

# STUDENT LIFE

## CAMPUS LIFE

Academic excellence and spiritual vigor combine to develop the total person. Emphasis on the personal relationship of the individual student with God forms the basis upon which a full and satisfying life can be built. This same emphasis places in proper perspective all of learning as well as all of life. Bible and missionary conferences, days of prayer, dormitory devotions, and chapel stimulate each student to seek God's will for his/her life. This spiritual emphasis provides the help needed to develop spiritual maturity. The guidelines outlined in the Student Handbook also seek to foster spiritual growth and development. The spiritual emphasis has one additional advantage: it improves the quality of all learning.

## NOTIFICATION OF PARENTS

As a matter of Biblical principle, the College believes that the parent or legal guardian of the student should be involved in the student's educational program. At the same time, the College seeks to protect the privacy of the student as guaranteed by the Family Education and Privacy Act of 1974, as amended. The following policies will apply:

1. The College will provide information concerning major misconduct and disciplinary action taken, to the parent or legal guardian of single students who have not yet attained the age of 21 years, provided that the student is legally dependent upon the parent or legal guardian.
2. Students who are married, 21 or older, or who are legally independent may request in writing that information be provided to parents or guardians.

## FACILITIES FOR THE PHYSICALLY HANDICAPPED

The Bill J. and Alma Lou Barber Conference Center, the Hull Library/Classroom Building, most faculty offices, Oller Science Lab, and cafeteria of the College are accessible to persons who are handicapped. Changes in teaching techniques occur continually as instructors discover new ways to aid handicapped students. The College is in the process of implementing a master plan for compliance with the Americans with Disabilities Act.

## REASONABLE ACCOMMODATION POLICY

Hillsdale Free Will Baptist College will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship, or would result in a fundamental alteration in the nature of the service, program or activity, or in undue financial or administrative burdens. The term "reasonable accommodation" is used in its general sense in this policy to apply to employees, students and visitors. Student requests for reasonable accommodation should be addressed to the Student Services Office or the College Counselor.

A student must self-identify as an individual with a disability and provide appropriate diagnostic information

that substantiates the disability. The College Counselor will then assess the impact of the disability on the student's academic program and record the required academic accommodations in a memo to the instructor. All diagnostic information is confidential and therefore memos can be sent only at the student's request.

Individuals who have complaints alleging discriminations based upon a disability may file them with the Director of Student Services.

## CHAPEL AND CHRISTIAN SERVICE

Hillsdale is a Christian school, and chapel attendance is required of all full-time students. Messages are brought by faculty, students, and visiting speakers. Also, programs are presented by student organizations. Christian Service participation is expected of all students in some manner. A passing chapel grade is a prerequisite for extracurricular activities, public relations traveling groups, intercollegiate sports, and any academic honors.

## STUDENT CONDUCT

Active involvement in the local church is available to students. Visitation, teaching opportunities, evangelistic outreach, and other ministries enable the student to put into practice that which is only theory in the classroom. Service in community organizations and benevolent groups is encouraged as a part of Christian citizenship.

All students of the College are expected to maintain the highest standards of moral conduct and concern for the well-being and rights of their fellow students. Plagiarism and cheating are considered serious enough offenses to warrant a failing grade for any course in which they have been practiced; repeated offense can result in the student's suspension or expulsion from the College. Gambling, homosexual activity, sexual activity outside of marriage, sexual harassment, the use or possession of alcoholic beverages, non-prescription narcotics and drugs, or hallucinogenic drugs, and use or possession of firearms or fireworks are expressly forbidden.

The Student Handbook provides detailed statements of the College policies, procedures and penalties relating to the campus citizenship. The handbook is provided free of charge to all enrolled students. Copies are available in the Student Service Office or the Office of Admissions.

## CAMPUS ORGANIZATIONS

To foster in the student a sense of responsibility and participation, various groups function on the campus. One of these organizations is the Student Senate, a vital force in student life as it functions as liaison between the student body and the faculty. The Student Senate is composed of a president, vice president, secretary-treasurer, and chaplain who are elected by the student body, plus elected representatives from each campus organization.

The Ironmen Fellowship is composed of those students who are preparing for the ministry. This organization meets for fellowship and help on the problems of the ministry. The Student Mission Fellowship promotes missionary interest among students by sponsoring prayer, special missionary services, and mission trips. It also provides fellowship for those who intend to enter missionary service. Women's Fellowship is focused on the unique opportunities and contributions of Christian women to the church.

Literary Societies exist to provide a structure for student life activity. These societies promote the intramural athletic activities, plan special programs, cooperate in joint projects, stimulate academic interests, and form smaller units of fellowship. Recognition is given at the end of each school year to the societies for their contribution to student life. Three societies are open for men and three for women students. Those open to men are Delta Tau Chi, Gamma Epsilon Tau, Alpha Epsilon Chi. Those open to women are Louisa May Alcott, Elizabeth Barrett Browning, and Elisabeth Elliot Leitch.

### **CULTURAL DEVELOPMENT**

Students are encouraged to participate in cultural experiences each semester through the College, civic presentations, or other area universities. These opportunities will be posted by the Student Services Office, and each full-time student is encouraged to attend at least two events during both the fall and spring semesters.

### **ACADEMIC GUIDANCE**

Each student is oriented into the College schedule by means of evaluation tests and guidance on how to study and adapt to college life. Every student is assigned to a faculty advisor. The academic progress of the student is evaluated at mid-term and the student is advised of any unsatisfactory achievement. Individual counseling is part of the guidance program and is available for the students in regard to work, personal problems, religious experiences, or other matters.

### **ACADEMIC INTERVENTION**

Any student who is considered at risk academically may be placed in the Academic Intervention Program. The student will be mentored by an appointed faculty member and involved in the various academic helps available. A student who receives lower than a 16 composite score on the ACT will be placed in the program as a condition for admittance.

### **ASSESSMENT**

Determining to what extent students are actually benefiting from their experiences is vital in maintaining the accountability of both the faculty and the College. To this end, students will be required to participate in quantitative and qualitative measures of academic achievement. Fees will fund assessment activities (See the Assessment Plan Outline).

### **EXCEPTIONS TO POLICIES**

Any exception to the policies in this Catalog must be addressed to the proper administrator: student services issues to the Director of Student Services, financial issues to the Vice President of Administration, and academic issues to the Vice President of Academic Affairs.

### **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

Section 485(a)(1), 20 U.S.C. Section 1092  
In compliance with Title I, the "Student Right-to-Know" act, information regarding graduation rates, is available in the Registrar's Office.

The information contained in Title II, the "Campus Crime Awareness and Campus Security Act," requires higher education institutions to provide information regarding campus crime. This information is available in the office of the Director of Student Services.

### **PROCEDURES FOR THE RELEASE OF INFORMATION ABOUT STUDENTS**

Information about students and former students gathered by Hillsdale FWB College is of two types: (1) directory, and (2) confidential. Any office gathering such information, and/or having custody of it, shall release it only in accordance with this policy.

When a student enters Hillsdale and furnishes data required for academic and personal records, there is an implicit and justifiable assumption of trust placed in the College as custodian of such information. This relationship continues with regard to any data subsequently generated during the student's enrollment.

While Hillsdale FWB College fully acknowledges the student's rights of privacy concerning this information, it also recognizes that certain information is part of the public record and may be released for legitimate purposes.

With these considerations in mind, the College adopts the following policy concerning the release of information contained in student records:

**Directory Information:** This is information which routinely appears in student directories and alumni publications and may be freely released. Upon written request by the student, this information will be treated as confidential and released only with the student's written consent. Forms for withholding student "Directory Information" are available in the Office of Admissions and Records.

1. Name, current and permanent home addresses, telephone number, and e-mail addresses
2. College, major, and classification
3. Current enrollment status
4. Dates of attendance
5. Degrees and dates of graduation
6. College honors

7. Verification of student's participation in recognized student activities
8. Posting of individual student's grades and interim class evaluations by code number
9. Anticipated date of graduation based on completed hours
10. Weight and height of athletic team members
11. Photograph

**Confidential Information:** This is all other information contained in the student's educational record and can be released only upon the written consent of the student, the exceptions as defined in the Family Educational Rights and Privacy Act of 1974 (see FERPA section), as amended, which waive prior student consent are covered in the section.

Confidential information shall only be transferred to a third party, however, on the condition that such party will not permit any other party to have access to the information without the written consent of the student.

Original credentials with which a student applies for admission or readmission to the College become the property of the College, are assembled in a permanent student folder, and are not released to anyone. The file contents are made available only to those persons properly authorized to receive confidential information and only in consultation with a professional staff member in the Office of Admissions and Records.

Although the permanent academic record is a cumulative record compiled by the student, the Registrar is the officer of the institution charged with the responsibility of its accuracy and safekeeping. Accordingly, the student folder and the permanent cumulative academic record are not available to anyone for removal from the Registrar's assigned depository.

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

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- (2) The right to request the amendment of the student's education records that the student believes is inaccurate.

Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hillsdale Free Will Baptist College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605