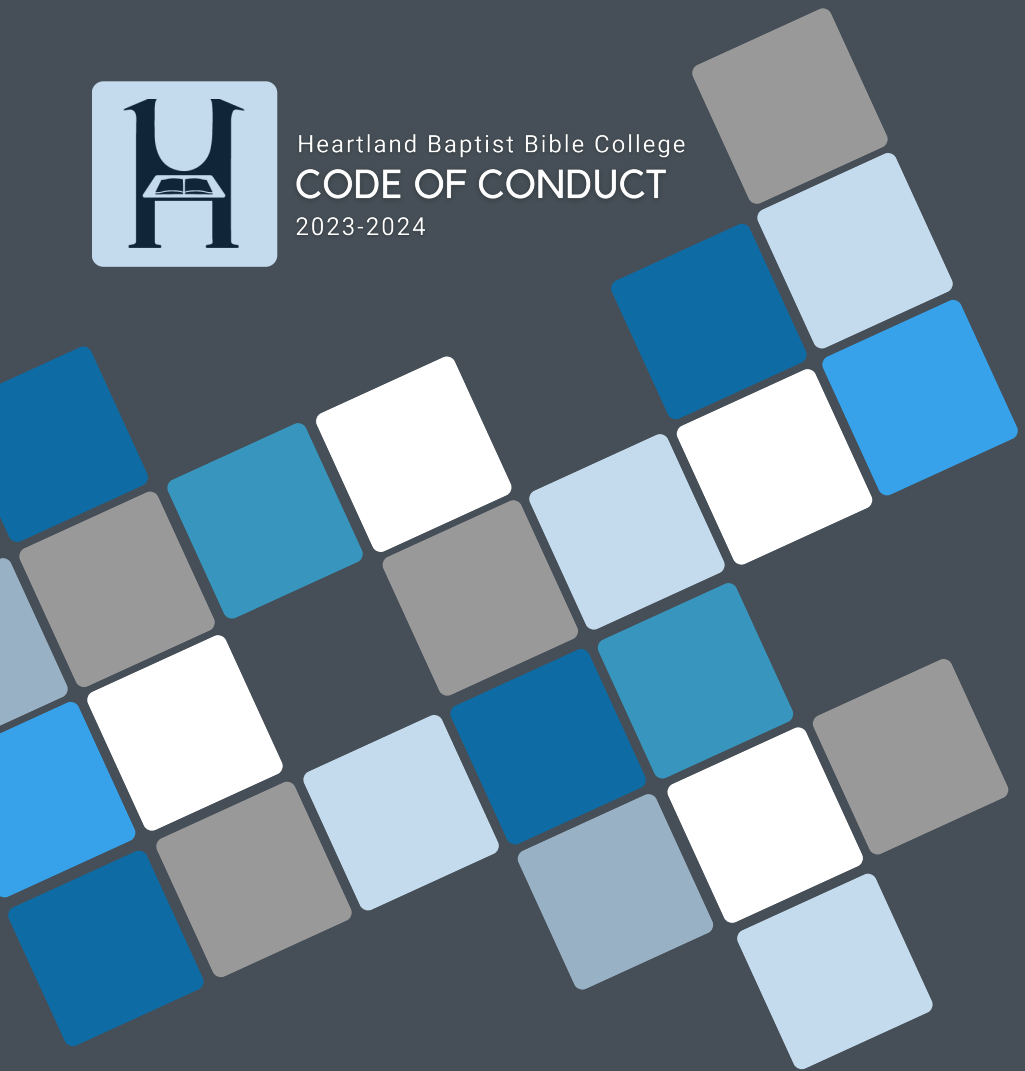




Heartland Baptist Bible College  
**CODE OF CONDUCT**  
2023-2024



## MISSION STATEMENT

Heartland Baptist Bible College is committed to excellence in educating and training preachers, missionaries, and Christian workers.

## PROCESS STATEMENT

Heartland Baptist Bible College achieves its mission by developing humble servants of Christ who are doctrinally sound and spiritually equipped to follow God's leadership in their lives.



# Welcome to Heartland!

Dear Student,

We are honored and excited that you are attending Heartland Baptist Bible College.

Our “mission statement” on the previous page is our commitment to do our best to prepare you for what God has in your future. Our “process statement” will give you an idea of how we will try to accomplish this mission over the course of your time here.

I would encourage you in the weeks ahead to listen to the message referenced below by scanning the QR Code or by following the link below for a further explanation of the “process statement”.

If we can be a help to you in any area of life during your time here at Heartland, please reach out to any of the staff members, faculty members, or me personally. We count it a privilege to be a part of preparing men and women for service to our King.

Bro. Jason Gaddis  
President



<https://heartlandbaptist.edu/process-statement>

# Purpose Statement

The Code of Conduct communicates to Heartland Baptist Bible College students the policies that have been established to help students develop in their understanding of Christian character. These policies apply to single and married students.

A student's conduct should avoid anything that would hinder his/her relationship with God. Therefore, while it is necessary to have policies, guidelines, standards, and rules, these items are not an end in themselves; they are simply a means to help give structure to students' lives as they, by God's grace, endeavor to develop lives that are glorifying to God. These policies also contribute to a quality, biblically-based, educational experience as students seek God's direction in their lives.

Heartland reserves the right to change or to add to the policies contained in this Code of Conduct to accomplish its objective of providing an environment that will foster godly relationships and enable students to effectively prepare to serve the Lord in their local church.

Students are held responsible for all of the information contained in the Code of Conduct. **Each student is required to read it in its entirety once each school year.**

Prior to completing registration in August (or in January if the student did not attend the fall semester), each student must certify that they have read, and are willing to comply with the policies contained in the Code of Conduct.

If you have any questions about the Code of Conduct, please come by the Dean of Students' Office; we would be happy to help explain or clarify the policies contained in it.

Bro. Ben Logue  
Dean of Students

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# Student Responsibility

## A. College Standards

### 1. *Character*

Students at Heartland are expected to live above reproach, to exemplify Christian character and kindness in association with others, and to be willing to submit to godly instruction, correction, and guidance.

### 2. *Consecration*

Consecration is the goal of the standards presented in this Code of Conduct. Living a consecrated Christian life manifests one's loyalty to Jesus Christ. Students are expected to endorse and abide by the biblical standards of conduct and appearance presented in this Code of Conduct both on and off campus. Any student who encourages others to break college regulations is subject to discipline.

### 3. *Cooperation*

The cooperation of all students is expected in the development of respect for the enforcement of the policies of the college, as well as the respect and goodwill of the college throughout the community.

### 4. *Suggestions*

Constructive suggestions made by an individual in the right spirit to the proper authority will always be welcomed.

## B. College Functions

The entire educational experience at Heartland includes, in addition to classroom activities, a number of official college functions. Attendance and participation in these functions is required unless the student is ill or has official responsibilities approved by the administration. These include Chapel, College Days, Opening Days and Character Orientation, Alumni Homecoming Week, Church Planting Conference, Missions Emphasis Days, Graduation Preaching Conference, and other college-sanctioned events.

## C. College Buildings

### 1. *Classrooms and Hallways*

Classrooms are for the purpose of instruction. Out of courtesy for other students and faculty, students should not loiter in the hallways or outside of classrooms while a class is in session.

### 2. *Library*

To ensure a quiet atmosphere, there should be no talking or socializing in the library, except in the group study rooms. Couples may not be alone in a group study room. Library materials (e.g., books, magazines, pamphlets, curriculum) may not be removed from the library without following the proper checkout procedures.

## **D. Classroom Conduct**

### **1. *Cell Phone***

Students should not use their phones in church or in chapel; these settings should be devoted to fellowship, worship and preaching. Cell phones should only be used in class at the direct request of an instructor, and only for the purpose that the instructor requests. Otherwise, cell phones must be kept on silent and out of sight in class. In all settings, cell phone usage should not become a nuisance to others through loud talking or ringtones.

### **2. *Computers***

Laptop and tablet computers are permissible during classes, at the discretion of the instructor, to be used to type notes; however, the student must not use the laptop to work on other classes, to play games, or to do any activity which does not relate directly to the class.

### **3. *Food and Drink***

To maintain cleanliness, the only thing allowed to be consumed in the classroom is water.

### **4. *Children***

Children are not permitted in the classrooms. The only exceptions are high school-age prospective students who have permission to visit a class. Under special circumstances, approval may be obtained from the Academic Dean and Dean of Students.

## **E. Vehicle Responsibility**

### **1. *Registration and Regulations***

All student vehicles must be licensed and insured. A registration/parking fee will be charged for each semester and students will be issued a parking hanger. The speed limit on campus is 15 mph. The college reserves the right to restrict the use of a vehicle by any student if the privilege of operating a vehicle is abused. Students may utilize public transportation (ride-sharing services, taxi, city bus, etc.) with permission from the Dean of Students' Office.

### **2. *Parking Areas***

Students are not to park in any specially assigned parking; i.e., staff or visitor, any restricted area, or handicap space, including over the weekend.

### **3. *Vehicle Repairs***

Repairs or maintenance work may be done in the maintenance area across Evan Hale with permission from the maintenance director. No car washing is allowed on campus.



## **F. Safety**

### **1. Security Officers**

All students are accountable to the on-duty campus security officers.

### **2. Walking**

Walking is to be on the pavement or sidewalks, not on grassy areas. Students are prohibited from walking on public roads adjacent to the campus during the day or night without administration approval.

### **3. Unsupervised Areas**

Unsupervised areas that are off limits include the ball field, wooded areas, and inside buildings after normal business hours without a monitor present.

### **4. Firearms**

The college campus is a no firearms zone. No student is allowed to carry a firearm on campus without written permission from the college president. Contact the Dean of Students' Office if you have any questions.

## **G. Illness or Injury**

### **1. Class Absence**

In the event a student is too ill to go to class, the student must see the nurse at Health Services within 24 hours after returning to class. On-campus students must complete a Medical Absence Report online if they miss any required activity due to illness.

### **2. Serious Illness**

If a student has an instance of serious illness, that student may be requested to withdraw from college until his/her health issues are addressed and improved. This guideline also applies to incidents resulting in disturbance of classes, services of any sort, or adverse effect on others.

### **3. Health Information**

Information regarding a student's health may be shared among the administration, parents, pastor, and health professionals, as deemed necessary.

### **4. Doctor Visits**

For any doctor or hospital visits, on-campus students must have the doctor complete the Medical Visit Form (available from Health Services, resident advisors, or the Dean of Students' Office) and return it to Health Services no later than the next business day.

### **5. Emergency Room**

If an ER trip is required, the student must be accompanied by his/her resident advisor and his/her parent must be contacted.

### **6. Insurance**

Heartland insurance does not cover any injury that occurs while participating in intramural sports. It is the sole responsibility of the participant to obtain such insurance coverage.

## H. Financial Responsibility

### 1. *Enrollment and Transcripts*

Room and board, tuition and composite fee are computed on a semester basis. All upfront charges are due and payable at the beginning of each semester. Official transcripts and grade reports will be held until the student's account is paid in full. All accounts must be current before a student will be permitted to take final exams, have credits transferred, receive a grade report, or graduate.

### 2. *Payments and Financial Agreements*

Students are responsible for their financial obligations. Should a student fail to make an installment payment when due, they will jeopardize their privilege of attending Heartland and may be asked to withdraw from the college immediately.

### 3. *Delinquency*

No student will be allowed to be delinquent more than one installment payment, unless their financial agreement states otherwise (e.g., VA Student Agreements). Students who have not paid an installment in its entirety by the end of the grace period stated on their financial agreement may be dismissed within 48 hours after the grace period.

### 4. *Policy*

The financial policy requires that students make a down payment of 60 percent in the fall and 20 percent in the spring.

### 5. *Personal and College Property*

Heartland is not liable for damage to personal belongings of students under any circumstances. The college is not liable for theft of personal belongings of students. Items left after a student withdraws may become the property of the college. Students who damage or destroy college property will be charged for repairs or replacement and discipline may be applied.

### 6. *Fundraising*

Students are not to fundraise for themselves, other individuals, or organizations without prior approval from the Dean of Students.

## I. Music Responsibility

### 1. *Music Standards*

It is important for students to learn to appreciate and be involved in music that enhances their Christian lives. Therefore, students are encouraged to listen to conservative Christian or traditional classical music. The following music guidelines are in place for all students at all times. *Acceptable music* is that which is presented with a conservative sound with balance in regard to rhythm and melody. *Unacceptable music* is any artist or group classified as Contemporary Christian, Rap, Rock, Country or New Age. Movie soundtracks and secular music are not acceptable.

2. *Music Checks/Responsibility*  
"Christian" music has been affected by the contemporary world and culture. Therefore, Heartland reserves the right to conduct checks of a student's music to determine if it is in accordance with Heartland's standards. It is the student's responsibility to only listen to music that meets the college's standard including music that is accessed via streaming, radio, digital files, or physical copies. Music that does not meet the standard must be turned in to the Dean of Students' Office or deleted.
3. *Practice Rooms*  
The use of practice rooms are for those students enrolled in private lessons. Use of practice rooms will be coordinated through the Music Department and Finance Office.
4. *Musical Instruments*  
Musical instruments such as guitars and keyboards may be used in the residence halls if using headphones.
5. *Music Concerts*  
Students may not attend music concerts by unapproved music groups.

## **J. Campus Service**

1. *Requirements*  
To assist the various college departments and provide help during key college events, all students are required to work five campus service hours each semester. Each student is personally responsible for completing campus service reports online within two weeks of service. Hours reported after two weeks will not be accepted. Campus service hours not completed will be charged to the student's account two weeks prior to finals at the rate of \$5 per hour.
2. *Grade*  
Each campus service hour will be assigned a numerical grade, and all hours will be averaged together to assign a letter grade. This letter grade will not impact the GPA. The hour grades are as follows:  
100 - hours worked off  
96 - hours paid before account is charged  
88 - hours paid after account is charged

## **K. Childcare**

Childcare and babysitting may not be provided in the student residence halls. Students who desire to babysit for families that do not attend Southwest Baptist Church or other local, likeminded, Baptist churches must provide signed parental permission to the Dean of Students' Office for approval.

## **L. Off Campus Employment**

### **1. *Work Ethic***

Students should practice good work ethics with their employers.

Therefore, any student who is employed off-campus is expected to give sufficient notice (no less than two weeks) to their employer if intending to terminate employment.

### **2. *Places of Employment***

Students may not obtain employment in any establishment where they would be required to sell or serve alcoholic beverages, pornographic material, tobacco, any form of marijuana, nor where their work would conflict with the standards of Christianity or the college.

This includes co-ed gyms, where modesty or personal contact between opposite sexes may be an issue, and establishments where the uniform does not comply with Heartland standards. Some businesses are not considered appropriate employment for Heartland students (e.g., Victoria's Secret). Any questions should be referred to the Dean of Students' Office.

### **3. *Work Dress Code***

Students working on or off-campus must adhere to the Heartland dress code and curfew rules. Employment requiring exceptions to dress code and curfew rules must receive approval from the Dean of Students' Office.

# Spiritual Life

## A. Scriptural Positions (I Peter 3:15)

### 1. General

The college catalog contains a detailed doctrinal statement as set forth by the governing Board of Directors of the college. In order to graduate from Heartland, students must affirm that they are in complete agreement with the doctrinal statement of the college.

### 2. Bible Version

Heartland believes God preserved His Word for English-speaking people in the King James Version. This is the only Bible version allowed for all college classes. It is to be the only Bible carried on campus and used by the students and instructors.

## B. Personal Devotions (Psalm 5:3)

Heartland students are encouraged to maintain a regular schedule of personal devotions.

## C. Chapel Services

Students are required to attend all chapel services and special on-campus meetings. Exceptions to this requirement must be approved in advance by the Dean of Students' Office.

## D. Church Services (Hebrews 10:25)

### 1. Church Membership

All students will be required to join and attend Southwest Baptist Church their first four semesters of attendance at Heartland. After a minimum of four consecutive semesters attending Heartland, and concurrent membership at Southwest Baptist Church, students may request to move their membership to another independent fundamental Baptist church for ministry training opportunities. Those students who reside in the area at least six months prior to enrollment and are actively working in a local independent fundamental Baptist church are encouraged to remain as a member in their respective churches.

### 2. Changing Church Membership

Students desiring to change church membership must first meet with the Executive Vice President. The following steps are required as part of the approval process:

- a. The student must meet with the Executive Vice President of Heartland.
- b. The student must obtain a personal reference from the pastor of Southwest Baptist Church.
- c. The student must obtain a personal reference from their home pastor.

- d. Heartland must receive a written explanation from the inviting pastor detailing the ministry opportunity.
- e. Approval to change church membership will only be granted once all the required steps have been completed and permission is granted by the Executive Vice President of Heartland.

3. *Church Attendance*

a. *Requirements*

Students are required to attend all services of their local church. Students will not be permitted to remain in the residence hall during regular Sunday and mid-week church service times. Exceptions to this rule requires authorization from the administration. Any students that stay in the residence halls during services due to illness must report it to their RA prior to the services.

b. *Church Passes*

Students may request a church pass to attend a service at a church where they are not currently a member. The pass must be submitted online by 1:00pm on Thursday prior to the date it is needed. Church passes are limited to two per semester and should be reserved for ministry or class requirements.

**E. Christian Service**

1. *Local Church Ministry*

Consistent service in a local, independent, Baptist church is a vital part of a students Christian life and practical training for ministry. For this reason, students are required to attend faithfully and serve actively in their local church through weekly involvement. Students should also be faithful in giving financially to the church at which they are member and fervently participate in personal soul-winning and discipleship.

2. *Requirements*

All students will be automatically enrolled in a Christian Service course every semester. This course requires students to complete service each week in their local church. Christian Service includes church attendance, participation in a church visitation program, and serving in an approved ministry. Students will submit online weekly Christian Service Reports, which will document their church attendance, participation in ministry, and visitation for the previous week. A letter grade will be assigned for the course each semester. This Christian Service grade will not impact students' GPA, but will be recorded on transcripts. Also, as part of the internship requirements, students must complete a minimum requirement of Christian Service with a satisfactory grade to be eligible for graduation with a 4-year major.

# Student Development

## A. Personal Standards (Romans 12:1-2)

Heartland students are expected to maintain Christian conduct of the highest standard on all occasions. The following guidelines are in place to help students develop character and to fulfill the biblical command that all things be “done decently and in order.”

## B. Separation Standards

Mixed swimming, dancing, gambling and gambling facilities, bars, profanity, obscenity, pornography, movie theaters, and other forms of worldly indulgences are not permitted for students at Heartland. The use of tobacco or alcohol, in any form, is not allowed (this would include chewing, drinking, vaping, etc). Improper drug use (whether prescription or over-the-counter) is not allowed. Heartland prohibits students from the possession or use of any kind of marijuana both on and off campus (this includes CBD, cannabis, and all forms of medical or recreational marijuana). Students who engage in any of the above activities may be subject to dismissal.

### 1. *Electronics*

Students are expected to exercise Christian discretion and restraint in the choice of entertainment including, but not limited to, internet, radio, television, and various forms of literature such as magazines and books. Video, computer, phone, or board games which violate Heartland standards in any way (i.e., music, dress, violence, demonic in nature) are not permitted.

### 2. *Wi-Fi Usage*

“Peer to peer” applications that allow users to participate in a file sharing “community” are not allowed and should not be installed on any computer used to access the college’s Wi-Fi network. These types of file sharing “communities” affect the speed of the campus Wi-Fi, may reflect negatively on the college’s testimony, and place individual users at risk.

### 3. *Entertainment*

Movies and TV programs may not be in a student’s possession on or off campus nor on electronic devices (including streaming or downloaded through apps). Students are allowed to watch movies and TV programs in private homes provided they do not violate Heartland standards.

## C. Off-Campus Responsibilities

College standards should be maintained at all times when students are off campus.

### 1. *Destinations*

Parks and lakes are prohibited after dark.

2. *Mixed Groups*

All single students under age 21 who wish to be off campus in a mixed group must have current signed parental consent on file in the Dean of Students' Office. All mixed groups require a minimum of five students and ladies must outnumber the men. Mixed groups of five or more that include couples must have an upperclassman lady who is not included in the couple. All mixed groups with fewer than 15 students require more ladies than men. Mixed groups may not be in a house without an adult married resident of the home present at all times.

3. *Staff Homes*

Students are not to visit any staff member's home without an invitation. Students should conduct business during proper hours. RAs are in place to assist and handle situations that may arise.

**D. Moral Standards**

Students who do not abide by biblical standards of moral conduct will be subject to dismissal. This includes, but is not limited to, any form of sexual misconduct with any gender. Discussing, viewing, or participating in any activity that the administration deems sexual or demonic in nature is not permitted. Any form of pornography will be dealt with in a serious manner by the Disciplinary Committee and may result in dismissal. Thievery of any kind will result in discipline and may result in dismissal.

1. *Manners*

Students should exemplify a Christian spirit of kindness and courtesy in their dealings with other students and a Biblical respect for authority in their relationships with faculty and staff. Faculty, staff, and guests should be addressed by their appropriate titles: Dr., Mr., Bro., Mrs., or Miss. When answering, students are to use "Sir" or "Ma'am."

2. *General Conduct*

Practical jokes, horseplay, and boisterous conduct will not be permitted. Complaining, jesting, and un-Christ-like communication is not appropriate and will not be allowed. Students who take any action (whether verbal, written or physical) that threatens to cause harm to themselves or others, will be subject to dismissal.

3. *Electronic Devices*

Improper usage of chatrooms or social networking sites may result in loss of computer privilege and possible further discipline. Every form of electronic communication (email, text messaging, Instagram, Facebook, YouTube, etc.) must meet the following Heartland guidelines:

- a. All content must be consistent with the Code of Conduct



- policies. All content may not have any form of negative or critical comments toward another person or ministry.
- b. Any student who accesses or makes any alterations to the college computers or network system may be dismissed.
  - c. Any electronic device the administration is unable to access, if deemed necessary, may be confiscated. It will only be returned at the Dean of Students' discretion.

## **E. Courtship/Dating**

Students are encouraged to guard against hasty courtships and unwise marriages. No student will be permitted to date a person who is not a Baptist or who is divorced. When referring to dating, Heartland is defining a date as a couple requesting to go off-campus on an approved date with a chaperone and an approved Dating Pass.

### **1. Guidelines**

Heartland allows dating privileges based on classification. This will be determined by the lower classman of the couple. Freshmen are not allowed to date their first semester. Dating privilege is restricted to no more than two dates per month for second semester freshmen. Sophomores are restricted to no more than one date per week. Juniors and seniors are allowed dating privileges within Code of Conduct guidelines. All students under age 21 who wish to date must have current signed parental consent on file in the Dean of Students' Office.

### **2. Chaperones**

All dating at Heartland must include an approved chaperone. Approved chaperones include parents, married church members, church or college staff, or an upperclassman female. Freshmen students are not approved chaperones.

### **3. Dating Passes**

Any couple who wishes to go on a date must request approval using a Dating Request and Itinerary form, available in the Dean of Students' Office, each time. The completed form must be submitted no later than 1:00pm Thursday prior to the planned date. Approval from the Dean of Students' Office must be obtained prior to going on the date. Dating couples or students of the opposite sex are not allowed to visit the homes of off-campus single students or non-students without a married couple present. Couples may go to married students' houses with an approved group or approved Dating Request and Itinerary form.

### **4. Approved Meeting Places**

Couples are not to be alone together in any apartment, house, car, classroom, office, building, or any unlit, unapproved area at any time. Couples may not be alone together in any area (including halls and stairwells) that is out of the visual contact of a monitor. Approved visiting areas for couples include monitored areas (i.e., Student Fellowship

Center, Gym, and the Perk), prominent, lighted outside areas, and the cafeteria when other students are present.

Non-approved areas include 1) the gym when no monitor is present; 2) the library/music building after office hours including the practice rooms, halls, and stairways; 3) behind the gym, cafeteria, and chapel buildings after dark. Any students who meet off campus as a couple outside of dating guidelines may be dismissed. This includes meeting someone who is not a student.

5. *Personal Contact*

In accordance with I Corinthians 7:1, Heartland has a “no touch” rule for members of the opposite sex. This is to be observed at all times. Couples should maintain a reasonable distance between one another at all times, whether sitting on benches, couches, pews, or standing. Any couple who sits together must have their feet on the floor and sit upright at all times.

6. *Dating Off-Campus Students*

Resident students may date off-campus students with an approved Dating Request and Itinerary form from the Dean of Students’ Office. A resident student may date an off-campus student in their home as long as a parent is present.

7. *Dating Non-Students*

A Heartland student may go on a date with a non-student if the non-student is willing to abide by Heartland’s standards including dating, dress, conduct and personal appearance, and with an approved Dating Request and Itinerary form from the Dean of Students’ Office.

**F. Marriage (Genesis 2:24)**

1. *Permission Required*

A person planning to attend any regular fall or spring semester who is going to marry within one month prior to that semester must apply for special permission to enroll at Heartland. The form is available in the Academic Affairs Office. Should any student marry during the semester, the student will be required to withdraw immediately.

2. *Marital Status*

Marital status (engaged, divorced, remarried, etc.) must be disclosed prior to enrollment. Should any student begin divorce proceedings or begin an official separation from their spouse during a semester, the student will be required to withdraw immediately. Heartland believes a student in these situations needs time to make every effort for reconciliation, and continuation in college may be a hindrance to this process.

## G. Dress Code

The goal of the dress code is to reinforce the Biblical principles of modesty, distinction, and appropriateness. God created us in His image as distinctly male and distinctly female. The gender that God assigned to us at conception should be evident not only in how we behave, but also in our appearance. What is communicated by way of clothing and grooming should point those around us to the mighty God we serve.

### 1. *All Students*

Students should make every effort to wear clothes that are clean, ironed, and in good repair. All clothes are to be worn the way they were intended to be worn. Proper underclothing is to be worn at all times. Clothing that is immodest, tight, backless, low in the neckline, or has cutouts is unacceptable. Shoes are to be worn outside the residence halls at all times.

#### a. *Worldly Attire*

Worldly fads and extreme styles in hair, clothing and jewelry are not acceptable. Obtaining a tattoo while a student is not permitted. No ornaments, rings, etc., associated with body piercing are permitted.

#### b. *Casual Attire*

Clothing that has a casual look should be reserved for casual dress. Flannel shirts, sweatshirts, shirts with writing or pictures, and denim or denim-look clothing (including jackets) is considered casual dress. Denim may not have obvious fading.

#### c. *Morning Dress Code*

Students are to be in class dress on class days from breakfast through lunch. Exceptions would be approved work on-campus, early morning exercise, leaving campus for work, or running other errands.

#### d. *Hygiene*

Good habits of personal hygiene should be exercised at all times through daily bathing, regular hair washing, brushing teeth, and use of deodorant. All students should give careful attention to their personal appearance, especially in the following areas: well-groomed hair, clean fingernails, clean shaven, proper make-up, well-coordinated clothing, etc. Laundry should be washed and dried on a weekly basis.

#### e. *Guidelines*

Students must follow all dress code guidelines while enrolled as a student even while gone overnight or during a holiday break. Any writing, pictures, slogans, and logos on clothing must be appropriate to the Christian walk, conservative, and acceptable to Heartland standards.

## 2. Men

### a. *Hair and Facial Hair*

Hair should be cut so it is above the top of the ears and collar, no longer than the middle of the forehead, and tapered or blocked in the back. No layered, spiked, razor, or step-cut styles will be accepted. Sideburns may not extend below the middle of the ear. Mustaches must be neatly trimmed, squared, and may not extend past the corners of the mouth. The college reserves the right to request the removal of any mustache that does not appear full, clean-cut, and properly maintained. Mustaches may not be grown during the semester, but must be fully developed by registration day. No beards or goatees are allowed.

### b. *Jewelry*

Earrings, necklaces, and bracelets are not allowed. A reasonable number of rings are acceptable.

### c. *Clothing*

Shirts which are designed to be worn tucked in should remain tucked in at all times (i.e. dress shirts and shirts with shirt tails). Shirts that are designed to be worn untucked (many t-shirts and polos) do not need to be tucked in as long as a neat and appropriate appearance is maintained. Coordinated socks are to be worn at all times. Belts are to be worn with pants that have belt loops. Shorts are not permitted at any time outside the residence hall. Caps or hats are not permitted to be worn when in a building.

- i. Church Dress: (church and chapel) Suit/sports coat and coordinating dress slacks (not Docker-style pants), dress shirt, and tie. Sweaters may be worn but are not a substitute for a suit coat.
- ii. Class Dress: (classes, soul-winning, visitation and door-knocking; breakfast and lunch meals Sunday-Friday; all appointments with the administration). Dress shirt, coordinating dress slacks (not Docker-style pants), and tie.
- iii. Casual Dress: (after lunch Sunday-Friday, all day Saturday) Casual pants or jeans may be worn with a t-shirt, polo, or button-down shirt. White athletic socks are considered casual dress.
- iv. Residence Hall Dress: (in the student's residence hall) Athletic pants or knee-length shorts and a t-shirt or undershirt.
- v. Sports Dress: (recreational activities or sports only) Athletic pants must be modest and may only be worn in the residence halls or for sports activities. Shirts must be

modest and long enough for coverage of the midriff at all times and should be worn untucked.

- vi. Formal or semi-formal: (banquets and formal events)  
Tuxedo or dress suit with shirt and tie. Small collars and bow ties may be worn.

d. *Shoes*

Heeled dress shoes are required for formal, church, and class dress. Clean, polished dress boots are permitted. Casual shoes include tennis shoes, sport shoes, leisure and work shoes. It is only permissible to wear slippers, shower shoes, flip-flops, Crocs or go barefoot inside the student's residence hall.



Click on the QR code for examples of what is permitted for formal and casual shoes.

3. *Ladies*

a. *Skirt Length*

Dresses, skirts, and culottes length must cover at least 1" below the bottom of the knee at all times whether sitting or standing. Slits should come no higher than 1" below the knee. Culottes must be loose and full enough to appear as skirts and should not give the appearance of shorts. Pants, jeans, gauchos, and shorts are not permitted on or off campus.

b. *Shirts*

All shirts must be loose and have drape. Shirts must be of adequate length so that neither the midriff nor back will be exposed if the arms are raised.

Sleeves must be at least cap style in length and the sleeve should go all the way around the arm. Necklines must be modest, and should not be lower than three fingers from the collarbone in either the front or back.

c. *Nylons and Leggings*

When nylon hose are required, only plain, solid tights or nylons are permissible in the following colors: flesh-colored, black, white, navy, gray, and brown. Fishnet and patterned hose are not allowed. Leggings are considered an undergarment; therefore, they may not be visible.

d. *Makeup and Jewelry*

Excessive or unnatural use of makeup is not acceptable. Nail polish should not be excessively dark, and black is not permitted. Earrings are limited to no more than two in the lower earlobe only and should not be extreme. No toe rings or anklets are allowed at any time.

e. *Clothing*

- i. Church and Class Dress: (church services, classes, chapel, appointments with the administration, and breakfast and lunch meals Sunday-Friday) Dresses, skirts and tops, nylons, and dress shoes.
- ii. Modified Class Dress: (church visitations, ladies' meetings) Class dress is appropriate; nylons are not required. Denim is not allowed.
- iii. Casual Dress: (any time after lunch Sunday-Friday, evening and Saturday) Denim or sport skirts, culottes, t-shirts, socks.
- iv. Residence Hall Dress: (inside the student's residence hall) Ladies must be fully dressed to lounge during the day. Loose, modest, knee-length sleepwear or a secured knee-length robe is required outside of the individual residence hall room.
- v. Sports Dress: (any type of recreational activities or sports) Skirts or culottes. These must be of adequate length to not show the knees and cover at least 1" below the bottom of the knee. Knee-length shorts (spandex-type recommended) must be worn underneath skirts or culottes.
- vi. Formal or semi-formal: (banquets and formal events) Formal or semi-formal dresses that meet dress code, nylons, and dress shoes.

f. *Shoes:*

- i. *Class/church shoes:* flats or heeled dress shoes with a closed toe and a back or back strap are required. No sandal or slide-style shoes are permitted. Dressy winter boots may be worn to class. No shoes may have heels more than 3" high.
- ii. *Casual shoes:* Slides, tennis shoes, sport shoes, loafers, canvas style shoes (i.e. TOMs) and sandals are permitted. Sandals that have a strap between the toes must also have a back or back strap. Cowboy boots, rain boots, and other casual boots are for casual dress.
- iii. *Residence hall shoes:* Slippers, shower shoes, and flip-flops are only permitted inside the residence hall.

## Disciplinary Policies

Heartland regulations and policies have been established for the overall well being of the students, staff and faculty of the college. The board of directors and administration of the college desire to have a “pure” God-honoring student body with clean lives, hearts, and minds before the Lord. Heartland provides a wholesome atmosphere in which each student has the opportunity to grow spiritually and to mature in the Lord, to develop personal responsibility, to select the right kind of true friends, to excel academically, and to prepare for Christian leadership. Therefore, to help accomplish these objectives, it is, at times, necessary to exercise certain measures of discipline.

### A. Disciplinary Hours

1. Infractions of the Heartland rules may result in the student receiving disciplinary hours issued from the Dean of Students’ Office.
2. Students will receive notice of rules infraction in their student mailbox. If a student has an accumulation of 10 or more disciplinary hours not worked or paid off, the student is automatically placed on campus restriction until all the hours are worked off.
3. If a student accumulates 15 hours within one semester, he/she will be required to work off any further issued hours, and the option to pay off hours is lost. If a student accumulates 25 disciplinary hours within one semester, he/she will be required to meet with the respective Dean and will be placed on behavioral probation.
4. If a student accumulates 30 hours within one semester, dismissal is possible.
5. Any questions concerning disciplinary hours should be directed to the Dean of Students’ Office.

### B. Appeals Procedures

Heartland bases its practices and rules of operation on the Word of God. The appeals procedure for the college follows the principles found in Matthew 18:15-17, as applicable in a college setting. Based on this scripture, the procedure for an appeal involves the following steps:

1. The student should make a verbal request for verification to the individual staff member(s) involved.
2. If the student is not satisfied with the decision after verbal communication with the involved staff member(s), the student may request a meeting with the staff member(s) and the Dean of Students or Academic Dean (academic issues).
3. If, after that meeting, the student is still not satisfied with the decision, the student may request an appointment with the Executive Vice President.

### C. Behavioral Problems

Recurrent behavioral problems which show a lack of concern for

improvement or spiritual growth may lead to probation or dismissal. Behavior issues may be discussed with the student's parents, home pastor, and the Disciplinary Committee, as deemed appropriate by the administration. Students involved in any illegal activity that adversely reflects upon the college's testimony will be required to withdraw from the institution.

#### **D. Conditions of Probation**

The following conditions are maintained for students on academic or behavioral probation:

1. Curfew is at 10:15 every night.
2. Requests to leave campus overnight will be denied except in rare instances at the Deans' discretion.
3. Representatives forfeit their positions.
4. Students on probation, whether academic or behavioral, must have the permission of the Deans to date.
5. Students on behavioral probation must meet with the Deans for review before their probationary status can be removed.
6. The parents or guardian of a student placed on academic or behavioral probation will be notified.
7. The home pastor of a student placed on academic or behavioral probation will be notified.

Any student who is placed on behavioral probation for any reason for two subsequent semesters may be subject to dismissal.

#### **E. Dismissal**

If a student is not able to maintain college requirements or standards, the student may be placed on academic or behavioral probation, or they may be dismissed. Dismissal from Heartland generally results in the loss of credit for the current semester and the student is denied enrollment from the next full regular semester. After this time, the student may re-apply for admission. A student who has been dismissed must seek approval to re-apply, and a Request for Approval for Re-Application Form is available from the Academic Affairs Office. Heartland will not accept any transferred credits earned at another institution during the student's ineligibility period.



# Campus Life

## A. Cafeteria

All on-campus students are required to purchase a full-board meal plan that includes breakfast, lunch, and supper, Monday through Saturday and lunch on Sunday. The cafeteria is open for meals daily at posted hours. Students must present their student ID card to the cafeteria workers at each meal. Neither dishes nor utensils are to be taken from the cafeteria without proper authorization.

## B. Student Organizations

Student groups, clubs, etc., that are organized and/or led by students are not allowed. Only organizations endorsed and led by a college representative/authority, are allowed (Missions Prayer Band, Preachers' Roundup, Heartland Helpmeets, etc.)

## C. Mail System

### 1. *Mailboxes and Email*

Students are to check their mailboxes and email daily, and are responsible to respond appropriately to all notices.

### 2. *Posted and Distributed Material*

Material that violates Heartland guidelines may not be received by students through the campus mail system. Students may post advertisements or announcements of special events in designated areas with approval from the Dean of Students' Office. Materials posted should be no larger than 8 1/2" by 11". The person posting the material is responsible for its removal when out of date. No newspapers, books, recordings, brochures, or any other type of printed materials may be passed out to Heartland students without proper permission. All announcements made in the residence halls must be approved through the Dean of Students' Office.

## D. Recreation and Athletics

In the evenings, several buildings are available for student use. All areas must have a monitor present to be utilized by a student. These areas include the Music Building, Student Fellowship Center, Gymnasium, and The Perkspective Café.

### 1. *Bicycles, etc.*

Bicycles, rollerblades and skateboards are permitted on the driveways and sidewalks, when used with courtesy, after 5:00pm on weekdays and all day during weekends. Bicyclists must yield the right-of-way to pedestrians. Bicycles are not allowed in any building or on steps. Parked bicycles should not obstruct walkways.

2. *Outdoor Cooking*

Outdoor cooking and outdoor grills are not permitted on college property except for officially designated campus activities.

3. *Workout Equipment*

Workout equipment is available in the residence halls for on-campus students. Those who desire to utilize off-campus workout facilities must obtain prior approval from the Dean of Students' Office.

## Academic Life

Throughout Paul's epistles to Timothy, the apostle exhorted the younger preacher to engage in rigorous study of God's Word - for Timothy's own development and reward, for the benefit of those Timothy would lead, and for the advancement of the gospel (1 Timothy 4:13-16; 2 Timothy 2:15, 3:14-4:8). In the spirit of these exhortations, Heartland Baptist Bible College seeks to provide Bible-saturated ministry training that emphasizes both spiritual growth and academic excellence. For Bible college students, these dual pursuits need not be in competition. Rather, academic and spiritual development should work together in the formation of the skills and character needed for ministry.

A brief overview of essential academic information is included in this Code of Conduct. Additional information may be found in the college catalog, which is available in the academic section of the HBBC website.

### A. Personal Responsibility

College is an educational environment designed for adults. To thrive in college, students must apply the same personal initiative to their academic pursuits as is required to excel in other adult environments (workplace, local church ministry, etc.). Students who take personal responsibility to be informed, to organize their time and activities, and to comply with policies and procedures can expect an enjoyable, enriching college experience. Regardless of innate academic ability, students who purpose to learn will find academic and technological resources in the campus facilities, as well as encouraging help from their instructors, tutors, department chairs, and administrators. Most importantly, students who engage their hearts in their God-assigned training will encounter God's gracious presence and enabling.

### B. Academic Communication

Students lay an indispensable foundation for their entire learning process when they commit to receiving and to reading all of the academic information that is communicated to them. Therefore, all HBBC students are responsible for consistently monitoring or reviewing the following four sources of information.

#### 1. Official Email Address

HBBC applicants receive a personal *heartlandbaptist.edu* email address upon the acceptance of their application. From that time, continuing through a student's graduation, this email address is the primary form of official contact from all HBBC departments. Students must check this email account daily and read all official correspondence. Problems with student email addresses should be reported promptly to the Information Technology Department.

## 2. *Student Information System*

HBBC utilizes CampusSIS as its student information system, and all students are provided login information to access their personal CampusSIS account. Through CampusSIS, students can register for courses, monitor their current grades and attendance records, as well as view and pay their college bill. Students must log in to CampusSIS at least once per week during the semester and as needed or requested during semester breaks.

## 3. *Course Syllabi*

Each course syllabus functions as an academic contract between the instructor and the student. By maintaining enrollment in a course, students agree to abide by the instructor's stated requirements and policies. At the beginning of each semester, students should compile all course syllabi into a centralized location and refer to them frequently for course-specific information.

## 4. *Digital Classroom*

HBBC utilizes Microsoft Teams as a digital classroom to accompany its resident courses. Logging into Microsoft Teams (using student email information) enables students to receive instructor communication, view course content, submit assignments, obtain instructor feedback, and communicate with classmates. Students must log in to Microsoft Teams daily during the semester and as needed or requested during semester breaks.

### **C. Registration**

Students must complete the registration process each semester for which they intend to enroll in courses. Registration is completed in two phases:

#### 1. *Online Registration*

The Registrar's Office will supply the digital resources necessary to complete online registration and will communicate the window of time during which students must complete all steps of online registration. Any steps not completed by the deadline will cause the student to incur a late registration fee.

#### 2. *On-site Registration*

The Registrar's Office will communicate the date, time, and location of on-site registration, which will require students to complete the registration process through several in-person meetings. Any steps not completed by the close of business on the day of on-site registration will cause the student to incur a late registration fee.

### **D. Attendance Policy**

Students are expected to attend every class meeting for the courses in which they are enrolled. Instructors are responsible for collecting and reporting attendance records for the courses they teach.

Every occurrence of tardiness or absence will be recorded. Students may view their attendance records on CampusSIS for courses in which they are currently enrolled.

1. *Application of Attendance Infractions*

Absences will be recorded in measurements of class hours, and any absence will be counted as an absence for all class hours on that class day. If a student is absent from only one hour of a course which meets for multiple hours in the same day, it is the students' responsibility to inform the faculty of his/her "partial" presence and the reason for the absence. Otherwise, any absence from a multi-hour class will be counted as absences for all class hours for that class for the day.

2. *Definition of Attendance Infractions*

A tardy occurs any time a student arrives in class after the starting time but before 15 minutes of class time have passed. An absence occurs any time a student does not attend class, arrives in class more than 15 minutes after the starting time, is absent for more than 15 minutes without faculty permission, or is dismissed from the class for behavioral infractions. Three tardy occurrences for the same class will also be counted as an absence equal to one class hour.

	<b>3-hour course</b>	<b>2-hour course</b>	<b>1-hour course</b>
<b>A - No Penalty</b>	1-6 class hours	1-4 class hours	1-2 class hours
<b>B - One letter-grade reduction</b>	7-9 class hours	5-6 class hours	3 class hours
<b>D - Additional two-letter grade reduction</b>	10-12 class hours	7-8 class hours	4 class hours
<b>F - Course Termination</b>	13 class hours	9 class hours	5 class hours

3. *Attendance Penalties*

Students may be absent from class without academic penalty for the number of class hours equal to two academic weeks. Absence occurrences within the range of hours of a third academic week will result in a one-letter grade reduction for the course. Absence occurrences within the range of class hours of a fourth academic week will result in an additional two-letter grade reduction for the course. Any absence occurrence with the range of hours of a fifth academic week will result in the student being terminated from the course with a failing grade assigned for the course. If absence-related course terminations cause an on-campus, full-time student to fall below 12 semester hours (whether in isolation or in combination with other dropped courses), the student will be dismissed from the

college. Off-campus and part-time students will only be terminated from the affected courses; however, if an off-campus or part-time student is terminated from all of their courses due to absences, that student will be dismissed from the college.

4. *Attendance Communication*

The Registrar's Office will contact students to communicate attendance penalty concerns; however, students are responsible to be aware of their current attendance standing and to verify the accuracy of their attendance records regularly on CampusSIS.

5. *Policy Appeals*

Students may appeal absence-related academic penalties. First, the student should verify the accuracy of the attendance records in CampusSIS. The faculty member is entrusted with the final decision on all academic records, and faculty may not alter a true academic record for any reason. Second, a student may submit a written appeal to the Attendance Penalties Committee through the Registrar's Office. The committee may accept or deny student appeals and are granted full authority to maintain, to reduce, or to remove a student's attendance-related penalties. If a student would like to appeal the committee's decision, the student may request to make an in-person, verbal appeal to the committee. This in-person appeals meeting will be scheduled or denied at the discretion of the college administration, and decisions regarding this meeting and or following this meeting will be considered final.

6. *Attendance Regulations*

Students will not be admitted to class if proper dress and behavioral standards are not maintained. Students who wish to bring visitors to class must receive permission from the Dean of Students' Office and the instructor prior to the start of class.

## **E. Student Grades**

Students should endeavor to exhibit Christian character through completing their coursework with promptness and quality. Although grades are not always a reflection of student effort or ability, they are a necessary mechanism for providing feedback (part of the learning process) and for measuring academic progress.

1. *Grading System*

Courses are assigned letter grades, and letter grades correspond with quality points. These quality points and the number of attempted credit hours in a semester are used to calculate a student's grade point average. HBBC uses a 4.0 grade scale.

2. *Grade Point Deficiency*

Students are expected to maintain a minimum grade point average of 2.0 for each semester and for cumulative work, and a minimum

cumulative grade point average of 2.0 is required to be eligible for graduation. Students whose grades fall and remain below this mark are subject to increasing academic intervention, and students' parents and home pastors will be notified of each stage of intervention.

- a. Academic Warning—Students who are failing two or more courses at the time of a mid-semester grade check will be informed of their academic status.
- b. Academic Probation—Students whose semester or cumulative GPA is below 2.0 are placed on academic probation for the following semester. Students on academic probation remain in that status for the entirety of the assigned semester and for the entirety of any subsequent semesters until both the cumulative and the finalized semester GPA is 2.0 or higher. The conditions of academic probation are listed in the Disciplinary Policies section of the Code of Conduct.
- c. Academic Suspension—Students who remain on academic probation for a third consecutive semester will be required to sign an Academic Probation Student Agreement, which prescribes a maximum course load and minimum required grade level for that semester. Students who do not fulfill these conditions will be subject to a one-semester academic suspension from the college and must follow a re-application process to be considered for re-enrollment. Acceptance of any academic credits earned from another institution during a time of academic suspension will be at the discretion of the administration.

### 3. *Grade Appeals*

Instructors are entrusted with the responsibility of assigning grades for coursework. Students who are concerned about a grade should communicate with the instructor while the course is active, but all grade appeals must be resolved within the grade petition period, which is six weeks following final exams. After this period, grades will be considered correct and permanent, which also applies when instructors have assigned a course grade of “incomplete” (INC). After the 6-week grade appeals period, all incomplete grades will be changed to the existing grade as computed with any incomplete assignments recorded as a 0.

Individual faculty may also communicate a course-specific policy that unresolved incomplete assignments will be converted to a failing grade for the course.

## **F. Academic Integrity**

All students are required to comply with the HBBC Academic Integrity Policy. Prior to enrollment each year, students must sign a Student

Statement of Agreement that acknowledges understanding of, and compliance with, the HBBC Academic Integrity Policy. Because any form of academic dishonesty is a clear violation of biblical principles, students who commit academic dishonesty may be subject to any or all of the following forms of discipline (or others, as deemed appropriate by the administration): a failing grade for an assignment, a failing grade for a course, a transcript record of FX (failure due to academic dishonesty) for a course, immediate academic probation with accompanying restrictions, or immediate dismissal from HBBC.

## **G. Academic Changes**

Many students begin and complete the same academic program without making changes to their curriculum or courses. When adjustments are desired, the following policies apply.

### **1. *Change of Major***

Students who wish to change their major must complete an official request form in the Academic Affairs Office. The student must indicate that they have received counsel on the decision from their parents and home pastor. Students should also consult with their existing department chair and potential new department chair before finalizing the change. Students who change their major cannot be guaranteed to complete their new program according to the timeline anticipated in their previous program.

### **2. *Adding a Course***

Provided that students do not exceed course load allowances, they are permitted to add courses during the first week of class meetings. After the first week, courses may not be added.

### **3. *Dropping a Course***

Students who intend to drop a course are responsible for following the required official procedures. To drop a course, students must submit a Course Change Form, which is provided by the Registrar's Office. Students remain enrolled in their courses until the form is submitted, and failure to drop the course officially may result in a failing grade for the course. Students desiring to drop a course with impact on their curriculum (either a required course or a recommended elective) must receive permission from their department chair. Courses dropped during the first week of classes are not included on the student's record. Courses dropped from the second week through the eighth week will be recorded on the student's transcript as either Withdraw Passing (WP) or Withdraw Failing (WF), as determined by the instructor's assessment of the student's standing at the time of withdrawal.

A WP is not considered in the calculation of students' GPA, but a WF is calculated. Any courses dropped after the eighth week are recorded as WF.



## **H. Semester Course Load**

To prepare effectively for ministry, it is vital that students learn deeply from the courses required for their programs. Supplementing with courses based upon interest can also be rewarding, but students must guard against overloading or learning broadly but not deeply. Therefore, unless students encounter a curriculum-based need to complete additional coursework, they will only be permitted to register for up to 19 credit hours in a single semester (17 credit hours for first-semester freshmen). Students who register for more than the permitted number of hours will be notified that a course will be dropped from their schedule.

## **I. Graduation**

Students desiring to graduate must submit a petition to graduate form. The deadline for 2 and 4-year graduates to submit the form is the first week of class in the fall semester of the academic year in which students intend to graduate. Bible Certificate students submit the form in the spring semester of their potential graduation. Petitions submitted past the deadline are only permitted at the discretion of the academic administration. All potential graduates are responsible for ensuring that they have earned the necessary credits for their program, maintained the minimum grade point average required, and completed the necessary internship components for their major.

# Residence Hall Life

## A. Courtesy

In residence hall life, consideration for others is required; therefore, excessive noise is not permitted in the residence halls. On Sunday through Thursday evenings, the hours between 9:00pm and 11:30pm are designated as study/quiet hours. No activities that would be a disturbance to those in the residence hall are permitted.

## B. Furnishings

### 1. Furniture

Bedspreads, mattress covers, and sheets are required. Small bookcases may be used in the rooms, provided space is available. Any moving of furniture in the rooms must have the approval of the Deans. Damage to furniture, plumbing, door handles, etc., should be reported to the resident advisor immediately.

### 2. Windows

To help maintain a comfortable temperature in the residence halls, windows should be kept closed at all times. All blinds and curtains should be closed before sunset to insure privacy for the residents.

### 3. Walls and Doors

Anything displayed in the room must be conservative and not contrary to Christian character or Code of Conduct guidelines. No posters or pictures of secular sports figures or celebrities should be on the walls or on display in the room. Any decorating must have prior approval from the Dean of Students' Office. Do not use nails, screws or adhesive on the walls. Over-the-door hangers and hooks are not permitted in the residence halls.

## C. Electrical Items

Residents are to turn off electrical items when leaving their room unoccupied. Hair appliances and clothes irons should be unplugged when leaving the room.

### 1. Appliances

Computers, lamps, irons, fans, hair appliances, etc. are allowed in the residence hall rooms. Televisions, electric heaters, sun lamps, and electric blankets are not permitted in the rooms.

### 2. Kitchen Appliances

Approved cooking appliances should only be used in the kitchen area, not in the residence hall rooms. Electric indoor grills (with closing top plate only), crockpots, toasters, and rice cookers are permitted. Electric pressure cookers are permitted provided that they do not have an air fryer function and that the brown/sauté function is not used. Air fryers are not permitted.

### 3. *Personal Refrigerators*

Personal refrigerators are available to rent from the college. There may be only one per room and the roommates may share the rent cost. Students may not bring their own personal refrigerators.

## **D. Electronic Devices**

### 1. *Video Games*

Video game consoles (i.e. Xbox, Nintendo, PlayStation) are not permitted. Emulators which enable you to play games designed for consoles, and online programs (i.e. Steam, GamersGate, Stadia ) that act as video game consoles are not permitted.

### 2. *Video Chatting/Communication*

Video chatting (FaceTime, Marco Polo, etc.) may be used outside the residence halls in public areas but is not permitted in residence halls. Only emergency calls are to be placed or received after lights out. The RA must be notified about all emergency calls after lights out. After lights out, cell phones, computers, tablets, etc., may not be used for messaging, internet use, or games. Faculty or staff should only be called in emergency situations.

## **E. Room Checks**

Rooms must be ready for checks by 7:15am Monday through Friday. All students are to be out of their beds by 7:00am on regularly scheduled class days. Scheduled checks will not be performed on Saturday and Sunday, but students are expected to maintain cleanliness in their rooms and residence hall. The Deans and RAs may make frequent checks of the residence halls without notice.

## **F. Residence Hall Obligations**

1. Each student is required to do his share of work in keeping the residence hall and surrounding areas clean. All personal items are to be kept neat and orderly. Residence hall duties are assigned by the resident advisors. Beds are to be made at all times, except when sleeping.
2. There is to be no solicitation of any nature in the residence hall, except that advertisements for products and services sold by residents may be posted with approval from the Dean of Students.
3. Matches, candles, or incense are not to be burned in the residence halls or anywhere on campus without the permission of the administration.
4. Animals or pets are not allowed, with the exception of fish in a small aquarium.
5. Car parts are not to be kept in the residence halls.

6. Men are never to be in or loitering around the ladies residence halls, nor are ladies to be in or loitering around the men's residence halls.
7. Hair dyeing or coloring of any kind is not permitted in the residence halls.
8. The college campus is a no firearms zone. Firearms (including pellet or BB guns of any kind), ammunition, fireworks, large knives, swords, and similar weapons may not be kept in a students' possession but must be turned in to the Dean of Students' Office.
9. Students should leave campus for church 45 minutes before the church service to ensure that they will arrive on time.

#### **G. Devotions and Lights Out**

Devotions are held in the residence halls every Monday and Friday night at curfew. Special hall meetings may be called as needed by the Dean of Students. Attendance is mandatory unless prior approval to miss the meeting is obtained from the RA. Each student must have a Bible at devotions. Lights are to be out by 11:30pm (midnight on Friday and Saturday) and students are to be in their own beds. No studying or activity of any kind is allowed between "lights out" and 5:00am.

#### **H. Laundry**

Single students are not allowed to launder personal items of the opposite sex.

#### **I. Guests**

The residence halls are for currently enrolled on-campus students. Heartland's desire is that no visitor disrupts any residence hall; therefore, authorized visits will be limited in order to facilitate a normal home life for all residence hall students. All prospective students staying on campus must have prior approval from the Dean of Students' Office. Visitors on campus for any activity must meet dress and behavior standards. Students who invite visitors are responsible for their guests.

#### **J. Food Deliveries and Storage**

Snack and food items may be kept in the residence hall in tightly closed containers. Food deliveries may be made before curfew to the Security Center, never to the residence halls. After curfew, deliveries will not be accepted.

#### **K. Inspections**

The college reserves the right to have the proper college authorities enter and/or search the residence halls, individual rooms, or student vehicles at any time.

## **L. Off-Campus Privileges**

### *Check-In/Check-Out Procedure*

Residents leaving campus are responsible to personally sign out on the sign-out sheet posted in their residence hall stating specifics of their whereabouts and their estimated time of return. Upon returning to campus, each student is responsible for personally signing in on the sign-out sheet, and at the Security Center if after curfew.

## **M. Curfew**

### *1. Procedures*

All on-campus students are to be in their residence halls and signed in before curfew. Curfew is 10:30pm Sunday through Thursday, and 11:00pm on Friday and Saturday.

### *2. Extensions*

Curfew extensions for such things as church or college activities may be obtained by submitting an online request and receiving approval from the Dean of Students' Office.

## **N. Leaving Campus Overnight**

### *1. Procedures*

Any resident student wishing to leave campus for an overnight stay must submit an online request to the Dean of Students' Office no later than 1:00pm of the Thursday prior to their planned time of departure. Students under the age of 21 must have a signed parental consent on file in the Dean of Students' Office. Students must receive written approval from the Dean of Students' Office before departure.

### *2. Overnight Limit*

Overnight passes are limited to two per semester. College scheduled breaks will not count against the limit of two, except when a student leaves early or returns late from a break.

### *3. Approved Stays*

Students may not stay overnight in motels, homes, or apartments, except with their parents or approved sponsor and an approved pass.

### *4. Mixed Group Passes*

Mixed group overnight stays are not allowed. Single men and ladies may not stay overnight in the same house.

### *5. Invitations*

Any student going to a location other than their own home must receive a signed invitation from the host for each visit. The host is the person responsible for the home (parent or guardian).

## **O. Moving On or Off Campus**

### **1. *Under 25***

All full-time single students (12 hours or more) under the age of 25 are required to live on campus or at home with their parents. All single students under the age of 25, whether full or part-time, who desire to live off campus must complete an Application to Live Off-Campus which will be reviewed by the administration. The application is available in the Dean of Students' Office.

### **2. *Room assignments and keys***

Room assignments, keys, and student ID cards will be given at the beginning of the semester. Students may not change rooms without the permission of the Dean of Students' Office. Students may not make duplicates of their keys. Keys and ID cards may not be loaned to other parties.

### **3. *Moving on or off campus***

Moving on or off campus during a semester will not be allowed unless there is a medical situation, an emergency, or the student has withdrawn from college. Other situations will require special authorization from the administration.

## **P. Close of the Semester**

### **1. *Leaving Early***

No one may leave early at the close of either semester, unless special permission has been given by the administration.

### **2. *Moving Out***

Before checking out of the residence hall, a student must clean and repair any minor damage to the room, have the room inspected, turn in all keys, and complete check-out with the RA. A \$75 fee will be assessed for not checking out with an RA. A \$75 cleaning fee will be assessed if all the room and residence hall duties are not completed as assigned. A \$25 moving fee will be assessed for any items left in the room or residence hall and the items will be discarded. If a student checks out early or late, there will be a fee of \$75. Improper check out will also result in a fine.

## **Off-Campus Students**

### **A. Married Students**

Married students are asked to show discretion in public displays of affection while on campus and at church. Those who wish to chaperone unmarried students may be chaperones only if a Dating Request and Itinerary form has been submitted and approved by the Dean of Students' Office.

### **B. Married Students' Families**

Although not enrolled in the college, the spouse and children of a Heartland student, are expected to maintain the same standards as the students.

### **C. Off-Campus Students in the Residence Halls**

Off-campus students who visit the residence halls must be escorted to and from the room they are visiting. Students may not enter a room unless a student who lives in that room is present. Off-campus students must leave campus by curfew.

## Conclusion

You may think that there is no way that you can follow “all those rules.” As the Dean of Students, I work closely with each dean and know, without a doubt, that our goal is not to make your lives miserable or difficult. We understand students are coming from many different backgrounds and that some of the rules contained in the Code of Conduct may seem strange or foreign to you. We are going to be understanding and kind as we help you learn the rules, realizing that this may be a process that takes some time. If it will be a help, we would be glad to help you understand some of the reasoning behind the policies in the Code of Conduct.

If you have any questions, or if we can help you in any way during your time as a student, do not hesitate to come see me or talk with your respective dean.

Bro. Ben Logue  
Dean of Students



