



Student Handbook

Information and Policies

Information is current at the time of publication.

All policies contained in this volume are in effect until a subsequent catalog or addendum is published online at <https://www.hartland.edu>.

Hartland reserves the right to modify and make exceptions to policies as necessary, without prior notice.

Hartland College's primary purpose is to provide religious training and theological education. The degrees, diplomas, and certificates awarded by Hartland College are so titled and worded as to reflect that purpose. Hartland College is exempt from the requirement of state certification by the State Council of Higher Education for Virginia under 8VAC40-31-50 of the Virginia Administrative Code, which exempts schools whose primary purpose is to provide religious training or theological education.

Hartland College

444 Hartland Oak Dr, Rapidan, VA 22733 | Telephone (540) 672-3100

Email: admissions@hartland.edu | www.hartland.edu

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Hartland College General Principles Spirituality

We believe:

1. The Holy Scriptures are the supreme, authoritative, infallible revelation of God's will. They are the standard of character, the test of experience, the definitive revealer of doctrines, and the trustworthy record of God's acts in history. (This is also the first of the 28 Fundamental Beliefs of the Seventh-day Adventist Church.)
2. The same Holy Spirit that directed the minds of the Bible authors, directed the mind of Ellen G. White.
3. The Bible and the writings of Ellen G. White are the only authoritative basis for unity of purpose, principle, and faith for God's people. At Hartland, we are striving to understand and incorporate into our management objectives the wisdom found in these inspired sources and to make applications to (1) our individual lives as administrators, faculty, staff, and students, (2) our educational programs, and (3) our wellness center.
4. Counsels given to the Seventh-day Adventist Church by Ellen G. White expose our daily need of Christ in our life, reveal His love, and give heavenly guidelines as to how to live in harmony with the laws of God.
5. God has established principles for the moral, physical, mental, and social aspects that govern our relationship with Him and with one another. They also provide the basis for keeping the universe eternally secure. Since we are all affected by one another, it is thus important for us to adhere to these principles, which can only be accomplished by the power of the cross, Christ's heavenly ministry, and the power of the Holy Spirit.
6. God's will should affect every decision we make. If we do not know His will, we should prayerfully seek it from His Word.
7. God will, by His Spirit, have a people who will be so dependent upon Him that they will reflect His character, though they will see themselves as the chief of sinners.
8. All God has said about Himself is for the purpose of helping us come to a decision to serve Him with our love and adoration.

Physical Fitness

We believe:

1. God wants us to take care of the whole body. Therefore, He gave man physical work and exercise to maintain good health, provide lessons of discipline, patience, time management, and for the experience of joy and satisfaction that comes from a job well done.
2. Physical exercise and outdoor work provide the mind with rest from excessive mental taxation.
3. Students should develop a personal physical fitness regimen that enables them to maintain optimum physical health. By improving students' physical abilities, we believe that this will also directly improve their mental and spiritual abilities.
4. Those persons whose occupations are primarily sedentary are encouraged to spend some time each working day in some form of physical exercise or active, outdoor work.
5. Hartland College's Redemptive Service Experience is meant to teach students cause-effect relationship, how to think critically and creatively, complete projects, develop skills, and learn techniques that can be applied to improving a student's ministry.

Diet

We believe that:

1. In His love for His children, God has given dietary principles so that we can experience better mental, physical, and spiritual well-being.
2. The body is the temple of the Holy Spirit, which has been purchased for us at an infinite cost. Thus, presenting our bodies as a living sacrifice, holy, and acceptable to Him is an act of worship.
3. Whatever affects the body also affects our mental and spiritual natures, and since the body is the only avenue through which God can communicate His love and His plan of salvation to us, it is thus important that our dietary patterns be centered on God's Word so that we can grow in our mental and moral development.
4. Willfully taking in anything that defiles the body is sin against God.
5. When we put into practice physical and dietary principles that are based on Scripture, we are in a better position to serve and be a good influence on those around us, and in turn prevent others from having to take care of us when the infirmities of age come upon us.

Academic Education

We believe:

1. In Christian education, the Bible, God's plan of redemption as revealed in the heavenly sanctuary, the Sabbath, the Three Angels' Messages, the immutability of God's law, and the non-immortality of the soul should provide the foundation for whatever aspect of education one enters. These foundational principles significantly contribute toward a richer understanding of God, human beings, the world, and their interrelationships. 
2. God has set no limits to the amount of education one can receive. In fact, Ellen White encourages us to advance as fast and as far as possible in every branch of true knowledge as long as we adhere to God's established guidelines for acquiring and utilizing that education.
3. God has established specific guidelines for moral, social, spiritual, intellectual, and physical values that are to guide the College family.
4. Christian education should be balanced with an appropriate blend of book study, physical exercise, and personal witness.

Dress

We believe:

1. People judge others based on their style of dress. Therefore, Christians should harmonize the beauty of a Christlike character with principles of dress that are governed by professionalism, modesty, propriety, and discretion.
2. Christians should not desire to bring attention to themselves by over-dressing or under-dressing. Instead, they will find ways to represent Christ in the most positive way, realizing that dress does have an influence on others.
3. God made us male and female. As a result, Christians choose to dress in clothing that is gender appropriate.
4. Christians should consider various occasions and seasons and thus dress in a manner that is appropriate for the event and in the most healthful manner in all seasons.

Competition

We believe:

1. The spirit of rivalry and deception is inconsistent with the principles of heaven and should not be encouraged in a Christian institution or in personal life.
2. In the public sphere, competition can be viewed as the opposite of a monopoly, which is something that is healthy for any society. However, as we seek to minister to the wider public, we should only employ motives and methods that lead us to love others just as we love ourselves. We should not appeal to pride or the love of money.
3. Competition based on pride, love of money, rivalry, and deception turns one's focus from that of serving mankind to that of self-serving, which is the spirit of Satan, the enemy of God.
4. The desire for this kind of competition often stems from the need to establish a sense of self-worth or a sense of achievement. Such an approach to fulfilling these needs only leads away from the source of all fulfillment—Jesus Christ, and from the kinds of recreation and wholesome activities that He has created us to enjoy.
5. Daily dying to self, as admonished by the apostle Paul, can never be completely accomplished as long as we are trying to satisfy self-centered needs or practicing rivalry.
6. Sports where teams are organized for the purpose of winning games should be discouraged if they create the environment for developing attributes that are not in harmony with the principles of the Sermon on the Mount. However, we should not reject the spontaneous simple exercise of playing ball either.

Corporate Worship

We believe:

1. The old adage is true: When a family prays together, it stays together.
2. Satan is more effectively kept outside the corporate circle when we combine our own personal devotional time with our Lord with corporate worship time in which the family and school are regularly praying and worshipping.
3. Corporate worship time provides a great opportunity for coming into unity with God and with one another. One way of making the worship experience more enriching is by working out differences prior to meeting with God and with each other in worship. We lose a blessing when we absent ourselves from corporate worship.

Registration and Enrollment

Registration

Incoming and returning students must fulfill requirements presented by the registrar prior to registration and enrollment.

Late Registration Fee

Failure to fulfill registration requirements and enroll in courses before the given deadline will incur a fee of \$150, which will be charged directly to the student's account.

Enrollment Individual classes do not add up to a degree. When pursuing a degree, the student must enroll full-time to maintain that status.

Add/Drop Classes

The last day to add or drop classes is typically at the end of the second week of classes. (See academic calendar for the deadline date.) To change a course after classes begin, the student must fill out a Student Action Request form,

available at the registrar's office, and must also obtain the required signatures, after which the form must be returned to the registrar in order for the change to become official. This process must be completed on or before the deadline date to enter classes. A class or classes may be added or dropped on or before the deadline date each term without affecting tuition, as long as the change is within the 12–16 credit hour package.

Single Course Registration

In the case of a student that only desires to take one class for a particular term, all admissions, registration, and enrollment requirements must be completed, and the student must also abide by the registration deadline for the term. Full payment must be made for the class before the beginning of the term. Considering the unique curriculum Hartland offers, and the structure of course scheduling, it is highly encouraged that those who wish to earn a degree enroll as full-time students. For those who wish to enroll for a "trial term," they may take less than the full-time course load for one term. A second term is allowed only upon Curriculum Committee approval.

Audit Courses

To audit a course, a student must have the approval of his/her department advisor. The student must attend a minimum of 80 percent of the classes but is not obligated to

complete class work nor take tests or examinations. The General Education classes and freshman classes cannot be audited unless already earned or transferred. Audited classes cannot be challenged. Changing from audit to credit must be accomplished before the registration deadline.

If the audited course is in excess of 16 credit hours, the student will be charged \$200 per credit hour for the audited course. For an audited class, no academic credit is given. A grade of AU will be recorded on the grade report and transcript. Changes from credit to audit status are permitted up until two weeks before final examinations and must be made through the registrar.

Directed Study

In exceptional cases, to complete requirements for their degree, students may wish to take a regular course in a term when it is not offered. Thus, students may seek a directed study option. However, students must understand that, because the appropriate faculty must be available and approvals must be granted, the option of directed study for a particular course is not always available. The directed study must provide the student with close supervision, achieving the same course objectives that would have been accomplished had the student taken the course on a regularly scheduled term. An application form must be filled out, signed, and submitted to the registrar. This form becomes a part of the student's file and provides additional information about the directed study experience.

Hartland Employee Free Course Registration

Full-time employees of Hartland are qualified to take one free course (maximum 4 credits) per term at the College, subsidized by the department they work for. Any tuition cost above 4 credits and any general fees and lab fees will be covered by the employee. To enroll for a course, employees can pick up a single course enrollment form available at the registrar's office. This form needs to be completed and submitted to the registrar by the add/drop deadline.

Course Load

The academic course load is described in terms of quarter-hours of credit.

Enrollment Status	Course Load
Part-Time	<12 credits
Full-Time	12–16 credits
Overload	>16 credits

Students who seek to take over 16 credits must have a cumulative GPA of 3.5 or higher and submit a petition to the Student Affairs Committee for approval.

Declaring Your Major

It is recommended that students declare a major upon registration or by the third quarter of their freshman year. In some cases, students can change a major during the first quarter of their sophomore year without extending their time of study. Acceptance into the major is dependent in part upon satisfactory evaluations from (1) the student application, (2) both resident deans, (3) the student's immediate Redemptive Service Experience supervisor, and (4) their department chair. Successful acceptance is based upon a student's (1) academic performance, (2) spiritual growth and maturity, (3) satisfactory completion of freshman courses, (4) and commitment to ministry. Students who have not been accepted into their chosen major may not be allowed to continue upper-division major studies until all requirements have been met. They will not be allowed to graduate or enter an internship until acceptance has been granted.

Class Standing

At the beginning of the fall term, students are classified as follows:

Standing	Credit Hours
Freshman	0 to 57
Sophomore	58 to 99
Junior	100 to 140
Senior	141+

Leave of Absence

Current Hartland students wishing to take a leave of absence should notify the Vice President of Academic Affairs and/or Student Affairs of their intent.

Absence Policy for Courses

Students must attend a minimum of 80% of their classes for any course in order to receive credit for the course. Absence due to illness must have medical verification in order to be excused. Other legitimate absences are granted at the discretion of the teacher in consultation with their department chair. Extended absences will need to be authorized through the VP of Academic Affairs and/or Student Affairs. Makeup class work and exams for excused absences are also left to the discretion of the teacher and the respective department chair.

Attendance Policy for other Educational Enrichment Activities

Regular chapel, vespers, class, and Redemptive Service attendance is required. In the case of emergency or illness, proper and timely communication (within 24 hours) must be provided to the dean or supervisor of said activity.

Grades

Grading System

The following system of grading and grade-point value is used to compute a student's grade-point average (GPA):

Percentage	Grade	Points
93 – 100%	A	4.0
90 – 92%	A-	3.7
87 – 89%	B+	3.3
83 – 86%	B	3.0
80 – 82%	B-	2.7
77 – 79%	C+	2.3

73 – 76%	C	2.0
70 – 72%	C-	1.7
67 – 69%	D+	1.3
63 – 66%	D	1.0
60 – 62%	D-	0.7
0 – 59%	F	0.0

The standard 4.0 grade-point scale is used in computing the grade-point average. A student's GPA is computed by dividing the total number of grade points earned by the number of attempted hours.

Grades Not Computed in GPA

The following grade symbols are recorded on the transcript but are not factored into the grade-point average:

Symbol	Meaning
I	Incomplete
P/F	Pass/Fail
S	Satisfactory
K	Hours Accepted
NS	Grade Not Submitted
AU	Audit
W	Withdrew
U	Unsatisfactory
NC	No Credit

Grades

Final grade reports will be available to students on Populi approximately two weeks after the end of each term. Corrections and grade changes must be made within two weeks of the subsequent term.

Incomplete Courses

A grade of incomplete will be given only when extended sickness or an unforeseen circumstance has interrupted the progress of the student after a minimum of 60% of the course work has been completed. Such decisions will be made by the department chair upon the recommendation of the class teacher with notification given to the registrar. An agreement and timeline to complete all incomplete/missing work is then determined between teacher and student and recorded by the registrar. All missing work must be completed before the end of the following term.

Orientation

Attendance at fall orientation exercises is required of all (new and returning) students.

Repeating a Course

All grades will be recorded. Classes with grades of D or F may be repeated, and the better grade will be computed in the GPA.

Withdrawal

If a student drops from a course before the add/drop deadline, the course will not be recorded on their transcripts. But if a student drops from a course after the add/drop deadline and up to two weeks before final examination week, the drop will be recorded as withdrawn (W, WP, or WF) on the transcript. This grade will not affect the grade point average but see finance policies about course reimbursements.

Transfer Credit

Students who have attended other educational institutions must arrange for complete official transcripts to be sent to Hartland College as part of the admissions process. The College will examine the transcripts to determine whether specific courses will satisfy course requirements at Hartland College and reserves the right to accept or reject credits earned at another institution.

- Hartland College will consider accepting transfer credits under the following conditions:
- Credit Transfer Request form completed and submitted.
- Official transcripts are received.
- Transferable classes must have a C or higher grade.
- Transfer credits are from a recognized college or institution of higher education (with exceptions—see below).
- Course titles, syllabi, and additional course materials may be required in order to make a final decision.

Upon receipt of the Credit Transfer Request form, transfer credits will be evaluated by the College registrar and the appropriate department chair to decide which credits are transferable as part of the registration process. Credits from unaccredited schools may be accepted on an individual basis pending a positive review from the Curriculum Committee. Students seeking acceptance of unaccredited course work may need to pass a qualifying exam before credit will be granted. In other cases, additional course materials may need to be submitted in order to determine course transferability. Students will be informed of what credits transferred within the first quarter of attendance.

Transcripts

The registrar issues transcripts of the student's college record upon written request by the student. The first transcript is issued without cost. Thereafter, a charge of \$10 is assessed for each additional transcript. Additional expenses for special services (express mail, FedEx, etc.) must be paid for by the student at the time of the request and are in addition to the base charge. Requests for transcripts should reach the registrar's office at least ten days before the transcripts are needed.

A diploma or transcript of credit (whether official or unofficial) may not be released until the student's account is paid in full. To expedite the release of transcripts, diplomas, and other legal documents, the student is requested to send a money order or certified check to cover the balance of his/her account when requesting such documents.

Note that transferred courses, like challenged courses, do not count toward your GPA at Hartland College.

Transcripts and course syllabi issued in languages other than English or if computed on a non-4.0 scale must be accompanied by an official and authorized English translation. If desired, Hartland College is willing to send foreign transcripts to a translation service for an additional fee if paid with the admissions fee. ENGL 101 and 102 can only be fulfilled by

equivalent English courses taken at accredited institutions where all instruction is in English.

Sixty quarter credits are transferable for a four-year degree. Hartland College reserves the exclusive right to determine which, if any, credits are accepted or rejected from other institutions.

Additional Transferable Credit

Advanced Placement (AP)

High School Advanced Placement (AP) courses by the College Board are not accepted at Hartland College. However, a student may challenge a course utilizing the process outlined below.

Challenge Examinations (CE)

If a student desires to challenge a class, they need to contact their department chair to find out if the class is available to be challenged and if the department advises this process. If the department recommends proceeding, the student will submit the completed Challenge Request Form to the registrar for authorization. The registrar will notify the department chair to arrange to proctor the examination with the respective teacher. Upon completion of the challenge exam, the department chair will present the results to the Curriculum Committee and make a recommendation based on the guidelines below. The Curriculum Committee will vote to accept and grant credit for the class or justify a denial of the recommendation.

A student may request to challenge a course within the following guidelines:

1. Pay the challenge fee of \$50 for accepted challenged credits.
2. Audited classes cannot be challenged.
3. Only lower division courses can be challenged.
4. A student needs a score of 85 percent or higher in order to receive a "Pass" indicated on the transcript. Letter grades will not be recorded, and a challenge exam will not count towards the student's GPA. Students who score below this threshold will not earn challenge credit nor will the grade be recorded.
5. Challenge exams cannot be used to improve the grade of a class taken at Hartland College.
6. Challenge exams must be approved and completed at least two quarters before graduation.

7. Challenge exams must be approved and taken two weeks prior to when the class is offered.
8. Challenged courses, like transferred courses, cannot exceed 48 quarter hours.

Experiential Learning (EL)

Hartland College recognizes that learning is a lifelong process that occurs in many environments outside of the classroom. Limited credit for prior college level experiential learning, that has both a theoretical and practical element, may be granted by thorough documentation via portfolio. Each college-level learning experience portfolio will be evaluated by the Curriculum Committee to determine what course requirements were fulfilled and how many credits toward a degree will be awarded.

The following conditions must be met in order for Hartland College to consider granting experiential learning credit:

1. Pay the registration fee of \$50 per credit that is accepted.
2. Complete the initial Request for Experiential Learning (REL) application form and submit it to the respective department chair prior to beginning work on the portfolio.
3. The department chair and registrar must sign off on the REL before the student is authorized to begin the portfolio process.
4. Accepted credits will be awarded a "P" (passing) grade, will be identified on transcript as Experiential Learning credits (ELC) and will not count towards GPA.
5. Learning experience must be equivalent to college-level work.
6. Demonstrates a clear training component to experiential learning.
7. Credit awarded directly relates to the student's degree program and satisfies some aspect of the degree requirements.
8. No credit will be awarded if the student has earned credit in a similar course.
9. Students must have earned 16 or more credits with a GPA of 2.5 or better at Hartland College.
10. The student must be enrolled at Hartland College in order for the credit to be awarded.
11. Only one-fourth of total degree credits may be earned through the Experiential Learning portfolio process.
12. The transferability of experiential learning will be at the sole discretion of Hartland College.
13. Students may appeal the Curriculum Committee's decisions by lodging an appeal letter with the Vice President of Academic Affairs.

Degree Requirements

The general requirements for a bachelor's degree are:

1. Earn the minimum total credit hours as listed for each major, including the listed core curriculum requirements and the specific requirements for a departmental major.
2. A cumulative GPA of 2.5, along with a grade of C (2.0) or higher in all major-specific courses, is required for graduation. A grade of D or higher is required for non-major courses; any course grade below a D is unacceptable and the course must be retaken.
3. Transfers of college-level credit from other schools are accepted, provided that the grade on the transcript is C or above. Students should consult with their department chair or the registrar to get the necessary forms to transfer credit from other schools. (See policies for transferring credit above.)
4. Forty-eight credits must be earned at Hartland College after acceptance into the major.
5. A graduation application form must be filled out and submitted to the registrar no less than a quarter prior to the completion of course work and prior to beginning the internship experience.
6. Formal acceptance into the graduating class, which must be approved by the Curriculum Committee no less than three months prior to course completion, upon recommendation from the department chair of the candidate's major.
7. Demonstrated evidence of Christian growth, commitment, and social maturity.
8. Satisfactory evaluation in Redemptive Service experience, which includes participation in Redemptive Service each term in residence, with a minimum cumulative grade of C.
9. Satisfactory completion of all outreach requirements with a minimum cumulative grade of C.
10. Satisfactory completion of all internship requirements.

Students are normally expected to meet the requirements as published in the Hartland College catalog for the academic year in which they originally entered the College.

However, the current catalog may be chosen during the student's enrollment if the student so desires. Students are expected to follow all the requirements of a single catalog in its entirety, in order to qualify for graduation.

The student may be required to follow a current or new bulletin under the following circumstances:

1. Students who have broken residence by not attending Hartland College for one academic year will be expected to follow the requirements of the current catalog upon their re-enrollment, unless they have served as a student missionary or as a taskforce worker in the intervening time.
2. Students who change their major field of study will be expected to follow the requirements of the catalog in effect when they make the change. If students withdraw from a major, they will be subject to the current catalog for continuation of studies.

A student will receive a diploma only when the above requirements are met and all financial obligations to the College have been fulfilled.

Graduation in Absentia

If a graduating student is unable to attend graduation events, they must notify the registrar beforehand (via the graduation application form).

Distance Learning Courses

While in attendance at Hartland College, any student who wishes to take distance learning courses from another institution must get a recommendation from their respective department chair who will then seek approval from the Curriculum Committee in order for the credit hours to apply to Hartland College majors.

Credits

Hartland College recognizes one quarter credit hour of classroom instruction, marking student achievement through intended learning outcomes and verified by tangible evidence of student learning, as 3 hours of academic work per week over a ten-week academic term, totaling 30 hours per quarter.

One quarter credit represents one hour (minimum 50 minutes) of class per week for a total of ten weeks. The expectation for students is to work (study, read, develop class deliverables, etc.) outside of class one to two hours per week for each credit hour of class. The balance of in-class and out-of-class work may be adjusted to best suit learning objectives. One quarter credit hour of laboratory or practicum represents 30 hours per term of laboratory, practicum, or observation experience.

Student Records Protection

Hartland College will maintain appropriate confidentiality of student education records. With the exception of faculty and administrators who have legitimate educational interest in the students and need access to the records, no information other than directory information will be given to a third party without the written consent of the student, or the parent or legal guardian of the dependent student. The College considers the following information confidential directory information: student name; address; telephone number; sex; marital status; class schedule; fields of study; month and day of birth; dates of attendance; previous educational institutions attended; degrees, certificates, or financial aid received; and participation in officially recognized activities.

FERPA gives parents certain rights with respect to their children's educational records and personal information. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students who have transferred are "eligible students." Records and information of students can only be released with the consent of the eligible party. There are exceptions to FERPA's general prior consent rule that are set forth in the statute and the regulations. One exception is the disclosure of directory information, which is defined as follows:

FERPA defines "directory information" as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, "directory information" includes information such as name, address, and telephone listing, participation in officially recognized activities and sports, and dates of attendance. A school may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," and the eligible party has the right to restrict the disclosure of such information. The means of public notification may include publication in various sources, including newsletter, local newspaper, or student's handbook. The school may also include the "directory information" notification as part of the general notification of right under FERPA. The school does not have to notify a parent or eligible student individually.

If a student wishes to restrict access to directory information to others not specified in the FERPA and USA Patriot Act, a written notice should be submitted to the Vice President of Student Affairs, preferably before completion of registration for the first term of the academic year.

For more information, see: <https://studentprivacy.ed.gov/ferpa>

Directory information will be released except when students, after consultation and agreement with the registrar, give notification in writing to withhold the information.

Personally identifiable information, including grade reports, citizenship action, financial status, and medical information will be released to parents or legal guardians of dependent students with prior written consent of the student. A written request to provide such information to parents or guardians will be made available as part of the admissions and/or enrollment process. Students above 18 years of age are not required to sign this form. However, they may choose to do so to enable their parents, legal guardians, or sponsors access to such information.

Students have the right to inspect and review information contained in their records kept by any office of the College. Students wishing to review their education records must make a written request to the registrar. Records will be made available within seven days of the request. Citizenship records are open to the Student Affairs Committee, the Admissions Committee, and the student's parents (except when deemed inadvisable by the Citizenship Committee in consultation with the student).

Financial Information

We encourage each prospective student to prayerfully seek the Lord's guidance when determining where they will pursue their education. If the Lord has called you to attend Hartland College, He will enable you to fulfill your financial responsibility. Following the Lord's call means you must put in your best effort and sacrifice; you must stretch as far as you can mentally, spiritually, physically, socially, and financially. If you are willing to do this, we believe the Lord will gladly help you and so will we.

Hartland College is committed to giving you the best education for the lowest possible cost; yet quality education is an investment. A limited number of financial assistance programs are available for those who qualify. Hartland College supports its operations through tuition income, contributions, and some revenue generating ministries. We do not participate in any state or federal educational assistance programs or veteran's assistance programs. Hartland does not participate in government student loans.

Financial Planning Services

You will be asked to submit a financial plan that demonstrates how you intend to pay your college fees for the duration of your studies. You will need to update it regularly. This is part of the registration process for each term and must be completed by you and authorized by the Business Office (via the financial advisor) to be enrolled.

Payment Plan

A minimum of \$1,600 is due at registration each term for full-paying students, and the remaining balance is to be paid off during the term. Any pre-existing bill must be paid prior to registration unless an alternative payment plan has been accepted by the financial advisor. It is the student's responsibility to communicate with the financial advisor to establish a payment plan prior to registration each term. It is our goal that a student earns their degree and leaves college debt free.

Students who are not on a financial aid program and pay for the entire academic year by fall registration are granted a 5% credit. To be eligible for the early payment discount, payments must be made by cash or check.

For payment instructions, please see the financial advisor at the Business Office.

Refund Procedure (Withdrawal from College)

Students who withdraw from the College during any term after having paid their fees may obtain a refund of their fees, minus 10% per week of the full term's refundable fees (tuition, room, and meals), provided a properly completed official Withdrawal Form is filed with the registrar. The 10% per week of fees will be deducted up to the withdrawal or departure date, whichever is later.

Tuition, Room, and Meals

Cost for tuition, room, and meals is subject to change. Current fees for the 2026–2027 school year are \$11,520 for tuition, \$2,178 for room, and \$4,176 for meals for a 3 quarter school year. Keep in mind that the first school year has 4 academic quarters. The tuition reflects the premise that the student will be taking a full class load of 12 to 16 credit hours. Other charges related to student vehicles, textbooks, supplies, medical screening, health services, medical and dental insurance, laundry, and similar living and personal items are not included. The room and meals fee does not cover charges for remaining on campus during the summer term. Staying in faculty homes does not grant a reduction in room or meal charges during school terms. All boarding students will be charged the above minimum for meals except as directed by a physician. For additional information, contact the Business Office.

Quarterly Tuition Charge

The full-time student charge for tuition, room, and board is currently \$5,958 per quarter term and applies to all students taking 12 to 16 credits. A credit load under 12 hours per

term is charged at the rate of \$320 per credit hour. Extra credit hours over the full-time load limit also will be charged at the rate of \$320 per credit hour.

Students who live off campus and have been approved to take courses on a non-degree, non-major basis will be charged \$320 per credit hour. Full credit will be given for the course taken. Charges for non-remedial life experience waiver credits are \$50 per credit hour awarded and reflect the cost of portfolio or competency evaluation rather than instructional delivery.

Quarter-Term Redemptive Service Experience Credit

All students have a minimum Redemptive Service requirement as part of the College's formal curriculum. At the end of each quarter, a work scholarship credit will be applied to their account if they have fulfilled the service requirements. For the current school year (2026–2027), the yearly scholarship credit applied for 12 hours of weekly service is roughly equivalent to 17% of the tuition, room, and meals quarterly fee currently set at \$5,958.

Financial Aid

Hartland College does not participate in any government scholarship or grant programs. Applicants who believe they may need financial assistance should contact the Business Office as soon as possible for information regarding the details of the financial options available. Below are some of our current programs.

Sponsorship

The best option for studying at Hartland is to recruit a financial sponsor who can cover the student's tuition, room, and meal charges. Sponsors might include individual donors, relatives, or church congregations that want to sponsor the training of a missionary. Payment plans can also be set up through our business office.

Student Service Award Program

The Student Service Award (SSA) Program is designed for students who demonstrate a strong work ethic, exemplary work performance, and financial need. This is a limited-enrollment program tied to available openings in the Redemptive Service Experience Department; it is not a merit or need-based scholarship, but a structured exchange of required labor for a reduction in the cost of attendance.

Work commitment: Participating students work during all school breaks (excluding two weeks of vacation per year), for up to 18.5 weeks annually at 38–40 hours per week,

completing 700 hours of Redemptive Service during breaks in addition to the standard 120 hours required per school term.

Cost reduction: This program reduces the student's total cost of tuition, room, and meals by 50%, allocated as follows: 17% is earned through the 120 required hours per school term, and 33% is earned through the required break-time hours. The student is responsible for the remaining 50% of the total cost, which is billed as a \$1,000 payment at registration each quarter and an additional \$1,695 charge during the term. The health fee and technology fee (\$75/quarter) are not included in this reduction. Students who complete their required full-time break hours and attend chapel services will not be charged room and board during breaks.

Duration: The award is granted for the full length of the degree program the student was accepted into, unless otherwise specified at the time of award, contingent on the student maintaining good academic standing, good work-ethic standing, and good citizenship/conduct standing throughout enrollment.

Eligibility maintenance: Students must maintain a cumulative GPA of 2.5 or higher and a Redemptive Service GPA of 3.0 or higher. A student who falls below either threshold will be placed on a probationary term to recover the required standing before continuing in the program.

Alternative arrangements: A student who wishes to work off campus, participate in a non-required canvassing program, or engage in any activity other than the required on-campus Redemptive Service hours during breaks must request advance approval from the Business Office and the Redemptive Service Experience Coordinator—and, for international students, the Designated School Official (DSO)—before making such arrangements. Opting out of the required break-time work results in forfeiture of the 33% break-hours portion of the award (or a prorated share of it, based on the number of hours not fulfilled).

Summer Outreach Training Term: Because students work reduced Redemptive Service hours while enrolled in the required intensive summer courses (20 hours per week instead of the standard 38 hours), the College provides an additional scholarship to maintain the student's full SSA award despite the reduced work requirement. The Summer Outreach Training School is a separate freshman-year term, costs \$5,958 (the same as a regular school term), and is not included in the annual tuition. Students enrolled in elective summer courses are responsible for completing the standard 38 hours of Redemptive Service per week.

Illness During Breaks: If students participating in the SSA program are unable to fulfill their service commitment during the breaks due to illness or other uncontrollable events, the College administration will allow them to complete the required hours once they recover. An appropriate medical certificate will be required as proof. The debt threshold to enroll in the next term may be adjusted by the finance office based on this unforeseen situation.

Missionary Training Fund Loan

The Missionary Training Fund (MTF) loan program is available to international students willing to commit to working in a targeted mission field or unentered territory after completing their studies at Hartland. A limited number of loans are offered each year; students must apply and be accepted into the program to qualify.

Service obligation: Recipients are required to serve in the mission field for a period equivalent to the duration of MTF funding received—one year of qualifying mission service for each year of MTF funding received. If the student wishes to pursue further studies before beginning the required service, they must submit a request for a deferral agreement to the Finance Committee. Approval of this request is not guaranteed; if the request is denied, the student may instead be required to begin a repayment plan for the loan. If approved, the signed deferral agreement suspends the service obligation until studies are completed.

Repayment if service is not completed: If the student decides not to serve in the mission field or unentered territory, the entire loan amount becomes due and is repaid based on our current policy.

Cost structure: The MTF loan covers 50% of the total cost of tuition, room, and meals. The remaining 50% is covered through required participation in the Student Service Award Program, under the same terms described in that section: 17% earned through the 120 required hours per school term, and 33% earned through required break-time hours, with students working full-time for 18.5 weeks annually at 38-40 hours per week to fulfill 700 hours of Redemptive Service Experience during breaks, in addition to the 120 hours required per school term.

Registration charges: MTF loan recipients are not required to pay the standard \$1,000 minimum at registration each quarter. Any outstanding balance beyond this exemption remains the student's responsibility. A student who fulfills the required break-time Redemptive Service hours will keep their balance within the acceptable enrollment debt threshold of \$1,000. MTF recipients will not be charged for room and meals during breaks if they fulfill their required full-time Redemptive Service hours and attend chapel services.

Summer Outreach Training Term: Because MTF students are automatically enrolled in the Student Service Award (SSA) Program, the 50% cost of the Summer Outreach Training School that would otherwise be the student's responsibility under SSA is covered by their

respective financial assistance program. As a result, eligible MTF students incur no additional out-of-pocket cost for the Summer Outreach Training School beyond any applicable fees not covered by their award.

Ministry Service Fund (MSF) Loan

The Ministry Service Fund (MSF) loan program is a counterpart to the Missionary Training Fund, available to students from North America who are willing to commit to ministry-oriented service after completing their studies at Hartland. Unlike the MTF, which requires service in a targeted mission field or unentered territory, MSF recipients may fulfill their service commitment in any ministry-oriented position, whether within the United States or elsewhere, according to the student's calling and circumstances. A limited number of loans are offered each year; students must apply and be accepted into the program to qualify.

Service obligation: Recipients are required to serve in a qualifying ministry-oriented position for a period equivalent to the duration of MSF funding received—one year of qualifying ministry service for each year of MSF funding received. If the student wishes to pursue further studies before beginning the required service, they must submit a request for a deferral agreement to the Finance Committee. Approval of this request is not guaranteed; if the request is denied, the student may instead be required to begin a repayment plan for the loan. If approved, the signed deferral agreement suspends the service obligation until studies are completed.

Repayment if service is not completed: If the student decides not to serve in the mission field or unentered territory, the entire loan amount becomes due and is repaid based on our current policy.

Cost structure: The MSF loan covers 50% of the total cost of tuition, room, and meals. The remaining 50% is covered through required participation in the Student Service Award Program, under the same terms described in that section: 17% earned through the 120 required hours per school term, and 33% earned through required break-time hours, with students working full-time for 18.5 weeks annually at 38–40 hours per week to fulfill 700 hours of Redemptive Service during breaks, in addition to the 120 hours required per school term.

Registration charges: MSF loan recipients are not required to pay the standard \$1,000 minimum at registration each quarter. Any outstanding balance beyond this exemption remains the student's responsibility. A student who fulfills the required break-time Redemptive Service hours will keep their balance within the acceptable enrollment debt threshold of \$1,000. MSF recipients will not be charged for room and meals during breaks if they fulfill their required full-time Redemptive Service hours and attend chapel services.

Summer Outreach Training Term: Because MSF students are automatically enrolled in the Student Service Award (SSA) Program, the 50% cost of the Summer Outreach Training

School that would otherwise be the student's responsibility under SSA is covered by their respective financial assistance program. As a result, eligible MSF students incur no additional out-of-pocket cost for the Summer Outreach Training School beyond any applicable fees not covered by their award.

Additional Financial Aid Options

Another financial aid option is for the student to participate in an approved literature evangelism program. For students who participate for at least ten weeks in an approved program and deposit at least 80% of their total earnings to their student account, Hartland will match their earnings by 50% up to \$1,000. For those who canvass less than ten weeks or deposit less than 80% of their earnings, there are smaller matching amounts available. Please check with the finance advisor for details. If a student leaves Hartland College, the scholarship funds are not redeemable by the student but will be returned to the scholarship fund. For students who participate in an approved ministry-related activity (e.g., summer camps, Bible work, task force, etc.), there are matching funds available for the funds they deposit to their account from this activity. The ministry must be at least ten weeks in duration and be approved by the finance advisor. Earnings are matched at 50% up to \$1,000.

On Campus Service Opportunities

Qualifying students may apply for work positions open on campus and may be hired by department managers for short-term positions. This would apply to students who have already fulfilled their Redemptive Service requirements with a high level of competency.

Graduation Fee

A graduation fee of \$220 is charged to each graduate. This fee covers the cost of diplomas, graduation program administrative expenses, etc. For SSA students, 50% of this fee will be subsidized. Ask the College office for guidelines regarding graduation programming.

Internship/Curricular Practical Training Fees

A charge of \$330 is applied for registering for internship/curricular practical training sites. For SSA students, 50% of this fee will be subsidized. Additional tuition fees may apply.

Late Registration Fee

A fee of \$150 will be assessed for late arrival to freshman orientation, or for any registration after the designated registration day and up to two weeks after school has started. This fee is charged directly to the student's account

Late Arrival and Early Leave Fee

Students who leave campus early for breaks or vacations without completing coursework and without fulfilling their service commitment will be charged a \$150 penalty. Exceptions will be granted for extraordinary circumstances such as family tragedies, disease, or institutionally sponsored trips if the appropriate forms are submitted by the student and accepted by the College.

Late arrivals from breaks or vacation will have the same penalty administered but might seek exemption under extraordinary circumstances using the same procedures outlined above.

Tuition, Room, and Meal Fees

Category	Per Term	Year (3 terms)	First Summer
Tuition (12–16 Credits)	\$3,840.00	\$11,520.00	\$3,840.00
Room*	\$726.00 (\$72.60 per week)	\$2,178.00	\$726.00
Meals	\$1,392.00 (\$139.20 per week)	\$4,176.00	\$1,392.00
Total****	\$5,958.00	\$17,874.00	\$5,958.00
Redemptive Service Credit (17%)***	(-\$1,008.00)	(-\$3,024.00)	(-\$1,008.00)
Total	\$4,950.00	\$14,850.00	\$4,950.00
+ Tech fees**	\$15 per month	\$90.00	\$45.00
+ Health fees	\$10 per month	\$120.00	\$30.00

*Room and meals are charged on a school term basis (30 weeks from September to June). Room and meals are due for the same period the student is enrolled while living on

campus during school terms. Additional room and meal charges will be incurred by students remaining on campus during winter and spring breaks unless they are participating in the Redemptive Service Experience program. If the total required Redemptive Service hours per school year have been completed (1,060 for SSA students), then no further room or board charges will be applied to the student for the period corresponding to that school year. The student must notify the Redemptive Service coordinator and student finance officer, otherwise the corresponding charges will be applied to the student's account. For summer break, students may vacate their room and thus not incur room and/or meal charges for the summer. If they remain on campus, they will need to pay the prorated rate of their stay unless they are participating in the Redemptive Service program (38 hours per week).

****A technology fee applies while the student is actively enrolled at Hartland College.**

*****A Service Award discount of 17% will be applied at the end of every term if the Redemptive Service requirements are met. If not fully met, then the prorated discount will be applied. Keep in mind that if your student account balance is above the accepted limit you will not be able to enroll in the next term.**

******Tuition, room and meal costs may be adjusted on a yearly basis.**

Married Students

Married students are responsible for finding and maintaining their own housing off campus, as no married students' quarters are available on campus.

Charges for married students living off campus and taking a normal load (12–16 credit hours per term):

Category	Per Term	Year (3 terms)	First Summer
Tuition (12–16 Credits)	\$3,840.00	\$11,520.00	\$3,840.00

Health Insurance

All students are strongly encouraged to purchase their own medical and dental insurance plans and are responsible for doing so. Students who do not purchase a health insurance plan must sign a waiver stating that "Hartland is not responsible for vision, dental, and medical care" while they are enrolled. Hartland College accepts no responsibility for student healthcare beyond assistance for minor outpatient care by the campus nurse. A

monthly charge of \$10 will be required from all students to cover expenses associated with this minor outpatient care. For those who have health insurance, the \$10 may be used to cover deductibles.

Other Fees and Costs

Late Registration Fee	\$150
Early Leave or Late Arrival	\$150
Minor Campus Health Expense	\$10 per month
Lab Fees	(class dependent)
Textbooks	\$300 per term (estimated)
Personal Toiletries	\$100 per term (estimated)
Graduation Fee	\$220
Internship Application	\$330
Transcripts	\$10
Technology Fee	\$15 per month
Health Fee	\$10 per month

Student Information and Policies

Environment

Hartland College is nestled in the beautiful Piedmont region in the Commonwealth of Virginia. It is a mosaic of woodlands, farmlands, and lakes, with over one mile of frontage along the Robinson River. There are miles of well-maintained hiking and biking trails on campus provided for the enjoyment and recreation of students, faculty, and the local community. The campus grounds are maintained in a park-like setting. Near our campus are many acres of national and state parks, national forests, and a number of Civil War battlefields. The 197,000 acre Shenandoah National Park is located close to half an hour's drive away. The beauty and quietness of the College surroundings reflect much about the character of God.

You, the Student

As you apply to Hartland College, consider carefully the commitments that will be expected of you. Being a student at Hartland College will require special demands upon your time and will challenge your energies.

Your Commitment

"I have accepted Jesus Christ as my personal Savior and Lord and realize that only with His Spirit can the fulfillment of His goals for my life be reached. He will have my full allegiance."

"I seek fulfillment at the Fountain of Life. This means that my growth is focused on Jesus, and I wish to allow others the freedom to grow as I am growing without judging them." You are encouraged to maintain an environment of unconditional love and affirmation while at the same time addressing growth in the Spirit of Christ.

The curriculum is deeply spiritual, intellectually demanding, and practical. You will be challenged to the highest levels of excellence, not for your own honor, not for personal satisfaction, but that God may be glorified through a wider, deeper level of self-sacrificing service. With Jesus at the center of your life, the Hartland College curriculum will hold significant meaning for you.

The gospel commission to go into all the world begins right where you are. You as a student of Hartland College will take personal initiative in the areas of service and witnessing. Jesus desires a teachable, willing, and adaptable spirit.

You must be willing to work faithfully and honestly in whatever position of responsibility you may find yourself, being willing to learn.

God never allows you to face more trials than He has made provision for you to bear. As a Hartland College student, you must seek to develop a maturity that endures difficulties, sees you through life's challenges, and prepares you for the end times.

Student Guidelines

Before completing the Student Application for admission, all prospective applicants are requested to read the following guidelines with great care. If you will abide by the guidelines presented, please complete and sign the Hartland College Handbook Review Form. Additional materials are available upon request.

The policies and rules are to allow the fullest possible mental, physical, and spiritual growth while in community together. Principles of truth and righteousness are the basis of God's kingdom and His plan for His institutions on Earth. Principles form the basis of policy, and thus all policies must arise from principle. These policy guidelines are designed to provide freedom and protection for the College family.

Cafeteria

Hartland's cafeteria serves a plant based, vegetarian diet. It is our purpose to educate and emulate a healthy lifestyle that aligns as far as possible with God's original diet for mankind. (Gen. 1:29; 3:18). All students are required to purchase a meal plan. Hartland College's cafeteria provides whole-food, plant-based meals on a daily basis and uses many fruits and vegetables, some of which are grown on campus at the Hartland organic farm. Students with food allergies may contact the cafeteria director for special dietary needs related to allergies and other food intolerances such as to nuts and gluten. Only for medical conditions can students be exempted from cafeteria charges. To request a reimbursement of their meal plan:

- The petition should be presented to the Student Affairs Committee in written form.
- Students must present a justifiable proven medical condition.
- All requests must be accompanied by a document issued by a medical doctor or qualified health professional in which the medical condition of the student is stated as it relates to food.
- Each case will be evaluated individually, and confidentiality will be protected.

Technology, Media, and Device Stewardship

Our modern age has made it possible to access valuable information through advanced technology and to communicate at very high speeds. This technology can be used to greatly benefit the kingdom of God or hinder it. But like any other part of life, it must be managed according to God's principles and requires a high level of self-governance.

To protect the spiritual and academic focus of our campus community and maintain the high Christian principles necessary to prepare the student for God's service, students must adhere to the following parameters:

1. **Content Standards:** Accessing, storing, or sharing material that is incompatible with high Christian principles is strictly prohibited. This includes, but is not limited to, apps, games, videos, or graphics containing pornographic material, glorified violence, profanity, gambling, or lewdness.
2. **Classroom and Chapel Sanctuaries:** All personal electronics (phones, tablets, laptops) must be silenced and placed away during chapel services, convocations, and instructional classes, unless explicitly authorized by an instructor for academic purposes.
3. **Campus Wi-Fi Network:** The college network utilizes content filters. Bypassing these filters via VPNs, proxy servers, or alternative hot-spots to access restricted content constitutes a direct violation of the student code of conduct.
4. **Social Media and Testimony:** Digital communication, postings, and public forums should reflect Christ-like character, uplifting language, and respect for the privacy of peers and faculty.

Accountability and Student Support

1. **Disciplinary Action:** Violation of internet usage or electronic device policies could jeopardize a student's citizenship standing. Serious infractions may be considered cause for dismissal from Hartland College.
2. **Restorative Care:** Hartland College recognizes the challenges of digital distraction and media dependence. The college is committed to providing supportive counseling services for any student who proactively requests help regarding inappropriate electronic device usage or content addiction.

Dorm Policies

1. Whenever a student leaves campus for any reason, he/she is required to notify the appropriate dean.
2. Whole or partial weekend leaves will require written approval from the Redemptive Service Experience supervisor, outreach director, teachers of any affected classes, and appropriate dean. Weekend leave is limited to twice per term for each student. Completed weekend leave requests should be submitted to your dean by Thursday evening at 6:00 PM.
3. Media players may be allowed if they do not interfere with the lives of other students and are not used in a way inconsistent with high Christian standards.
4. Eating in the dorm rooms is not permitted in order to avoid attracting rodents, insects, and other pests. However, students may eat and cook in designated areas. Those using the residence hall kitchens are responsible for keeping it clean. Failing to do so will result in the loss of kitchen privileges.
5. The college kitchen in the Wellness Center is not for general use.
6. The dormitory serves as a home for many students. Each person's privacy must be protected in the form of a quiet environment and space enough to maintain a comfortable home. The dormitory also functions as the primary study area.
7. Check-in time is 9:00 PM for all students to be in their dormitories, unless prior approval has been obtained by their resident dean.
8. Lights out is at 9:30 PM, except for Friday and Saturday nights when lights out is at 10:00 PM. Hartland encourages each student to get proper rest. Five unexcused occurrences per term of having lights on (this includes still preparing for bed) after the times noted here will result in general probation.
9. Pets are not permitted.
10. Damage to rooms will be charged to the student. If rooms are not cleaned upon departure at the end of the term, there will be a service charge of \$50 for each student residing in the room.
11. The college is not responsible for any damage or loss of the student's personal property. When a student is not returning for the following school term, all his/her belongings must be removed from the campus. An exception to this is during the summer term when students may place their belongings in an approved storage area if they are in an appropriate container (suitcase, cardboard box, etc.) and marked with the student's name and date of departure. Any items not properly identified or left in storage for an extended period of time will be donated to a charity.

Dress Policy

Hartland College's purpose in having a dress standard is to provide an on campus atmosphere of Christian professionalism that enhances our ability to serve and allows our staff and students to focus on their journey with Christ without the distractions associated with current trends. It is also our desire to create a classroom environment that is conducive to learning.

Haircuts, Mending, Ironing, Etc.

Students are encouraged to find assistance from a student of the same gender or a faculty member for haircuts, mending, ironing, cooking, etc.

General Campus Attire

1. Clothing should be attractive, clean, and neat.
2. Tops should never be skin-tight and should be tucked in unless they are specifically cut and fitted to be worn outside of pants or skirts. They should always cover your midriffs and underarms.
3. Footwear is required for general campus attire and should be suitable for the activity.
4. Clothing that resembles undergarments should not be worn as outerwear or be visible through outer layers.
5. Skirts and pants should not be tight and form-fitting for either gender.
6. Designs and logos on apparel should reflect our high calling.
7. Sleeveless tops or muscle shirts are not allowed.
8. Torn and heavily worn denims are not allowed.
9. Revealing, sheer, or low-cut tops are not acceptable.
10. Skirts must always cover the knees. All slits should be securely fastened below the knees.

Guidelines for Men

Church and Professional Attire:

Wear formal or business-professional clothes and dress shoes. Suits are recommended. Collared shirts with trousers are required. Formal cultural shirts without collars are acceptable.

Classroom Attire:

A business-casual look is required. Do not wear T-shirts, denim, or other attire that does not project a professional image.

Work Attire:

Clothes should be safe, modest and appropriate for the service area. Use uniforms when provided. Adhere to general campus attire guidelines.

Jewelry and Hair:

Jewelry is not permitted except for medical reasons or a plain wedding band. Haircuts should be neat and gender distinctive. Grooming for cleanliness and professionalism are required.

Guidelines for Women

Church and Professional Attire:

Please wear formal or business-professional clothes and dress shoes.

Classroom Attire:

A business-casual look is required. Do not wear T-shirts, or other attire that does not project a professional image. Slacks are not acceptable as classroom attire except for practical arts classes such as handyman, agriculture, and auto mechanics etc.

Work Attire:

Clothes should be safe, modest, and appropriate for the workstation. Use uniforms when provided. Ladies may wear loose-fitting pants with an appropriate blouse for certain workstations such as the farm and plant services but not excluded to these alone if deemed appropriate by the workstation supervisor.

Cosmetics, Jewelry, and Hair:

Jewelry is not permitted except for medical reasons or a plain wedding band. Cosmetics that detract from the natural appearance and attractiveness of the individual are not allowed. Likewise, haircuts should be neat and gender distinctive. Hair coloring that is extravagant or appears unnatural is not allowed. Grooming for cleanliness and professionalism are required.

Recreational Behavior and Attire Policy

Hartland College teaches that the highest form of recreation comes from enjoying the things of nature that are useful, constructive, and elevate our Creator. Any activity carried out to excess does not constitute true recreation. Participation in any recreation should meet the following criteria:

1. Is it the best use of time and finances?
2. Does it promote physical and mental fitness?
3. Are you able to physically perform the activities safely?
4. Does the influences, activity, and surrounding environment encourage spiritual growth?
5. Would I invite Jesus to participate with me?

Before engaging in any recreation, consider who is participating. From a safety standpoint, certain activities should not be done alone, such as swimming or overnight camping. If something goes wrong, there is no one to help you.

Competitive sports can be artificial and self-fulfilling. They can develop a spirit of rivalry and could detract from the development of a Christlike character by encouraging pride and arrogance. Sports can also engender strife. See Philippians 2:3. However, this does not mean that family-friendly games cannot be enjoyed.

Mixed-group activities require a staff member's approval. Depending on the event, the staff member(s) may need to be present and determine the appropriateness of the activity and location. The staff member(s) should be familiar with Hartland's policies and consistently demonstrate sound judgment and maturity and be in good standing with their church and Hartland College. The ladies' and men's deans must also approve mixed-group activities.

Deans must be part of the decision-making process for recreational activities taking place on and off campus.

Your choice of dress should testify to others of your deep commitment to our Lord and demonstrate your modesty and maturity. Just as important is being practical and keeping safety in mind when determining what to wear to encourage an enjoyable time. If you are uncertain about what is appropriate, ask your dean or another member of administration.

Considerations:

1. Will I have the right clothing for the weather?
2. Do I have the proper footwear?
3. Will it be see-through if it gets wet? Please wear dark colors for water activities.

4. Do I need any special gear or equipment?

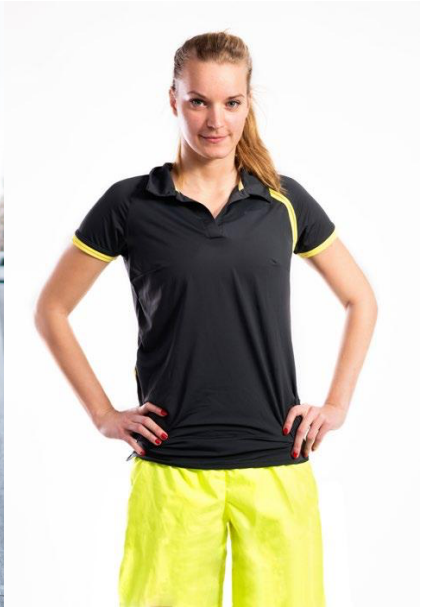
Examples of modest recreational attire for water activities, and layering when hiking or backpacking:



Backpacking attire
example for women



Hiking attire
example for women



Swimming attire
example for women

- Tops should never be skin-tight and should be tucked in unless they are specifically cut and fitted to be worn outside of pants or skirts. They should always cover your midribs and underarms.
- Shorts slightly above the knees are appropriate. Skirts and pants should not be tight and form-fitting for either gender.
- For water activities dark colors should be worn.



Backpacking attire
example for men



Hiking attire
example for men



Swimming attire
example for men

General Advice

Our goal is to help you succeed in becoming a missionary. If at any point you feel the need of counseling or are struggling with this, or any policy, please reach out to a trusted faculty and staff. Students should expect to receive consequences if they violate policies. Please refer to the Hartland College Disciplinary Procedures for more details.

Honor Code

Hartland College is intent upon integrating Christian faith with scholarship, practicality, and missionary life. Because of this commitment, Hartland College values the integrity of each individual. The action of each person affects the whole community. Jesus' call to a student ministry at Hartland College means that each student is considered a representative of the College, not only during school terms, but also vacation periods. The College reserves the right to suspend, dismiss, or refuse to re-accept any student who chooses not to appropriately represent these principles.

Students are to reflect Hartland College both on and off campus in the following areas:

1. Honesty: Christian students will not be found cheating, plagiarizing, or knowingly giving false information.
2. Chastity: Christian students will follow God's counsel and abstain from all sexual relations outside of marriage. This also means that students will not view pornographic literature, films, or electronic media.
3. Influence: Christian students will use their godly influence to encourage and strengthen their fellow students.
4. Respect for authority: Christian students will respect the authority invested in campus regulations, deans, faculty, and supervisors. They will use mature Christian principles in dealing with personal conflicts with authority. Genuine grievances should be addressed to the appropriate faculty members such as deans, advisors, supervisors, or committees. If unsure how to go about processing a grievance, please ask a trusted faculty member.
5. Respect for personal rights: Christian students will not verbally or physically abuse any person or animal or engage in conduct that threatens or endangers the health, safety, or life of others. Respect for personal rights also includes not obstructing or disrupting the study or performance of duties of students or staff.
6. Respect for property rights: Christian students will have a high concept of the value of personal property and will respect the property of others as they would their own.
7. Temperance: Students will refrain from the possession, use, and/or distribution of any narcotic or dangerous drug (as defined by applicable law), except as prescribed by a licensed medical practitioner. Students will not use tobacco, alcohol, mind-altering drugs, or other harmful substances on or off campus (including vacation periods).

Musical Principles and Policies

Music is one of God's great gifts to man and an important element in spiritual development. It is an avenue of communication with God, and "is one of the most effective means of impressing the heart with spiritual truth." Education, p. 168. Because music affects our moral nature, it is essential that its tremendous power be kept clearly in mind. It has power to uplift or degrade; it can be used in the service of good or evil. "It has the power to subdue rude and uncultivated natures; power to quicken thought and to awaken sympathy, to promote harmony of action, and to banish the gloom and foreboding that destroy courage and weaken effort." Education, p. 168.

Therefore, those who select music for the distinctive purposes of Hartland College must exercise a high degree of discrimination in its choice and in its use. In our endeavors to meet these ideals, more than human wisdom is needed.

In terms of general principles, music should:

1. Bring glory to God and complement worship (1 Corinthians 10:31).
2. Ennoble, uplift, and purify the Christian's thoughts (Philippians 4:8; Patriarchs and Prophets, p. 594).
3. Effectively influence the Christian in the development of a Christlike character in his life (Manuscript 57, 1906).
4. Impress spiritual truth upon the heart and proclaim the gospel message for this time (Review and Herald, June 6, 1912).
5. Reveal a harmony of message between the words and music, avoiding a mixture of sacred and profane.
6. Shun theatrics and prideful display (Evangelism, p. 137, Fundamentals of Christian Education, p. 253).
7. Give precedence to the message of the text, which should not be overpowered by the volume of accompanying musical instruments (Gospel Workers, p. 357, 358).
8. Maintain a judicious balance of the emotional, intellectual, and spiritual elements (Review and Herald, Nov. 14, 1899).
9. Never compromise high principles of dignity and excellence in efforts to reach the people (Testimonies for the Church, Vol. 9, p. 143; Evangelism, p. 137.)
10. Be appropriate for the occasion, the setting, and the audience for which it is intended (Evangelism, p. 508).

There is much that is spiritually uplifting and religiously valid in music of the various cultural and ethnic groups. However, the musical tastes and practices of all should align with Christlike values and the principles of the gospel and heaven. Care must be exercised to avoid mixing worldly values and styles into music and thus failing to express the high ideals of the Christian faith.

These principles serve as guidelines in the choice and use of music for the varied needs of Hartland College. Certain musical forms with a heavy rock beat are incompatible with these principles. Hartland College trains young people to fulfill the commission of God to be the last generation on Earth and to give the final message to the world.

Application of Musical Principles at Hartland College

1. In preparing and presenting music for religious functions, Hartland College administration and teachers work with students in a way that will uphold the music standards of God's Word.
2. Witnessing and musical groups going out from the campus should receive guidance in the choice and performance of music selections from those appointed by the school administration.
3. Music teachers in relation to choirs, ensembles, etc., and in private teaching activities make positive efforts to teach music composition that may be used in church, in soul-winning activities, and in personal development.
4. It is one of the primary objectives of Hartland College music teachers to teach discernment based on divine revelation and provide guidance for making informed, qualitative judgments in the area of religious music.
5. Music presentations at Hartland College should conform to the above standards. This includes presentations by residents and visitors.

Personal Health and Fitness

God desires that we take care of our bodies because they serve as the temple of His Spirit. We encourage each student to establish a personal fitness program that incorporates all of God's health producing agencies. In addition, Hartland College offers a physical fitness training and coaching plan that is part of the educational experience. We also encourage students to learn to be "active-for-life" by adopting an outdoor-oriented lifestyle. To support this goal, our physical fitness program offers opportunities to engage in outdoor activities such as trail running, farming, recreational outdoor games, and canoeing. The physical fitness program might also offer opportunities for mountain biking, skiing, backpacking, rock climbing, and wilderness survival. By these means, students can be in better health upon completing their studies than when they first enrolled.

When sick or injured, students should always inform their residence deans. A College nurse or other designated health professional may assist students for mild illnesses.

Personal and Institutional Property

It is always important to get permission before using anyone else's personal property. Even small items, which may not seem valuable, can lead to misunderstandings and unnecessary conflicts. Respect for institutional property is essential. All institutional property should be treated as the Lord's and respected as much as one's own property.

Never use institutional phones for personal calls without permission and payment. Never use the printers or photocopiers for personal projects, homework, and other non-institutional business without permission and payment. None of the equipment, such as computers, books, and food service appliances should be used without permission from the staff member responsible for it. Musical instruments such as pianos, keyboards, etc., should always be well cared for and put away when you are finished. All equipment, including vehicles, should be returned to their places and left in the condition in which they were before use.

Photo Release

By registering as a student at Hartland College, you authorize the use and reproduction of any pictorial images (digital or printed photographs, video, etc.) taken while enrolled at Hartland without any compensation.

Ponds, Lakes, and Rivers

Anyone using boats must wear a life jacket at all times. Gasoline-powered engines are not permitted on Hartland's lakes. Also, fishing is prohibited. Walking or skating on the ice is not permitted at any time, except on the shallow ponds near the main entrance. Skillful swimming in lakes requires permission and the company of another skilled swimmer.

Firearms, and Weapons

Firearms, or weapons of any kind are not allowed on campus.

Religious Life

All aspects of Hartland College life are designed to be spiritual and to help the student appreciate God more fully. Whether it is the service experience station, the classroom lecture, a personal fitness program, or dorm and corporate worship, all are considered spiritual opportunities for students to learn about the sovereignty, love, and redemptive power of God, and to develop a mature, balanced outlook on life.

Corporate Worships

Unity in spirit and oneness of direction are critical to the mission of the students at Hartland College. The regular morning worship sessions are designed to convey spiritual concepts and provide students with the opportunity to uplift one another before God in

prayer. The College faculty have carefully selected a number of relevant topics that will be covered during these worship sessions and are therefore a part of our formal curriculum. Because of the benefits to personal and corporate growth, as well as to College life, these experiences are required. They include regular morning chapels, church services, dorm worships, and vespers. Attendance at prayer meetings, either at a local church or at Hartland, is recommended.

Worship Polices

In an effort to assist the building up of the local Seventh-day Adventist churches, Hartland College does not hold church services on its campus. Students are assigned to one of the local SDA churches (within a radius of an hour's drive), assisting them in worship, educational, and evangelistic ministries.

Church responsibilities require faithful attendance and faithful performance of duties. This means punctuality, adequate preparation, and prayerful presentation.

Morning chapel, dorm worship, and Friday vespers attendance are required. These are times for corporate study, prayer, encouragement, and spiritual reinforcement. Record is kept of attendance at these services. Five absences will result in citizenship probation. A tardy is equal to 1/2 of an absence.

Outreach Ministries

The witnessing and community service activities of Hartland College are a regular part of each student's extra-curricular. These experiences build on the training provided during the summer outreach school and develop the student's communication and soul-winning skills as he/she ministers to the spiritual and physical well-being of his/her neighbors through community health programs, Bible studies, canvassing, and evangelism.

Personal Devotions

A personal, vibrant walk with God demands a close, constant, and active communication with Him. Each student is expected to establish a personal devotional time. Open communication in this aspect of a student's life is encouraged. The faculty and staff are happy to assist the student in developing deep communion with God. To support student growth in this area, we have inserted recommended time into the college schedule just for daily devotions.

Sabbath Services

Hartland College does not have a regular campus church but rather seeks to join and support the Seventh-day Adventist churches in the surrounding communities. Students are asked to attend their assigned churches and are encouraged to become active in the work of those churches. Church commitments for a one-year period are required for Religion, and Bible Instruction majors as part of their practicum. For students in other majors, a one-year commitment to serve a local church in some capacity related to their skills and educational experience is strongly encouraged and may be required.

Residence

Hartland College single students are required to live in institute-provided housing and dormitories. This requirement does not apply to faculty children.

Student accommodations will be equipped with necessary furniture. It is the student's responsibility to provide their own bedspreads, linens, pillows, lamps, and accessories.

It is the responsibility of the students to maintain their living quarters and keep them clean and orderly. The assessed value of any damaged or destroyed property will be charged to the student responsible. The deans or their representatives have the right to enter and inspect students' living quarters at any time. You accept this authorization when you rent a room. If it is ever deemed necessary, a search of the rooms can be granted by the Vice Presidents of Academic or Student Affairs, and any material or equipment that is cause for question or concern may be removed for examination.

Guests

Guests may be allowed to share a room with a student, provided that the appropriate dean has given prior approval. Financial arrangements should be made with the Business Office by the host student or the guest. Students are responsible for the cost of meals for their guest, payable in advance.

Social Relations Policy

Hartland College encourages students to engage in healthy social activities in settings that provide accountability for biblical standards of purity. We believe college students should associate in wholesome ways that are respectful, moral, and have no appearance of evil. We also believe that dating and courtship are serious matters that require proper age and maturity as well as the application of other Bible and Spirit of Prophecy principles that

pertain to these types of relationships. With this in mind, the following guidelines were developed.

General Campus Policy

1. Students are encouraged to seek to develop broad, general, Christian friendships with many students of both genders.
2. Students may associate in well-lit, common areas. Common areas are open from breakfast to curfew (note the exception in item #3). The back lakes and trails are open until dusk to provide opportunities for social interaction and fellowship in group settings.
3. The mansion (and library) is restricted for men between 7:00 PM and 7:00 AM when used as a ladies' dorm. Exceptions will be made for scheduled college events or dean-approved meetings.
4. Dormitories of the opposite gender are off-limits without a dean or faculty member present.
5. Expressions of intimacy are not permitted anywhere on campus, including handholding, embracing, and kissing. Side hugs are acceptable.
6. Group outings should be planned in consultation with the resident deans. Mixed groups leaving campus must have prior permission from the residence hall deans. The resident dean may require a staff chaperone.

Dormitory Access

The men's dormitory premises are always off-limits to female students and the women's dormitory rooms are always off-limits to male students unless escorted by a staff member for Redemptive Service purposes.

Criteria for Exclusive Relationships

Third-year students (or second-year students 25 or older) who are impressed to explore an exclusive relationship with an honorable purpose, may do so under the guidelines below.

Guidelines for Exclusive Relationships

The Bible and Spirit of Prophecy recognize relationships of this nature as a solemn responsibility.

The following guidelines apply while at Hartland and during internship:

- Maintain an average of 73% or higher in academic courses.
- Maintain a grade of 87% or higher in Redemptive Service courses.
- Be transparent and honest with parents/guardians, mentors, and deans.
- Seek and accept accountability.
- Expressions of intimacy such as hugging, kissing, hand holding, etc., are not permitted according to the general campus policy.
- Keep relationship problems and other information of a private nature out of the student body. Seek counsel from parents/guardians, godly campus mentors, and/or church leaders (i.e. pastors, elders, and/or deacons). Interact with godly married couples and observe their Christian marriage lifestyle and family life.
- As a student, abide by the principles of the general campus social policy during off-campus trips and holidays.
- Be prudent in your use of social media portraying behavior which abides by this social policy.

Students who qualify based on these criteria to explore an exclusive relationship should notify their residence dean.

Admission to Hartland College is a privilege that entails acceptance of individual responsibility for honor, integrity, and self-discipline. We understand all human beings are flawed and we seek to work with each student in a redemptive manner.

Our goal is to help you succeed in becoming a missionary. If at any point you feel the need for counseling or are struggling with this, or any other policy, please reach out to a trusted staff.

Students should expect to receive consequences if they engage in activities or behaviors that violate the College's core values or violate its policies. Please refer to the Hartland College Disciplinary Procedures for more details.

Campus Association

Students are welcome to participate in faculty-hosted gatherings and campus-organized hikes when invited; notifying the respective dean beforehand is sufficient. Town trips require the respective dean's prior permission.

Campus Leaves

Before leaving campus, dorm students, whether on their own or on a College sponsored/supported activity, must receive permission and sign out on the appropriate

forms provided. Not signing out may be considered leaving without permission. Permission is automatically granted for assigned church and College outreach activities. Permission for all other leaves must be approved by the residence dean. One exception is that a resident assistant may approve a leave request if a dean cannot be reached, and it does not involve a mixed group or an overnight stay.

The dean may request that staff supervision be required for campus leaves. Mixed groups requesting an overnight leave must submit their request to the dean by the Tuesday before the desired leave.

Ongoing church or outreach assignments received from the College Outreach office will be filed with the dean. Deviations from these assignments must be cleared with the Outreach Department director and the resident dean. Students are not at liberty to assume clearance.

Disciplinary Action

It is the responsibility of Hartland College to provide and maintain a positive learning environment that is conducive to spiritual, intellectual, and physical development. When a student's behavior or attitude undermines the stability of our learning environment or adversely affects our collective commitment to excellence, we are bound by moral obligation to meet the problem and seek a satisfactory solution.

We view discipline as a means to redeem a student who unwittingly or due to a lapse in judgment strays from the prescribed code of conduct he/she solemnly pledged to uphold. If needed, disciplinary action will be used as outlined by Scripture:

- A. Doctrine (teaching what is right)
- B. Reproof (confronting what is wrong)
- C. Correction (making what is wrong right)
- D. Instruction in righteousness (reinforcing right doing)

In the unfortunate case that a student decides to resist discipline or demonstrates an unwillingness to honor his pledge to abide by the policies, rules, and regulations of Hartland College, the proper and wisest course of action would be for the student to withdraw from the College. In the case of severe infractions, a student could be expelled.

Student Rights

Hartland College respects the individual rights of all students and their proper use of freedom of speech in a Christian atmosphere. The College expects, in return, that students

accept responsibility for making positive contributions towards the fulfillment of the College mission and vision and towards improving its programs. With this expectation, students are encouraged to speak freely and listen courteously in a proper setting without fear of reprimand or retaliation. The proper setting to voice concerns, opinions, or points of view is through one or all of the following:

1. Meet with a Student Advisory Council representative. This representative will present student feedback to the regularly scheduled SA meetings with the Vice President of Student Affairs.
2. Meet with a member of the Student Services—the Residence Hall deans, Student Success Coordinator, or the Vice President of Student Affairs.
3. Meet with the Vice President of Academic Affairs via appointment.
4. Drop an anonymous comment in our suggestion box in the Mansion lobby.

It is the policy of Hartland College to promote learning and a search for knowledge and truth in an agreeable atmosphere free of intimidation and harassment.

Professors, in the classroom and elsewhere, will encourage free discussion, inquiry and expression. All students shall be evaluated academically on the basis of scholastic performance and not on opinions of conduct in matters unrelated to the academic standards of the course.

Students are also entitled to safe working conditions, fair treatment, and accurate evaluations as part of their experience in service areas.

Student Grievance Procedures

Hartland College seeks to provide a thorough review of all student complaints regarding any aspect of a program, facility, or other service provided by the institution. Students are expected to initially pursue an informal process in resolving complaints. However, if a complaint remains unresolved, a formal process is available for resolution of the issue. If a staff member has a personal connection to the student involved in the issue, that staff member shall be recused from the discipline process.

Informal Grievance Procedure

The first step for resolving complaints involves students communicating their concerns directly and openly with affected faculty members. This step can usually resolve most issues. It is expected that informal grievances will be discussed and resolved privately between the individuals involved. However, if the parties are unable to arrive at an

agreeable solution, then both parties should use a mutually acceptable person to arbitrate further discussions. In most cases, the Vice President of Student Affairs can successfully arbitrate any disagreements or concerns. If this process fails to resolve the matter, students may appeal for resolution through the Formal Grievance Procedure.

Formal Grievance Procedure

The formal grievance procedure provides a structured framework of documentation where unresolved conflicts may be addressed. Faculty and staff members will use extreme care to safeguard student complaints of a personal or sensitive nature. Any student with an unresolved grievance can follow the appropriate process outlined below.

1. **Student Life Complaints:** Initially, complaints involving the residence halls should be made informally to the appropriate residence hall deans. Unresolved issues regarding student life or non-academic issues may then be submitted in writing to the Vice President of Student Affairs, who will then, if he/she chooses, seek counsel from the Student Affairs Committee or from the President and Vice President of Academic Affairs. The VP of Student Affairs will send a written response outlining the final decision within 10 days of receiving a written complaint.
2. **Non-Academic Discipline:** Students may appeal imposed non-academic discipline in writing to the Student Affairs Committee (SAC) within 10 days of disciplinary action. Disciplinary action will be stayed until the SAC has had sufficient time to review the incident. The SAC will return a written review of their findings within 10 days of receiving a written complaint. The recommendations of the SAC shall be followed without further delay.
3. **Academic Policies or Procedures:** Any student with concerns about an academic policy or procedure should first discuss his or her concern informally with the registrar. If the matter cannot be resolved at this level, an appointment can be made to address the concern with the Vice President of Academic Affairs. If a satisfactory resolution cannot be achieved through these means, or if the VP of Academic Affairs recommends further committee action, a written grievance shall be submitted to the Curriculum Committee (CC) within 10 days. The CC shall respond in writing within 10 days of receiving a complaint. The registrar will ensure the recommendations of the CC are carried out within 30 days of receipt. A copy of the action will be forwarded to the VP of Academic Affairs.

Retention of Records

The registrar will retain a copy of all documents related to any grievance for no less than 10 years. The registrar will forward a copy of these documents to the Vice President of Academic Affairs within two days of receipt.

Student Ministry Endeavors

Hartland College encourages students to organize and participate in ministry endeavors appropriate to our high calling and mission. Students seeking to be involved in individual or collective student ministry endeavors must first receive project approval from the Curriculum or Student Affairs Committee if they plan to continue to study at Hartland College, plan to use Hartland College for financial links for fundraising, desire future academic credits, or will use the Hartland College name by understanding or inference. This applies during the school term and vacation periods. This includes mission trips, membership associations, business enterprises, etc. Students are expected to conduct themselves within the principles of the College during their engagement with these endeavors.

Student Vehicle Policy

Ongoing vehicle privileges for all students will be evaluated based on the student's attitude and behavior. The college will not be responsible for any personal or public liability resulting from the student's use or possession of the car on or off campus. The following are the general vehicle policies for students:

1. All students who bring a vehicle onto campus must provide the Registrar with the following:
 - a. Copy of current driver's license.
 - b. Copy of current insurance policy on the vehicle.
 - c. Copy of current registration of the vehicle.
2. All students' vehicles are required to be in good repair and to have a quiet muffler.
3. An expired driver's license, tags, inspection, county sticker (if applicable) or insurance policy will automatically ground the student's vehicle until it is renewed.
4. Students must indicate if they have had any traffic violations in the past five years. Also, the number of violations is to be indicated.
5. Students must indicate if they have had any moving auto accidents in the past five years. The number of accidents and who was at fault are to be indicated.

6. The general policy regarding the use of institutional vehicles and vehicle use on campus is:
 - a. No institute vehicle will be operated by a student who does not have a valid driver's license.
 - b. Students may operate Hartland vehicles if over 21 years of age (or there is a demonstrated necessity) and if Hartland College's auto insurance company and the college administration consider the student insurable.
 - c. No institute vehicle will be operated by a student who has been the cause of an automobile accident within the past year (12 months).

Vehicles that are used in violation of the College's rules will be subject to grounding, and the keys will be held by the appropriate dean.

Motorcycles are governed under the same regulations as automobiles. Helmets are required for motorcycles.

Student Bicycle Policy

Bicycles must be parked in designated areas. Helmets are required. Students must follow normal vehicle rules including stopping at all stop signs, maintaining a safe speed, and following accepted safety practices. Bicycles must yield the right of way to all pedestrian traffic. Bicycles must have reflectors and a front light for night riding.

Vacation/Holiday/Weekend Leave

Campus life is one of responsibility and growth. Because Hartland College requires a balance between practical service, studies, and spiritual development, students must use wisely the time God has allotted to them. While on leave or vacation, students are representatives of the high Christian standards upheld by Hartland College. Students are at all times expected to uphold the standards of conduct as outlined in this Handbook.

Students are expected not to take more than two weekend leaves per term for the following reasons:

1. All students are assigned to a specific church. Students are encouraged to assist their church in the leadership of the various departments, and since the churches are dependent upon consistent attendance of those with various church roles, Hartland students should plan to be in attendance 8-9 weeks out of each term, unless they are in a faculty-approved evangelistic ministries project.
2. At times, certain service assignments may take place on Sundays.

3. Study time is most freely found on Sundays. Therefore, free time on Sundays should be used for the study of lessons and preparation of class assignments.

Students Remaining During School Breaks

Students who remain on campus during school breaks are required to attend the morning chapel. Room charges will be waived for the student if he/she participates in the practical service program for a minimum of 38 hours per week and attends the morning chapels. All other normal College policies and principles still apply during school breaks.

Redemptive Service Experience Policies

At Hartland College, practical service is an integral part of the academic program.

1. Redemptive service assignments are made by the redemptive service experience coordinator. Students may request a specific service station but are not at liberty to change the service station without authorization from the redemptive service experience coordinator. Unauthorized service hours will not be counted toward scholarship. Practical service scholarship cannot be redeemed for cash.
2. In order to maintain professionalism, students are expected to notify their service area supervisors and respective dean in advance of any absences or tardiness related to illness or injury. Their respective supervisor must approve any other absences in advance.
3. All students are expected to occasionally perform weekend duties in the cafeteria. A schedule will be presented each term.
4. The student, not the supervisor, is responsible for ensuring that their service hours are registered no later than 5:30 PM on Friday, with the supervisor's approval.
5. The total service hours required for each term is 120. A Service Scholarship award is only used for tuition and is not refundable.
6. For each excusable absence from the Service station or evangelistic ministries, an excuse form must be completed, signed by the appropriate people, and submitted to the Registrar's office. The residence dean must verify sick time. If sick, students should notify their dean. Sick-time credit will be given based on the average hours a student normally participates in an area of practical service on the day he or she was sick. A Redemptive Service Scholarship is not awarded for sick time.
7. Any student who needs to make up service hours must get the approval of the Redemptive Service Experience Coordinator and the supervisor of the service

station for which the student desires to train. Without approval in advance, makeup hours will not be credited to the student's account.

8. All students should be familiar with the detailed policies of the Redemptive Service Experience Handbook that covers all expectations and responsibilities in detail.

Roles and Functions of Supporting Campus Personnel

Student Services is overseen by the Vice President of Student Affairs, and includes a Student Success coordinator, the residence hall deans, and the Student Advisory Council. The campus chaplain works in close cooperation with the Vice President of Student Affairs and the Religion Department to ensure that the spiritual needs of students on campus are addressed.

Vice President of Student Affairs

The Vice President of Student Affairs encourages and welcomes students throughout the term to seek counsel or advice regarding any campus life issue, either in person, by phone, email, or text message. Students are encouraged to share with the VP any issues or potential solutions regarding campus life. This allows students to address suggestions and grievances directly to senior College administration in the hopes of finding a clear resolution. The VP of Student Affairs seeks to create a culture of openness, transparency, and trust between students, faculty, and campus administration.

Residence Hall Deans

The residence hall deans function in a guardian role to students on campus. While their primary responsibility is to the dorm students, they are also available to counsel and assist village students as well. Both deans are available throughout the day and early evening and are always available via cell phone, text, or email. The deans help to provide an environment of security and confidence for the students. Additional information on dorm policies is available in the Residence Hall Handbook, which will be handed out during orientation or when a student moves into the dorms.

Student Success Coordinator

This position is designed to assist students with tutoring, time management improvement, and academic/organizational instruction. The Student Success coordinator's job is to help students navigate the more complex academic and social challenges they will find in their college experience. The SSC is available to all students via appointment. The SSC is also responsible for organizing and implementing programs to promote student growth in

academic areas. In the absence of a student success coordinator, students can approach their department chair and advisor for support.

Student Tutoring

Students are encouraged to seek informal assistance or advice on all academic matters from their instructors. Impromptu meetings immediately before or after class can often work well for quick questions. When more in-depth assistance is needed, students can meet with their professors during regularly scheduled office hours. When students require additional help, Hartland College offers supplementary tutoring services located at the Student Success Center. Tutoring services are available in math and science as well as assistance in research papers and writing assignments. Students may schedule additional tutoring sessions directly through their professors or contact the Student Success coordinator directly.

Students with Disabilities

The Student Success Center is an inclusive resource for all Hartland College students where they can receive either academic and/or accommodative support. Students are encouraged to learn more about our available resources, such as tutoring, academic mentoring, and assistance in requesting accommodations for both temporary and permanent challenges and disabilities. Accommodations are determined individually for each student through an interactive process and are based on functional limitation as a result of a challenge or disability. Students with physical disabilities that require a personal attendant or special residential accommodations must submit a written request to the Vice President of Student Affairs prior to moving into a residence hall. The request will be reviewed by the Student Affairs Committee to determine how the needs of the student can best be met. Verifiable documentation must be provided by a medical doctor and/or appropriately licensed professional.

Ministry Planning

The academic department chairs assist students in locating prospective ministry service opportunities. We have found that student internship sites often lead to full-time service and connect students with other ministries and service opportunities in their fields. All students are encouraged to consult with the chair of their academic department to learn more about Christian ministry employment opportunities available in their field of study.

Student Advisory Council

This council consists of selected students to help provide formal feedback to the College administration while providing a voice for students. The purpose of the Student Advisory Council is:

- To improve the college experience for all students by participating in the governance of Hartland College in an advisory capacity. This will be achieved by granting formal opportunities for students to voice their concerns and questions and to make suggestions that will be forwarded to the Student Affairs Committee, senior administration, and, if need be, to ADCOM.
- To organize social and extracurricular activities that are in harmony with Hartland's vision, goals, and policies.

Student representation consists of two selected Resident Assistants, several designated students and a representative from the village as outlined below.

- Students must have completed an academic year at Hartland College to be eligible to serve.
- Students must not be under any kind of probation.
- Students from each academic department will select a student from their department to act as a representative on the council.
- Members of the student body, the College chaplain, and other College administrative representatives may be present at Student Advisory Council meetings to listen to concerns and suggestions presented by the student representatives.
- The Vice President of Student Affairs or designee will chair the meetings
- Feedback from the Student Advisory Council will be presented to the Student Affairs Committee or handled by senior administration directly.

Library Services

The library contains nearly 10,000 bound volumes and a variety of resource materials, including periodicals, and is located on the main floor of the mansion. The Library Catalog can be accessed either through the physical card catalog located on site, or through the online card catalog located in Populi. Computers are provided for student access with connections to the internet. Students have access to peer-reviewed journal articles and other periodical articles through the EBSCO's Academic Search, which may be accessed through the Populi Library page by clicking on the Links tab.

Injurious or Criminal Behavior

Examples of injurious behavior against others are: bullying, incivility, harassment, hazing, and assault.

Harassment

Tormenting or intimidating another person.

Bullying

Repeatedly or habitually harassing others whom they believe they can dominate. They may also see them as less skilled or incompetent. Actions may be verbal abuse, threatening, belittling, or even physical abuse.

Incivility

A lower level of bullying revealing more passive types of behavior, i.e. mocking, gossiping, alienation, general rudeness. The difference? They may not actually harm the other.

Assault

Hartland College has a zero-tolerance policy for either physical or verbal assault against its staff members or students. Any student involved in this type of behavior will be subject to discipline up to and including expulsion from the college. In the event of an actual crime, the Madison County Sheriff's Department will be contacted.

Hazing

Hazing includes, but is not limited to, any act directed toward an individual, or any coercion or intimidation of an individual to act or to participate in something which a reasonable person would perceive is likely to cause physical or psychological injury and where such act is a condition of initiation into, admission into, continued membership in, or association with any group, whether that group is a formal or informal entity. See the Virginia Anti-Hazing Law in the Code of Virginia Section 18.2-56 for additional information on what legally constitutes hazing.

Any student who plans or engages in hazing or commits any act that inures, degrades, disgraces, threatens, intimidates, or intends to injure, degrade, or disgrace a fellow student or campus guest will be subject to disciplinary action up to and including expulsion from the College.

Any student who throws projectiles of any kind at any person, building, or vehicles will also be subject to disciplinary action. Any type of prank or game that may potentially damage College property, personal property or cause injury will not be tolerated, and will result in confiscation of the items in use. Any student engaged in such activity will be fined for any damage to buildings or other property. Criminal prosecution may also occur.

Sexual Assault

Sexual assault is a crime punishable by law. Sexual assault includes all forms of rape, attempted rape, and non-consensual sexual physical contact. Both men and women may be the victim of these crimes. Any sexual activity without the consent of both parties is a crime.

Hartland College condemns such acts and will take stern and swift action following the requirements of the law against the perpetrator. Any student, faculty member, staff member, or campus resident guilty of such activity shall be subject to discipline, including dismissal and criminal prosecution.

If you are the victim of sexual assault:

1. Go to a safe place. Call a close friend to be with you for support.
2. Call one of the Residence Hall Deans or the Vice President of Student Affairs. If a sexual assault is reported to college personnel, appropriate steps will be taken to immediately investigate the incident. If circumstances warrant, the Madison County Sheriff will be notified.
3. It is the responsibility of all faculty and staff members of the college to report any known cases of sexual assault immediately to one of the following senior administrators:
 - a. College President
 - b. Any of the college VP's
 - c. Human Resources Coordinator
 - d. Redemptive Service Experience Director
4. If you plan to report an incident, do not shower, change clothing, or eat or drink anything. These behaviors may destroy vital evidence.
5. The Madison County Sheriff is the responsible entity for reporting all crimes, including sexual assault. The Sheriff can be reached at 540-948- 7500.
6. Sexual assault is a traumatic event. As such, all Hartland College staff, faculty and residents must respect confidentiality by limiting the discussion to people involved in the case. Refer all media inquiries to senior administration listed above.
7. Hartland College will facilitate counseling services as needed.

Sexual Harassment

Hartland College is committed to creating a safe and collegial environment that is conducive to learning and holistic growth. Toward this end, no one should place another student or colleague in a position of embarrassment by the use of language or actions that carry either overt or subtle sexual overtones. Such behavior violates not only Christian principles, but also state and federal law. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor, and/or other verbal or physical contact of a sexual nature when either of the following occurs:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing.
2. Submission to, or rejection of, such conduct by an individual is issued as a basis for employment or academic decisions affecting an individual.
3. Such conduct has the purpose, or effect, of interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

As such, sexual harassment at Hartland College will not be tolerated in any form. If a student encounters such behavior from a member of the Hartland College faculty or staff or from a fellow student the following steps should be taken:

1. The encounter should be reported to the Vice President of Student Affairs or one of the Residence Hall deans. These staff members will seek to ensure the student's right to privacy and the alleged offender's right to due process.
2. Students, faculty, or staff members who are aware of any incidents of sexual harassment are also responsible to report such incidents.
3. An investigation will be made for the purpose of seeking to establish whether there is a reasonable basis to accept the allegations as fact.
4. The accused will be fully informed as to the nature of the allegations and will be given reasonable opportunity to respond to the charges.
5. If it is determined that the allegations are valid, immediate and appropriate disciplinary action will be taken—up to and including dismissal.
6. If it is determined that the allegations are unfounded, steps will be taken to restore the reputation of the accused. If it is determined that the accuser was intentionally dishonest, he or she will be subject to discipline.