****

**2022-2023**

**TABLE OF CONTENTS**

[VISION STATEMENT: 4](#_Toc104380323)

[MISSION STATEMENT: 4](#_Toc104380324)

[WELCOME TO NORTHEAST CHRISTIAN COLLEGE: 4](#_Toc104380325)

[NORTHEAST CHRISTIAN COLLEGE STAFF 4](#_Toc104380326)

[ACADEMIC REGULATIONS: 5](#_Toc104380327)

[ACADEMIC HONOURS AND DISTINCTIONS: 6](#_Toc104380328)

[ACADEMIC DISTINCTION LIST: 6](#_Toc104380329)

[ACADEMIC GRADUATE HONOURS: 6](#_Toc104380330)

[ACADEMIC INTEGRITY: 6](#_Toc104380331)

[GRADUATION: 7](#_Toc104380332)

[ACADEMIC REGALIA: GRADUANDS 7](#_Toc104380333)

[ACADEMIC REGALIA: FACULTY 7](#_Toc104380334)

[THE ACADEMIC PROCESSION: 8](#_Toc104380335)

[VALEDICTORIAN ADDRESS: 8](#_Toc104380336)

[SALUTATORY ADDRESS: 8](#_Toc104380337)

[INTRODUCTION OF SPEAKER: 8](#_Toc104380338)

[TRANSFER CREDITS FROM OTHER INSTITUTIONS: 8](#_Toc104380339)

[EXECUTIVE/LEADERSHIP POSITIONS: 9](#_Toc104380340)

[CONSENT FORM POLICY: 9](#_Toc104380341)

[INTERNATIONAL STUDENTS: 9](#_Toc104380342)

[AUDITING A COURSE: 9](#_Toc104380343)

[MINORS: 10](#_Toc104380344)

[DISTANCE LEARNING: 10](#_Toc104380345)

[STUDENT CODE OF CONDUCT: 11](#_Toc104380346)

[CHURCH ATTENDANCE POLICY: 11](#_Toc104380347)

[DRESS CODE: GENERAL 11](#_Toc104380348)

[DRESSY ATTIRE: 11](#_Toc104380349)

[BUSINESS CASUAL ATTIRE: 12](#_Toc104380350)

[DRESS CODE: MEN 12](#_Toc104380351)

[DRESS CODE: LADIES 12](#_Toc104380352)

[SOCIALIZING: 12](#_Toc104380353)

[DATING GUIDELINES: 12](#_Toc104380354)

[WEEKEND HOME: 13](#_Toc104380355)

[RELATIONSHIPS WITH STAFF: 14](#_Toc104380356)

[DISCIPLINE POLICY: 14](#_Toc104380357)

[IMMEDIATE EXPULSION: 14](#_Toc104380358)

[REMOVAL FROM WEEKEND MINISTRY/CHORALE: 15](#_Toc104380359)

[STUDENT LIFE: 15](#_Toc104380360)

[LIBRARY USE: 15](#_Toc104380361)

[RESIDENCE PARKING: 15](#_Toc104380362)

[RESIDENCES: 15](#_Toc104380363)

[RESIDENCE ASSISTANTS: 16](#_Toc104380364)

[SAFETY & SECURITY: 16](#_Toc104380365)

[FIRE EQUIPMENT: 16](#_Toc104380366)

[FIREARMS: 16](#_Toc104380367)

[EMERGENCY PROCEDURES: 16](#_Toc104380368)

[FINANCIALS: 17](#_Toc104380369)

[OFFICE SUNDRIES: 17](#_Toc104380370)

[WIRELESS INTERNET SERVICE: 17](#_Toc104380371)

[PROPERTY DAMAGE: 17](#_Toc104380372)

[REFUND POLICY: 17](#_Toc104380373)

[WORK PROGRAM: 17](#_Toc104380374)

[ASSIGNED DUTIES: 18](#_Toc104380375)

[OVERDUE ACCOUNTS: 18](#_Toc104380376)

[FINES: 18](#_Toc104380377)

[STUDENT GRIEVANCE POLICY 19](#_Toc104380378)

[PROCESS FOR DEALING WITH HARASSMENT: 20](#_Toc104380379)

[ACADEMIC DUE PROCESS: 24](#_Toc104380380)

[RACIAL AND ETHNIC AFFIRMATION: 24](#_Toc104380381)

**VISION STATEMENT:**

Educate. Equip. Establish.

MISSION STATEMENT:

Northeast Christian College exists to enlist and educate students for ministry, and to perfect, edify and unite that ministry for revival, world evangelism and discipleship.

WELCOME TO NORTHEAST CHRISTIAN COLLEGE:

Northeast Christian College seeks to provide both an academically and spiritually enriching educational experience. Our college has a rich history of training pastors, teachers, evangelists, missionaries, and lay people for the Kingdom of God. Whether you attend for one, two, or three years, a foundation of prayer and study will equip you to become a soul winner and labourer for the cause of Christ. During your time here, we desire that you develop long-lasting friendships and spiritual disciplines. To achieve this, as well as meet our obligations to your family, pastor, and the local church, the following policies and procedures have been put in place.

Thank you for choosing Northeast Christian College as your home for Christian education.

NORTHEAST CHRISTIAN COLLEGE STAFF

**Chancellor: Rev. Raymond Woodward**

**President: Rev. Brent Carter**

**Vice-President: Rev. Curtis Scott**

**Director of Campus Ministries: Rev. Jonathan McNair**

**Dean of Ladies: Sis. Denise McNair**

**Office Manager: Sis. Angela Mills**

**Cook: Sis. Denette Pratt**

ACADEMIC REGULATIONS:

A student must have 120 credits (Gen Ed Core (12), Theology Core (66), Electives (24), and Block Weeks (18)) to graduate. Students may apply to have credits earned at another academic institution transferred to Northeast Christian College. Details on the transfer policy are included in this document. A minimum of 50% of the total credits must be earned onsite at Northeast Christian College: a maximum of 60 credits can be earned from other institutions or through Northeast Christian College Distance Learning. Each student is responsible for following the program completion plan and completing the necessary courses to be eligible to graduate. Any student who fails a course will be able to make up said course as the college schedule permits. A Grade Point Average (GPA) of 1.7 (70 %) is the minimum requirement to graduate. This is based upon each semester.

If a week or more of class time is missed, a meeting will be arranged between the student and the Vice-President. If the issue persists, probationary actions may ensue.  If a student misses two full weeks of classes without an excused absence, they will be considered withdrawn from the program. It is the responsibility of working students to arrange their work schedule to not interfere with the regular activities of the college. Similarly, business or medical appointments should be scheduled so as not to interfere with class. Excused absences are at the discretion of the instructor.

The United Pentecostal Church International Manual states that “the annual conference is declared to be an international religious holiday for all members, and all members are urged to attend” (38). Thus, students in attendance at General Conference will be given five days of excused class time.

**LETTER GRADE COMMENT GPA PERCENTAGE**

|  |  |  |  |
| --- | --- | --- | --- |
| **A+** |  | 4.0 | 97-100 |
| **A** | Outstanding | 3.7 | 93-96 |
| **A-** |  | 3.3 | 90-92 |
| **B+** |  | 3.0 | 87-89 |
| **B** | Above Average | 2.7 | 83-86 |
| **B-** |  | 2.3 | 80-82 |
| **C+** |  | 2.0 | 75-79 |
| **C** | Average | 1.7 | 70-74 |
| **C** |  | 1.4 | 65-69 |
| **D+** |  | 1.1 | 60-64 |
| **D** | Below Average | 0.8 | 55-59 |
| **D-** |  | 0.5 | 50-54 |
| **F** | Failure | 0.0 | 0-49 |

ACADEMIC HONOURS AND DISTINCTIONS:

Northeast Christian College strives to create a spiritual and academic atmosphere. As such, we obey the scriptural principle of giving honour unto those whom honour is due by recognizing those students who demonstrated superior academic performance. The following academic honours will be awarded to all qualifying students:

ACADEMIC DISTINCTION LIST:

The Academic Distinction List is published at the end of each semester. All students earning a place on the Academic Distinction List will be acknowledged publicly and will have the achievement indicated in their student records. To qualify, students must meet the following parameters:

 a) The student must have completed a minimum of 18 credits during the previous semester.

 b) The student must have earned a grade point average of 3.5 during the classes taken

 during the previous semester.

 c) The student must have earned a minimum grade point average of 0.8 (55%) in every course

 taken during the previous semester.

 d) Graduating students in their final semester who enrolled in less than 18 credits during their

 final semester, shall be granted a place on the Academic Distinction List if they were on the

 Academic Distinction List the previous semester and they have a grade point average of A- or

 higher during their final semester of study.

ACADEMIC GRADUATE HONOURS:

Graduating students with a cumulative grade point average of 3.30 or above shall be awarded Academic Graduate Honours during the convocation ceremony and on their official records if they meet the following criteria:

 1) The student must have met all requirements for graduation including, but not limited to, having

 completed all prescribed course work and no outstanding financial balance with the college.

 2) Students with a cumulative grade point average between 3.30 and 3.49 shall be awarded the honour of

 Cum Laude.

 3) Students with a cumulative grade point average between 3.50 and 3.70 shall be awarded the honour of

 Magna Cum Laude.

4) Students with a cumulative grade point average above 3.70 shall be awarded the honour of Summa

 Cum Laude.

ACADEMIC INTEGRITY:

As principled and God-fearing individuals, all students are to demonstrate academic integrity. Students are responsible to ensure that all submitted work is original and authentic. Students are responsible to ensure that the ideas of others are fully acknowledged and that proper referencing is completed. As part of the expectation of academic honesty, all forms of malpractice must be avoided.

Malpractice includes:

Plagiarism- the representation of the ideas or work of another person as the candidate’s own

Collusion- supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another

Duplication of work- the presentation of the same work for different assessment components and/or program requirements

Other instances- any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a record).

In the event of academic dishonesty, the student will receive a grade of zero for the assignment and a panel consisting of the student, course instructor, college President, and Vice-President will convene. Based on the panel’s findings, consequences may vary from receiving a failing grade in the course to withdrawing from the program.

GRADUATION:

All students must attend graduation activities at year-end including banquet and Graduation exercises. Students who are not present for these events will be disqualified from any scholarships awarded by Northeast Christian College, except in special cases of emergency. This does not apply to local church awards. Students and class funds shall be responsible for the cost of the banquet.

ACADEMIC REGALIA: GRADUANDS

All graduating students crossing the stage must wear academic regalia consisting of a royal blue and regal gold gown, a royal blue mortarboard cap with regal gold tassel, a regal gold stole and, for those achieving academic distinction, a bright gold honour cord.

Gowns, stoles, and cords are provided by Northeast Christian College for use during the ceremony. The gowns are available in several sizes: the correct size should reach your mid-calf. There is no formal dress code for what to wear under your regalia though you are encouraged to wear formal or semi-formal attire. The stole should be worn with the long vee at the back and the short vee in the back. Caps and tassels shall be purchased from NCC by the graduands’ class funds and these items shall be the property of the graduands following the ceremony. The tassel is to be worn on your right until it is turned by the President or the President’s representative during the ceremony.

ACADEMIC REGALIA: FACULTY

All Northeast Christian College faculty are encouraged to participate in the academic procession. The NCC Chancellor, President, and all faculty members participating in the procession shall wear the academic regalia appropriate to the institution from which they obtained their highest level of studies. Those participating in the procession who have not obtained academic regalia shall wear a black gown without any hood or stole. Black gowns will be provided by NCC for all faculty needing them. Faculty members who have achieved a Doctorate may choose to wear their caps or tams; other faculty shall not wear academic headwear.

THE ACADEMIC PROCESSION:

The procession shall be led by the flag bearers, the Canadian flag at the front followed by national flags representing the home nation of the graduands. The flag bearers will be followed by the Chancellor, the President, the Vice President, the faculty, the first-year class, the second-year class, and the graduands.

VALEDICTORIAN ADDRESS:

The valedictorian address shall be given by the graduand with the highest cumulative grade point average over the length of their studies at Northeast Christian College. The address should be approximately three to five minutes in length and must be submitted in full to the office of the Vice President at least one week before the graduation ceremony.

SALUTATORY ADDRESS:

The salutatory address shall be given by the class president of the graduating class. If the class president is also the valedictorian, the salutatory address shall be given by the graduand with the second highest cumulative grade point average over the length of their studies at Northeast Christian College. The address should be approximately three to five minutes in length and must be submitted in full to the office of the Vice President at least one week before the graduation ceremony.

INTRODUCTION OF SPEAKER:

The graduating class shall select one of the graduands other than the valedictorian or the salutatory to introduce the graduation speaker. The introduction of the speaker should be approximately two to three minutes in length and must be submitted in full to the office of the Vice President at least one week before the graduation ceremony.

TRANSFER CREDITS FROM OTHER INSTITUTIONS:

Students may earn credit at Northeast Christian College for equivalent courses taken at other academic institutions. Such transfers are not guaranteed, and each potential transfer will be evaluated on a case-by-case basis by the Vice-President before such transfers are granted. The purpose of this process is to assure the transferred credit is truly equivalent to a similar course offered at Northeast Christian College in content and demonstrated outcomes. If a potential transfer is deemed to be academically equivalent but not contextually equivalent, the Vice-President may consider the transfer toward the students’ elective course requirements. Only courses with an earned final grade point average of 1.7 or higher (on Northeast Christian College’s grading scale) will be considered for transfer. Students may appeal the decision of the Vice-President regarding a credit transfer to the President. The decision of the President will be final.

EXECUTIVE/LEADERSHIP POSITIONS:

Only students who co-operate with the college policy and maintain a minimum percentile academically of 80% or a GPA of 2.3 will be eligible for Class/Committee Executive and leadership offices.

CONSENT FORM POLICY:

All students must sign a consent form stating they are fully responsible for their health insurance coverage, any emergency medical care, and funds for personal expenses while on weekend ministry. This applies both to regular weekend ministry trips and chorale trips. All students must submit proof of travel insurance to be eligible for weekend ministry trips outside of Canada.

All students must sign a consent form stating Northeast Christian College staff is approved to contact parents/ guardians and pastors concerning financial matters and academic affairs.

All students must sign a consent form permitting staff to do room checks, including all closed storage compartments (movable and permanent).

INTERNATIONAL STUDENTS:

Northeast Christian College welcomes international students to join our programs. Support and assistance will be provided to international students. The Vice-President will be responsible to offer support to the student for cultural adjustments, Canadian immigration regulations and support groups available in the city. To study in Canada, students will have to gain approval to enter the country as international students. The Canadian government requires that international students have a valid Study Permit: the college office must receive a copy of this permit.

AUDITING A COURSE:

Students seeking additional resources for personal growth may consider auditing a course as an option. Auditing a course allows students to participate in a class without needing to complete assignments. Auditing students will receive a discounted tuition rate but will not receive academic credit for the course. Students considering auditing a course should first review the following guidelines:

1. In no circumstance shall audited courses be considered towards graduation requirements.
2. Students may switch from auditing a course to seeking credit for a course within the first two weeks of the semester, providing any difference in finances is paid in full.
3. Students may switch from seeking credit for a course to auditing a course within the same timeframe permitted for withdrawals.
4. Both online and in-person classes may be audited.
5. On-campus students wishing to audit a course must receive the permission of the Vice-President.

6) When courses have a maximum class size, preference for space in the course will be given to students

 seeking credit.

MINORS:

Northeast Christian College recognizes that each student has a unique God-given calling and burden for ministry. As such, we believe students should be allowed to grow in their specific area of ministry passion. Therefore, NCC is proud to offer students an opportunity to declare a Minor within their course of study.

1) NCC offers Bachelor of Theology students the opportunity to declare a minor in Music,

 Leadership, or Missiology.

 2) Students wishing to pursue a Minor must consult with the Vice-President to discuss the details.

 Minors will not be awarded solely on meeting the requirements: students must declare their

 desire to pursue a Minor for it to be awarded.

 3) A Minor must be declared before the beginning of the student’s final semester.

 4) A Minor can be taken only in conjunction with a degree program and must be completed while

 the student is qualifying for the degree.

 5) Successful completion of the Minor will be recorded on the student's diploma.

 6) A Minor shall consist of 18 or more credit hours from a coherent set of predetermined courses. A full

 list of eligible courses for each Minor may be obtained from the Vice-President.

 7) A student pursuing a Minor must achieve a grade point of 1.7 or higher in each course for it to

 be counted as part of the Minor.

DISTANCE LEARNING:

Northeast Christian College recognizes that not everyone with a desire to grow in Christ can move to Fredericton and participate in the traditional college classroom. As such, and in following our mission to Educate, Equip and Establish, NCC offers a distance learning opportunity that allows students to participate in Apostolic education via an online setting. Whether you desire to earn credits towards graduation at NCC but you are not able to attend classes on campus, or if you are just seeking a way to further your biblical knowledge, Distance Learning at NCC may be a great option for you.

Students wishing to take a distance learning course at NCC for their personal growth may register for $200 per course. Students wishing to earn college credit for a Distance Learning course may register for $350 per course. All distance learning students will need to pay a technology fee of $50 per semester

When deciding to take a course for credit or not, the student should note that students registering at the discounted rate will be considered to be auditing the course. As such, they are not required or expected to complete any assigned coursework and will not receive a final grade in the course. Their transcript will only state that they audited the course. Any student who registers for a personal growth course may choose to seek credit for the course by paying the difference in tuition within the first two weeks of the semester. Students wishing to switch from taking a course for credit to auditing a course may do so within the first three weeks of the semester. Students doing so will be refunded the difference in tuition costs following the Refund Policy outlined in this document.

STUDENT CODE OF CONDUCT:

While enrolled at Northeast Christian College, students are expected to adhere to basic biblical standards as well as the pastoral standards set out by the Director of Campus Ministries: These include, but are not limited to, the following list:

* Students must pay tithes to their home church
* Students must follow the church attendance policy and regularly attend a local United Pentecostal Church.
* Students must not attend movie theatres
* Students are prohibited from entering the dorm rooms of the opposite sex
* Students must always dress modestly when outside of their room

CHURCH ATTENDANCE POLICY:

Before September 30th, each student must choose a local United Pentecostal Church as their home church to faithfully attend while enrolled at NCC. If a student wishes to change the local church they attend during the college year, they must have the permission of the Director of Campus Ministries

College-sponsored functions will take precedence over local church activities except for prearranged events. Students will be required to attend a minimum of two Sunday services (unless the local church only has one Sunday service) and a mid-week service every week. Each student must report his/her attendance via sign-in sheets overseen by the dormitory supervisors. Any student missing mid-week or weekend services, without advance permission, will face disciplinary action. Advance permission must be provided by the Vice-President or the Director of Campus Ministries.

DRESS CODE: GENERAL

* All clothing should be modest and should not be too tight or revealing.
* Clothing that pertains to the opposite sex is not to be worn.
* No inter-changing of clothing without the permission of the owner.

DRESSY ATTIRE:

Dressy attire is to be worn during weekend church services and every Friday of the academic college year. Dressy attire will also be worn on specific, identified occasions (i.e., ministers or officials visiting).

* Clothing must be neatly pressed and clean.
* Men are to wear tucked-in dress shirts, ties, suit coats, and dress slacks.
* Women are to wear a blouse and skirt or professional dress.

BUSINESS CASUAL ATTIRE:

Students are to wear business casual attire during class and mid-week services unless otherwise requested.

* Clothing must be neatly pressed and clean.
* Khaki, corduroy, wool, gabardine, twill, or cotton bottoms can be worn.
* Men are to wear collared shirts.
* Jean material and t-shirts are not permitted.

DRESS CODE: MEN

Men are to dress modestly and neatly at all times when outside their rooms.

* During weekend church services, men must wear dress shirts, ties, suit coats and dress slacks.
* When a tie is required, the dress shirt must be tucked into the slacks.
* Men must keep their hair trimmed above the ears and above shirt collars and must be clean-shaven (daily).
* Men are not permitted to wear shorts or sleeveless shirts
* Men are not permitted to wear jewelry

DRESS CODE: LADIES

Ladies must dress modestly and neatly at all times when they are outside of their rooms.

* The length of a dress is to be below the bend of the knee whether seated or standing.
* Ladies are not permitted to cut their hair at any time.
* Ladies are not permitted to wear slacks (on campus or at home)
* Ladies are not permitted to wear jewelry
* Ladies are not permitted to wear make-up

SOCIALIZING:

Socializing between students of the opposite gender will be permitted in groups of three or more, under the discretion of the staff, from 7:00 am until curfew.

Students must be in residence by 11:00 pm Monday through Thursday. On the weekend, students must be in residence by midnight. Designated Quiet Hours exist from 11 pm until 8 am every day, however, Considerate Hours exist at all times. Students who gather in common areas during Quiet Hours are expected to be quiet and show consideration for those who may be studying or sleeping. Students who fail to respect others and are inappropriately loud may face disciplinary action.

DATING GUIDELINES:

No student will be allowed to date a person who is not a Christian of the Apostolic Faith. A student who is found to be involved in a relationship with a non-Christian will be removed from weekend ministry, chorale or

any Christian ministries in our college. Their pastor and parents will be informed, and appropriate action will be taken.

Dating during the first semester of enrollment is prohibited. It is of utmost importance for all new students to settle into an environment with a priority on training and study. This will allow the discipline necessary to focus on laying the foundation for one, two, or three years of training. Students who have been dating the same person for a minimum of six months before the start of the college year may request special permission for dating privileges. Students who are engaged before enrolling at NCC will have the same dating privileges as 2nd and 3rd-year students.

Students seeking to go on a date must obtain the prior permission of the Director of Campus Ministries. Date nights will not be allowed to interfere with the student duties, studies or weekend ministry. Date night shall typically be Friday evening from 6:00 pm until 11:00 pm. However, students may change their date night with the prior permission of the Director of Campus Ministries. Students are not permitted to park in vehicles, or to meet in private (apartments of friends, houses etc.) or secluded places. Socializing on weekend ministry will follow the same guidelines.

Those in dating relationships, please take note of the following:

* Students who date an off-campus person are subject to the same rules as on-campus students. If you travel to a different city/town to your date’s residence you are limited to the same date time as those in the city. Travel time will not be included in date time as long as your date is not travelling with you.
* At no time is socializing time to be used as extra date time. Socializing time is not to be broken into a couples setting.
* Students of the opposite sex cannot sit together in church services unless they are engaged.
* No students shall be permitted at any time during the college year to visit alone or stay overnight at the home of their boyfriend/girlfriend. If they are in the same town for any reason, alternate housing must be arranged.
* Students intending to get engaged are to notify the Vice-President of NCC, even if the engagement occurs during the summer months. Pastors and parents of both individuals must give consent before any public plans are initiated.

All special dating privileges will be at the discretion of the staff as to if, when and how often. If staff determines a student is not following the dating and socializing guidelines or academic regulations are not met, then the student’s dating/socializing privileges will be reviewed and may be removed or revised. The staff has the discretion to give special privileges because of the trust established as well as remove privileges because of discipline situations. During the college year, staff will select specific weekends to allow students the same guidelines as Holiday Breaks. This will vary from year to year. Exceptions may be given by the Vice-President or Director of Campus Ministries for unusual circumstances.

WEEKEND HOME:

Students are permitted and encouraged to return to their home church on any weekend when not previously obligated to weekend ministry.

The “weekend pass”, reporting students’ plans for the upcoming weekend, must be completed and turned into the office by noon on Tuesday. If a student’s name does not appear on the weekend ministry list and he/she wants to go home, then he/she must submit a weekend pass right away as the supervisor needs a count for the

weekend. The weekend pass must be endorsed by the supervisor on duty. The curfew for students returning on Monday is 11:00 pm.

RELATIONSHIPS WITH STAFF:

Implicit in the idea of professionalism is the recognition by those in positions of trust and authority (e.g., faculty and staff) that in their relationships with students there is always an element of power. It is incumbent upon faculty and staff not to abuse or seem to abuse the power they hold in what are, essentially, power relationships. Violations of trust and authority include, but are not limited to, discrimination, personal harassment, and sexual harassment. Such actions serve to undermine the climate of trust and respect essential to a healthy working, learning, and living environment.

Relationships that might be appropriate in other circumstances are inappropriate and are to be avoided between members of staff/faculty and any student for whom he or she has a professional responsibility. Professional responsibilities include, but are not limited to, supervision of student academic or administrative work, and teaching.

Staff members and students should not be alone in a private space or vehicle.

DISCIPLINE POLICY:

Student discipline will be overseen by the Director of Campus Ministries and Student Supervisors until a point in time when further intervention is required. At this point, student discipline will be dealt with in a three-tier system as follows: (1) removal of privileges (i.e., dating, weekend ministry, chorale) and/or approved fines. (2) meeting with the Vice-President, (3) meeting of the intervention committee with the potential of a suspension or expulsion (the intervention committee is comprised of the NCC President, NCC Vice-President and any additional individuals the NCC President deems appropriate). Throughout the entire process, written documentation will be added to the student’s file.

If expelled, a student has the right to appeal by making an appointment with the intervention committee. Any full-time staff member may deal with urgent situations at their discretion as long as they do not exceed the limits of their authority as specified in the policy.

IMMEDIATE EXPULSION:

The following matters will result in immediate expulsion:

1. Drinking alcoholic beverages
2. Consuming recreational drugs in any form (including vaping).
3. The use of tobacco in any form
4. Participation in any gambling activities
5. Inappropriate sexual behaviour. (This includes any forms of sexual intercourse, oral sexual stimulation and any other sexual stimulation).

Students expelled for any reason will not receive any refund for room, board, or tuition.

REMOVAL FROM WEEKEND MINISTRY/CHORALE:

If staff determines a student is not following the dating and socializing guidelines, that a student is not maintaining an acceptable grade level, or unacceptable absenteeism is occurring, then participation in weekend ministry/chorale will be reviewed and may be removed.

Weekend ministry is an honour as well as a responsibility. Pastors trust NCC staff and students with their churches. We have a responsibility before God and them to be at our best.

STUDENT LIFE:

LIBRARY USE:

The library is a study area only and regular library rules are enforced at all times. General college rules will apply to students using the City or University Libraries for assignments. Neither eating nor drinking is allowed in the library.

RESIDENCE PARKING:

Parking information and other important vehicle usage details are found on the NCC Vehicle Registration Form. Students that will have a vehicle on campus for any period (from one day to the entire school year) must register that vehicle with the Director of Campus Ministries. To register the vehicle the owner and the student driver must complete the NCC Vehicle Registration Form. Failure to complete that form may result in the vehicle being towed at the owner’s expense.

RESIDENCES:

Students must keep their living area tidy and clean and ready for inspection at any time. Failure to comply will result in loss of privileges.

* Turn off lights whenever you are the last person leaving the area.
* Residents are not permitted to create excessive noise.
* Residents are expected to show respect to dorm property.
* Everyone is to be in their room and overhead lights out by prescribed curfews.
* No overnight guests are permitted except with special permission. Written requests must be filed with the office at least one week in advance.

During the Fall term, the residence will be closed at noon the day after the Christmas banquet. During the Spring term, the residence will be closed at noon the day following the graduation. Students needing to stay on campus beyond these dates must get permission from the Vice-President and may be charged additional fees.

RESIDENCE ASSISTANTS:

Northeast Christian College uses residence assistants, a student monitor system consisting of mature students, in the residences. Residence assistants will do a head count at curfew, fill out a report form to be submitted to administration, and other tasks as assigned by the Director of Campus Ministries.

SAFETY & SECURITY:

Residents, guests, and staff are expected to exercise care and good judgment regarding their safety and the safety of others. Any action or inaction by a resident that compromises the safety and security of the residence building and its residents may result in disciplinary action.

FIRE EQUIPMENT:

Misuse of any safety equipment, including fire alarms, extinguishers, or any emergency exits is considered a serious offence and could constitute a Criminal Offence if injury or loss of life results. The fire escapes are not to be used for any purpose other than what they were designed for.

FIREARMS:

No firearms are permitted in the dorms. If any are brought to NCC during hunting season, they will be confiscated. The Vice-President or Director of Campus Ministries is to be advised immediately if there are firearms on the property. All firearms must be stored under lock and key (per legal firearms regulations) under the direction of the college administration. This includes BB, pellet and paintball guns.

Firecrackers and fireworks are not permitted in dorms or on campus.

EMERGENCY PROCEDURES:

In case of fire, remain calm. Upon discovery of fire, do the following according to the office of the Fire Marshall:

* Evacuate the fire area immediately
* Close doors behind you
* Activate the building fire alarm
* Leave the building using the nearest safe exit stairwell to the designated meeting areas
* Call 9-1-1

Upon hearing the fire alarm, everyone should leave the building via the nearest exit and meet in the designated areas.

FINANCIALS:

OFFICE SUNDRIES:

Office hours are from 9:00 am to 4:30 pm

WIRELESS INTERNET SERVICE:

Secure wireless internet service is available at Northeast Christian College for students. There is a monthly cost for this service. This must be paid at the same time as room and board. Guidelines concerning internet involvement are at the discretion of the Northeast Christian College staff.

PROPERTY DAMAGE:

Student fees do not cover willful or accidental damage. Such damage will be repaired, and the student charged for the costs. If a student does not show proper respect for church/college property, he or she may be asked to terminate studies and return home. NCC collects a damage deposit of $100.00 which is fully refundable at the end of the year refundable if no damage is incurred. No refunds will be returned to the student until the room is properly cleaned and the keys are returned, and all monies owed are paid to NCC. The refund will be mailed to the non-returning student after graduation and the rooms are inspected. It will be credited to the account of returning students.

REFUND POLICY:

In the event a student voluntarily or in-voluntarily withdraws from NCC, the following refund policy will be implemented:

* First Week 90% of tuition will be refunded
* Second Week 75% of tuition will be refunded
* Third Week 50% of tuition will be refunded
* Fourth- Sixth Week 20% of tuition will be refunded
* After the Sixth Week 0% of tuition will be refunded

Room and board will be pro-rated based upon the date of withdrawal.

In the event Northeast Christian College was to close, all monies due to students will be returned to the student or the National Student Loans Service Centre for any student receiving funding from the Canada/Provincial Student Loan Program.

WORK PROGRAM:

A limited work program is available for necessary duties. Remuneration will be the New Brunswick government minimum wage rate. These monies must be applied to student room and board expenses at Northeast Christian College.

ASSIGNED DUTIES:

All students must donate 2 hours per week to assigned janitorial, maintenance, and/or office duties. A student may remove himself/herself from this duty at the cost of 25.00 per week. These monies may be paid to the Northeast Christian College office at the same time as room and board.

If a student does not complete his/her duties to the satisfaction of the supervisor, the cost will be added to their college account.

OVERDUE ACCOUNTS:

All accounts are due by the end of each semester. Students with outstanding bills will not be eligible for graduation. If a student has an outstanding account after April, he/she and his/her parents will first be advised by letter. After 60 days, this will be followed by a notice to the respective pastors and district boards.

FINES:

Curfew:

$10.00/$15.00/$20.00/$25.00 (Cap at $25.00)

If a student has a viable reason for being late for curfew and contacts the supervisor before curfew, then an exception may be made.

Rooms:

$5.00/$10.00/$15.00/$20.00/$25.00 (Cap at $25.00)

Dating:

$25.00 (Dating and socializing privileges may be removed)

Socializing:

$10.00/$15.00/$20.00/$25.00

Disruptive:

$25.00

Destructive:

$25.00 plus pay for damage

STUDENT GRIEVANCE POLICY

Fair and prompt resolution of legitimate student grievances is a vital part of Northeast Christian College’s professional and ethical commitment to its students. This policy statement applies to all registered students at Northeast Christian College regardless of their program.

Definition:

A grievance may arise when a student believes he or she is not being treated in accordance with the College’s documented policies and procedures.

The grievance procedure is as follows:

1) Informal discussions to resolve the perceived grievance should first be undertaken with the involved parties and the dorm supervisor (for dorm-related issues) or class advisor (for other issues)

2) All parties in the grievance process shall be guided by Christian principles as specified in Matthew 18:15-18 and shall conduct themselves in both verbal and written expression in the highest tradition of Christian love and mutual respect.

3) Grievances not informally resolved should be placed in written form and directed to the President.

4) Receipt of grievance will be acknowledged in writing in not more than 10 days.

5) Depending upon the nature and severity of the grievance, the President may affect any or all of the following procedures:

a) Personally investigate and arbitrate the grievance

b) Establish an ad hoc committee of uninvolved parties to investigate and recommend appropriate action.

c) Refer the matter to the Northeast Christian College Board for final determination at any stage of the investigation.

6) A final written response to the student grievance will be made within 30 days of the receipt of a written grievance (60 days during summer).

7) Final written responses may be appealed to the President who may choose any one of the following:

a) To affirm or alter previous decisions.

b) To resubmit to the Executive College Board with a personal recommendation or new evidence.

The right to review written grievances by uninvolved parties is guaranteed. Retaliation by College personnel against students initiating grievance procedures will not be tolerated and will be subject to disciplinary action. If the student feels that retaliation has occurred, a written report should be filed with the President or to the NCC Board only in cases of perceived retaliation from the President. This grievance procedure is intended to accommodate issues of serious merit and may not be abused by frivolous claims. Grade appeals should follow the policy stated in the Academic Due Process.

PROCESS FOR DEALING WITH HARASSMENT:

**PREAMBLE**

The Executive Board, NCC College Board staff and volunteers of Northeast Christian College (hereinafter NCC) are committed to providing a campus environment where all staff and volunteers involved with the operation of NCC, and the student body are treated with respect and dignity. We commit to providing an environment free of harassment of any kind and commit to nurturing the highest standards of Godly conduct and Christian principles. We also commit to providing a safe environment that will protect all representatives from any physical harm.

Harassment in any form will not be tolerated by anyone working in an official capacity for NCC, (including staff and volunteers). Neither will harassment of any kind be tolerated by any of the student body. All complaints of Harassment in any form will be taken seriously and dealt with in a quick, just and compassionate manner.

If it is determined that sexual harassment or some other form of harassment has taken place or is taking place, the College Board of NCC or President may decide to address the issue even if the Complainant decides to pursue the issue through other means or if the Complainant decides not to pursue the matter after the complaint has been made.

**EFFECTIVE DATE**

September 2, 2003 (most recent update: July 15, 2022)

**POLICY OBJECTIVE**

The purpose of this policy is to foster a respectful atmosphere in campus offices, classrooms and student housing, also while staff and/or students are away from the college campus representing NCC. This objective will be enacted through preventative measures and prompt resolution of harassment incidents brought to the attention of the administrators of NCC. We are determined to protect our staff and volunteers from false accusations while providing a safe and harassment-free environment to our students.

**POLICY STATEMENT**

Harassment of any kind in the workplace or college is unacceptable and will not be tolerated. All persons employed by the NCC, volunteers and students attending Northeast Christian College (hereinafter referred to as Representatives) should enjoy a safe and harassment-free environment and take responsibility to promote the same. This policy applies and is in force whether the Representatives are on the campus site or representing the college at offsite locations.

NCC is also committed to protecting our representatives from false allegations by implementing preventative measures that will ensure that such false accusations have no room to be made. (See Preventative Measures)

Harassment of any kind will have zero tolerance at NCC and at offsite locations where representatives may be required to be. Neglect to adhere to, administer, respond or ignore this policy will be considered a violation and corrective action must be taken. When a Representative is found to have engaged in sexual harassment or any

other form of harassment, appropriate action shall be initiated, which includes, up to dismissal from any future involvement with NCC. When a formal complaint is received in writing concerning a faculty member, the alleged perpetrator will be relieved from his/her duties and responsibilities with pay, until charges are either proven or the individual is exonerated of all charges.

In the case where a student is alleged to have violated the harassment policy, he/she will be removed from involvement in the class setting until charges are proven or the student is exonerated. During the interim period between the accusation and the verdict, the student will be assigned to a staff member who will monitor the student’s stay at the college. Depending upon the seriousness of the violation, corrective action or disciplinary measures could result up to and including dismissal from NCC. If the student is cleared of charges, he/she will be given every opportunity to make up lost work and will not be penalized for classes missed.

All complaints will be treated with confidentiality, to ensure fair and private dealings for all parties and to ensure that records of the proceedings cannot be misused at any time. NCC recognizes and understands the necessity of keeping the identities and proceedings confidential from the public sphere: however, it must be realized this does not mean that there can be complete anonymity in every case. Depending upon the nature of the infraction and if it has been deemed to be a criminal activity, then proper authorities such as legal counsel, police and insurance providers shall be advised.

It is agreed that all statements and disclosures made, the information furnished, documents and materials provided or presented in the course of the proceedings will be treated in the strictest confidence and will not be accessible to anyone other than those directly involved in the proceedings under the policy or where otherwise required by law.

The procedures of this policy will be complied with, and appropriate action will be taken in a timely fashion.

**APPLICATION**

This policy applies to all employees (paid staff and volunteers) of NCC and students who are attending NCC.

Definitions:

Complaint- a formal allegation of harassment as defined by this policy and is submitted in writing to the President of NCC.

Delegated Manager- a senior executive appointed by the Board of NCC to begin the initial investigation of cases of alleged harassment.

Felony- a serious criminal offence as defined by law.

Harassment- any improper conduct by an individual that is directed at and offensive to another person or persons in the campus environment or student body, and that the individual knew or ought reasonably to have known would cause offence or harm. It comprises any objectionable act, comment or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act of intimidation or threat.

Mediation- a voluntary process used to resolve conflict by having a neutral person help disputing parties arrive at a mutually acceptable solution.

Ministry Volunteer Application Form- an application form which has been approved by the Board of NCC

which is consistently used in the screening of prospective volunteers. Completed application forms are to be kept confidential and used only by the administration and/or NCC Board.

Negligence- a failure to exercise reasonable care.

Perpetrator- a person who commits an act of harassment.

Policy- a rule which describes or structures the proper working behaviour of college staff or volunteers.

Physical abuse- to inflict injury, hurt or pain to another person, whether wilfully or through negligence.

Sexual abuse- any act whether verbal or physical that is sexual in nature and is directed toward another party who is offended by the advance.

Emotional abuse- to inflict stress, humiliation, insults, or belittling statements upon another person, causing emotional anxiety.

**POLICY REQUIREMENTS**

* College administrators are responsible for promoting an environment free from harassment.
* All employees, volunteers, and students must be informed of this policy.
* All employees, volunteers, and students must be informed of the name, title, and address of the delegated manager responsible for receiving any harassment complaints.
* The complaint process, including the investigation (if necessary), should be completed as soon as possible but should not exceed three months.
* Corrective action must be timely in all situations of harassment.
* Harassment may result in corrective action, or disciplinary measures, up to and including termination of employment, loss of opportunity in volunteer work or removal from college as a student. Disciplinary action or corrective action may also be taken against the following:
1. Any faculty member or adjunct teacher who is aware of a harassment situation and who fails to take corrective action
2. Anyone who interferes with the resolution of a complaint by threats, intimidation, or retaliation; or anyone who files a complaint that is frivolous or in bad faith.

All administrators and paid staff, volunteers and students must meet the requirements of this policy.

**RESPONSIBILITY AND AUTHORITY**

The ultimate responsibility and authority for communicating this policy and applying this policy rests with the President of NCC and all faculty members are responsible to ensure compliance and enforcement of its principles.

**ABUSE OF AUTHORITY**

Abuse of authority is recognized by NCC as a form of harassment. Abuse of authority occurs when an individual improperly uses a position of authority to endanger another person’s job, undermine job performance, threaten the person’s livelihood, negatively interfere with their career or studies, or cause them to be viewed negatively before their colleagues or fellow students. It includes humiliation, intimidation, threats

and coercion. Conduct involving the proper exercise of responsibilities or authority related to the provision of advice, the assignment of work, counselling, performance evaluation, appropriate disciplinary and other supervisory or leadership functions does not constitute abuse of authority.

**REPORTING STRUCTURE**

1. A formal complaint in writing is received by the President from the plaintiff. Should a plaintiff wish to file a formal complaint against the President, the formal complaint is to be given in writing to any member of the NCC Executive Board. In such cases, the NCC Executive Board shall act in the prescribed role of the President in steps 2 & 3 below.
2. The President reviews the allegation and does an initial investigation with the plaintiff, perpetrator, and any witnesses. If the nature of the complaint is a minor infraction of the policy, the President may be able to resolve the issue without other involvement. If either party involved is unhappy with the decision of the President, they may appeal to the NCC Board for review and action. If the nature of the complaint is more serious, the President will proceed to step 3.
3. The President will then turn the case over to a third-party representative who is not connected with NCC (such as an Honorary Board Member), and they will review the case. The results of their investigation will determine whether or not corrective and/or disciplinary action is required.
4. If there is an appeal to the verdict rendered by the Third-Party Representative, NCC Board will review the case and either agree with the findings, concluding the matter, or overturn the decision based on the facts and evidence as they see them.

**PREVENTATIVE MEASURES**

NCC realizes that one of the most important responsibilities is to establish preventative measures that will eliminate any opportunity for harassment, abuse, or unsafe conditions to exist or occur. Therefore, NCC will ensure that the following preventative measures are followed to avoid infractions to this policy.

* All representatives are to be informed of all details of this policy and are expected to sign a statement of understanding, agreeing with the principles laid out in this policy.
* It is required that doors and/or windows (curtains) be left open when a teacher is alone with any student. If it is required that a closed-door session is necessary, there should be at least two faculty members present in the room. If possible, there should be a designated monitor circulating from room to room checking rooms periodically to protect teachers from any false accusations.
* Access to class campus offices and classrooms should be controlled to avoid unauthorized people from entering the building.
* All areas where students and staff conduct interaction should be well lighted whether inside or outside campus buildings.
* Avoid improper and unwanted touching or affection at all times.
* All staff and volunteers are required to:
	+ 1. Sign an Employee/Volunteer application (which includes ministry agreement, release for references and criminal record checks).
		2. Have personal interviews conducted by NCC administrators.
		3. If there are serious questions concerning A and B, the President shall inform the NCC Board for higher consultation.
* All activities shall be supervised and any activity that could easily lead to allegations of abuse or harassment shall be avoided.
* Non-official contact with students in an off-campus setting shall be discouraged.
* All staff, students, and volunteers will receive an annual review of this policy and will be given an opportunity to ask any questions they have regarding the policy.

ACADEMIC DUE PROCESS:

Students dissatisfied with classroom or academic procedures, or decisions should use the following due process procedure:

1) In an attempt to settle any differences, students will meet with an instructor within two weeks of the disputed issue, or in the case of a finalized course grade, within 6 weeks after the end of the semester.

2) Students may file a written complaint with the Vice-President within one week of the instructor meeting if they are dissatisfied with its outcome. The written complaint should fully describe the issue in dispute and the steps taken to resolve the conflict. The Vice-President will consult with the instructor and decide within two weeks.

3) Students who are dissatisfied with the Vice-President’s decision may file a written complaint with the President within one week of the Vice-President’s decision. The President will review the steps taken by the student, instructor, and Vice-President before making a decision. If a resolution cannot be determined, the Northeast Christian College Board will convene and make its decision within one month. The decision of the College Board is final.

RACIAL AND ETHNIC AFFIRMATION:

Northeast Christian College believes that we are commanded to make disciples of every nation and that the Scriptures declare that “by one Spirit are we all baptized into one body, whether we be Jews or Gentiles, whether we be bond or free; and have been all made to drink into one Spirit.” (1 Corinthians 12:12-13). Furthermore, we agree with the stated mission of the United Pentecostal Church International is to take the “Whole Gospel to The Whole World”. Inasmuch as Northeast Christian College is an endorsed educational institution of the United Pentecostal Church International and is owned by the Atlantic District of the United Pentecostal Church International Northeast Christian College agrees with and has adopted the United Pentecostal Church International’s Racial and Ethnic Affirmation.

Racial and Ethnic Affirmation of the United Pentecostal Church International

1. The Word of God assures us that racial and cultural differences have no bearing on an individual’s worth to God. “For there is no difference between the Jew and the Greek: for the same Lord over all is rich unto all that call upon him” (Romans 10:12).

2. Racial prejudice, bigotry, and/or discrimination are inconsistent with the truth of the Gospel. These do not represent God’s design for the Apostolic church and must be boldly and lovingly confronted and universally denounced as unrighteous living, in the same manner as was declared by the apostle Paul when he observed Peter’s behaviour toward the Gentiles. “But when I saw that they walked not uprightly according to the truth of the gospel” (Galatians 2:14).

3. No person should be denied entry or membership, nor discouraged from attending churches or schools on the grounds of race, colour, or ethnicity where there is a pastor licensed with the United Pentecostal Church International. “God is no respecter of persons: but in every nation, he that feareth him, and worketh righteousness, is accepted with him” (Acts 10:34-35).

4. The use of racial slurs and other negative pejoratives used to describe people of a different race, colour, or ethnicity is not conversation becoming of a Christian and undermines the holiness message and testimony of the United Pentecostal Church International. “But now ye also put off all these … filthy communication out of your mouth” (Colossians 3:8).

5. Because acts of racial prejudice are a sin against both our brother and the body of Christ, we declare such behaviour worthy of correction and rebuke. These things are to be observed without partiality. “But if ye show partiality, ye commit sin” (James 2:9 NKJV) and “Them that sin rebuke before all, that others also may fear. I charge thee before God, and the Lord Jesus Christ, and the elect angels, that thou observe these things without preferring one before another, doing nothing by partiality” (1 Timothy 5:20-21).

6. Because we are a body of Apostolic believers, the United Pentecostal Church International must continue to take deliberate, intentional steps toward inclusion in all areas of the fellowship and at all levels of the organization. We recognize that the need for inclusion is a basic human need that must not be ignored so that unity and harmony can be maintained as we see the number of disciples of diverse ethnic backgrounds being added to the church.

7. The United Pentecostal Church International is committed to making sure that it operates in harmony with its true passion and purpose by attempting within all reasonableness to ensure the inclusion of all special events and other non-elected functions to reflect the unity and diversity of the United Pentecostal Church International.

8. As the largest and leading Apostolic holiness movement in the world, the United Pentecostal Church International is dedicated to overcoming any appearance of racism within the church by making a deliberate effort toward inclusion and a firm open stand against racial bigotry and segregation. “Prove all things; hold fast that which is good. Abstain from all appearance of evil” (1 Thessalonians 5:21-22).

9. Finally, we declare that as children of God it is not enough to avoid evil. We must proactively take advantage of every opportunity to do what is right especially to those who are of the household of faith. (See 1 John 3:10, Galatians 6:9-10, James 4:17.) To do otherwise is sin.