook or not, he/she is strongly encouraged to seek help from a member of the campus community. When students voluntarily come forward seeking help, every effort will be made by the College to bring healing, wholeness, and reconciliation. Student Life, faculty, and HC staff are eager to listen and help students through difficulties.

### **HC FIT**

Luke 2:52 shows that Jesus grew in favor with God and man, in wisdom, and in stature. To pursue a more Christ-centered life, the students at Highlands College have a commitment to a healthy and

active lifestyle. HC Fit promotes the physical health of our students through dining in the Harvest Food Hall, workouts, intramural sports, and the Half Marathon.

### **Intramurals**

Highlands College requires all Traditional students to participate in intramural sports. At the beginning of each eight-week term, each student will have the opportunity to sign up to participate on a team in the sport of their choice. Intramurals take place on Wednesdays between the hours of 1-3:30 P.M. There will be opportunities for students to distinguish themselves as team captains. Teams will compete against each other in various sports tournaments throughout each term. Intramural sports include but are not limited to kickball, flag football, ultimate frisbee, soccer, and volleyball. If a student has physical limitations, the student is responsible for contacting the Student Life Department with an excuse for their condition. A licensed first responder will be onsite during all intramural sports.

### **Workout Electives**

Highlands College requires all Traditional students to participate in weekly workout electives. These workouts are offered each week at differing times to accommodate our students' schedules. Each student will sign up for an elective workout class at the beginning of each eight-week term. If a student has physical limitations, he or she is responsible for reaching out to the Student Life Department with an excuse.

### **Half-Marathon**

The Half-Marathon is one of the ways we encourage our students to grow in their resolve and ability to commit to a long-term goal. Students will set a “target time” for themselves in advance and commit to training to achieve it. The Half-Marathon provides an opportunity for students to reach new levels of consistency, self-awareness, and resilience to push through the challenges that life will present them on their journey. Every Traditional student must participate in the Half-Marathon each year to graduate. Participation in the event includes training for the Half-Marathon and running the actual race. If a student is not physically able to run, the student must turn in an excuse to the Student Life Department before the event.

### **Expedition**

Expedition is a dynamic, team-building race in which each Traditional student participates. Every student will take part in this challenging race. Expedition will push students to grow in their ability to persevere, work with others under pressure, and champion the strengths of those around them. The race requires mental, spiritual, and physical strength and camaraderie as a team. Every Traditional student must participate in Expedition each year to graduate.

## **HC Dining**

Included in HC Fit, Highlands College provides lunch Tuesday through Friday each week in the Harvest Food Hall. The meals consist of a balanced, nutritious lunch that includes a variety of proteins and fresh vegetables. Students also have access to the Resolute Café on the first floor and vending machines located throughout the campus.

## **STUDENT LIFE EVENTS**

Highlands College values community and fun! Student Life Events are designed to connect students with each other through movie nights, volleyball tournaments, and more. Enjoying life with other students is important to life at HC because the relationships students cultivate will last throughout life and ministry. All Student Life Events are optional, and some might incur personal expenses.

## **STUDENT LEADERSHIP**

Highlands College trains students through different leadership opportunities at the school. These leadership opportunities allow students to grow in communication, administration, professionalism, pastoring, and team building. As student leaders amongst peers, students selected for these opportunities are held to a higher standard in academics, character, and spiritual maturity.

### **Resident Assistants**

Gain the unique opportunity to make a difference in the lives of others and grow as a leader by serving other students in your residence hall. As a Resident Assistant (RA), you'll help build community among your residents and be available for on-call / crisis response with the assistance of the Student Life Team.

The Resident Assistant program seeks male and female students who exemplify Godly character to be actively involved in the development and growth of residential students. We are primarily looking for highly motivated individuals with a strong work ethic who can help maintain the integrity of our housing facilities while building community. Students must be upperclassmen and have previously lived in student housing to apply. The application process takes place in the spring of each academic year.

### **Ambassadors**

On behalf of Highlands College students and staff, ambassadors are entrusted with the honor and responsibility of paving the way for future students at Highlands College. The purpose of an HC Ambassador is to represent Highlands College as a believer who represents Christ. The application process takes place in the spring of each academic year. Some of the opportunities and responsibilities of an HC Ambassador include the following.

- Maintaining good academic standing

- Serve as an HC Ambassador for an entire year
- Attend weekly leadership meetings
- Serve and facilitate Preview Days
- Serve Preview Day setup and takedown
- Host Campus Visits for prospective students and families
- Recruit at School Visits
- Recruit at other events for Highlands College
- Represent Highlands College at outside recruiting events

### **Chapel Team**

Once on the Chapel team, students are entrusted with the honor and responsibility of paving the way for chapel services for Highlands College Students. As a Chapel Team member, you will help plan and execute Chapel services with the assistance of our Highlands College team.

The Chapel Team program seeks students who demonstrate a growing love for God and steward all other areas of responsibility with excellence. We are primarily looking for individuals who will positively influence the culture and experience of Chapels. Students must be willing to commit to serving on the Chapel Team for two semesters to apply. The application process takes place in the spring of each academic year.

# HIGHLANDS COLLEGE COMMUNITY

## HOUSING

Student housing is a large part of Student Life at Highlands College. Student housing provides the opportunity to have safe and convenient living arrangements while attending Highlands College. Students can build strong relationships within the student housing community and gain the full experience of student life.

It is HC's mission to establish and sustain an environment within apartment housing that is conducive to the spiritual, intellectual, emotional, and social growth of all members of the community. Highlands College values the preservation of privileges and responsibilities of students as members of the College community. The College operates on the biblical principle that asserts that the health of the community is always more important than any individual's personal preferences. Highlands College is committed to the preservation of individual responsibilities and the promotion of the health, safety, and welfare of the community.

### **Policies**

Housing is only available to Traditional students. Highlands College holds corporate leases with apartment complexes, so the student signs a lease agreement with Highlands College. Each student is required to sign the Highlands College Apartment Covenant, Move-Out Charges, and the Student Lease, as well as provide renter's insurance before they take possession of their housing unit. If a student breaks these commitments, Highlands College reserves the right to remove the student from the apartment and require the student to turn in the keys.

Unless a Highlands College Staff member gives written permission, students may not move out of student housing until the designated move-out day.

If a student chooses to break a lease for any reason, they are responsible for paying a fee equal to one month's rent plus 25% of the remainder of the lease agreement, which will be due on the day notice to vacate is given.

Each student will complete a move-in inspection before taking possession. If damages occur after the inspection is signed by the student and a Highlands College representative, the student is responsible for all damages.

A move-out inspection is also required before leaving student housing. If a student moves out before a Highlands College representative has signed off on a move-out inspection, the student is responsible for all damages.

If there are damages in common living areas, the cost will be split between all roommates unless it can be determined exactly who caused the damage.

Students may request a roommate, but roommate selection is not guaranteed. All students must make their own insurance arrangements for apartment living.

For details about cost and payment, please consult the current Highlands College Catalog.

### **Resident Assistants**

Resident Assistants serve as an extension of the Student Life team to help establish a life-giving environment for students in residential housing. This program is made up of upperclassmen who are trained to be leaders among peers and promote unity by assisting students in a community environment. Resident Assistants are available 24/7 in case of emergencies.

## STANDARDS OF CONDUCT

### LIVING IN COMMUNITY

To live together in harmony and maintain a Biblically integrated educational community, we have chosen to be guided by Community Standards, found in the Handbook, that outline life commitments to:

- Pursue spiritual growth
- Exemplify genuine love and respect for one another
- Be marked with integrity
- Portray attitudes of humility to one another and submission toward authority
- Reflect Christ in our actions, words, and thoughts.

### COMMUNITY COVENANT

Each student signs the Community Covenant agreeing to live by the standards of the community before beginning Highlands College. Highlands College Standards apply to all enrolled students on or off campus, including Thanksgiving break and Spring Break. Standards also apply during off-campus events, mission trips, athletic events, student housing, and academic activities.

- Our lives will pursue and demonstrate spiritual growth, which is of utmost importance for a believer.
- Our lives will exemplify a genuine Christian love and respect for one another as the Holy Spirit guides us and manifests His fruit in us.
- Our lives will be marked with integrity in all our interactions with one another by matching our actions to our words.
- Our lives will portray attitudes of humility toward one another and submission to those in authority.
- Our lives will reflect we are followers of Jesus Christ as a new creation and called to a new way of life in actions, words, and thoughts.

Considering these commitments, the College has established practices, so we can live effectively in community with one another, be a light to the world, and ultimately glorify God with our lives.

- We understand that we voluntarily put ourselves under the authority of the College, and we seek to integrate the following practices into our daily lives.
- We fully engage with time in God's Word, prayer, regular church attendance, service opportunities, and all of HC programming.
- We avoid gossip, harassment, and discrimination of any kind; rather, we demonstrate an attitude of care, compassion, and service to each other.
- We practice academic integrity, dependability, and keeping our word.

- We avoid media and entertainment that is obscene, vulgar, pornographic, or that represents a lifestyle contrary to biblical teaching. We avoid gambling to practice good stewardship of God's resources. We dress in ways that are modest and appropriate, seeking to respect others and the traditions of this community.
- We abstain from illegal drugs and the illegitimate use of prescription drugs; therefore, the campuses, which include student housing, will be free of tobacco and alcohol. As a community, we agree to abstain from the improper use of alcohol which includes underage consumption.
- We believe in the dignity of every human who is made in the image and likeness of God. God sovereignly and irreversibly appoints an individual's biological sex, either male or female, and the individual's biological sex is an irreversible aspect of his or her nature. Human sexuality is regulated by Scripture which declares that marriage is the union between one man, born a man, and one woman, born a woman, and that sexual intimacy is reserved for marriage only. Therefore, any sexual expressions outside of that realm (sex before marriage, homosexuality, adultery, fornication, etc.) is immoral and against God's design. We also are to abstain from the promotion and advocacy of these activities.

## **INAPPROPRIATE BEHAVIOR**

### **Theft**

Highlands College prohibits taking another's property without their consent.

### **Harassment**

There is no tolerance for harassment or intimidation of a community member, including a roommate, or the threat of physical or emotional harm. Any harassment should be reported immediately to the Student Life Department and to the EVP of Academics.

### **Threatening or Endangering Physical or Emotional Safety**

The College will not tolerate expressed or implied threats against others. Any conduct that threatens or endangers the health, physical, or emotional safety of a community member, including oneself, either on or off campus, is not acceptable. This may also include any conduct violation motivated by bias toward characteristics including, but not limited to, race, gender, religion, or class, which will result in significantly more serious sanctions and may result in immediate suspension or expulsion.

### **Hazing**

All forms of hazing and initiation are illegal, whether voluntary or involuntary. The College takes any alleged forms of hazing very seriously and strictly prohibits this behavior. The following may be some (but certainly not all) forms of hazing.

1. All forms of physical activity deemed dangerous or harmful.

2. The application of foreign substances to the body.
3. Scavenger hunts involving illegal activities, kidnapping, or ditching a member of the community.
4. Depriving students of sleep.
5. Not providing decent and edible foods.
6. Depriving students' means of maintaining personal hygiene.
7. Forcing, coercing, pressuring, or requiring students to consume alcohol or foreign or unusual amounts of substances.
8. Nudity or forcing students to dress in a degrading manner.
9. Psychological Hazing: any act which is likely to compromise the dignity of a student; cause embarrassment or shame to a student; cause a student to be the object of ridicule or malicious amusement; or inflict psychological or emotional harm.

### **Cohabitation**

Students cannot live with or engage in overnight stays with members of the opposite sex in the same living arrangements (i.e., same house, apartments, etc.). This policy may not apply to students living in their parent's homes.

### **Sexual Misconduct**

Sexual misconduct offenses include but are not limited to inappropriate sexual behavior, sexual harassment, non-consensual sexual intercourse (or attempts to commit the same), non-consensual sexual contact (or attempts to commit the same), and sexual exploitation.

### **Hosting Disruptive Gatherings**

No student living on or off campus can host any disruptive party, gathering, or event that disturbs or impacts the peace of another. This includes but is not limited to: disturbing the peace of others; excessive noise, violent, offensive, disorderly behavior, or quarrelsome conduct; traffic obstruction of public or private streets by crowds or vehicles; public drunkenness, or any alcohol given to underage persons; and litter.

### **Compliance for Students**

The College makes every effort to provide and maintain a drug-free campus. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, it is unlawful to manufacture, distribute, dispense, possess, use, or sell illicit drugs and alcohol in all student housing, buildings, property, facilities, service areas, and satellite centers of the College. All students are required to comply with this policy as a condition of their continued enrollment.

### **Use of Alcohol and Narcotics**

Students who possess, distribute, and use alcohol, narcotics, or other intoxicants may be subject to the disciplinary process. Students present on campus while under the influence of illicit drugs or alcohol are subject to the disciplinary process even if their consumption was off campus.

### **Student Providing Alcohol**

The College will not tolerate students providing alcohol to minors and possessing or consuming alcohol while under the age of 21.

### **Use of Tobacco**

In the interest of common health concerns, the campus provides a tobacco-free environment. Use or display any form of tobacco (including but not limited to cigarettes, cigars, snuff, smokeless tobacco, chew, hemp, hookah, etc.) on HC premises or at any College-sponsored function is strictly prohibited.

### **Gambling**

All gambling (monetary and commodities) on College premises, including websites, or at HC-sponsored events is strictly prohibited.

### **Unauthorized Use of College Property or Premises**

Unauthorized entry and misuse of College premises or property, including but not limited to entering a restricted area (i.e., rooftops), the unauthorized use of computers or telephones, or other College equipment, is prohibited.

### **Vandalism/Damages**

Any malicious or non-malicious act that causes damage or destroys or defaces any College, public, or private property is strictly prohibited.

### **Inappropriate Communication and Publication**

Students will be held accountable for statements and publications that they make in a printed or electronic form that are inconsistent with the Student Standards of Conduct (i.e., Instagram, Facebook, blogs, etc.).

### **Compliance with Highlands College and Church of the Highlands Authority**

Highlands College expects all students to comply with any direct instructions given by the staff and faculty of Highlands College and Church of the Highlands.

## **SEXUAL MISCONDUCT POLICY**

Highlands College is committed to providing a safe learning and working environment which treats its employees, students, and visitors with courtesy, respect, and dignity. HC strictly prohibits, in any form, sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking. The College has a responsibility to respond quickly and effectively to address sexual misconduct and any other conduct that is motivated by sex or gender that creates a hostile environment for HC students. This policy applies to unlawful sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking. "Sexual misconduct," as defined by this policy, means sex discrimination in all forms, including sexual harassment, sexual assault, domestic violence, dating violence, stalking, and sexual exploitation.

This policy applies to all members of the Highlands College community. The HC community includes current students, staff and faculty, administration, and any third parties interacting with students, staff, faculty, or administration of HC. The policy covers members of the HC community regardless of age, race, or gender.

This policy covers all activities that occur on Highlands College's campus, Church of the Highlands campuses, and student housing, as well as activities off campus where members of the HC community are involved. It covers all relationships, including but not limited to a student with a student, a student with staff and faculty, a student with administration, a student with third parties, staff and faculty with staff and faculty, staff and faculty with administration, staff and faculty with third parties, administration with administration, and administration with third parties. It covers all HC-related programs and events, both on and off campus.

### **DUTY TO REPORT**

All faculty and staff play a crucial role in helping create a campus culture at Highlands College that does not tolerate violence of any kind. As a campus community, we are committed to education, training, and services that encourage healthy, safe, respectful relationships and environments.

As part of this commitment, all faculty and staff who become aware of any incident of relationship violence, sexual misconduct, sexual harassment, and stalking must notify the College.

Faculty and staff must inform students of their duty to notify the College.

### **ANTI-RETALIATION**

It is critically important that everyone in the HC community feels free to report information that helps to ensure the safety and well-being of the community. The College will make every effort to ensure that no person will be subject to any adverse action (either by the College or by another person or group) because they report what they honestly believe to be sexual misconduct.

No individual who makes a complaint alleging a violation of this policy or who participates in the investigation or resolution of such a complaint will be subject to retaliation due to such activity or participation. Retaliation is any action taken against a participant in the investigation and resolution process that adversely affects the individual's opportunity to benefit from the College's programs or activities or is motivated in whole or in part by the individual's participation in the investigation and resolution process.

In addition, any acts of retaliation by any faculty, staff, administrator, or student that are taken against a reporting party, reported victim, witness, or other individual following and in response to the reporting or investigation of an allegation of sexual misconduct will be considered to be a serious violation of the community standards and will result in appropriate disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff. Retaliation may constitute a violation of this policy even when the initial report does not result in a finding of responsibility.

Also, no officer, employee, or agent of the College may retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for reporting an incident to the College or otherwise exercising their rights or responsibilities in the conduct process in good faith. Any individual who experiences retaliation by a member of the College community is encouraged to report such conduct.

#### Local Resources:

- Rape Response Line: (205) 323-7273
- Crisis Center, Sexual Assault Services: 205-323-7273

#### Local Law Enforcement:

- Birmingham City Police: (205) 328-9311
- Shelby County Police non-emergency: (205) 669-4181
- Jefferson County Police: (205) 325-1450
- Emergencies: 911

#### National Resources:

National Sexual Assault Hotline: 1-800-656-4673

## **IMPLEMENTATION**

The President is responsible for ensuring that all employees and students know this policy.

## PROCEDURE

The Student Life Department will oversee and implement the following procedure.

1. Meet with the complainant to:
  - a. Assess the nature and circumstances of the allegation.
  - b. Address immediate physical safety and emotional well-being of the complainant.
  - c. Notify the complainant of the right to contact law enforcement, seek medical treatment, and provide information about available resources.
  - d. Notify the complainant of the importance of the preservation of evidence.
  - e. Notify the complainant of the range of interim accommodations and remedies.
  - f. Provide the complainant with an explanation of the procedural options, including how to file a complaint and the complaint process.
  - g. In cases involving allegations of sexual assault, dating violence, domestic violence, or stalking, advise the complainant of the right to have an advisor of choice.
  - h. Explain HC's policy prohibiting retaliation.
2. Meet with the respondent to:
  - a. Notify the respondent of the complaint and alleged policy violations that are being investigated.
  - b. Provide the respondent with an explanation of the process.
  - c. Notify the respondent of the importance of the preservation of evidence.
  - d. Notify the respondent of any interim measure or remedies that have been put in place that directly relates to the respondent (i.e., no-contact directive).
  - e. Provide the respondent with information about on- and off-campus resources.
  - f. In cases involving allegations of sexual assault, dating violence, domestic violence, or stalking, advise the respondent of the right to have an advisor.
  - g. Explain HC's policy prohibiting retaliation.
3. Investigate and determine consequences:
  - a. After a thorough investigation of the allegations, the Student Life department will assemble a report and present it to the Judicial Committee, which is composed of the Executive Leadership, for review.
  - b. The Judicial Committee will initiate a resolution of the complaint with appropriate consequences and present this resolution to the Executive Vice Presidents. The consequences could include but may not be limited to expulsion, suspension, or removal from student housing.
  - c. The Student Life Department representative will notify the parties of the Committee's decision.

## DISSEMINATION OF POLICY

This policy will be made available to the Board of the College, the leadership of the college, faculty, staff, and students at Highlands College. Periodically, the College will take measures to educate employees and students regarding conduct that could constitute a violation of this policy.

## **DRESS CODE**

### **Principles of Dress Code**

The basis of the Highlands College dress code is the principles of neatness, modesty, cleanliness, and appropriateness. Modesty can be defined as anything that does not draw undue attention to oneself or any part of one's anatomy. The College desires to prepare students for professional careers after the collegiate experience. Therefore, the goal is for the student to be aware that churches, companies, and organizations may require high standards of dress. Appearances or clothing that are extreme and exaggerated or otherwise identify attitudes, philosophies, or segments of society that are in opposition to Christian principles are not permitted. Extreme or exaggerated may be defined as that which is excessive, overstated, absurd, or distorted. When dealing with extreme and exaggerated fashions, the College reserves the right to modify its Dress Code Policy at any time during the academic year.

### **Specific Dress Code Issues**

At all times, men and women should wear clothing that is neat, modest, clean, and appropriate. Because modesty is subjective and body types vary, if at any time a Highlands official, faculty, staff, or any student leader, approaches a student about a dress code concern, the student is required to cooperate.

### **General Dress Code Guidelines for Campus**

Wearing articles of clothing endorsing alcohol and narcotic products is not allowed. For health and safety reasons, students are expected to wear appropriate footwear always.

### **Chapel/Classroom Standard/Practicum/Activities**

Dress should be neat and modest and may not include pajama pants, slippers, or shorts. Individual departments and faculty members may have specific standards that apply to students' appearance while completing practicums or internships. Out of respect, no headphones are allowed in class or Chapel.

### **Women**

Shirts, tank tops, and blouses must be modest and appropriate, but camisoles and tube tops are not permitted. Exposing the mid to lower back, the navel, and undergarments are not allowed. Leggings with tops covering behind while sitting are permitted. Women's dresses, skirts, and shorts must be modest and cover the mid-thigh.

### **Men**

Shirts are always required. No shorts.

**Sunday Morning Service, All Staff, and Conference Attire**

Students should be in business casual attire such as slacks or a nice skirt/dress and a nice, collared shirt. Students must wear and make sure that their Highlands College ID Badges are visible.

## JUDICIAL PROCESS

The values and principles contained in the Student Handbook provide a basis on which students integrate their faith and learning both in and out of the classroom. The procedures found in the Handbook are designed to promote fundamental fairness, and as faithfully as possible, they will be followed. If exceptional circumstances dictate variation from these procedures, the variation will not invalidate a decision unless it prevented a fair hearing or abrogated the rights of the student. The objectives of the discipline processes at Highlands College are to accomplish the following goals.

1. Teach personal responsibility for actions.
2. Develop a sense of accountability among community members.
3. Discourage behavior that infringes upon the dignity and integrity of the community.
4. Discourage behavior that violates College policies and civil law.
5. Value acts of restitution as part of the restorative process.

Discipline is the responsibility of every member of the community. The highest form of discipline is self-discipline, which links inextricably with a growing Christian lifestyle. However, when an individual does not execute self-discipline, it becomes the responsibility of the College community. The following policies and procedures are not inclusive but describe the types of behavior that are inappropriate for the College community. Disciplinary action may take place if a student is found to violate the values and principles of the College.

### **Purpose of Discipline and Accountability**

The purpose of the judicial process and discipline at Highlands College is to help all students move toward spiritual maturity and to ensure our campus is a safe, healthy environment for living and learning in line with our Community Standards. Our approach to discipline is Scripture-centered with the following goals in mind:

- Protection – allowing students to be safe and kept from harm.
- Correction – allowing consequences to be useful as a warning and call to abandon sinful behavior.
- Redemption – allowing hope to return and rescue individuals from destructive patterns.
- Restoration – allowing individuals to restore their relationship with God and others.

Discipline begins with self and flows outward to others in humility and mutual accountability.

1. Self-Discipline: Each community member has the responsibility to care for their own choices.
2. Loving Confrontation: Each community member shares the responsibility to care enough about others to confront one another in love. The progression of loving confrontation begins with friends, then Resident Assistants, then Student Life leadership.
  - a. Scripture encourages Christians to speak the truth in love to one another
  - b. Humility rooted in the Bible is a necessary ingredient for loving confrontation

- c. Even if the confronted individual does not respond, we are to remain prayerful and committed to the restoration of that individual.

Depending on the circumstance and situation, especially those of a more serious nature with an impact on the individual or the campus community, Student Life or other Highlands College leadership may need to become involved immediately with the goals of discipline in mind. Many scriptures inform our process, including Gal 6:1-5, Heb 12:7-11, Matt 18:15-17, 21-35; Col 3:12-17.

## **LEVEL ONE INFRACTIONS**

Level One Infractions entail minor offenses that include but are not limited to the following:

1. Dress code violation
2. Curfew violation
3. Housing violation
4. Courtesy hours violation

## **LEVEL TWO INFRACTIONS**

Please note that zero-tolerance indicates that any student who violates this policy does not receive an additional warning. A first offense is a serious violation of the Community Covenant and will subject an individual to all appropriate disciplinary sanctions.

1. The accumulation of two or more Level One Infractions within a semester.
2. The use, possession, or distribution of these substances is strictly prohibited:
  - a. Alcoholic beverages (note: anyone over the age of 21 supplying alcohol to those under the age of 21 will be sanctioned more severely, as this constitutes a felony. Sanctions for suppliers may be sanctioned more severely).
  - b. Narcotics or other controlled substances, except as expressly permitted by law.
  - c. Tobacco products.
3. Inappropriate sexual behavior, including but not limited to premarital or extramarital sexual activity, acts of homosexuality, and/or any that may be categorized as distasteful or immoral of a sexual nature according to the guidelines and determination of Highlands College and the governing parties therein.
4. Deliberate refusal to comply with clearly stated policies or directives issued by any College official, including RA's and security personnel, acting in the performance of their duties. This includes, but is not limited to, failure to evacuate a building during a fire alarm or refusal to present proper ID upon request.
5. Possession, distribution, propagation, or viewing of inappropriate material that includes but is not limited to:
  - a. Obscene or distasteful material as determined by the community standards of Highlands College.

- b. Sexually explicit or pornographic content such as videos, movies, books, magazines, internet or webcam use, internet usage/sites, cell phones, etc.
  - c. Intentional distribution, exposure, propagation, and/or forwarding of illicit, explicit, and/or inappropriate materials with the intent to harass, disturb, discomfort, or bully another individual, including but not limited to:
    - i. Inappropriate text messages, phone calls, emails, pictures, or other correspondence that is offensive, sexual, lewd, or distasteful.
  - d. Intentional exposure of body parts in any live or communicated fashion with or without the intent to harm, harass, or bully another person.
6. Aiding, abetting, or conspiring with another person to become involved in inappropriate behavior. Being present when another student violates College policy and behaving in such a way that constitutes permitting or condoning the violation.
  7. Physical abuse, intimidation, fighting, harassment, pranks, and other physical conduct that either threatens or endangers the welfare, safety, and security of any person.
  8. Verbal abuse, intimidation, harassment, coercion, pranks, or bullying that threatens the health, safety, and security of any person.
  9. Acts of dishonesty, including but not limited to the following:
    - a. Cheating, plagiarism, or other forms of academic dishonesty. - Align with the Academic Dishonesty policy
    - b. Furnishing false information or lying to any College official, faculty member, or office.
    - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
    - d. Unauthorized taking or keeping of items of College property, items rented, leased, or placed on the campus, items belonging to students, faculty, staff, or guests of the College.
  10. Hazing is defined as an act that endangers the mental or physical health or safety of a student or destroys or removes public or private property for initiation.
  11. Violation of federal, state, or local law.
  12. Possession of firearms, explosives, other weapons, or dangerous chemicals. Firearms, explosives, other weapons, and dangerous chemicals are not permitted on College premises.
  13. Participation in a campus demonstration which disrupts the normal operations of the College and infringes upon the rights of other members of the College community. Breach of peace or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by or participated in by the College.
  14. Conduct that is disorderly, lewd, or indecent.
  15. Coarse, profane, or any other language that is offensive to others.
  16. Propagation of unhealthy and unsound practices, including but not limited to:
    - a. Occult practices,
    - b. Witchcraft,
    - c. Anti-Christian practice,

- d. Intended worship of a non-Christian deity,
  - e. Doctrinal practices, teachings, etc. that endanger the College community.
17. Any gambling activity. Gambling includes any gaming activity that includes the wagering or exchanging of monies or material wealth.
  18. Attending places of questionable amusement, including but not limited to bars, dance clubs, casinos, adult entertainment clubs, and X-rated establishments.
  19. Abuse of the judicial system, including but not limited to the following:
    - a. Failure to obey the summons of a judicial body or College official.
    - b. Falsification, distortion, or misrepresentation of information before a judicial body.
    - c. Disruption or interference with the orderly conduct of a judicial proceeding.
    - d. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
    - e. Attempting to influence the impartiality of a member of a judicial body before and during the judicial proceeding.
    - f. Harassment (verbal or physical) and intimidation of a member of a judicial body before, during, and/or after a judicial proceeding.
  20. Failure to comply with the sanction(s) imposed under the Community Covenant.
  21. Conduct that is not keeping with the values of the Highlands College community includes but is not limited to:
    - a. Attempts to circumvent regulations to enable disruptive, destructive, or inappropriate behavior.
    - b. A series of acts, attitudes, or pattern of behavior that does not keep with College values.
    - c. A habitual lack of regard for the community, students, or systems at the College.
  22. Any violation of the visitation policy, including but not limited to the following:
    - a. Intentional violation of the visitation policy with suspected intent to engage in an illicit, explicit, or inappropriate activity.
    - b. The accumulation of 2+ violations of the visitation policy, even if no intent for inappropriate behavior is suspected.
    - c. Sleeping in the same bed with any person that is not a direct family member.
  23. Being out overnight with members of the opposite sex.
  24. Teaching or promoting any behavior or ideology that directly contradicts the Statement of Faith and/or Community Covenant. Continued enrollment in Highlands College is contingent upon adherence to an agreement with the Statement of Faith and Community Covenant.

### **LEVEL THREE INFRACTION**

A Level Three infraction is any severe or overt violation of the Community Covenant. It may also include the accumulation of two or more Level Two infractions within one semester.

## **SANCTIONS**

In recommending or determining a sanction, the Judicial Committee, which is composed of the Executive Leadership, shall consider all relevant factors, including the nature of the offense; the severity of any damage, injury, or harm resulting from the offense; the student's current demeanor; and the student's past disciplinary record.

### **Level One Sanctions**

Level One Infractions are single-sanction offenses: a warning. The warning is a notice in writing to the student that the student is violating or has violated institutional regulations.

### **Level Two Sanctions**

Level Two Sanctions may vary, given the nature and severity of the offense. Sanctions may include one or more of the following:

1. **Warning:** A notice in writing to the student that the student is violating or has violated institutional regulations.
2. **Probation:** A written reprimand for violation of specified regulations. Probation is for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
  - a. **Loss of Privileges:** Denial of specified privileges for a designated period.
  - b. **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and monetary or material replacement.
  - c. **Discretionary Sanctions:** Work assignments, service to the College, or other related discretionary assignments. Any assignments must have the judicial body's or judicial official's prior approval.
  - d. **Other Sanctions:** Other sanctions may be imposed instead of or in addition to those specified above (imposition must relate to the nature of the violation), including but not limited to the following:
    - i. Educational or research projects,
    - ii. Mandated counseling or therapy and/or
    - iii. Substance abuse assessment.
3. **College Suspension:** Separation of the student from the College for a definite period, after which the student is eligible to return. Conditions for readmission may be specified.

### **LEVEL THREE SANCTION**

A Level Three Infraction is a single-sanction offense: expulsion. A student who commits a Level Three offense will be permanently separated from the College. The Judicial Committee communicates its recommendation to the College President.

## **JUDICIAL PROCEDURE**

The Student Life team will collect information and testimony from all relevant parties concerning the offense. The Student Life team will present the Judicial Committee with their findings. The Judicial Committee, comprised of HC Staff representing each of the four pillars, will review the findings and assign infractions as necessary. The Judicial Committee may impose multiple Level One or Level Two sanctions for any single violation.

In each case in which the Judicial Committee determines that a student has violated the Community Covenant, the Committee shall determine and impose sanction(s) based on the recommendation of all members of the judicial body. Following the decision, the Judicial Committee shall advise the accused in writing or verbally of the determination and the sanctions.

Students who are expelled or suspended from the College may not be in the residential areas, the campus, any classes, and/or participate in other College activities or exercise any privileges for which the student might otherwise be eligible, as the judicial body may determine to be appropriate.

Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's confidential record. Upon graduation, the student may apply to the judicial body to have their confidential record expunged of disciplinary actions other than College suspension or College expulsion. The Registrar will expunge from the student's confidential record any cases involving the imposition of sanctions other than College suspension or College expulsion one year after the final disposition of the case.

## **SUSPENSIONS AND EXPULSIONS**

### **Procedure**

In the case of all College expulsions and any suspension that occurs for the remainder of the academic semester, the student will not be allowed to finish classes for that semester and will be required to leave campus within 24 hours. At that time, the student is responsible for following the withdrawal process that begins in the Registrar's Office.

The student will earn a grade of "W" with no credit earned.

## **AMNESTY POLICY**

### **Philosophy**

The College Amnesty Policy is designed to allow a student who has committed a violation of the Student Community Covenant to approach the Student Life Department and/or an appointed faculty/staff member, to confess their fault and submit to a restoration process. We recognize that it

is the work of the Holy Spirit to convict and lead an individual to repentance in response to the gift of God's grace and mercy.

By taking responsibility for their inappropriate behavior before it comes to the attention of the Judicial Committee, the student not only voluntarily submits to accountability and enters a restoration process, but they may also avoid any possible disciplinary sanctions that they otherwise would have been subject to and instead receive redemptive mercy.

### **Eligibility**

Amnesty is available to a student one time only in their Highlands College career. The application must begin before the initiation of a disciplinary investigation into the incident by the Judiciary Committee. The student must not currently be on disciplinary probation for a prior Community Covenant violation.

### **Procedure**

The student is to initiate contact with the Student Life Department. An in-office personal appointment is strongly preferred, but in approved situations, a phone call or email may be acceptable. If a staff member or student leader issues a time deadline (usually 24 hours), failure to meet that schedule could render the student's subsequent application ineligible.

In a meeting with a representative of the Student Life Department, the student will discuss, agree upon, and sign a Discipline Contract. The contract will establish all conditions and future responsibilities involving the amnesty process.

The student must fulfill all conditions and responsibilities stated in the Discipline Contract. Failure to do so will subject the student to Judicial Committee review and all applicable disciplinary sanctions.

### **APPEALS**

All appeals must be made in writing and sent directly to the Executive Director of Student Life. Appeals must be made within fourteen (14) days of the initial decision. The Executive Director of Student Life will provide the details of the appeal to the Executive Leadership of the College. The decision of the Executive Leadership is final, and there is no subsequent hearing or appeal.

## Resolution Policy

The purpose of the Resolution Policy and Process is to provide equitable and orderly processes to resolve student concerns. Highlands College is committed to the scriptural principles found in Matthew 18:15-17. A direct approach between the offended person and the offender, "speaking the truth in love," is in order and will resolve most issues. Therefore, when appropriate, the student should first attempt to discuss the matter privately with the other person to resolve the matter.

If a student cannot resolve a concern with another student or a faculty or staff member, the student should follow the Resolution Process as described below. Students should address grade disputes through the processes laid out in the Catalog under the Grade Disagreements Policy. Students should address Housing matters initially with the Resident Assistant. If concerns remain, the student should then follow this Resolution Process.

Students must submit concerns through the [Highlands College Resolution](#) form within 20 business days of occurrence. The student will receive an immediate acknowledgment of receipt of the concern and can expect a response from the Resolution Committee within the next ten business days.

Students who have specific concerns regarding their experience as Highlands College students are encouraged to use this [form](#) to make those known. The Resolution Committee will review and give a timely response to all complete forms. Anonymous submissions cannot receive a response.

The Resolution Committee is a small group of Highlands College team members. Depending upon the nature of the concern and the level of response needed, a member of the Resolution Committee will respond directly to the student, or the Committee will elevate the matter to the Highlands College Lead Team for review. The Committee will provide a report to the Highlands College Lead Team each semester summarizing the nature of and response to student concerns reported through the Resolution Process.

Students should direct any questions related to the Highlands College Resolution Policy to the Executive Director of Student Life. Highlands College cannot guarantee that it will resolve every issue raised to the satisfaction of a student or a group of students. However, Highlands College does seek to address pertinent issues that affect the quality of our student's academic and co-curricular experiences. If a student cannot resolve the issue through this Resolution Process, the student may contact the accrediting agency for Highlands College, [the Association for Biblical Higher Education](#), and/or its licensing authority, the [Alabama Community College System](#).

Association for Biblical Higher Education  
850 T G Lee Blvd, Suite 130, Orlando. FL  
32822

Alabama Community College System  
P.O. Box 302130, Montgomery, AL  
36130-2130

## **ACADEMIC INSTRUCTION**

Highlands College students grow to the highest standards of excellence as they develop their intellect and increase their knowledge of God. Students become life-long learners across a wide array of disciplines, strengthening their understanding of their Christ-centered calling in engaging classroom settings.

## **ACADEMIC CALENDAR**

To view the Academic Calendar, click [here](#).

## **STUDENT ORIENTATION**

Student Orientation takes place at the beginning of each semester. Orientation introduces students to navigating life at Highlands College whether they have arrived for the first time or are returning. Attendance is required to introduce and update students on policies for each area of HC. Orientation serves as a time for students to connect with each other and have fun relaxing together before the semester begins. If a student cannot attend Orientation, the student must have all fees paid in full and register for classes before Orientation. The student is responsible for all information missed during Orientation.

## **STUDENT ID**

Students are required to always wear ID Badges in class, chapel, during Sunday Serve, at all conferences, and any other time on campus. If a student loses their ID Badge, please see the HC Receptionist at the front desk for a replacement immediately. The cost of a replacement is \$10.00.

## **POPULI**

Populi is HC's student management system. Students access courses through Populi, including course registration, exams, and assignment submission. The library portal and electronic resources are accessible through Populi.

## **REGISTRAR**

The Office of the Registrar serves students in the following areas.

1. Registration assistance
2. Transfer credit evaluation and acceptance
3. Transcript orders
4. Verification of enrollment
5. Graduation application and commencement
6. Official academic records

## 7. Student scheduling: Errors can have serious consequences

Errors happen! The student is responsible for the schedule in their Populi account. If it is wrong, the student has until the Drop/Add deadline to fix it. After that date, the student is financially and academically responsible for every item on the schedule.

Please check your schedule for accuracy on the final day of the drop/add week. Reference the calendar for the Drop/Add deadline for each term.

The Registrar can be contacted at [registrar@highlandscollge.com](mailto:registrar@highlandscollge.com).

For further information about the functions of the Registrar's office, please refer to the Highlands College Catalog.

### **COURSE REGISTRATION**

The Office of the Registrar registers students for classes before the start of each semester through Populi, the student database. Students should notify the registrar's office with any questions or concerns regarding the registration process and schedule of classes.

It is the student's responsibility to verify the accuracy of their schedule before the start of each term. If a schedule change is necessary after the start of the term, any absences occurring before the change will count as absences in that class. Refer to the Academic Catalog for the "Attendance Policy" and "Drop/Add Policy" for additional information.

### **COURSE LOAD**

A Traditional Program student typically takes 3-4 academic courses a semester – Academic classes, Ministry Leadership classes, Practicum instruction and labs, and multiple HC experience and Student Life courses. It is the student's responsibility to check their schedule before the start of each term, and if a scheduling error is detected, the student should notify the Registrar immediately for a schedule correction.

### **GRADE REPORTS**

Students can view grade reports under the Student Tab in Populi after the instructor posts all grades, and the Registrar finalizes the course. Completed courses that the Registrar has not finalized show grades of "IP," In Process. The grade report transcript will list the student's cumulative GPA (CGPA).

SEU grades appear on the HC grade report after SEU officially notifies HC of course completion. All transfer credits, including credits from SEU, appear in the “Transfer Credits” section under the “Student” tab.

## **GOOD ACADEMIC STANDING**

All Highlands College students must maintain a cumulative grade point average (CGPA) of at least 2.0 to remain in good academic standing. Students will be placed on Academic Probation if their CGPA falls below 2.0. Students who are unable to raise their CGPA to at least a 2.0 after the probationary semester are subject to academic dismissal.

## **ACADEMIC PROBATION**

If a student's cumulative grade point average (CGPA) is below 2.0 after any semester, the Executive Vice President of Academics will place the student on Academic Probation.

### **Consequences**

Academic Probation status automatically disqualifies the student from graduation until the student returns to good academic standing. Academic Probation status with either SEU or HC automatically disqualifies the student from Highlands College or Church of the Highlands stage opportunities such as Chapel services, Saturate, Church of the Highlands (COTH) Sunday Services, Saturday Morning Prayer/21 Days of Prayer, etc. Students may participate in stage opportunities within their Practicum Lab as those are training experiences.

Academic Probation status with either SEU or HC may additionally disqualify the student from participating in certain College activities. Activity organizers will specify if an event requires the student to be in good standing status for participation.

### **Restoration**

Students on Academic Probation with HC have one semester in which to raise their CGPA to the minimum of 2.0. Students may attempt to improve their CGPA by retaking any course wherein they did not attain the required minimum grade and/or were awarded a grade of “F,” “FN,” or “WF” by completing new coursework or any combination of the above. Such students should seek the counsel of the Registrar or their academic advisor to plan their schedule to maximize the opportunity to return to good standing status.

## **WITHDRAWING FROM HIGHLANDS COLLEGE**

Student enrollment automatically renews each semester until one of the following events occurs.

- Graduation
- Withdrawal
- Academic or disciplinary dismissal
- Expulsion
- Non-payment of tuition
- Prolonged non-attendance and inactivity
- Leave of Absence non-return

A student who decides to withdraw from HC must complete a Highlands College Withdrawal Request form. All relevant forms must be filed with the Registrar. Request forms are available from the Registrar's office or by an email request sent to registrar@highlandscollge.com. A withdrawal review conversation with the Registrar is strongly encouraged.

### **Grade Appeal**

Course assignment grade appeals must be addressed before the end of the course. If a student disagrees with a course assignment grade, the student should follow this procedure.

- Meet with the course instructor to discuss the disagreement before the end of the course
- If the student does not receive a satisfactory explanation or resolution of the grade in question, the student may then submit a written request for review to the appropriate authority before the end of the course.
- For Academic courses, the student submits the request to the Academic Dean
- For Ministry Training courses, the student submits the request to the Executive Director of Ministry Training
- If the appropriate authority is also the course instructor, then the student submits the request to the Executive Vice President of Academics

The Academic Dean, Executive Director of Ministry Training, or Executive Vice President of Academics may then choose to meet with the instructor, meet with the student, or meet with both before deciding. The decision is final and is not subject to appeal.

### **Grade Dispute**

If a student identifies an error in a course assignment grade or wishes to dispute a course grade after the end of the course, the following procedures and time limits apply.

For documented evidence of a data entry error, the student should present supporting evidence to the appropriate authority no later than two weeks after the last day of the term. If the appropriate authority verifies a data entry error in Populi, the error will be corrected.

The student may make a written request for a course grade review to the appropriate authority no later than two weeks after the last day of the term. The student's request should identify the rationale for the requested review and an explanation of why he/she did not raise the issue during the course.

- For Academic courses, the student submits the request to the Academic Dean.
- For Ministry Training courses, the student submits the request to the Executive Director of Ministry Training.
- For Student Life courses, the student submits the request to the Executive Director of Student Life.
- If the appropriate authority is also the course instructor, then the student submits the request to the Executive Vice President of Academics.

The Academic Dean, Executive Director of Ministry Training, or Executive Vice President of Academics may then choose to meet with the instructor, meet with the student, or meet with both before deciding. The decision is final and is not subject to appeal.

### **Course Retake**

Students in good standing earning a final grade of "F", "FN", or "WF", or who do not attain the minimum required grade in any course may retake that course without advance authorization. Both instances of the course will appear on the student's transcript, and the student's grade point average calculation will include the original grade earned in that course. Students must pay applicable tuition and fees for all courses repeated. Course repeats will likely result in a longer enrollment timeframe to complete the Degree or Certificate Program.

### **TRANSCRIPT REQUESTS**

The Registrar will provide official transcripts at the student's written request to any institution of higher learning. Students should be aware that courses completed at HC or SEU may not be eligible for credit transfer to any other educational institution. Each educational institution has its own policies and procedures regarding accepting transfer credit. The student should contact each institution individually to determine its transfer acceptance policies. Students may request a transcript of their HC academic record from the Registrar at any time. However, transcripts will not be released if the student's account has a "Financial" or "Grades/ Transcript" lock at the time of the request.

Transcript request forms are available from the registrar's office or by email request sent to registrar@highlandcollege.com. Transcript requests are processed electronically from the "Student" tab in Populi. Instructions will be sent to you from the Office of the Registrar.



## ACADEMIC POLICIES

### ACADEMIC FREEDOM

The Bible is the authoritative, infallible Word of God and is the foundational guide for study and reason. An individual's right to study and reason is a fundamental, protected freedom. However, there are limitations to such freedom. Limits arise when the values and mores of society are in opposition to the beliefs and values of the institution. Academic freedom does not restrain an individual's right to question but instead encourages intellectual debate without fear of censorship and retaliation.

### ACADEMIC INTEGRITY

Academic integrity is essential to the vision and mission of Highlands College to develop world-class leaders who possess intellect and virtue and who love the truth according to a biblical worldview. In cases of alleged academic dishonesty, appropriate designated authorities within the College will inquire into and, if necessary, review such cases according to the principles, policies, and procedures outlined in the Student Handbook and Catalog.

Academic dishonesty occurs when a student or students engage in any of the following behaviors.

- Plagiarism: Any attempt to represent the published or unpublished words or ideas of another as one's own
- Cheating: Using or attempting to use unauthorized materials, study aids, or people for personal assistance in academic work or examinations, including, but not limited to, the following actions:
  - Looking at an examination paper or answer sheet of another student
  - Obtaining, before the administration of a test, unauthorized information regarding the test
  - Possessing or distributing an exam or exam questions
  - Using any unauthorized materials or equipment during an examination
  - Cooperating or aiding in any of the above
- Fabrication: Altering, contriving, or inventing information that would be deceptive in any academic exercise, written or otherwise. Misrepresentation of attendance or absence
- Misrepresentation of Academic Records: Altering any portion of Student Records
- Facilitating Academic Dishonesty: Aiding another to violate the Academic Integrity Policy of this Institution
- Unfair Advantage: Using improper means to attempt to gain a more favorable advantage on an academic assignment or exercise
- Multiple submissions: Using the same work to fulfill requirements for more than one assignment or course without prior approval from all instructors involved

- Sabotage: Deliberately acting to obstruct, destroy, damage, or inhibit the use of materials or equipment
- Substitution: Using a proxy or acting as a proxy in an academic assignment or exercise
- Tolerating Academic Dishonesty: Failing to address academic dishonesty promptly

### **Penalties for Violations of Academic Integrity**

The appropriate authority may impose one or more of the following penalties for a confirmed instance of academic integrity or dishonesty, including previous infractions.

- A failing grade on the assignment in question
- A failing grade in the course
- Suspension from the College for a determined period
- Dismissal from the College

### **Right to Appeal**

The student has the right to appeal the Academic Integrity penalty. The appeal must come within two weeks of the receipt of the decision. To appeal the penalty, the student should submit a letter with supporting documentation to the Executive Vice President of Academics. The Executive Vice President may choose to do one of the following.

- Reverse the finding and dismiss the penalty or
- Confirm the finding and impose the penalty or
- Confirm the finding and modify the penalty

## **PLAGIARISM**

Plagiarism constitutes a serious violation of the Highlands College Academic Integrity Policy. Should plagiarism occur, the offense will be sorted into one of the categories below and result in the prescribed actions and consequences.

### **Low-Level Plagiarism**

- Citation of information not actually utilized in the submission (a.k.a. “padding reference list”)
- Inserting verbatim phrases of 2-3 distinctive words or inserting small parts of media or other materials without proper attribution
- Substituting synonyms into an author’s original sentence rather than rewriting the complete sentence while not giving proper attribution
- Reordering the clauses of a sentence while not giving proper attribution
- Imitating the sentence, paragraph, organizational structure, or writing style of a source, or using a source’s line of logic, thesis, or ideas, without proper attribution
- Repeated Low-Level Plagiarism will be subject to Medium Level Plagiarism consequences

### **Low-Level Consequences**

Should it be determined that a student has committed Low-Level Plagiarism, the course professor shall conduct a corrective conference with the student to address areas where the student has a limited understanding of plagiarism. The course professor will deliver any, or any combination, of the following consequences in an effort to deter further acts of the same. Any Low-Level Plagiarism occurrence will be documented, along with details of the consequences applied.

- Assignment of Plagiarism Modules and Quizzes (in conjunction with the Writing Center) to be completed and passed by the student
- Assignment score reduction (severity of the reduction is left to the discretion of the course professor, depending upon the severity of plagiarism up to the total grade value of the assignment)
- The student resubmits the work originally plagiarized by the student, including proper attributions for a reduced grade

NOTE: Three (3) submissions with Low-Level Plagiarism by any one student throughout their HC career results in Medium Level or High-Level consequences and a referral to the Plagiarism Faculty Committee.

### **Medium Level Plagiarism**

- Engaging in Low-Level Plagiarism three times in one or more courses
- Combining paraphrasing with verbatim sentences to create a paragraph or more of the text (a.k.a. “mosaic plagiarism”)
- Direct plagiarism of phrases, but not entire paragraphs or works, that lack proper attribution and are presented as a student’s own work
- Failure to cite in-text (parenthetical or footnotes) resources multiple times in a single submission that are listed on the reference list
- Failure to cite any references, either in-text or in a reference list, when references were used to construct the assignment
- Paraphrase another’s work without proper attribution

### **Medium Level Consequences**

Should it be determined that a student has committed Medium Level Plagiarism, the student will be referred to the Plagiarism Faculty Committee, who will deliver any, or any combination, of the following consequences to deter further acts of the same. Any Medium Level Plagiarism occurrence will be documented, along with details of the consequences applied.

- Assignment submission will receive a score of zero

- Assignment of the Plagiarism Module and Quiz to be completed and passed by the student
- The Plagiarism Faculty Committee may choose to fail the student for the course

NOTE: Should a student submit a second assignment containing Medium Level Plagiarism, they will be subject to High-Level Consequences and a referral to the Plagiarism Faculty Committee.

### **High-Level Plagiarism**

- Engaging in Medium Level Plagiarism more than once in one or more courses
- Copying and pasting (both direct and mosaic plagiarism) of entire paragraphs or works that are presented as the student's own work
- Turning in partial or total work that a student has used in the previous or current course without permission from the instructor or faculty (a.k.a. self-plagiarism)
- Submitting another person's work as one's own

### **High-Level Consequences**

Should it be determined that a student has committed High-Level Plagiarism, the student will be referred to the appropriate authority (Academic Dean or MINL Executive Director) who will deliver any, or any combination, of the following consequences in an effort to deter further acts of the same. Any High-Level Plagiarism occurrence will be documented in the student record, along with details of the consequences applied.

- Failure of the course
- High-Level Plagiarism notation attached to the transcript

## **ATTENDANCE POLICY**

As an institution of higher learning, Highlands College places a premium on class attendance. A student's attendance is vital to ensure that the student can learn from instruction presented by the instructor, feedback and questions offered by classmates, and the opportunities presented within the face-to-face experience. Students are expected to maximize their attendance in each course and scheduled event to honor both God and those in authority by being on time.

Students who exceed the maximum number of absences allowed for a class earn a Failure due to Non-Attendance grade of "FN." Details of the attendance policy for each course are in the course syllabus. All absences, including excused absences, count as absences. Each student is responsible for monitoring his/her attendance and compliance with the required attendance for each course.

Students must monitor their own class attendance because Populi does not provide notifications when a student's absences are approaching or have exceeded the maximum allowed. Populi shows the student's earned numeric course average until the end of the term/semester. If the student exceeds the number of allowable absences, Populi changes the course grade to "FN" only at the END of the semester.

A summary of allowable absences for many course types appears below. Students are responsible for monitoring their attendance records in each class.

### **Classification of Absences**

At Highlands College, each absence is classified as either "unexcused" or "excused." Three instances of tardiness in any course equals one absence. All absences, whether they are excused or unexcused, count towards total absences. An excused absence permits the student to make up any in-class work or assignments.

An unexcused absence is one in which the student does not attend a class and has not promptly communicated to the instructor a valid reason to excuse the absence. Students earn an "F" for work missed due to an unexcused absence. Examples of unexcused absences include alarm clock failure, traffic, inoperative vehicle, forgetfulness, and oversleeping. All mission trips are unexcused absences. Students should not schedule mission trips during class sessions. Any absence, even those for a reason that would otherwise be excused, is considered unexcused if the student does not communicate with the instructor within a week of the absence.

An excused absence is one in which the student is unable to attend a class due to a personal illness or injury, or family emergency, and the student promptly communicates the valid reason to the instructor. Students with excused absences may be permitted to submit work missed because of the absence. Students should inform instructors of planned absences. Students who see a medical practitioner should obtain a "return to work/school" form from the practitioner.

### **Number of Excused and/or Unexcused Absences Allowed**

Length of Course	Type of Course	Credit Hours	Absences Allowed
8-Week	Academic Courses	3 Credit Hours	3

8-Week	Academic Courses	1 Credit Hour	2
16-Week	Academic Courses	3 Credit Hours	6
16-Week	Academic Courses	1 Credit Hour	4
8-Week	Ministry Leadership Courses	1 Credit Hour	2
	Practicum Courses	1 Credit Hour	3
	Chapels		6
	HC Small Groups		3
	HC Athletics		3
	Workout Electives		3

## LEAVE OF ABSENCE

Students who need to interrupt their studies temporarily for medical, personal, or employment reasons may apply for a Leave of Absence. A Leave of Absence permits the student to cease attendance for a specified time and not to have to apply for readmission. Approval of Leave of Absence requests is not automatic.

The Executive Vice President of Academics is the final approval authority for Leave of Absence requests. Leave of Absence Request forms are available from the Registrar's office or by an email request sent to registrar@highlandcollege.com. Please see the "Leave of Absence" Section for more information.

## MINISTRY TRAINING

### Practicums

Practicums are the living lab portion of Ministry Training in the Traditional Program. Students must complete four semesters in the same Practicum to fulfill the requirements for graduation.

#### Practicum Selection for Incoming Students

Incoming students will choose their Practicums while enrolled in their 1<sup>st</sup> semester PPRM131: Introduction to Practical Ministry course. During this course, students will learn more about each Practicum and how to register for the chosen Practicum.

After a new student chooses a Practicum, the Practicum Coordinator for the selected Practicum will communicate meeting times and location. Practicums will generally schedule students for an average of 16 hours per week of Practicum class and direct Practicum experience.

#### Practicum Enrollment for Continuing Students

At the beginning of each semester, Practicum Coordinators will provide all continuing students with information identifying the start date, the meeting time(s), and location(s) for their Practicum.

#### Change of Practicum Request

Students should consider Practicum changes prayerfully and carefully as an approved change after the student's first term of enrollment **will delay** the student's graduation from HC. Any student desiring to change Practicums should first discuss their intent with the Highlands College Practicum Director.

Students currently enrolled in PPRM131 may change Practicums before the end of Term A without penalty.

After successfully completing their first semester in Practicum, students who desire to change Practicums must complete a Change of Practicum form. These students may only request a change after the current semester or before starting a new semester and **will be subject to a delay** in their graduation.

### Sunday Experience

It is important for every student to be connected to the local church and be a part of what God is doing through weekend services.

All incoming students will complete the Church of the Highlands Growth Track within the first eight weeks of their first semester. The Growth Track will teach students the history and beliefs of the Church, train them in essentials for Christian living, help them discover their unique gifting, and prepare them to serve the church.

Serving on Sundays is a significant portion of the discipleship and training process at HC. Therefore, as a part of their training, HC students serve at the Church of the Highlands on Sundays during the academic year. If a student is sick or has a family emergency and will miss their scheduled time to serve, they must contact their HC Campus Director immediately, so there is time to find a replacement.

## **EXPERIENCE DETAILS: STUDENT SERVICES**

### **NOTICE OF NONDISCRIMINATORY POLICY RELATED TO STUDENTS**

Highlands College admits students of any race, color, gender, national, or 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, gender, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs. The College reserves the right to withdraw a student for cause at any time.

### **OFFICIAL COMMUNICATION**

Students must ensure that there is both a working email address and a phone number listed on Populi through which HC can communicate to the student. Students are responsible for all communication sent through Populi and, thus, should not turn off notifications in Populi.

### **STUDENT PRIVACY**

Populi allows students to control the visibility of personal information, i.e., email address, phone number, etc. to other enrolled students. Students can find out how to control the visibility of personal information in Populi help or can contact the Registrar for additional assistance.

## **FINANCIAL INFORMATION**

### **BILLING AND PAYMENT**

New students will be invoiced tuition for the upcoming semester following confirmation of their enrollment in the College. Continuing students will be invoiced tuition for the upcoming semester approximately 45-90 days before the start of the semester.

All invoices are due in full or current per payment plan by the financial deadline specified in the academic calendar.

### **LATE PAYMENT AND TERMINATION**

If a student's account is 30 days past due, then a financial lock will be placed on the student's account. A student with a financial lock may not see grades, register for classes, enroll for the following semester, or receive a transcript and/or diploma. All student balances are to be paid or current to enroll in a subsequent semester.

### **CANCELLATIONS AND WITHDRAWALS**

Tuition refunds are possible if a student withdraws from Highlands College before the semester Drop/Add date. Tuition refunds are not possible if a student withdraws from Highlands College after the semester Drop/Add date. Any outstanding balance will continue to be billed accordingly.

### **BILLING**

Students may access their account information online. Parents may access the student's account information online with permission from the student. Students are responsible for viewing their monthly statements online.

#### **How to View Your Account**

- Go to the Highlands College Student Portal: <https://highlandscollege.populiweb.com/>
- Enter your username and enter your password.
- Click on Login.
- Click on the My Profile tab.
- Click on the Financial tab.

#### **Online Payment**

- Go to the Highlands College Student Portal: <https://highlandscollege.populiweb.com/>
- Enter your username and enter your password.
- Click on Login.
- Click on My Profile tab.

- Click on the Financial tab.
- Click on Make a Payment

## **PAYMENT SCHEDULE**

### **Traditional Students**

Highlands College tuition is \$3,950.00 per semester, and the HC Fit fee is \$1,050.00 per semester, with each due in full by the financial deadline for each semester specified in the academic calendar. Student Housing is optional for students and is charged based on the room type selected. Housing prices are currently \$5,000 per academic year for 2-bedroom units and \$4,400 per academic year for 3-bedroom units. Payment plans are available for housing plans.

### **Evening Program**

Highlands College offers an evening certificate-granting program. The evening program offers multiple certificate programs at \$750 per certificate each semester.

## **FINANCIAL AID**

Highlands College does not participate in any Federal Title IV financial aid or grant programs.

## HIGHLANDS COLLEGE TECHNOLOGIES

This portion of the Student Handbook outlines each student's responsibilities to protect and responsibly use the college's technology. Everyone who uses or accesses the technology of Highlands College should have an ownership mentality and do everything as unto the Lord.

1. **We are bound by the law** – As users of technology, we are bound by all local, state, and federal laws relating to licensing, copyrights, security, information sharing, and other statutes regarding the use of technology and electronic media.
2. **Highlands College is committed to the legal and responsible use of technology** - Highlands College's policy is that all members of its community act by these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics. Access to the College's information technology facilities is a privilege granted to college students, faculty, and staff. The College reserves the right to extend, limit, restrict, or deny privileges and access to its information resources.
3. **Students play a special role as users of Highlands College technology** – Students are granted access to systems and services as part of their experience at Highlands College. Any accounts a student is given access to are to be used for the activities or purposes they are assigned. College technology resources are not to be used for commercial purposes.

Students agree to carefully guard any login credentials, access cards, codes assigned, etc. and agree not to share those items with anyone else. Sharing credentials, access methods, codes, etc., is considered a violation of college policy and will result in losing those credentials and privileges in addition to additional discipline.

4. **Copying or accessing copyrighted material without permission or a valid license is against the law and violates college policy.**
5. **Accessing inappropriate material using any form of Highlands College or Church of the Highlands technology violates college and church policy.**

Students also agree to act responsibly and as to the Lord when accessing the content of any kind on the internet. Content considered inappropriate includes, but is not limited to, fraudulent material, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise inappropriate or unlawful. If a student should receive unsolicited, inappropriate material should notify Student Life immediately.

6. **Trying to circumvent technology restrictions and protections violates the policy of Highlands College.** The college works diligently to provide a safe and effective technology experience for each student, faculty member, staff member, and guest. A part of this effort includes systems to prevent viruses, ransomware, malware, phishing, etc. Students play a pivotal role in protecting the college by responsibly using technology.
  
7. **Students should not expect data and information privacy while using Highlands College technology** - Students expressly waive any right to privacy in anything they create, store, send, or receive using Highlands College's computer equipment or internet access. User consents to allow authorized Highlands College personnel access to and review all materials created, stored, sent, or received by the user through the Highlands College network.

Highlands College has the right to monitor and log all aspects of its technology systems, including, but not limited to, internet sites visited by its users, messaging, file downloads, and all communications sent and received by users.

## **PUBLIC SAFETY**

Highlands College seeks to provide students, staff, and guests an environment that is as safe as practicable during day-to-day operations and natural and other disasters.

Highlands College and Church of the Highlands has Campus Security that maintains the safety of the campus community. The personal safety of each student and the security of College property are of utmost concern. 911 is the resource for all emergency situations. Campus Security Officers can be contacted 24 hours a day at (205)963-6977. Birmingham City Police can be contacted for non-emergencies at (205)328-9311.

An Emergency Booklet flipbook and evacuation map are posted in all learning studios, practicum spaces, and main common and office areas.

Emergency call stations are positioned throughout the campus and are easily identified by blue lights.

## **SOLICITATIONS**

On-campus solicitations, personal solicitations of funds, sales, or services, on the part of students and non-students are prohibited.

Students may not act as agents, salesmen, or solicitors for any products or needs without prior approval from the Student Life Department. This includes, but is not limited to, the unapproved posting of flyers, vehicle windshield stuffers, or door-to-door sales in student housing, offices, or classrooms.

## **PERSONAL PROPERTY AND LIABILITY**

The College is not responsible for personal property on campus, or goods, cars, bikes, etc., stored or left on campus. Students should take measures such as renter's insurance or parents' homeowners' insurance policy to ensure and safeguard personal belongings against misappropriation, theft, or loss due to damage or dispossession. Please report losses to the Student Life Department.

Highlands College does not assume any liability for the care and/or protection of any vehicle or its contents while parked on campus. All vehicles should remain locked when parked on campus.

## **DRIVING AND PARKING PRIVILEGES**

Policies and procedures have been established to provide for the safety and welfare of the Highlands community. All Highlands College students driving on Church of the Highlands property must adhere to the local, county, and state rules as outlined by the State of Alabama and all police, fire, and safety regulations.

Students can park their motor vehicles in non-reserved parking spaces. Students should refrain from parking in designated handicapped spaces and areas that must be kept clear because of fire regulations.

At the Grandview Campus, students are only permitted to park on the 4th and 5th floors of the parking deck and any other parking available around the campus. Students are permitted to park in non-reserved parking spaces. Do not block driveways or dumpsters. Student vehicles are not allowed to park on the grass around the residential areas.

Choosing to park outside of the designated parking spaces could result in vehicle relocation by Campus Security. The student will incur towing charges.

### **Vehicle Maintenance**

Vehicle maintenance and repair such as oil change, replacing/overhauling engines, painting/body repair, brake repair/replacement, etc., are not permitted on campus. Minor vehicle maintenance such as changing a flat tire, charging/replacing/jump-starting a battery, changing air filters, etc., is allowed. However, the student is responsible for the proper disposal of used equipment. Campus Safety is unable to assist students with vehicle repairs. The Student Life Department can suggest local vendors to assist students.

### **Multiple Vehicles**

Only one vehicle per student is allowed on-campus. Trailers, jet skis, boats, etc. are not permitted on campus and must be stored off campus. Trailers can be brought on campus to unload personal belongings and then parked off campus.

### **Abandoned Vehicles**

Vehicles that are abandoned will be disposed of at the student's expense. It is the responsibility of the student to remove properly non-operating vehicles and to notify the Department of Safety and Security. Vehicles not reported to Campus Safety at the end of the spring semester will be treated as abandoned.

### **SKATEBOARDING, ROLLER BLADES, AND ROLLER SKATES**

No person shall ride or operate a skateboard, roller blades, or roller skates within or upon properties owned, leased, or under the control of Highlands College or Church of the

Highlands, including, but not limited to buildings, plaza areas, sidewalks, streets, and parking areas.

## **BICYCLES AND MOPEDS**

Students are not permitted to park bicycles or motorized vehicles in any College building, nor shall any motorized vehicle or bicycle be chained, tied, or affixed in any manner to a railing adjacent to a sidewalk or stairs leading to a building or any other portion of the building used for entrance or egress.

The College reserves the right to remove any bicycle or motorized vehicle parked in this manner and shall have the right to cut or physically remove any locking device attached to the bicycle or moped to remove it for the safety of pedestrians and/or violation of state fire codes. The College assumes no responsibility for the replacement of any locking device, nor does the College assume responsibility for real or assumed damage to bicycles or motorized vehicles during removal or storage operations.

Students must remove all bicycles from campus the same day housing closes for the spring semester. Bicycles not removed will be confiscated and disposed of by Campus Safety.

## **SAFETY TIPS**

- Students should always follow well-lighted paths and stay out of the shadows.
- Travel in pairs.
- Tell a friend or roommate where they are going and when they expect to return, but do not post this information on the outside of your door.
- Park in well-lighted areas and as close as possible to entrances. When it is late at night, students may want to contact their RA or a friend to escort them inside.
- Always keep entrance doors to the building locked, and if you find a door propped open, close it.
- Always keep your room locked whether you are there or not, especially late at night or when you are sleeping.

## **WEAPONS AND FIREWORKS**

Weapons such as, but not limited to, firearms/guns, BB guns, pellet rifles, paintball guns, airsoft guns, throwing knives, knives with blades longer than three inches, martial arts weapons, etc., are not permitted on campus. The manufacturing, possession, or use of explosive devices or fireworks is prohibited. The College reserves the right to suspend and remove any student for the possession or use of such weapons and devices. Possession of weapons and fireworks is a Level 2 infraction.

## **SEVERE WEATHER PLAN**

In the event of severe weather outbreaks during classes or scheduled events, Highlands College will monitor sources for information on developing weather events.

If a severe weather threat is imminent, i.e., the National Weather Service has issued a warning for the campus area, the President of Highlands College will decide whether the event requires evacuation or shelter in place actions based on the direction the weather is moving and the severity of the weather.

Highlands College staff will notify everyone in the facility and provide clear directions through radio, text message, email, loudspeakers, and verbally.

## **SHELTER IN PLACE EVENT**

All individuals in the facility will be directed to take shelter in pre-determined shelter areas and clear all common areas or exposed hallways. Shelter areas include bathrooms, interior hallways/classrooms, the auditorium, and stairwells.

All persons in shelter areas will remain there until an all-clear signal is broadcast.

If there is damage to the facility during the weather event, Highlands College staff will check for injuries and seek medical aid for the injured. Highlands College staff will assess the damage to the building and determine if the building needs to be evacuated or if it is safe to remain inside.

## **EVACUATION PLAN**

The Grandview Campus Evacuation Map is [here](#).

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Highlands College does not receive funds under an applicable program of the U.S. Department of Education and is not subject to FERPA. Southeastern University does receive funds under an applicable program of the U.S. Department of Education and is subject to FERPA.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties about financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; To comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory

information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is at the discretion of each school.

For additional information, call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or contact the office at the following address:

Family Policy Compliance Office  
Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520

Or you may locate the office at the following URL:  
<http://www2.ed.gov/policy/gen/guid/fpc/index.html>

## **THE COMMUNITY COVENANT**

### **LIFESTYLE STANDARDS PREFACE**

The vision of Highlands College (HC) is to be a premier college developing biblically educated ministry leaders to advance the mission of the Church. Highlands College is a biblical higher education institution that exists to supply the Church with leaders of character to fulfill the Great Commission. This vision and mission are expressed through all students, on all campuses, and at all levels of academic instruction. This includes all students enrolled in the Traditional program or Evening program as well as faculty and staff. Those choosing to be a part of Highlands College voluntarily commit to embracing the College's purposes and living out the standards established by its leadership.

Pastor Chris Hodges founded Highlands College in 2011 to train ministry leaders and launch them into ministry positions within the Church. Highlands College believes that the Bible is the inspired Word of God and is, therefore, the ultimate authority for training in right living. From its leadership's best understanding of the Bible, the College develops standards of behavior designed to cultivate in students, faculty, staff, and administration willing obedience to God by the Spirit's enablement while trusting in Christ alone for salvation. Highlands College encourages all the members of its community to regularly evaluate whether every aspect of their lives is in alignment with the Word of God and bringing glory to Christ alone.

In glorifying God, we endeavor to love the Lord with heart, soul, and mind, and others as ourselves. Such commitments require us to understand God's right to direct our lives. We will evaluate and modify our practices in view of Scripture for the well-being of others within the HC community. While we live by grace and have certain liberties, we also realize that some things may not be helpful and may indeed be harmful. We declare without apology or embarrassment that we choose to honor God even though such conduct may be seen to be counter-cultural by society, friends, and family. As a Christian community living in the world, we desire to do good works. We also acknowledge a covenantal responsibility for one another in our Christian community, which reflects the unifying bond of love. Guided by biblical mandates and Christian concern for one another, we desire to display the fruit of the Spirit and not the works of the flesh in our interactions with people. Realizing we operate in a diverse Christian context drawn from a variety of church traditions and cultures, we desire to treat one another respectfully with deferential love in areas of disagreement.

### **COMMITMENTS AND PRACTICES**

In view of Highland College's Statement of Faith, Mission, Vision, Core Values, and Institutional Goals, we agree that the following commitments will guide our college community.

- Our lives will pursue and demonstrate spiritual growth, which is of utmost importance for a believer.
- Our lives will exemplify a genuine Christian love and respect for one another as the Holy Spirit guides us and manifests His fruit in us.
- Our lives will be marked with integrity in all our interactions with one another by matching our actions to our words.
- Our lives will portray attitudes of humility toward one another and submission to those in authority.
- Our lives will reflect we are followers of Jesus Christ as a new creation and called to a new way of life in actions, words, and thoughts.

Considering these commitments, the College has established practices, so we can live effectively in community with one another, be a light to the world, and ultimately glorify God with our lives.

- We understand that we voluntarily put ourselves under the authority of the College, and we seek to integrate the following practices into our daily lives.
- We fully engage with time in God's Word, prayer, regular church attendance, service opportunities, and all of HC programming.
- We avoid gossip, harassment, and discrimination of any kind; rather, we demonstrate an attitude of care, compassion, and service to each other.
- We practice academic integrity, dependability, and keeping our word.
- We avoid media and entertainment that is obscene, vulgar, pornographic, or that represents a lifestyle contrary to biblical teaching. We avoid gambling to practice good stewardship of God's resources. We dress in ways that are modest and appropriate, seeking to respect others and the traditions of this community.
- We abstain from illegal drugs and the illegitimate use of prescription drugs; therefore, the campuses, which include student housing, will be free of tobacco and alcohol. As a community, we agree to abstain from the improper use of alcohol which includes underage consumption.
- We believe in the dignity of every human who is made in the image and likeness of God. God sovereignly and irreversibly appoints an individual's biological sex, either male or female, and the individual's biological sex is an irreversible aspect of his or her nature. Human sexuality is regulated by Scripture which declares that marriage is the union between one man, born a man, and one woman, born a woman, and that sexual intimacy is reserved for marriage only. Therefore, any sexual expressions outside of that realm (sex before marriage, homosexuality, adultery, fornication, etc.) is immoral and against God's design. We also are to abstain from the promotion and advocacy of these activities.

### **Commitment to These Lifestyle Standards**

These lifestyle standards reflect the College's Statement of Faith, Vision, Mission, Core Values, and Institutional Goals. They are to facilitate our life together at Highlands College.

I voluntarily commit myself to these lifestyle practices while:

Actively pursuing the highest call of God on my life even if that means giving up a personal "freedom" for the sake of others within the community, seriously recognizing my duty and responsibility to others within our Christ-centered community, and carefully practicing faithful stewardship of all the resources that God has entrusted to me.

Signed:

Date:

The following Scriptures are the basis for the Community Covenant:

2 Tim 3:16-17; 1 Cor 10:31; Matt 22:37-38; 1 Cor 6:19-20; 1 Cor 10:23-24; 1 Cor 6:12; 1 Pet 2:9-12; 1 Pet 4:1-5; Matt 5:14-16; Eph 4:2-3; Gal 5:16-26; Rom 14

# APPENDIX 1: GRANDVIEW EVACUATION MAP

## Exit Map

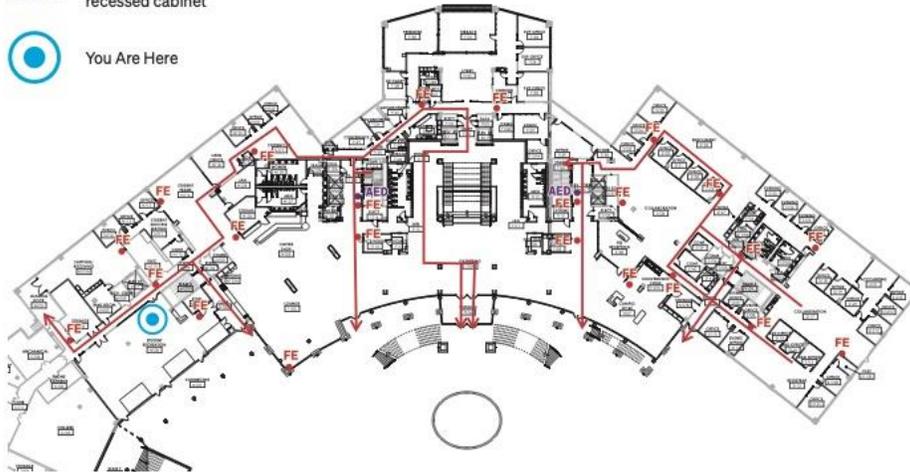
## 1st Floor

→ Path to Exit

**FE** Fire extinguisher in semi-recessed cabinet

**AED** Defibrillator (AED) in semi-recessed cabinet

● You Are Here



# Exit Map

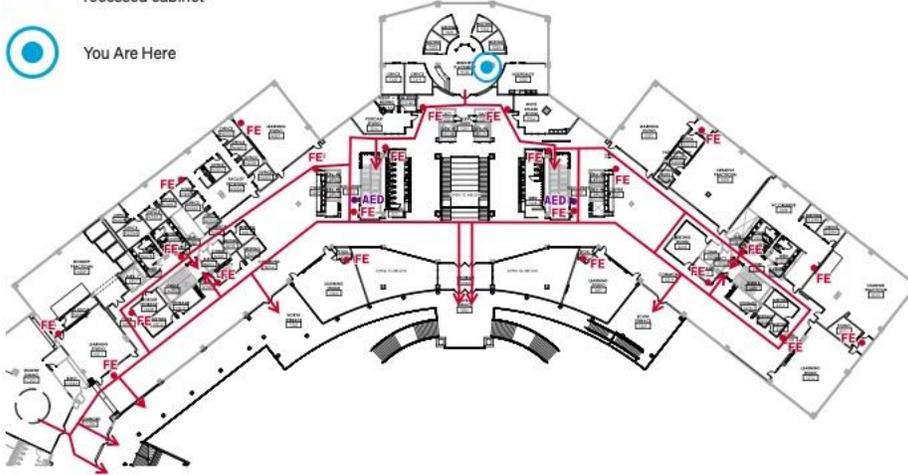
# 2nd Floor

→ Path to Exit

**FE** Fire extinguisher in semi-recessed cabinet

**AED** Defibrillator (AED) in semi-recessed cabinet

● You Are Here



# Exit Map

# 3rd Floor

→ Path to Exit

**FE** Fire extinguisher in semi-recessed cabinet

**AED** Defibrillator (AED) in semi-recessed cabinet

● You Are Here

