



# Highlands College

## **Student Handbook 2023-2024**

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.

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## **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

## **VISION, MISSION, AND GOALS**

### **VISION**

To educate, equip, and empower leaders in a ministry academy model, applying leading-edge methods in world-class facilities where students launch into their calling to expand the Kingdom of God.

### **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.

### **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 initially accredited by the Association for Biblical Higher Education Commission on Accreditation (5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407-207-0808) to grant certificates and degrees at the Associate and Baccalaureate levels.

## **LICENSURE**

Highlands College is licensed by the State of Alabama through the Private School Licensure Division of the ACCS to grant certificates and degrees at the Associate and Baccalaureate levels.

## **ADMINISTRATIVE OFFICE HOURS AND APPOINTMENTS**

Highlands College  
3660 Grandview Parkway Birmingham, AL 35243

(205) 963-6900

The administrative offices are open Monday through Friday, during the academic year.

## **HIGHLANDS COLLEGE NON-DISCRIMINATION POLICY**

Highlands College admits students who are Christians of good character of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

## **OUR FOUR PILLARS**

Combining a rigorous academic curriculum with practical, hands-on ministry training working alongside today's church leaders, Highlands College prepares students to become the leaders of tomorrow by training students holistically in academic instruction, character formation, ministry training, and spiritual development. More than a traditional Bible college, Highlands College offers tailored concentrations in a variety of ministry interests so students can discover their unique calling and graduate educated, qualified, and confident in their ability to lead a life of eternal impact.

### **Academic Instruction**

Highlands College students develop their intellect and increase their knowledge of God in an innovative learning environment. Every course is designed to discuss ideas and unpack essential principles to go beyond knowledge to find wisdom in each topic.

### **Ministry Training**

Highlands College students are developed, known, and engaged by our faculty through active learning environments instead of a large lecture hall setting where they can stay anonymous and passive. Professors use active learning technology, shorter lectures, and the unique Learning Studio layout to facilitate a variety of activities. Students are encouraged to ask questions, talk with each other, work in small groups on an activity, and respond through in-class technology. As a result, students become passionate, life-long learners, and are prepared for the opportunities they will have serving in ministry around the world. Additionally, ministry training at Highlands College includes exposure to ministry leaders from around the world.

### **Character Formation**

Intelligence and skill are meaningless without character to lead. At Highlands College, we guide our students as they develop the discipline to make tough decisions, the tenacity to overcome adversity, and the humility to build and maintain meaningful relationships. Highlands College 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. We fulfill the mission of Highlands College by helping form your character.

### **Spiritual Development**

The impact and longevity of a ministry leader is fueled by the leader's personal, intimate relationship with God and through discipleship. Highlands College students strengthen their devotion to God and learn to support each other through weekly chapel services, small groups, an annual fasting retreat, and personal time in prayer and reading the Bible.

## Highlands College LEADS Now

The Highlands College LEADS Now program places value on, guides participation in, and provides accountability for, experiences and activities outside the classroom to graduate well-rounded students with competence, character, and spiritual maturity. The program supports the four pillars of Highlands College and advances the Highlands College Student Learning Objectives.

Students must earn points in the following areas to fulfill graduation requirements in the Pillars of Spiritual Development and Character Formation.

(L)eaders of Character  
(E)ngaged in Learning  
(A)dvancing the Kingdom  
(D)isciples for Life  
(S)ubmitted to Scripture

All co-curricular student activities and experiences will have a point value. Students will be required to earn points in each of the five LEADS areas to meet a total predetermined number of points to fulfill graduation requirements. Students who stand out and exceed the minimum will have the opportunity for recognition and graduation awards.

Points are based on the average number of hours it takes to complete each individual element of the LEADS Now program.

Participation credit for most events can be earned by attending the event/activity or student involvement in leading the event/activity. Additional events/activities may be included as the program evolves to give students opportunities to earn more points in the five LEADS categories.

HC LEADS Now is important to the Strategic Plan because it strengthens the four pillars of Highlands College, particularly the Character Formation and Spiritual Development Pillars. It does so by creating a credit system like the credit hour. HC LEADS Now creates a more robust method for tracking and growing the character formation and spiritual development of students.

## Graduation Requirement Pathway:

| 2 YEAR TOTAL                 |                 |                                  |
|------------------------------|-----------------|----------------------------------|
| LEADERS of Character         | Points Required | Participation in:                |
| Expedition                   | 100             | 2 Expeditions                    |
| Half-Marathon                | 100             | 2 Half-Marathon                  |
| Sports                       | 36              | 36 Sports blocks                 |
| Workouts                     | 54              | 54 Workout classes               |
| <b>TOTAL</b>                 | <b>290</b>      |                                  |
| ENGAGED in Learning          |                 |                                  |
| Leadership Encounter Day     | 24              | 4 Leadership Encounter Days      |
| Impact Leadership Conference | 12              | 2 Impact Leadership Conferences  |
| <b>TOTAL</b>                 | <b>36</b>       |                                  |
| ADVANCING the Kingdom        |                 |                                  |
| Dream Team Party             | 16              | 2 Dream Team Parties             |
| Missions Trip                | 60              | 1 Missions Trip OR 5 Serve Days  |
| Sunday Serve                 | 96              | 48 Sunday Serves                 |
| <b>TOTAL</b>                 | <b>172</b>      |                                  |
| DISCIPLES for Life           |                 |                                  |
| Small Groups                 | 108             | 36 Small Group meetings          |
| Freedom Conference           | 12              | 1 Freedom Conference             |
| Sunday Worship               | 96              | 48 Sunday Worship Services       |
| <b>TOTAL</b>                 | <b>216</b>      |                                  |
| Submitted to SCRIPTURE       |                 |                                  |
| Chapel                       | 180             | 90 Chapels (including All Staff) |
| Saturate                     | 100             | 2 Saturate Retreats              |
| <b>TOTAL</b>                 | <b>280</b>      |                                  |

| 4 YEAR TOTAL                 |                 |                                   |
|------------------------------|-----------------|-----------------------------------|
| LEADERS of Character         | Points Required | Participation in:                 |
| Expedition                   | 150             | 3 Expeditions                     |
| Half-Marathon                | 150             | 3 Half-Marathons                  |
| Sports                       | 72              | 72 Sports blocks                  |
| Workouts                     | 108             | 108 Workout classes               |
| <b>TOTAL</b>                 | <b>480</b>      |                                   |
| ENGAGED in Learning          |                 |                                   |
| Leadership Encounter Day     | 48              | 8 Leadership Encounter Days       |
| Impact Leadership Conference | 24              | 4 Impact Leadership Conferences   |
| <b>TOTAL</b>                 | <b>72</b>       |                                   |
| ADVANCING the Kingdom        |                 |                                   |
| Dream Team Party             | 32              | 4 Dream Team Parties              |
| Missions Trip                | 120             | 1 Missions Trip                   |
| Sunday Serve                 | 192             | 96 Sunday Serves                  |
| <b>TOTAL</b>                 | <b>344</b>      |                                   |
| DISCIPLES for Life           |                 |                                   |
| Small Groups                 | 216             | 72 Small Group meetings           |
| Freedom Conference           | 12              | 1 Freedom Conference              |
| Sunday Worship               | 192             | 96 Sunday Worship Services        |
| <b>TOTAL</b>                 | <b>420</b>      |                                   |
| Submitted to SCRIPTURE       |                 |                                   |
| Chapel                       | 360             | 180 Chapels (including All Staff) |
| Saturate                     | 150             | 3 Saturate Retreats               |
| <b>TOTAL</b>                 | <b>510</b>      |                                   |



## **THE PILLAR OF 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.

### **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 Church of the Highlands, 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 Highlands College. Therefore, as a part of their training, students will “serve one, worship one” 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 the Highlands College Campus Director from their church campus immediately, so there is time to find a replacement.

### **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 Spiritual Development Team at least one week before Saturate. Attendance is mandatory, so students must plan to attend and arrange work schedules to avoid conflict.

### **Small 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.

### **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.

**Dream Team Parties:** All Highlands College traditional students must serve at the Church of the Highlands' annual Dream Team Parties. This may involve travel to an out-of-town campus.

**Freedom Conference:** Highlands College students will participate in the Church of the Highlands' Freedom Conference during their first year.

### **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 Ministry Placement office. Mission trips are at the student's expense and not included in tuition.

*For students who enrolled prior to accreditation in February 2023, students may fulfill the Mission Trip Requirement by serving at five Church of the Highlands First Saturday serve events over their 2 year period. The Character Formation team will record and track the participation of Traditional Students.*

## **THE PILLAR OF 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.

### **Fitness Fundamentals**

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. Fitness Fundamentals promotes the physical health of our students through dining in the Harvest Food Hall, workouts, intramural sports, and the Half Marathon.

### **Sports**

Highlands College requires all traditional students to participate in intramural sports. At the beginning of each semester, each student will have the opportunity to sign up to participate on a team in the sport of their choice. Sports take place on Wednesdays or Fridays between the hours of 2 to 4 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 flag football, ultimate frisbee, soccer, and volleyball. If a student has physical limitations, the student is responsible for contacting the Character Formation team 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 semester. If a student has physical limitations, he or she is responsible for reaching out to the Character Formation team with an excuse. If a student has health limitations which will need further review, please reach out to the Character Formation team first to start that review.

### **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 or serve 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 Character Formation team 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 or serve Expedition each year to graduate.

## **OTHER HIGHLANDS COLLEGE LEADS NOW EVENTS**

### **Leadership Encounter Day**

Pastors from across the nation will join students on the Highlands College campus to teach personal leadership skills and their application.

### **Impact Leadership Conference**

Highlands College students will participate in this virtual conference and will gain practical and applicable insights on growing influence, character, and resilience to persevere when facing challenges in life.

## **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.

### **Student Leadership Training Week**

Ambassadors, Chapel Team members, Residence Assistants, Captains, and Student Leadership Council set the tone for the coming semester during Student Leadership Training Week. Not only will students move into student housing, but they will be resourced and equipped with the development, training, and information they need to serve and lead successfully in their roles. These trainings occur the week before welcoming all students back to campus for the Fall semester.

### **Student Leadership Council**

The Student Leadership Council is a diverse group of students representing the student body's interests. They are elected and empowered in various ways, including overseeing student events, activities, and initiatives. Also, the council provides feedback on the strengths and areas for improvement of the College.

### **Resident Assistants**

Students gain the unique opportunity to make a difference in the lives of others and grow as a leader by serving other students in the residence hall. As a Resident Assistant (RA), students help build community among the residents and are available for on-call / crisis response with the assistance of the Spiritual Development/Character Formation 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. Highly motivated individuals with a strong work ethic 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 team members, 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 Discovery Days
  - Serve Discovery 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, students will help plan and execute Chapel services with the assistance of the 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. Selected individuals 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.

### **Sports Captains**

Captains help create the culture of living and exemplifying a healthy and active lifestyle. They lead teams both on and off the sports fields. They uphold a 2.5 GPA and maintain a 90% attendance rate in all classes as they lead within the academic setting. Captains will also be first choice as Expedition tribe leaders and will lead small groups training for the half marathon.

# **HIGHLANDS COLLEGE COMMUNITY**

## **Student Success**

The Student Success Team of Highlands College exists to help students maximize their academic and ministry potential in preparation for placement by supporting the student body with information and resources necessary to support their academic, ministry, character, and spiritual goals.

## **Navigators**

Students can meet with a “Navigator” to assist the student in navigating college policies, procedures, and expectations for academic accountability and success. One-on-one Navigator meetings can help students set academic goals, identify resources, and create a success plan. Navigators are Highlands College team members who work with students to solve problems and develop self-advocacy skills.

## **Student Support/Accommodations**

The Student Success Team assists students who may have medically documented disabilities to gain appropriate access, through accommodations, to the curriculum and the campus community. When a student requests accommodations for a documented disability, the College works with that student to determine and coordinate reasonable accommodations designed to facilitate learning and participation in campus life.

Accommodations are designed to empower the student in leadership and communication and require student ownership to collaborate with faculty and instructor to find a reasonable and agreeable solution. Each course and class is different, so blanket accommodations are not feasible in this environment. Once the accommodation request process is completed and approved by the Student Success Team, the student is responsible for discussing their approved accommodations with their faculty and instructors for successful implementation.

If you need an accommodation due to a disability, please contact Ana Gilleylen, Executive Director of Student Success, to arrange a meeting. Student Success offices are located on the 1st floor, and requests for accommodations may be emailed to [accommodations@highlandscollege.edu](mailto:accommodations@highlandscollege.edu).

## **Student Care**

Highlands College is committed to the growth of each student. The Spiritual Development Team exists to help students become more Christ-like through discipleship and community. If any student needs mentorship or support, the Spiritual Development Team (also referred to as the Pastoral Care Team) has access to different resources that may aid students physically, emotionally, mentally, and spiritually.

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

Highlands College does offer pastoral care and counseling to students through the Pastoral Care team. Students will interact with the Men's Dean, Women's Minister, and the Director of Student Care as part of their Highlands College journey. Students can set up one-on-one appointments to meet with these teammates to receive more personalized care.

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 Spiritual Development Team. 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. The Pastoral Care team, Highlands College faculty, and team members are eager to listen and help students through difficulties.

## **CAMPUS LIFE EVENTS**

Highlands College values community and fun! Campus Life Events are designed to connect students with each other through a variety of events including annual, themed, seasonal, and even students vs. staff events. Depending on the event, they range from smaller to larger scale. Enjoying life with other students is important to life at HC because the relationships students cultivate will last throughout life and ministry. All Campus Life Events are optional, and some might incur personal expenses.



## **HOUSING**

Student housing is a large part of Campus 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 the mission of Highlands College to establish and sustain an environment within 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**

You can view the Housing Agreement and Policies [here](#).

### **Resident Assistants**

Resident Assistants serve as an extension of the Character Formation 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.

### **HC Dining**

Included in HC Experience, Highlands College provides lunch and dinner on Mondays, and breakfast and lunch Tuesday through Friday each week in the Harvest Food Hall. Dinner is also available on Tuesday and Thursday evenings. The meals consist of balanced nutritious foods that include a variety of proteins and fresh vegetables. Students also have access to both the Resolute Café and the Resolute Bistro which serve coffees, smoothies, and other snack items.

### **Campus Goods and Supply Store**

Located on the first floor, the Campus Goods and Supply store offers students an opportunity to purchase Highlands College merchandise, drinks and snacks, and other items.

## **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 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 or intimidation should be reported immediately through the Resolution form link and/or to the Vice President of Spiritual Development. Access the link here: [Resolution Form](#)

### **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, apartment, hotel room, 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; quarrelsome conduct; traffic obstruction of public or private streets by crowds or vehicles; public drunkenness; underage drinking; and littering.

### **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 of 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 or Church of the Highlands 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 or Church 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 Instructions**

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, team members, 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 HC team members, a student with third parties, HC team members with other team members, HC team members with third parties. It covers all HC-related programs and events, both on and off campus.

### **Duty to Report**

All HC team members and students play a crucial role in helping create a culture at Highlands College that does not tolerate violence, discrimination, abuse, or harassment 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 team members who become aware of any incident of sexual misconduct (as defined above) must immediately notify the College **and** report the incident using the Resolution Form linked here: [Resolution Form](#).

HC team members should 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 in good faith believe to be sexual misconduct.

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

In addition, any acts of retaliation by any HC team member or student that are taken against a reporting party, reported victim, witness, or other individual 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 HC team members. 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 in good faith 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 Character Formation Team and the Spiritual Development Team are responsible for ensuring that all employees and students know this policy.

## Procedure

Upon receipt of a complaint or report, the Spiritual Development Team 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 relate 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 Spiritual Development Team 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 Spiritual Development representative will notify the parties of the Committee's decision.

## **Dissemination Of Policy**

This policy will be made available to Highlands College team members, board members, and students. Periodically, the College will take measures to educate team members 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 College team member, Church of the Highlands staff member, 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/Ministry Training/Activities**

Dress should be neat and modest and may not include pajama pants, slippers, or athletic 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**

Discipline is the responsibility of every member of the community. Self-discipline is the highest form of discipline, which links inextricably with a growing Christian lifestyle. However, when an individual does not execute self-discipline, discipline 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 Highlands College community. Disciplinary action may occur if a student is found to violate the values and principles of the College.

Depending on the circumstance and situation, especially those of a more severe nature with an impact on the individual or the campus community, Highlands College 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 One Sanctions**

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

## **Level Two Infractions**

Zero tolerance indicates that any student who violates this policy does not receive an additional warning. A first offense is a severe 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 on campus and at off-campus student housing as well as Highlands College sponsored off-campus events:
  - a. Tobacco products.
3. Underage consumption of alcohol is strictly prohibited at all times on or off campus.
4. The use of illegal drugs or prescribed medication without a valid prescription is strictly prohibited at all times on or off campus.
5. 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.
6. Deliberate refusal to comply with clearly stated policies or directives issued by any College official, including RA's and security personnel, performing their duties. This includes but is not limited to failing to evacuate a building during a fire alarm or refusing to present proper ID upon request.
7. 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:
    1. 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, and items belonging to students, faculty, staff, or guests of the College.
10. Hazing is defined as an act that endangers a student's mental or physical health or safety 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 that 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 which 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 wagering or exchanging money 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/and agreement with the Statement of Faith and Community Covenant.

### **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:

**Warning:** A notice in writing to the student that the student is violating or has violated institutional regulations.

**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.

**Loss of Privileges:** Denial of specified privileges for a designated period.

**Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and monetary or material replacement.

**Discretionary Sanctions:** Work assignments, service to the College, or other related discretionary assignments. Any assignments must have the prior approval of the judicial body or judicial official.

**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 educational or research projects, mandated counseling or therapy, and/or mandated substance abuse assessment.

**College Suspension:** Temporary separation of the student from the College for a definite period, after which the student is eligible to return. Conditions for the student's return may be specified. If these conditions are not met, the student will be dismissed. The suspension follows the Leave of Absence protocol in the catalog.

**College Dismissal:** Dismissal of the student from the College for a definite period, after which the student is eligible to reapply to the College. Conditions for the student's return may be specified. Dismissal follows the Withdrawal protocol in the catalog.

### **Level Three Infractions**

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.

### **Level Three Sanctions**

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.

## **SUSPENSION, EXPULSION, DISMISSAL**

### **Procedure**

In the case of all 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 with the Office of the Registrar. The student will earn a grade of "W" with no credit earned in any courses.

### **Dismissal**

Students on academic probation have one semester to bring their overall cumulative GPA to a minimum of 2.0. Students who are unsuccessful in earning a minimum overall cumulative GPA of 2.0 after their probationary semester are subject to academic dismissal.

Students subject to academic dismissal will have their records reviewed by the Academic Review Committee. Students can submit a written statement for the Academic Review Committee's consideration but are not required to do so.

The Academic Review Committee will decide the student's status, even if the student voluntarily withdraws from the College. The decision of the Academic Review Committee is final and is not subject to appeal. The Academic Review Committee will decide on one of two possible outcomes.

The Academic Review Committee may dismiss a student. The student's transcript will reflect the dismissal. Academic dismissal does not absolve the student of their financial obligation to the College, including rent due for any months remaining on a student housing agreement. Dismissed students may apply for readmission to the College following a minimum of one year from the date of dismissal.

The Academic Review Committee may allow a student to continue on academic probation. These students have a second semester to earn an overall cumulative GPA of at least 2.0. If a student does not earn an overall cumulative GPA of at least 2.0 by the end of the second semester of academic probation, the student will immediately be subject to academic dismissal without further review.

Students who voluntarily withdraw from the College before being permitted to continue on academic probation are eligible to apply for readmission at any time. If accepted for readmission, however, the student will automatically be returned to academic probation status. If the readmitted student does not earn an overall cumulative GPA of at least 2.0

by the end of the first semester, the student will immediately be subject to academic dismissal without further review.

Students may not use voluntary withdrawal to evade dismissal. Students who voluntarily withdraw from the College before the Academic Review Committee ruling for dismissal will have their dismissed status reflected in their academic record and will not be eligible to apply for readmission until one year after the dismissal.

The College reserves the right to withdraw a student for cause at any time. The Standards of Conduct section of the Student Handbook details policies for non-academic dismissals.

## **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 Spiritual Development Team and/or an appointed HC team 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 each academic year 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. A level 3 violation may not be eligible for amnesty. HC has the right to decline amnesty based on the nature and severity of the violation, especially in situations involving student safety and/or criminal misconduct.

### **Procedure**

The student is to initiate contact with the Spiritual Development team member. An in-office personal appointment is strongly preferred, but in approved situations, a phone call or email may be acceptable. If a team 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 Spiritual Development Team, 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 Vice President of Spiritual Development. Appeals must be made within fourteen (14) days of the initial decision. The Vice President of Spiritual Development 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**

If a student cannot resolve a concern with another student, Highlands College team member, or a Church of the Highlands staff member, the student should follow the resolution process described below. Students should follow the procedure listed in the Academic Catalog to address grade appeals and grade disputes directly with their Instructor. Students should address housing matters with their Resident Assistant. If concerns remain, the student should then follow this resolution process.

The purpose of a resolution process is to provide a relational and equitable process 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," when appropriate, 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.

Students should express concerns by submitting a [Resolution Form](#) within 14 days of the occurrence. The student will receive an immediate acknowledgment of receipt of the information and can expect a timely response. Every measure is taken to respect the student's concerns and protect the confidentiality of all information submitted. Students with specific concerns regarding their experience at Highlands College are encouraged to use this form to make those known. The Resolution Committee will review and respond promptly to all completed forms. Anonymous submissions will not receive a response.

The Resolution Committee is a small group of Highlands College team members. Depending upon the nature of the concern and the response level needed, a Resolution Committee member may respond directly to the student. The Resolution Committee may also elevate the matter to the Office of the President for review. Highlands College

cannot guarantee that it will resolve every issue raised to the satisfaction of a student or a group of students.

## **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 information system. Students access information through Populi, including course schedules, the library portal, and electronic resources.

## **EXPERIENCE DETAILS: STUDENT SERVICES**

### **Official Communication**

Students will use their Highlands College email to send and receive official communication. Students will ensure that there is an accurate cell phone number listed on Populi for quick communication purposes.

## **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 schedules

## **Student Accounts**

The Student Accounts Office serves students in the following areas.

1. Billing and payment
2. Late payment and termination
3. Cancellations and withdrawals
4. Billing
5. Financial aid
6. Financial coaching

## **Library**

The Library partners with faculty and staff to provide a core collection of scholarly resources along with various public and technological services that support the College's vision and mission and students' educational endeavors.

The Library is located on the third floor. For further information, including current hours of operation and a list of services provided, students can email questions to [library@highlandscollege.edu](mailto:library@highlandscollege.edu) or schedule an appointment at [www.highlands.mywconline.com](http://www.highlands.mywconline.com)

## **Writing Center**

The Writing Center supports students in all aspects of their writing to support the educational goals of Highlands College. This includes helping students write clearly, think critically, and speak effectively. Students are encouraged to pursue excellence in their writing to honor and glorify Christ in their communication skills. Through individual consultations, resources and workshops, the Writing Center fosters a culture of writing in an academic setting to empower students to thrive in ministry.

# HIGHLANDS COLLEGE TECHNOLOGIES

## Technology Support

For students who need assistance with technology used at Highlands College, the following website can be utilized to submit a support ticket:

[www.highlandscollege.edu/help](http://www.highlandscollege.edu/help)

## Blackboard Ultra Learn

Blackboard is the Learning Management System that we use to facilitate academic and ministry training classes. Blackboard houses courses, course content, grades, and attendance.

## Engage

ENGAGE facilitates student involvement and non-credit-bearing graduation requirements, allowing students to check in to events and follow their co-curricular paths for graduation requirements. (See also HC LEADS Now).

## Atrium

Atrium Campus Connect allows Highlands College students and teammates to gain access to the various spaces all around campus. This tool also allows you to:

- Add a scannable campus ID card to your Apple or Google Wallet
- Add funds to your HC cash account and use it across campus
- Use your virtual credentials
- Add money easily to accounts using Apple Pay and other payment method
- View account balances, recent transactions, and set up alerts

## Populi

Populi is HC's student management system. Students access information through Populi including course schedules, the library portal, and other electronic resources.

## Personal Devices

You are expected to actively participate in class. All courses are designed to draw upon the experiences and insights of students, and active participation makes for a richer experience for all. Simply attending class does not constitute participation. All learning studios are equipped with Mersive pods and pod monitors, and your courses are

designed around intentional group collaboration. Electronic devices will be used during these activities to effectively facilitate active learning as directed by your instructor(s).

### **Phones**

All phones must be silenced and put away when class begins. Texting or answering a phone during class is not acceptable. If there is a personal situation requiring you to pay attention to your phone during class, you should inform your instructor in advance and quietly step out to respond to a call or text.

### **Laptops**

Out of respect for all students, the instructor, and the educational process, all laptops must be put away during class. You may not use a laptop to take notes during class unless otherwise advised by your instructor(s). In-class laptops present temptations that many find irresistible. Such activities not only distract you but can also distract others in the classroom including the instructor.

### **iPads**

You are encouraged to take notes on your iPad in focus mode (do not disturb). Each faculty member may have specific details and requirements for use within their classroom setting. Please ask faculty members for more information.

## **PUBLIC SAFETY**

Highlands College seeks to provide students, team members, and guests with an environment that is as safe as practicable.

Highlands College and Church of the Highlands have Campus Security that maintains the safety of the campus community. The personal safety of each student and the security of College property is 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 Campus Life. 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 Residential Life (Character Formation Team).

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.

Parking decals should be displayed prominently on the student's vehicle.

## **Parking Fines and Charges**

Choosing to park outside of the designated parking spaces could result in vehicle relocation by Campus Security. The student will incur towing charges. The college reserves the right to assign parking fines due to violation of parking policies. Any parking fines would be charged to student accounts.

## **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.

## **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 Safety and Security Team. 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 team members 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 team members 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 in the appendix of this document.



## **STUDENT PRIVACY**

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable U.S. Department of Education program.

Highlands College does not receive funds from the U.S. Department of Education and is not subject to FERPA. However, ethical principles for the confidentiality of student records are important to Highlands College. The College has established policies and procedures that align with FERPA regulations.

FERPA gives parents certain rights concerning their children's education records. When a student turns 18 years old or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student. For more information, contact the Office of the Registrar.

### **Student Information Release**

Highlands College is committed to student safety, growth, and development as individuals prepare for ministry. During a student's enrollment, situations may arise where student information needs to be shared between Highlands College and small group leaders for the benefit of the student. Student privacy is essential, and Highlands College seeks to maintain appropriate discretion regarding information sharing.

Students will be required to formally acknowledge that in certain circumstances, limited personal information regarding a specific need may be carefully shared and with discretion within Highlands College, Church of the Highlands Campus Pastors, Staff, or Small Group leaders to benefit their growth and development in preparation for ministry during the post-acceptance process.

## **THE COMMUNITY COVENANT**

The vision of Highlands College 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 to fulfill the Great Commission. This vision and mission is to be expressed through both Traditional and Evening students, all staff and faculty, on all campuses, at all levels of academic instruction. Those who choose to be a part of HC voluntarily commit to embrace the vision and mission of the College and to live by the standards established by its leadership.

HC believes that the Bible is the inspired Word of God and is the ultimate authority for training in right living. Therefore, the leadership of HC has established biblical standards of behavior. These standards of behavior are designed to cultivate in students, faculty, staff, and administration a willing obedience to God by the Spirit's enablement while trusting in Christ alone for salvation. HC encourages all the members of its community to evaluate regularly whether every aspect of their lives is in alignment with the Word of God and bringing glory to God alone.

### **Lifestyle Standards**

In glorifying God, we endeavor to love the Lord with heart, soul, and mind, and others as ourselves. These commitments require us to acknowledge 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 our 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 viewed as counter-cultural by society, friends, and family.

As a Christian community living in the world, we seek to do good works. Guided by biblical mandates and Christian concern for one another, we seek to display the fruit of the Spirit, 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**

In support of the HC vision, mission, and biblical convictions, 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 HC 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.

## **Practices**

These Lifestyle Standards and Commitments reflect the College's beliefs, mission, values, and institutional preferences. They are intended to facilitate our life together at Highlands College.

I understand that I voluntarily put myself under the authority of HC and I will integrate the following practices into my daily life.

- I will fully engage with time in God's Word, prayer, regular church attendance, service opportunities, and all of HC programming.
- I will avoid gossip, harassment, and discrimination of any kind. Instead, I will demonstrate an attitude of care, compassion, and service to each other.
- I will practice academic integrity, dependability, and keeping my word.
- I will avoid media and entertainment that is obscene, vulgar, pornographic, or that represents a lifestyle contrary to biblical teaching.
- I will avoid gambling to practice good stewardship of God's resources.
- I will dress in ways that are modest, neat, and appropriate, seeking to respect others and the traditions of this community.
- I will abstain from illegal drugs and the illegitimate use of prescription drugs.
- I commit to keep the campuses, including student housing, free of tobacco, and alcohol.
- I agree to abstain from the improper use of alcohol which includes underage consumption.

I believe in the dignity of every human because each person is made in the image and likeness of God. God sovereignly and irreversibly appoints an individual's biological sex, either male or female, and an 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.) are immoral and against God's design. I also agree to live by these biblical guidelines and to abstain from the promotion and advocacy of the aforementioned activities.

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.

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Printed Full Name of Applicant

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Signature of Applicant

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Date

**Supporting Scripture**

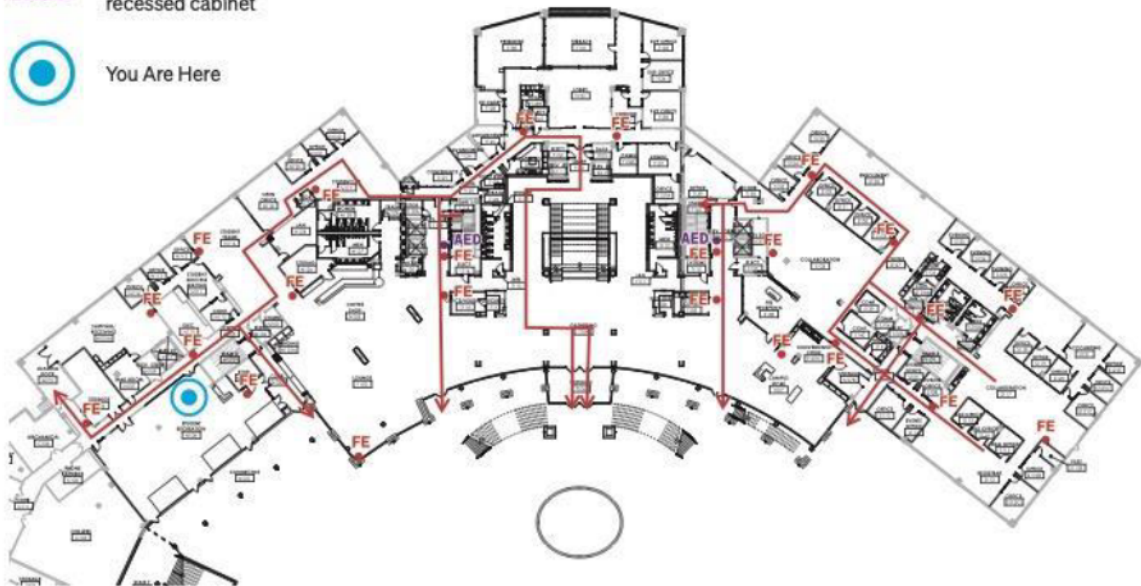
Matt. 5:14-16; Matt. 22:37-38; Rom. 14; 1 Cor. 6:12; 1 Cor. 6:19-20; 1 Cor. 10:23-24; 1 Cor. 10:31; Gal. 5:16-26; Eph. 4:2-3; 2 Tim. 3:16-17; 1 Pt. 2:9-12; 1 Pt. 4:1-5

# 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

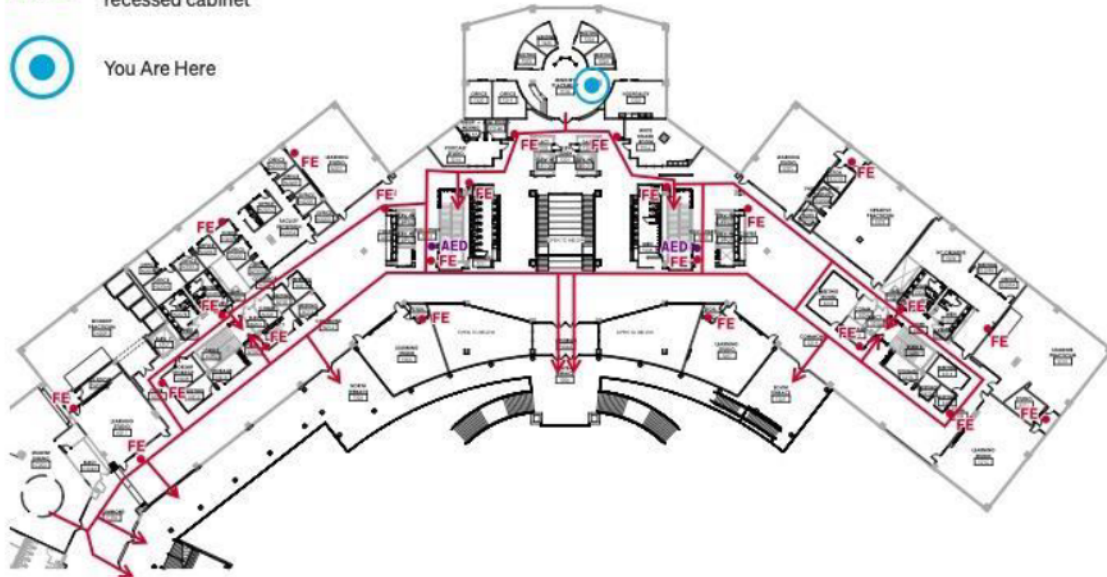
# 2nd Floor

 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

