



# STUDENT HANDBOOK

MISSION STATEMENT:

“NORTHPOINT BIBLE COLLEGE EXISTS TO TEACH AND TRAIN STUDENTS FOR PENTECOSTAL MINISTRY, IN FULFILLMENT OF THE GREAT COMMISSION.”

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## **INTRODUCTION TO THE HANDBOOK**

This Student Handbook has been designed to familiarize every student with information pertaining to school activities, general information, policies, and requirements for student life. It will further provide an understanding of the student's basic responsibilities to the school as well as opportunities afforded. However, Northpoint reserves the right to alter or institute policies as necessary to permit efficient administration of the school. Carefully read this handbook in its entirety and refer to it often.

## **I. ACCREDITATION AND MEMBERSHIP**

The Grand Rapids campus of Northpoint Bible College is accredited through our relationship with the main campus in Haverhill, MA by the Association for Biblical Higher Education (ABHE). The ABHE is a member of the Council for Higher Education Accreditation (CHEA), which is recognized by the Department of Education in Washington, DC. Northpoint is also approved by the Massachusetts Board of Higher Education, Commonwealth of Massachusetts to grant the Bachelor of Arts and the One Year Certificate in Biblical Studies and approved by the State of Michigan to grant both Associate of Arts and Bachelor of Arts degrees in Ministry Leadership. Northpoint is an endorsed college of the Assemblies of God and is member of the Alliance for Assembly of God Higher Education (AAGHE) formerly COCHE. Additionally, Northpoint is also a member of the Evangelical Training Association (ETA). The Department of Veteran Affairs has approved Northpoint for the training of veterans who are entitled to educational benefits under existing laws.

## II. SCHOOL CALENDAR

### FALL SEMESTER: 2016

September 12: New Student Orientation

September 12: First Day of Classes | Registration | First Tuition Payment Due

September 22: NBC|GR Student Bonfire

September 26-27: Night of Prayer | Day of Fasting

September 28: Last day for Add | Drop

October 15: Second Tuition Payment Due

October 17: Life Groups

October 19-20: Mid-Semester Faculty Assessment by Students

October 24-25: Night of Worship | Day of Fasting

October 26-27: Mid-Semester Student Assessment by Faculty

October 28: Annual Chicago Trip

November 2-3: Faculty In-room Evaluation

November 14: Life Groups

November 14-15: Night of Prayer | Day of Fasting

November 24: Thanksgiving

December 1: Final Tuition Payment Due

December 12: Life Groups

December 19: Closing Chapel

December 19-21: Final Exams

December 20: End of Semester Christmas Party

December 21: Christmas Break

December 23: Final Grades Due

## SPRING SEMESTER: 2017

January 9: New Student Orientation

January 9: First Day of Classes | Registration | First Tuition Payment Due

January 16: Martin Luther King Jr. Day [Classes in session]

January 23: Life Groups

January 25: Last Day for Add | Drop

January 30-31: Night of Prayer | Day of Fasting

February 13: Life Groups

February 15-16: Mid-Semester Faculty Assessment by Students

February 15-16: Mid-Semester Student Assessment by Faculty

February 22-23: Faculty In-room Evaluation

February 27-28: Night of Worship | Day of Fasting

March 1: Second Tuition Payment Due

March 7-8: Spring Break

March 13: Life Groups

March 27-28: Night of Prayer | Day of Fasting

March 27: Easter

April 15: Final Tuition Payment Due

April 17: Life Groups

April 17-18: Night of Prayer | Day of Fasting

April 24-26: Final Exams

April 26: End of Semester Gathering

May 19: Commencement Ceremony

### III. INTRODUCTION TO OUR BELIEFS

Faith really has two important meanings, both of which are core to your experience here at NBC-GR.

First, faith is a verb. We trust and believe in the truth and character of God. More than just providing a great academic experience and practical skills, The Grand Rapids Campus of Northpoint Bible College is a place to learn to live by faith and trust in God. This is a quality desperately needed by those who expect to be in the ministry. Committing yourself to live by faith, believing God to fulfill all He has placed in your heart, is the doorway to a life of miraculous provision and incredible satisfaction in Christ. It is the greatest adventure on earth, full of risk, romance, challenge, heroism, miracles and testimony. Once you have learned to live by faith, it will be impossible to want to pursue life any other way. Your time at NBC-GR should be a testing ground where you learn to see God invade your experience in supernatural ways as he mends relationships, provides financially, and aids you in your ability to balance life well.

Faith is also a noun. We don't just believe and trust a nebulous, shapeless God. He has revealed Himself to us in 'the faith,' or, the body of truth given to us in Scripture to help us understand and know Him.

#### WHAT WE BELIEVE [TENETS OF FAITH]

##### ARTICLE I – THE SCRIPTURES INSPIRED

The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct (2 Timothy 3:15-17; 1 Thessalonians 2:13; 2 Peter 1:21).

##### ARTICLE II – THE ONE TRUE GOD

The one true God has revealed Himself as the eternally self-existent "I AM," the Creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son, and Holy Ghost. (Deuteronomy 6:4; Isaiah 43:10, 11; Matthew 28:19; Luke 3:22).

##### ARTICLE III – THE DEITY OF THE LORD JESUS CHRIST

The Lord Jesus Christ is the eternal Son of God. The Scriptures declare:

- A. His virgin birth. (Matthew 1:23; Luke 1:31, 35).
- B. His sinless life. (Hebrews 7:26; 1 Peter 2:22).
- C. His miracles. (Acts 2:22; 10:38).
- D. His substitutionary work on the cross. (1 Corinthians 15:3; 2 Corinthians 5:21).
- E. His bodily resurrection from the dead. (Matthew 28:6; Luke 24:39; 1 Corinthians 15:4).
- F. His exaltation to the right hand of God. (Acts 1:9,11; 2:23; Philippians 2:9-11; Hebrews 1:3).

##### ARTICLE IV – THE FALL OF MAN

Man was created good and upright; for God said, "Let us make man in our image, after our likeness." However, man, by voluntary transgression, fell and thereby incurred not only physical death but also spiritual death, which is separation from God. (Genesis 1:26,47; 2:17; 3:6; Romans 5:12-19).

#### ARTICLE V - THE SALVATION OF MAN

Man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God.

##### A. Conditions to Salvation

Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Ghost, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life. (Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11, 3:5-7)

##### B. The Evidences of Salvation

The inward evidence of salvation is the direct witness of the Spirit. (Romans 8:16). The outward evidence to all men is a life of righteousness and true holiness. (Ephesians 4:24; Titus 2:12).

#### ARTICLE VI – THE ORDINANCES OF THE CHURCH

##### A. Baptism in Water

The ordinance of baptism by immersion is commanded in the Scriptures. All who repent and believe on Christ as Savior and Lord are to be baptized. Thus they declare to the world that they have died with Christ and that they also have been raised with Him to walk in newness of life. (Matthew 28:19; Mark 16:16; Acts 10:47,48; Romans 6:4).

##### B. Holy Communion

The Lord's Supper, consisting of the elements - bread and the fruit of the vine - is the symbol expressing our sharing the divine nature of our Lord Jesus Christ (2 Peter 1:4), a memorial of His suffering and death (1 Corinthians 11:26), and a prophecy of His second coming (1 Corinthians 11:26), and is enjoined on all believers "till He Comes!"

#### ARTICLE VII – THE BAPTISM IN THE HOLY GHOST

All believers are entitled to, and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Ghost and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian church. With it comes the enduement of power for life and service, the bestowment of the gifts and their use in the work of the ministry (Luke 24:49; Acts 1:4,8; 1 Corinthians 12:1-31). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12-17; 10:44-46; 11:14-16; 15:7-9).



With the baptism in the Holy Ghost come such experiences as an overflowing fullness of the Spirit (John 7:37-39, Acts 4:8-13), a deepened reverence for God (Acts 2:43; Hebrews 12:28), and an intensified consecration to God and dedication to His work (Acts 2:42), and a more active love for Christ, for His Word, and for the lost (Mark 16:20).

#### ARTICLE VIII – THE EVIDENCE OF THE BAPTISM IN THE HOLY GHOST

The baptism of believers in the Holy Ghost is witnessed by the initial physical sign of speaking with other tongues, and is the same in essence as the gift of tongues (1 Corinthians 12:4-10, 28), but different in purpose and use.

#### ARTICLE IX – SANCTIFICATION

Sanctification is an act of separation from that which is evil, and of dedication unto God (Romans 12:1,2; 1 Thessalonians 5:23; Hebrews 13:12). The Scriptures teach a life of “holiness without which no man shall see the Lord” (Hebrews 12:14). By the power of the Holy Ghost we are able to obey the command: “Be ye holy, for I am holy” (1 Peter 1:15, 16).

Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, and by faith reckoning daily upon the fact of that union, and by offering every faculty continually to the dominion of the Holy Spirit (Romans 6:1-11,13; 8:1,2,13; Galatians 2:20; Philippians 2:12,13; 1 Peter 1:5).

#### ARTICLE X – THE CHURCH AND ITS MISSION

The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the general assembly and Church of the firstborn, which are written in heaven (Ephesians 1:22,23; 2:22; Hebrews 12:23).

Since God’s purpose concerning man is to seek and to save that which is lost, to be worshiped by man, and to build a body of believers in the image of His Son, the priority reason-for-being of the Assemblies of God as part of the Church is:

1. To be an agency of God for evangelizing the world (Acts 1:8; Matthew 28:19,20; Mark 16:15,16).
2. To be a corporate body in which man may worship God (1 Corinthians 12:13).
3. To be a channel of God’s purpose to build a body of saints being perfected in the image of His Son (Eph. 4:11-16; 1 Corinthians 12:28; 1 Corinthians 14:12).

The Assemblies of God exists expressly to give continuing emphasis to this reason-for-being in the New Testament apostolic pattern by teaching and encouraging believers to be baptized in the Holy Spirit. This experience:

- A. Enables them to evangelize in the power of the Spirit with accompanying supernatural signs (Mark 16:15-20; Acts 4:29-31; Hebrews 2:3,4).

- B. Adds a necessary dimension to worshipful relationship with God (1 Corinthians 2:10-16; 1 Corinthians 12, 13 and 14).
- C. Enables them to respond to the full working of the Holy Spirit in expression of fruit and gifts and ministries as in New Testament times for the edifying of the body of Christ (Galatians 5:22-26; 1 Corinthians 14:12; Ephesians 4:11,12; 1 Corinthians 12:28; Colossians 1:29).

#### ARTICLE XI – THE MINISTRY

A divinely called and scripturally ordained ministry has been provided by our Lord for the threefold purpose of leading the Church in:

1. Evangelization of the world (Mark 16:15-20; 2)
2. Worship of God (John 4:23,24).
3. Building a body of saints being perfected in the image of His Son (Ephesians 4:11-16).

#### ARTICLE XII – DIVINE HEALING

Divine healing is an integral part of the Gospel. Deliverance from sickness is provided for in the Atonement, and is the privilege of all believers (Isaiah 53:4,5; Matthew 8:16,17; James 5:14-16).

#### ARTICLE XIII – THE BLESSED HOPE

The resurrection of those who have fallen asleep in Christ and their translation, together with those who are alive and remain unto the coming of the Lord, is the imminent and blessed hope of the Church (1 Thessalonians 4:16,17; Romans 8:23; Titus 2:13; 1 Corinthians 15:51,52).

#### ARTICLE XIV – THE MILLENNIAL REIGN OF CHRIST

The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on the earth for one thousand years (Zechariah 14:5; Matthew 24:27,30; Revelation 1:7; 19:11-14; 20:1-6). This millennial reign will bring the salvation of national Israel (Ezekiel 37:21,22; Zephaniah 3:19,20; Romans 11:26,27), and the establishment of universal peace (Isaiah 11:6-9; Psalm 72:3-8; Micah 4:3,4).

#### ARTICLE XV – THE FINAL JUDGMENT

There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the Devil and his angels, the beast and the false prophet, will be consigned to everlasting punishment in the lake which burneth with fire and brimstone, which is the second death (Matthew 25:46; Mark 9:43-48; Revelation 19:20; 20:11-15; 21:8).

#### ARTICLE XVI – THE NEW HEAVENS AND THE NEW EARTH

“We, according to His promise, look for new heavens and a new earth, wherein dwelleth righteousness.” (2 Peter 3:13; Revelation 21,22).

## **IV. INTRODUCTION TO SPIRITUAL LIFE**

### **CHAPELS**

Chapel services are held each Monday morning class is in session and are an important part of campus life. Students are required to attend and frequently participate in Chapel presentations. Chapel services expose the student to a variety of leaders who excel in varied Christian ministries.

Students who are in excess of two Chapel cuts will automatically be placed on Chapel Probation. Attendance is taken at the beginning of chapel, thus punctuality is highly recommended. Students are required to arrange all work schedules to insure no conflict with our Chapels. Permission to be excused from Chapel is granted by the Office of the Director and only in extreme circumstances.

### **DAYS OF PRAYER & FASTING**

There are a number of special days of prayer and fasting marked on the calendar throughout the year. We recommend a dinner to dinner fast on those days and encourage both individual prayer and gathering in groups for special prayer for growing clarity in our callings, greater passion for Christ and the progress of the Gospel, and an increasing sense of vision and urgency for the expansion of the Kingdom.

### **PRIVATE DEVOTIONS**

Personal prayer and Bible study is of utmost importance if one desires growth in the Lord. Therefore, each student is urged to make this a priority and plan time, both morning and evening, for personal devotions.

## V. ACADEMIC LIFE

### CURRICULA

NBC|GR offers a specialized curriculum that is designed to enable students to engage in effective ministry with the changing demands of contemporary and future culture. The center of our curriculum, and the first major for all students, is the Bible, giving the student a firm foundation upon which to build a solid ministry. The College offers both Associate and Baccalaureate degrees in Ministry Leadership.

The curriculum design of NBC-GR contains three major components, the Division of Bible and Theology, the Division of General Education, and the Vocational Ministry Divisions .

The purpose of the Bible and Theology division is to challenge the student to approach life and learning from a biblical perspective, and to stimulate an appreciative love for God and obedience to His revealed will. The focus of this integral division provides the essential data to enable each student to form a Christian world-view, to develop an effective Christian life, acquire a sound philosophy, and to increase his/her understanding of how to interpret and skillfully utilize the sacred Scriptures. Emphasis is placed on understanding the broad themes and structure of complex truths.

The purpose of the General Education division is to provide an introduction to a broad range of disciplines, and to aid the student in developing critical thinking skills, as well as communication skills that will better enable him/her to share the Gospel of Christ. The General Education curriculum examines various subjects of study in light of biblical truth in order to prepare the student to proclaim Christ effectively and intelligently. The curriculum's design is to help each student gain an understanding of selected knowledge in the areas of science and the humanities, and to relate this understanding to a Christian world-view.

The purpose of the Vocational Ministries program is to enable the student to formulate a biblical and practical philosophy of ministry that will be implemented in various areas of Christian service. The program fosters understanding, skill, and enthusiasm for the student's chosen field of ministry, offering broad exposure to leadership, ministry development, counseling, and communication emphases.

### GRADUATION REQUIREMENTS

The eligibility of students for graduation is determined based on the following academic qualifications and personal responsibility of the student.

1. For the Baccalaureate Degree: Completion of the 125 prescribed semester hours of academic credit in the student's course of study with a cumulative grade point average of at least 2.0 for each semester hour of credit earned. Graduation will also be based upon the successful completion of all required courses.
2. For the Associate Degree: Completion of at least 61 hours of the prescribed academic credits with a cumulative grade point average of at least 2.0 for each semester hour of credit earned.

3. Graduation Ceremony Participation: Students may walk in the processional line at Commencement provided they have completed 119 credits toward their degree with no more than six credits outstanding. The 1-6 outstanding credits must be completed during the following academic year. Students will not receive their degree until all course requirements are complete. Any senior who has over six credits owing at the end of the Spring semester will need to re-enroll for the next fall semester and will be considered a December graduate; he/she will participate in the Commencement exercises the following Spring.
4. Student must demonstrate doctrinal soundness in accord with the beliefs held and taught by Northpoint Bible College and the General Council of the Assemblies of God.
5. Student must demonstrate Christ-like character and should consistently exemplify integrity, honesty, and morality above reproach.
6. No degree, certificate, transcript, or reference letter will be released by NBC|GR until all financial and academic obligations have been met.
7. The Faculty and the Board of Trustees must approve the student as a candidate for a degree, diploma, or certificate.

#### ACADEMIC ADVISORS

The Director of Outreach and Student Life serves as the student body academic advisor, directing specific students to faculty with special areas of expertise as necessary. Academic advisors are designed to assist the student in designing his/her course of study. They are also available to pray with, counsel, and encourage the student. Students are to meet with their advisor at the beginning of each semester to confirm their class schedule and course of study.

#### CREDIT HOURS

Academic work is measured according to the semester credit hour. One credit hour is equivalent to one fifty minute class session per week for the length of the semester (fifteen weeks). A class may be worth one, two, three, or four credit hours and will accordingly meet for that amount of hours per week for the length of the semester.

#### TRANSFERRING CREDITS INTO THE GRAND RAPIDS CAMPUS OF NORTHPOINT BIBLE COLLEGE

An official transcript from an accredited college or university should be submitted to the Office of Admissions and Records upon acceptance the Director of Outreach and Student Life. Once the transcript is evaluated the student will be notified, as will the Financial Aid office, to the number of credits we will accept. Students must complete their last 30 hours of credit through NBC|GR, thus no credits may be transferred in during the last year of study. No transfer credits will be considered for courses taken at another institution once the student has matriculated into Northpoint without express written permission from the Dean of Academics.

#### ACADEMIC LOAD

Sixteen credit hours is a normal academic load for a full-time student. Students with sufficient scholastic standing may carry additional credit hours at the discretion and approval of the site Director.

## GRADING

All written and oral class work is evaluated according to the grading system described below. A passing grade in each subject is sixty percent.

### Grade Points

In order to graduate, a student must earn a sufficient number of grade points to equal twice the number of semester credit hours attempted. A student's grade point average (GPA) is computed by dividing the number of grade points earned by the number of semester hours attempted. A cumulative average of two grade points per semester hour is necessary for graduation.

### Change of Grade

It is the student's responsibility to retain all assignments, quizzes, and exams until final grades have been posted in the event an error in calculating or reporting a grade has been made. In the case of such an error, the student should immediately present his/her case to the professor. If warranted, the professor will then initiate a change of grade in the Office of Admissions and Records. The deadline for a grade change request is six weeks after the close of a semester. The Academic Dean must approve all change of grades. Students are able to check on their grades and attendance through the college website under the student login link to NetClassroom.

## GRADING SCALE

Grade points are granted on the following basis:

A+	100 – 97	4.00	Grade points per semester hour
A	96 – 93	4.00	Grade points per semester hour
A-	92 – 90	4.00	Grade points per semester hour
B+	89 – 87	3.00	Grade points per semester hour
B	86 – 83	3.00	Grade points per semester hour
B-	80 – 82	3.00	Grade points per semester hour
C+	79 – 77	2.00	Grade points per semester hour
C	76 – 73	2.00	Grade points per semester hour
C-	72 – 70	2.00	Grade points per semester hour

D+	69 – 67	1.00	Grade points per semester hour
D	66 – 63	1.00	Grade Points per semester hour
D-	62 – 60	1.00	Grade Points per semester hour
F	59 & Below	0.00	Grade points per semester hour
W	WITHDRAW		Not Computed into G.P.A.
AUD	AUDIT		No Credit

- 1 All failed Core and Major courses must be retaken and the student must receive a passing grade before they can graduate. When completed, the original “F” will remain on the student’s official transcript but it is NOT computed into the student’s G.P.A. Failed classes not retaken continue to be calculated into the student’s G.P.A. (Only the first “F” will be removed when retaken.)
- 2 An incomplete grade is given when a student, due to illness or an emergency situation beyond their control, is unable to complete their final project or final exam before the end of the semester. Work must be turned in within two weeks from the close of the semester; otherwise, the student will receive a failure “F” for the incomplete work. The final grade will be adjusted according to the average of the course work and the final “0” grade. Please see the section “Late Work” for policy and procedure.
- 3 Permission to audit a course must be submitted in writing to the Dean of Academics. Written work is not required, but attendance is.

#### STUDENT CLASSIFICATION

First Year	0 – 29 credit hours
Second Year	30 – 59 credit hours
Third Year	60 – 89 credit hours
Fourth Year	90 – 128 credit hours

#### Transfer Students

Transfer students are classified according to the number of credit hours transferred into the transfer student’s program. Since NBC|GR is not a liberal arts college, not all previously earned college credits transfer into NBC|GR’s program. In order to receive a degree from NBC|GR students must have the prescribed 123 credit hours that correspond to NBC|GR’s curriculum. No transfer credits will be considered for courses taken at another institution once the student has matriculated into NBC|GR without express written permission from the Dean of Academics.

#### Senior Classification

Students who have 90 or more credits at the beginning of the fall semester are considered seniors. Students who complete their program in that fall semester are considered December graduates, they will walk in the May commencement; students who complete their program in the spring will also walk in the Commencement exercises in May.

## NETCLASSROOM

Upon registration the Admissions Office will provide students with their login and password information to the NetClassroom website. This site is available from the college's home website page and provides students access to their schedules, absences, and grades.

## ADD/DROP COURSES

Courses are arranged according to a block system for each class. Students should seek the advice of their Academic Advisor before making a request to drop or add courses. The College has designed each class schedule to allow students to graduate with a Baccalaureate degree in a four-year period. Deviating from the class schedule could add additional semesters to one's course of study.

During the first three weeks of the semester the student, with the advice of his/her Academic Advisor and the approval of the Academic Dean, may adjust his/her schedule by adding or dropping courses. Elective courses must be dropped before first and second major courses. Students must fill out an official Add/Drop form, attainable at the site office or online under 'Student Resources.' A \$10.00 fee will be charged to the student's account for every approved course added to or dropped from his/her schedule.

Students are to continue to attend the class they are dropping until they have received official notification from the Office of Admissions and Records that permission has been granted to drop said course. Students are not to attend an added class until notified the course added has been approved.

No courses are to be added to or dropped from a student's schedule after the three-week period without written permission from the Office of the Academic Dean. Such approved classes should be dropped by filling out a "Withdrawal From Class" form, available in the site office or online under 'Student Resources.'

A course dropped with approval within the first three weeks' of a semester will result in that course being permanently deleted from the student's schedule and transcript. Approved withdrawal from a course after the three-week period will have a grade of either WP (withdraw passing) or a WF (withdraw failing) dependent upon the student's overall grade at the time of withdrawal. Should no grades be recorded at the time of withdrawal, then a grade of W will be reflected. A withdrawal grade appears on the student's transcript, it does not affect the student's GPA; however, it does affect the completion rate for Satisfactory Academic Progress in determining financial aid.

Courses added beginning the second week of the semester will receive a prorated number of "cuts." (See "Class Attendance Policy" and "Prorated Absences for Added Courses").



## SATISFACTORY ACADEMIC PROGRESS POLICY

### Title IV Recipients (SAP Policy)

The Higher Education Amendment of 1976 mandates institutions of higher education to establish standards of “satisfactory academic progress” for all students receiving financial aid. Northpoint Bible College will make the following standards applicable to all federal funds awarded to students.

#### Student Federal Aid Programs Affected:

- 1 Federal Pell Grant
- 2 Federal Supplemental Educational Opportunity Grant (SEOG)
- 3 Federal Work-Study (FWS)
- 4 Federal Direct Subsidized and Unsubsidized Loans
- 5 Federal Direct Parent Loan for Undergraduate Student (PLUS)

Note: The Satisfactory Academic Progress (SAP) standard affects state grant programs.

### Requirements For Satisfactory Academic Progress

NBC|GR’s SAP policy, according to 34 CFR 668.34, includes both a qualitative measure (such as the use of cumulative grade point average) and quantitative measure (such as a maximum time frame for completion which cannot exceed 150% of the published length of the program). Therefore, for a student to be maintaining satisfactory academic progress, he/she must, in general, have a C average or its equivalent 2.0 upon completion of 60 or more credits in the Bachelor of Arts program.

The student must complete 67% of cumulative credits attempted (including repeated and transfer credits). For example, a student who attempted 30 credits but actually completed 19 of them would only have completed 63% of all credits attempted. This is not satisfactory academic progress.

The student may attempt, including transfer credits, a maximum of 192 credits before financial aid eligibility will be terminated.

The following qualitative chart applies to all full and part-time students:

CREDITS COMPLETED	CUMULATIVE GPA
1-29.5	1.60
30-59.5	1.80
60 and thereafter	2.00

The following quantitative chart shows the minimum completed credit hours to maintain 67% satisfactory academic progress:

FULL TIME STUDENTS, 6 YEARS = 150%

YEARS	CREDITS ACCRUED
1	20
2	40
3	64
4	86
5	108
6	123

If attending on a  $\frac{3}{4}$  time,  $\frac{1}{2}$  time or less than  $\frac{1}{2}$  time basis, hours and semesters will be prorated accordingly. For  $\frac{3}{4}$  time, a student must complete his/her program in 9 years; for  $\frac{1}{2}$  time, in 12 years and less than  $\frac{1}{2}$  time in 18 years to meet the 150% completion period.

Note: While the above requirements are minimums, it should be clearly understood that students will need to complete courses as laid out in the four year program, i.e. 15 or 16 credits per semester, to be eligible to graduate in 4 years.

The satisfactory academic progress of freshmen and/or transfer students enrolled in the Bachelor of Arts program will be reviewed by the Director of Admissions and Records at the end of the students' first year.

Students who are not making SAP will receive a "warning" letter from the Office of Admissions and Records. The following semester, though on "warning", the student will retain his/her federal aid.

If a student fails to achieve SAP at the conclusion of the "warning" period, he/she will be issued a notification letter from the Financial Aid Director placing him/her on financial aid suspension. The student has the opportunity to appeal for reinstatement of aid if there were mitigating circumstances.

Mitigating circumstances are:

- Family emergency (death or other extenuating circumstances)
- Extended illness (physical or mental), injury or hospitalization
- Documented learning disability

Appeal Process:

If extenuating circumstances have affected the student's progress, an appeal may be submitted. To file an appeal, the student must contact the Financial Aid Office to obtain the Appeal for Reinstatement of Financial Aid Eligibility form. The student must submit, along with this form, any requested documentation necessary to support his/her claim of mitigating circumstances. Additionally, the student must explain why he/she failed to make SAP and what has changed that will allow him/her to make SAP at the next evaluation.

NOTE: The deadline to file an appeal is no later than 30 days before the start of the semester.

## Probation Status:

If a student's appeal is approved, the student will receive a letter from the Financial Aid Director notifying him/her of the SAP Committee's decision. The student will be placed on "probation" and will retain federal aid eligibility. If, following the semester of "probation", the student fails to make SAP, as outlined in the charts; he/she will lose federal aid eligibility.

## Factors Affecting Satisfactory Academic Progress

**Academic Amnesty:** NBC|GR does not practice academic amnesty. A student may not regain eligibility by withdrawing for a semester or more.

**Audited Courses:** Audited courses are ineligible for federal aid since they do not earn credits.

**Incomplete Courses:** Incomplete courses will not count toward satisfactory academic progress until a grade is submitted to the Director of Admissions and Records. Incomplete courses will receive a grade of "F" if the course is not completed by the institution's deadline.

**Remedial Courses:** Six hours of remedial courses are allowed for determining full-time status and hours completed and will be eligible for federal aid. These hours will not be included in the quantitative assessment.

**Repeated Courses:** Students who repeat previously failed courses to earn a passing grade may receive aid for repeating a failed course until it is passed. Students who repeat a previously passed course can do so only once and receive financial aid. Repeated coursework will count toward the enrollment status (full or part-time). For a four-year degree program, a maximum of 25 credits or 10 repeated courses will be allowed in determining the number of credits completed in the overall program.

**Returning Students:** Students who were on "warning or probation" prior to withdrawal during a semester will return at the same status. Students who withdrew at the end of a semester will have their status recalculated based on credits earned in the last semester of attendance.

**Transfer Courses:** Credits transferred in are counted as credits earned in the quantitative measurement. Credits earned are not factored into the grade point average (GPA). Only credits that apply to the student's program are transferred. Transfer students enter at a satisfactory academic progress level.

**Withdrawals/Dismissals:** Whenever a student withdraws (officially or unofficially) or is dismissed, the courses neither earn credit nor affect the grade point average; however, they will affect the quantitative completion rate (credits attempted but not earned). Students may retake any courses from which they have withdrawn; the credits will count in the enrollment status (full or part-time) determination and will be eligible for federal aid.

## PROCEDURES FOR WITHDRAWING FROM NBC|GR

An official Withdrawal Form can be obtained from the site office or online under 'Student Resources.' The form must be completed and submitted to the Director of Outreach and Student Life. The student is required to meet with the site Director prior to withdrawal for an exit interview; this will usually occur within a day or two of the date the form was submitted. However, the date the student reports as the withdrawal date on the official withdrawal form will be the date used for tuition refund purposes. (See Refund Policy under Finances in this handbook.) Failure to officially withdraw from school will result in an "F" for the term. A student is not to assume that by quitting going to class he/she has withdrawn. Unless an official withdrawal form is completed the student will continue to be enrolled in the class and will receive an F for the course.

A student who must withdraw from school after the fourth week of the semester will receive a grade of "WF" or "WP" (dependent on the student's grades up to that point) on his/her official record.

#### ACADEMIC & CHAPEL PROBATION

Students must maintain a minimum average of "C" or 2.0 on the grade point scale each semester. When a student falls below the minimum for a semester, he/she is placed on academic probation for the following semester. The Office of the Academic Dean will notify the student of his/her academic status. It is the College's desire that the student endeavor to raise his/her grades to a satisfactory level. If the student still does not earn a 2.0 or higher GPA the following semester, the student may or may not be permitted to return for another semester (subject to the approval of the site Director and Dean of Academics).

A student on academic probation may not serve as a traveling ministry team member, chapel worship team member, and could jeopardize existing site work study agreements.

Additionally, students are allowed two (2) chapel cuts. If a student exceeds the maximum allowed chapel cuts, he/she will be placed on chapel probation for the upcoming semester. Students on chapel probation incur the same loss of privileges as noted in the paragraph above.

#### ASSIGNMENTS AND EXAMINATIONS

##### Written Work

All written work is to be typed on 8 ½ x 11-inch plain white paper using black print, unless otherwise specified by the professor; in which case non-spiral bound, college ruled 8 ½ x 11-inch paper is to be used. Additionally, all research papers are to use formats as assigned by each professor. All handwritten work is to be done in black or blue ink. All exams are to be taken with black or blue ink, unless the exam is Scan-tron in which case a #2 pencil is to be used. All work is to be turned in on the due date. If a student is absent the day an assignment is due, the student must arrange with a fellow classmate or his/her roommate to have the assignment delivered to the class. Assignments turned in late will be subject to the Late Paper Policy (see Late Paper Policy below). For an extension on special projects and major papers, please see section below "Extension Policy" below.

## Extension Policy: Projects and Major Papers.

Extensions will only be granted for the following four reasons: 1) hospitalization for illness. A doctor's note confirming such is required; 2) extended serious illness that prevents a student from attending class. This requires a doctor's note; 3) funerals or family emergencies granted as an approved absence by the site Director.

If the student meets one of these exceptions, a "Request for Extension Form" must be filled out. The form can be obtained from the office or online under 'Student Resources.' The "Request for Extension" form should then be presented by the student to the site office for the site Director's signature. The form will then be placed in the professor's box. The Student is to turn in all approved extension work to the professor by the extension due date indicated on the extension form. Failure to turn in a paper or project by the extended due date will result in a grade of "0" for the paper or project.

## Late Paper Policy

When a student does not qualify for, or has been denied an Extension, he/she may still turn in the paper or project late; however, a grade penalty will be applied. All late papers and projects turned in after the start of the period on the due date will receive an automatic five (5) percentage point deduction. For each twenty-four hour period (including Saturdays, Sundays and school breaks) that the paper/project is not turned in, another five (5) percentage points will be deducted. If the paper is not submitted within five twenty-four hour periods after the due date and time, an automatic score of zero (0) will be entered for the grade with no chance of making up the paper. If a hard copy cannot be presented in person by the specified time and hour, an email copy may be submitted (if the professor agrees) by the deadline for verification of completion with a hard copy following immediately [assuming this is the assigned requirement]. It is the responsibility that the student verify that the professor received the e-mailed paper.

## Examinations

Students receive a syllabus for each course they are enrolled. Students are responsible for noting the dates on which the professor has scheduled Quizzes, Examinations, Midterms, and Finals. Should a student be sick on the day of an Examination he/she can make the exam up provided he/she follows the procedure noted below.

**Make-Up Exam Policy: ALL EXAMS MUST BE MADE UP WITHIN FIVE DAYS OF THE DATE OF THE ORIGINAL EXAM (EXCLUDING WEEKENDS).** For example, if the exam is given at the 9:00 a.m. Monday class, it must be made up BEFORE 9:00 a.m. the following Monday.

### 1. ILLNESS:

In the case of illness, the student must notify the professor before the scheduled exam course time. Make-up exams offered in the case of illness are at the discretion of the professor unless provided with a written doctor's note. It is the student's responsibility to

schedule a time with their professor to make the test up. Students not making up the exam within the prescribed time period will receive a "0".

## 2. NON-ILLNESS

Unless a student is ill, all exams must be taken as scheduled. There will be no provision for make-up exam for non-illness related absences.

### Plagiarism Policy

Any material, whether published or unpublished, copied from another writer, must be identified by use of quotation marks, block quotations, and documentation with specific citation of the source. Paraphrased material must likewise be attributed to the original author. As a school, intent on training men and women of integrity for the ministry NBC|GR takes plagiarism seriously. Plagiarism consists of the following categories:

1. Use of another's ideas without giving credit;
2. Quoting material from published or unpublished works, or oral presentation, without giving proper citation;
3. Paraphrasing material, whether published or unpublished, written or oral, without proper citation;
4. Copying another student's paper, without that student's permission.

Any Student found guilty of plagiarism will be subject to, but not necessarily limited to, the following discipline:

1. Faculty discipline on first offense;
  - a. Reduction of grade
  - b. Failure of assignment
  - c. Letter of reprimand
2. Academic Affairs Committee discipline on successive offenses. Student will be subject to, but not necessarily limited to, the following discipline:
  - a. Receiving an "F" for the course
  - b. Removal from any extracurricular activities (second offense)
  - c. Dismissal for one year (three or more offenses)

Faculty is to report all cases of plagiarism to the site Director in the form of a "Plagiarism Report," available online under 'Faculty Resources.'

### Cheating

Cheating consists of but is not necessarily limited to the following:

1. Using unauthorized notes or material when taking an examination;

2. Copying answers to examination questions, obtaining or helping others to obtain unauthorized copies of examination questions;
3. Copying another person's class work/assignments and/or homework and submitting it as one's own;
4. Having another student do one's paper, or any other assignment, in whole or in part and submitting the assignment as one's own work;
5. Allowing another student to copy one's paper;
6. Copying another student's paper with that student's permission;
7. Submitting the same paper for two or more classes, even if it is the student's own work.

Students found guilty of cheating will therefore be subject, but not necessarily limited to the following discipline:

1. Receive an "F" for the assignment/course;
2. Suspension
3. Dismissal

## ATTENDANCE POLICY

### Class Attendance

Students are expected to attend all class periods. The only excused absence granted is for school-sponsored activities the student is requested to attend. An absence from class for any reason will be recorded as a class absence. (See Absence Due to School Business section). Absences are recorded for every credit hour missed. To accommodate sickness and emergencies, the student should reserve all absences for such. (See Maximum Allowed Absences/Penalties below).

### Maximum Allowed Absences/Penalties

To allow for those times when a student is sick, in an accident, or has an emergency the school allows the student to take a cut without jeopardizing his/her grade, provided he/she does not over-cut (See the table below). For each specific course, the student is allowed a maximum number of absences, depending upon the credit hours of the course. The following chart shows the maximum allowed absence(s) and the penalty for excessive absences. When a student is absent for a class that meets for two or more consecutive hours, the student will receive an absence for each hour missed.

<b>1 CREDIT COURSE</b>		
	1 absence	Allowed
	2 absences	1 letter grade
	3 absences	2 letter grades
	4 absences	Automatic failure
<b>2 CREDIT COURSE</b>		
	3 absences	Allowed
	4 absences	1 letter grade
	5-6 absences	2 letter grades

	7 absences	Automatic failure
3 CREDIT COURSE		
	5 absences	Allowed
	6-7 absences	1 letter grade
	8-9 absences	2 letter grades
	10 absences	Automatic failure
4 CREDIT COURSE		
	6 absences	Allowed
	7-8 absences	1 letter grade
	9-10 absences	2 letter grades
	11 absences	Automatic failure

Note: When two or more sessions of a particular class period is scheduled back-to-back (i.e., two consecutive class periods), one additional absence is granted.

Caution: If tempted to “cut” a class session, the student should exercise wisdom, seriously considering the possibility of a later illness or family emergency. Class sessions missed later due to illness could put the total number of absences in excess of the maximum allowed, resulting in a grade penalty or failure of the course.

#### Absences Due to School Business

Attendance records will be sent to the Office of Admissions and Records on a weekly basis. When a student is absent because of school business which was at the request of the College and approved by the site Director, the student’s attendance records will be adjusted accordingly.

#### School Breaks

The College establishes a schedule of breaks. Students leaving early for or returning late from any school break will incur a “double cut” for each class missed. (Please see Student Life section for the Break policy.)

#### Double Absences/Double Cuts

If a student cuts a class scheduled on the day a school break begins or ends, the student will incur double cuts (that is two cuts for each credit hour) for the missed class. In addition, if a student misses a class due to leaving early for any school break or returning late from any school break, this absence will be recorded as TWO absences—a double cut for each credit hour missed.

#### Prorated Absences for Courses Added

Classes added to a student’s schedule in the second week of the semester will have ONE less cut per credit hour. Classes added in the third week will have TWO less cuts per credit hour.

#### Registration Error



Students who are registered for a class improperly, as viewable on NetClassroom, are responsible for contacting the site office and ensuring the error is corrected. Failure to do so will result in a grade of "F" for the course, as well as any tuition charges that may be incurred.

### Tardiness

Students arriving late to class will be marked tardy, which is equivalent to 1/3 of an absence. Three tardy marks convert into one absence. A student is considered tardy when he/she arrives one to ten minutes after the starting time of class. Arrival to class later than ten minutes is an automatic absence for the class session. Leaving a class early without the permission of the professor will be counted as an absence. (Refer to the above section: Maximum Absences/Penalties.)

Note: Students are responsible to keep a personal record of absences and tardies taken, and therefore remain aware of absences and/or tardies charged to their account. Class notes should be dated for each session; this will aid in establishing a student's presence in class.

### Personal Absences

Personal absences, for reasons of a funeral or other pressing personal need are also calculated into the cut total. Please do use discretion and wisdom in evaluating the kind of events that are worth missing class for. Should an absence be required later for an emergency or serious illness, it may have a significant impact on the student's grade.

### CLASSROOM ATTIRE

Students are to dress appropriately for the classroom and chapel. (See Dress Code) Students arriving to class improperly attired will be asked to leave the classroom to change. They will also receive an absence. Our heart is to follow a very simple set of principles. Please be modest, neat, and respectful of others.

### PLATFORM MINISTRY ATTIRE

Students involved in platform ministry in-house or on the road [worship team, prayer, preaching, etc.] are to appear modest and neat.

### CLASSROOM POLICY & DISCIPLINE

Students are allowed beverages in the classroom provided the beverage is in a container that has a spill proof lid. No beverages aside from water are allowed in the prayer chapel at any anytime. Food is not allowed in either the classroom or the chapel at any time.

Additionally, students should respect their professor and fellow students; any disruptive behavior will result in the student who is causing such behavior to be dismissed from the class. The student will receive an absence for the period. The student will need permission from the site Director prior to returning to class.

## MINISTRY SERVICE PROJECTS

NBC|GR provides access to various local and statewide ministries looking for people to serve in capacities ranging from volunteer to full-time. The Ministry Service Project folder is available at the site office and new opportunities may be posted in the smaller lounge.

We highly recommend students take time to acclimate themselves to their academic responsibilities before pursuing heavy involvement. Further, we have provided a Ministry Service Projects form for you as a student to help you think through the kinds of questions you might want to ask. The most important component in any good opportunity is 'fit.' Please take time to ask good questions before agreeing to a project or position; it will save you a world of trouble and ensure you get the kind of experience, mentoring, and ministry opportunities you are looking for.

The student forms are available in the Ministry Service Projects folder or online under 'Student Resources.'

Further, we highly encourage students to consider working with one of our world-class leaders at Grand Rapids First. They are always looking for great future leaders to help develop, train, and of course give opportunity to.

## STUDENT MINISTRIES

Much is learned in the classroom, but practical ministry is of utmost importance at Northpoint as well. People have different interests and talents, therefore, a variety of ministry opportunities are available. The purpose of each, however, is to train students for the caring, sharing, and serving roles of the minister of the Gospel.

## CHAPEL

Student participation in the Chapel Services is another exciting aspect of Northpoint's program. Chapel services provide extensive opportunities for vocalists, instrumentalists, and worship leaders to serve. The time invested in Chapel helps students discover and nurture their gifts and talents as they seek to edify the Body of Christ.

## MUSIC MINISTRIES

There are many opportunities for music ministry at Northpoint. Auditions are held for our chapel worship teams and our traveling music team. Additionally, there are opportunities to be involved with Vertical Youth, Slate College and Career, or our Sunday worship experience at Grand Rapids First. If you need help connecting with the right people, ask at the site office. We'll be glad to help.

## STUDENT EDUCATIONAL RIGHTS AND PRIVACY OF RECORDS

The Family Educational Rights and Privacy Act of 1974,<sup>4</sup> deals with the protection of the right of privacy of students, and governs access to and release of student records. In brief, the statute

provides that educational institutions must provide students access to official records directly related to the student requesting access, and an opportunity to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. Educational institutions must obtain written consent of students before releasing personally identifiable data about students from records to other than a specified list of exceptions (see Access noted below). Students must be notified of their rights as enumerated by this document, and that the Department of Health, Education, and Welfare will investigate complaints of alleged violations of this act.

This Act is Section 438 of the General Education Provisions Act of 1974 (Title IV, Public Law 90-247; added by Section 513, Public Law 93-380) See Also Part 99, Title 45 C.F.R.

#### Access to Records

Section 433 (d) states: “. . . whenever a student has attained eighteen years of age, or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.”

“An institution is permitted by section 438 of the Act and this part to disclose information pertaining to an eligible student to the parents of the eligible student with the prior written consent of the eligible student or with the prior written consent of the eligible student if that student is a dependent as defined under section 152 on the Internal Revenue Code of 1954.”

In the absence of an official request, information contained in a student’s records remains confidential between the student and both the Haverhill and Grand Rapids campuses of Northpoint Bible College and will not be released to third parties without the consent of the student, with the following exceptions: information for school directory (this includes name, address, telephone number, major fields of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance and degrees and awards received), information needed by school officials within the College, information requested by officials of other schools to which the student is seeking admission, information requested by Federal or State educational authorities, information needed in connection with the receipt of financial aid, information released pursuant to state law or subpoena, information requested by accrediting organizations, and information requested by parents of dependent students.

Any information released to a third party shall contain a statement informing the party of the requirement that the information provided may not be released without the written consent of the student.

#### Challenge Hearings

To ensure that records are not inaccurate, misleading, or otherwise in violation of a student’s rights of privacy, the student may challenge the alleged inappropriate data at a hearing requested through

the Office of the Dean. An impartial hearing officer will be appointed thus affording the student full opportunity to present evidence in support of the challenge.

The hearing officer shall render a decision within a reasonable time after the hearing.

#### Records Inspection

Requests for record inspection should be directed to the Academic Dean. The student has the right to a copy of the record so inspected, with the cost of the reproduction assessed to the student. The student may challenge an inaccurate record and request a hearing concerning any alleged inaccuracy contained therein. Any challenge must be established by a preponderance of evidence that the record is inaccurate. If desired, the student may submit a written explanation of a record's content, which then becomes part of the record. The College will comply with a request to inspect and review educational records within a reasonable period of time; not exceeding forty-five days after the request has been made.

#### LIFE IN THE GRAND RAPIDS COMMUNITY

Our presence in the community is well known, and, as is often the case with members of a religious institution, our behavior is closely watched. Believing that NBC-GR students will set an example in the community as a testimony to the love of Christ, we welcome those observations. We ask you to be mindful of the following expectations:

- Appropriate conversation
- Adequate tipping
- Adherence to all speed limits
- A general awareness and consideration for the community at large whether at work or play

## VI. STUDENT SERVICES

### STUDENT LOUNGES

NBC|GR offers two areas in the 'E' wing for meals. Room E221 has a double refrigerator, coffee machines, a microwave, and seating for 32 students. Further down the hall is a smaller lounge with seating for 10, a refrigerator, coffee machine, microwave, and a sink. These are the only two areas where food may be consumed.

Both areas are equipped with cleaning supplies. When done using a table, please leave it clean and free of handprints. Clean up your food items and the floor around your area. Students observed either eating outside of approved areas or not cleaning up after themselves will be asked to vacuum the entire area and clean all of the surfaces before returning to class.

Refrigerators should be emptied every Tuesday night. Any remaining items will be thrown away. We will not attempt to save your dishes, storage containers, etc.,

### STUDENT COMPUTER USE AND EMAIL

In accepting internet access at the Grand Rapids Campus of Northpoint Bible College or the use of any of the computer equipment at NBC|GR, the Student user agrees to the following terms and conditions:

1. Any attempt to interrupt or damage the operation of any of the systems shall result in the termination of the user's access and appropriate disciplinary action.
2. Any attempt to acquire information stored on the systems other than that declared as public information or information stored by the permitted users shall constitute a violation of the laws of the Commonwealth of Massachusetts and State of Michigan regarding privacy of information.
3. No material should be placed on the system or retrieved from the systems without the permission of the College. Users should be aware that it is a criminal offense to copy any software protected by copyright.
4. Students are prohibited from posting on or transmitting through the NBC|GR systems any unlawful; harmful; threatening; abusive; harassing; defamatory; vulgar; obscene; profane; hateful; or racially, ethnically or otherwise objectionable material of any kind.
5. NBC|GR reserves the right to block internet traffic from all file sharing or other non-educational sites.
6. In-class use of the internet is monitored by sign-on. Any students found chatting, messaging, or surfing material not relevant to the class discussion will be excused from the class and marked absent. This would also include games, on-line or otherwise, etc. When FB groups are in use in class, no other FB activity may be interacted with. If a later review of the data records shows a student has been using the internet during class time for other purposes, an absence may be applied after the fact.

7. It does not support student computers, software installed on student computers, or network cables. Please refer to the software or hardware manufacturer.

#### CELL PHONES

Students may own and use cell phones on campus, however, keep in mind that cell phones are not permitted in the classrooms or in chapel. Once classes or chapel services have begun, all cell devices must be completely out of sight unless being used specifically for strictly with reference to the classroom or chapel.

#### LOST AND FOUND

The lost and found is located at the site office.

## VII. HEALTH AND SAFETY

### ACCIDENTS

In the case of an emergency, an administrative staff member must be notified. Students should exercise judgment concerning emergency treatment at a hospital. However, students should contact 911 if there is:

1. Severe bleeding
2. An altered state of consciousness
3. A protruding object i.e. bone, glass...
4. Difficulty in breathing
5. Chest pain

### ANTI-HAZING POLICY

In compliance with the hazing laws of Massachusetts and the State of Michigan, NBC|GR does not permit any form of hazing, whether by organizations or individual students. Hazing has been defined as “any conduct or means of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.” In accordance with this law, any student found guilty of hazing will be subject to a hearing by the Northpoint Bible College Board of Administration and disciplinary action will be taken if found guilty. A full copy of the anti-hazing policy can be obtained through the Northpoint Bible College Security department during business hours. All students are required to read and sign the anti-hazing policy during the registration process.

### WEAPONS

It is a violation of NBC|GR to possess a firearm or dangerous weapon on property owned or operated by the College. Any firearms or weapons found on campus will be immediately confiscated by the Division of Security. The responsible student will face disciplinary action and may be subjected to prosecution by the State of Michigan. Paint ball or air soft weapons may only be used and stored off-campus.

### FIRE EMERGENCY PROCEDURE

NBC|GR buildings are equipped with the appropriate fire alert systems. The system is equipped with flow and valve tamper switches monitored by a fire panel, as well as a monitoring company. If activated, an alarm will sound off throughout the building until the emergency is under control by emergency personnel. In the event of a fire alarm, EVERYONE is to evacuate the building.

#### If You Find a Fire:

1. Sound the alarm by activating the nearest fire alarm pull station and call the Fire Department at 911 from a safe location.

2. Alert your neighbors only if you can do so without delaying your exit.
3. Leave the building immediately, close doors behind you as you exit the building and proceed to the designated emergency evacuation meeting location.
4. If you have information on how the fire started or how the alarm was activated, report it to the Fire Department.
5. Do not try to put out the fire; your safety is more important than property.

#### If The Alarm Sounds:

1. Do not delay evacuation or assume that this is a false alarm. Immediately begin to exit the building.
2. Feel the door. If it is hot, do not open it. Stay in your room. Put a towel or blanket (preferably wet) under the door to keep the smoke out. If your telephone works, call the Haverhill Fire Department at 911. Attract attention to yourself. Hang a sheet or another noticeable object out of the window.
3. If the door is not hot, open it slowly. If smoke and heat fill the hall or room, close the door and stay in your room, and call for help.
4. If you can safely leave your room, close your door behind you and evacuate by the nearest clear exit. Do not use the elevator. Failure to leave when an alarm sounds, unless there are safety reasons for not doing so, is a punishable offense.
5. If you encounter smoke on your way out, stay low and crawl if necessary. You are more apt to find breathable air close to the floor. Cover your nose and mouth with a wet towel or wet cloth if possible.
6. Please notify the Resident Director who in turn will notify Security about the alarm.
7. So that you may be accounted for, go to the emergency evacuation meeting location.

#### EVACUATION

In the event where imminent threat exists and it is determined by the appropriate officials that an evacuation is necessary, NBC|GR will immediately convey an emergency notification to all faculty, staff, and students, "unless doing so would compromise efforts to mitigate the emergency." When an emergency notification is issued, you are to proceed to the nearest exit and evacuate the building. Do not use the elevators. Once outside, move a safe distance away from the building and do not return to the building until notified by emergency personnel. Assist anyone having difficulty or disabilities with evacuation.

#### LOCKDOWN PROCEDURE

In the event where imminent threat exists and it is determined by the appropriate officials that containment within school buildings is necessary, NBC|GR will immediately convey an emergency notification informing the community that it has engaged in the "Lockdown Procedure."

1. If not in a building already, find the nearest and safest building.
2. Close all windows, curtains, blinds, and doors and then proceed to stay away.



3. Lock all possible doors; if a door cannot be locked, attempt to barricade it with available means (furniture or equipment)
4. Turn off all AC/heater units, fans, and lighting if possible.
5. Silence cell phones (this includes taking it off vibration mode), and do not use them unless there is a vital emergency.
6. Remain quiet and in place until advised that conditions are safe by appropriate personnel.

#### SEXUAL HARRASMENT

Sexual harassment of any type, verbal and/or physical, to any affiliate of the NBC|GR community is strictly forbidden. Sexual harassment is a form of discrimination as defined by Federal law and will not be tolerated. Disciplinary action, including suspension and dismissal, will be taken against any person found in violation of this policy. Any member of the Northpoint community may bring a complaint forward. All complaints should be made to the site Director. Upon receipt of complaint the specific incident will be reviewed and a satisfactory resolution will be sought. This policy complies with Federal Law and a copy of the full policy may be obtained through the Security Department.

## **VIII. STUDENT VEHICLES**

### **AUTOMOBILES**

All students' vehicles are required to be parked in a clearly marked and appropriate parking spot. Vehicles not parked appropriately may be fined or towed at the student's expense.

## **IX. ATTIRE AND GROOMING**

### **DRESS CODE**

Please participate in the spirit of the dress code so we may continue our fine tradition of the simplest dress code of any Bible College in the country. Just remember and apply three words, modest, neat, and clean. If we all do that everything will work perfectly.

### **GENERAL APPEARANCE**

We request that all students pay close attention to their general appearance. Regular laundering of clothing and daily personal hygiene is appropriate for community living.

Inasmuch as a lack of space makes further explanation of rules prohibitive, the Administration reserves the right to interpret the handbook according to its intended meaning.

## **X. POLICIES, REGULATIONS, AND PROCEDURE**

Inasmuch as NBC|GR is a school for the training of ministry leaders, it is assumed that our students will not participate in activities which are contrary to the highest biblical standards.

Behaviors which involve alcohol, tobacco, non-prescription drugs, pornography and gambling would be viewed as a serious breach of Christian standards and ministerial commitment. Such behaviors would assume a responsibility on the part of the school administration to impose serious consequences for the student. These rules apply at any time during which the student is under the jurisdiction of the school in any capacity.

Students who have experienced past addictions may seek counseling on-site or be referred to an off-site counselor if the need is expressed.

### **INTER-PERSONAL RELATIONSHIPS**

“By this all men will know that you are my disciples if you have love for one another.” John 13:15.

At NBC|GR we have the real privilege of enjoying the presence of believers from diverse backgrounds and cultures. Each person should strive to maintain an atmosphere of mutual consideration and good will. Groups who separate themselves too exclusively (at meals or in various activities on or off campus) are vulnerable to a tendency toward cliquish and exclusive relationships.

Personal differences, quarrels and resentments can be settled in accordance with biblical principles. This means the first response of staff and/or faculty will be to direct the student toward addressing the issue first with the other party involved. Faculty and staff counsel and/or intervention may also be sought should the need arise. Students must refrain from debating their doctrinal positions, and should learn tolerance and love in the communal fellowship.

## **XI. DISCIPLINE**

“Now we ask, brothers, to respect those who work hard among you, who are over you in the Lord and admonish you...live in peace with each other.” I Thessalonians 5:12

### **STUDENT LIFE COMMITTEE**

It is the intention of NBC|GR to handle disciplinary issues largely on a case by case basis. If deemed appropriate and disciplinary action is indicated, a student’s failure to respond in compliance of discipline could result in dismissal. Appeals may be made before a committee composed of the site Director and three other staff or teaching faculty who have had significant interface with the students on a regular basis.

### **PROBATION**

Violations of school policies may result in a student being placed on disciplinary probation in addition to other restrictions which may be imposed. Failure to abide by these restrictions may result in dismissal from school.

Those students placed on chapel, church, academic or disciplinary probation may be subject to the following:

1. Resignation from campus offices
2. Ineligibility for ministry tours
3. Loss of employment privileges
4. Scholarships cancelled
5. Mandatory counseling as deemed necessary by the site Director

During the last semester prior to graduation, students who are on any type of probation which could result in suspension, will not be permitted to go through the graduation line should the student be suspended.

Restrictions may be lifted by the Board of Administration upon the recommendation by the site Director.

All students readmitted after suspension for disciplinary reasons are placed on disciplinary probation for the first semester after their return. Further violations could result in termination. This would be determined by the Board of Administration.

### **SUSPENSION**

Should the Administration deem it necessary, a student in violation of regulations will be suspended from NBC|GR for a period of time. The suspension time may vary according to the severity of the violation and at the discretion of the administration. The student is automatically deprived of all campus and extracurricular activities. The student will be required to return home for the duration

of the suspension. The College reserves the right to determine the duration of the suspension and to determine the students' overall standing with the College.

## DISMISSAL

A student terminated from the College, unless an exception is made, may be temporarily or permanently ineligible to return. The College reserves the right to terminate any student whose academic standing is too low or whose general conduct and influence are not considered to be in the best interest of the College. Rebellion, stubbornness, disloyalty, immorality and/or persistent disregard of the College's rules and regulations will be just cause for dismissal from the school. Such action may be taken by the College at any time without making public specific explanation. Students facing the possibility of dismissal during the academic year may receive a hearing before the administration. A student may not withdraw while under disciplinary action.

Terminated students are not welcome on campus unless given special permission from the site Director. Those without permission are viewed as trespassers subject to arrest and prosecution.

## GRIEVANCES

"And if your brother sins, go and reprove in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed and if he refuses to listen to them, tell it to the church..." Matthew 18:15-17

In the interest of providing an atmosphere consistent with our purpose, policies, rules, regulations, and guidelines are established as a framework within which the College family can live harmoniously.

It is important for us to address all needs whether student, staff, faculty, administration, business associate or guest.

Should you have a complaint (or grievance) we want to know. We welcome the opportunity to work toward finding solutions to any problems. This becomes part of the educational process and spiritual development.

"Do not repay anyone evil for evil. Be careful to do what is right in the eyes of everybody. If possible, as far as it depends on you, live at peace with everyone. Do not take revenge, my friends, but leave room for God's wrath, for it is written; "It is mine to avenge; I will repay," says the Lord." Romans 12:17-19

The following guidelines may be helpful through such a process:

1. Keep your cool. Try not to say things for which you will be sorry, or which will make the solution or reconciliation more difficult, even when the going gets difficult.

2. Pray about the matter. God is interested in you as a person. Let God help you find the right solution. "More things are wrought by prayer than this world dreams of."
3. Discuss the matter with your immediate supervisor, or the person in charge of the area in which the problems occur. Attempt to settle the matter early. Don't let problems build. We can work together to resolve the matter to the mutual satisfaction of all parties concerned.
4. If resolution is not reached, discuss the matter with the next higher authority. This may be the administrative officer of the College in charge of the specific area involved. Inquire if necessary, about the proper person to see about the problem.
5. If the department head is unsuccessful in helping you resolve the matter, it should be brought to the site Director.

## **XII. FINANCES**

### **FEDERAL FINANCIAL AID PROGRAMS**

NBC|GR participates in the following Federal Financial Aid Programs: Pell Grant, Supplemental Educational Opportunity Grant, Work-study, Direct (Subsidized and Unsubsidized) Loans, and the Parent Loan for Undergraduate Students (PLUS).

The first step to take to determine eligibility for these programs is to complete the FAFSA (Free Application for Federal Student Aid). The application can be completed online at [www.fafsa.gov](http://www.fafsa.gov). Upon completion, submission, and calculations based on this application, a student will be notified through an Award Offer about the financial aid he/she is eligible to receive.

### **EMPLOYMENT**

It is understood many students need to work in order to pay for their education. However, in light of the academic load carried by students at NBC|GR, we recommend a student limit his/her work hours to twenty (20) per week. Twenty hours per week is the maximum for all on-campus employment.

### **REFUND POLICY**

#### **Student Withdrawals**

A student who withdraws from the college prior to the 4th week of the semester will receive a partial refund of tuition, room, and board (i.e., no refund of required fees, miscellaneous fees, etc.), provided the student completes the withdrawal process. The refund schedule applies to all students at NBC|GR, whether receiving federal student aid or not.

When the withdrawal occurs:

Before classes start	100% refund
During the first week	90% refund
During the second week	50% refund
During the third week	25% refund
During the fourth week and beyond	no refund

Refunds for students who are first time, first semester students will be calculated on a pro rata basis—based upon the actual number of weeks attended up to 4 weeks. Refunds for non-traditional students will be based on the equivalent number of weeks attended.

In the event a student is dismissed, a refund of tuition will follow standard refund policies applicable to any student withdrawal.



## Federal Student Aid

A student receiving federal financial aid who withdraws completely from the college during the first 60% of the semester will owe a partial return a portion of their federal aid.

A student “earns” Title IV Financial Aid in direct proportion to the length of time he/she remains enrolled. This means the percentage of time the student remained enrolled is the percentage of disburseable aid for that period that the student earned. This percentage is derived by calculating the number of days the student attended versus the number of days in the semester. The Financial Aid Office will assist students in determining this calculation.

Any eligible refund will be applied toward financial aid received before a refund is made to the student.

## SOLICITATION

Solicitation of any kind on campus (i.e., selling of merchandise or collecting donations) must be approved by the site Director

## STUDENT ACCOUNTS

1. Upon acceptance of a prospective student’s application, the Financial Aid Office will send to the student a packet consisting of: A letter stating NBC|GR’s payment and collection policies; information on loans/grants available to Northpoint students; and a fee schedule.
2. Payment of student fees will be as follows:
  - a. 50% of the total semester’s tuition and fees at registration (plus any prior outstanding balance)
  - b. 25% of the total semester’s tuition and fees due October 15 for the Fall semester or March 1 for the Spring semester
  - c. Remainder of account balance due December 1 for the Fall semester or April 15 for the Spring semester
3. Students with a balance of \$1,000 or more will not be permitted to re-enroll for the following semester until payment is made. Under no circumstances will a student be permitted to enroll with a balance carried from a prior academic year.
4. Students with an outstanding balance at semester end electing not to re-enroll for the following semester have until the beginning of the following semester to pay their balance in full. Otherwise the account will be turned over to a professional agency for collection. Such action could seriously impair a student’s credit rating and can be avoided by paying their balance in full.
5. A student will not be considered for further registration activity until a copy of this policy is signed by the student, witnessed by a representative of the NBC|GR Finance Office.

The basic requirement for all students attending NBC|GR is to have any previous account balance paid in full and to have the specified down payment at the beginning of each semester. Please refer all questions to the Finance Office.

### **XIII. SCHOLARSHIPS**

Note: Check with the Financial Aid Office and the Academic Dean's Office for qualifications and details concerning scholarships.

**XIV. COLLEGE INFORMATION**

TELEPHONE NUMBERS

NBC|GR Main Office, Grand Rapids, MI..... (616) 988-5531  
NBC Administrative Offices, Haverhill, MA ..... (978) 478-3400  
Emergency..... 911

ADDRESS

NBC|GR  
2100 28<sup>th</sup> St. SW  
Grand Rapids, MI 49519

**XV. READING VERIFICATION**

PLEASE NOTE:

REGISTRATION IS NOT COMPLETE UNTIL EACH MATRICULATING STUDENT READS THE STUDENT HANDBOOK OF NBC|GR. INASMUCH AS A LACK OF SPACE MAKES FURTHER EXPLANATION OF RULES PROHIBITIVE, THE ADMINISTRATION RESERVES THE RIGHT TO INTERPRET THE HANDBOOK ACCORDING TO ITS INTENDED MEANING.

THIS VERIFICATION MUST BE SUBMITTED TO THE OFFICE OF STUDENT AFFAIRS NO LATER THAN THE DEADLINE GIVEN DURING ORIENTATION.

I, \_\_\_\_\_,

(print your name)

HAVE READ THE 2013-2014 STUDENT HANDBOOK OF NBC|GR, AND AGREE TO ABIDE BY ALL STANDARDS AND PROSCRIPTION SET FORWARD IN THIS HANDBOOK.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_