

# MISSION STATEMENT

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



Welcome to Northpoint Bible College!

Welcome to Northpoint. This college is a great place to grow spiritually, to become a Bible scholar, to learn to pray and move in the Gifts of the Holy Spirit, to make life-long friends, and to allow God to shape you into a true Pentecostal minister or missionary.

I urge you to take advantage of everything the Northpoint community offers. Get involved in a local church. Find a prayer partner. Find an accountability partner. If you find studying and exam-taking a challenge, ask a faculty member for help. Eat well. Sleep well. Exercise. Maintain a personal time with God.

From time-to-time, students ask me why Northpoint has seemingly strict rules and policies. In reality, all colleges and universities have standards or rules of behavior that guide decisions and actions in a way that contributes to the welfare of the community and respects the rights of all the members of the group. Without traffic laws our streets would be massive traffic jams. Without rules, society would be chaotic.

The American Military Academies have student-enforced honor codes. Why? The reason they give is because they are equipping leaders who will be leading people into combat. Lives are at stake. They want leaders of moral fortitude and integrity. One person's behavior may affect the safety of all.

As a college training ministers, we want spiritual leaders of sobriety and integrity. Why? Eternal souls are at stake. One person's behavior may affect the reputation and future of all.

Therefore, each member of the Northpoint community should endeavor to live by the highest standards of ethics and etiquette—going even above the expectations of other organizations. We should be above reproach (1 Timothy 3:2, NIV). My prayer is that your personal standards, your internal code of ethics will be so high that the college's external rules will not even be noticeable to you.

Do you want to help change the world? To be a world changer you must seek God with your whole heart. You must be disciplined. You must study and train hard. You must live up to the high standards required of world changers. You must remain on your guard. Even if others engage in compromising behaviors and questionable ethics, you must say, "I cannot. I will not compromise. I am training to be a world changer."

Let's agree to protect.

A handwritten signature in black ink that reads "J. David Arnett". The signature is written in a cursive, slightly slanted style.

Dr. J. David Arnett, President  
Northpoint Bible College

# I. INTRODUCTION TO THE UNDERGRADUATE STUDENT HANDBOOK

This *Student Handbook* has been designed to familiarize every student with vital information pertaining to school activities, policies and requirements for student life. It will provide ample information that will offer a measure of understanding of the student's basic responsibilities to the school as well as opportunities afforded him or her. *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.*

It is the conviction of the administration, faculty, and staff that "Northpoint Bible College exists to train young men and women for excellent Pentecostal ministry in fulfillment of the Great Commission."

This *Student Handbook* is your guide in attaining that goal while attending Northpoint, and the principles found within it will help you in ministry for years to come.

The objective of the administration, faculty, and staff is to respond to your spiritual, academic and social needs. Together, we will endeavor to train and be trained with the all complete Gospel of Christ.

## I. ACCREDITATION AND MEMBERSHIP

### **ASSOCIATION FOR BIBLICAL HIGHER EDUCATION (ABHE)**

Northpoint Bible College holds full accreditation with the Association for Biblical Higher Education. The ABHE is a nationally recognized accrediting body, recognized by the Council on Higher Education Accreditation in Washington, DC (CHEA), Northpoint Bible College is approved by the ABHE to offer the Master of Arts in Practical Theology degree, the Bachelor of Arts in Biblical Studies degree, the Associate in Arts in Bible/Theology degree, and the One-Year Certificate in Haverhill, MA and the Bachelor of Arts in Ministry Leadership degree and the Associate of Arts in Ministry Leadership degree in Grand Rapids, MI.

### **ALLIANCE FOR ASSEMBLIES OF GOD HIGHER EDUCATION (FORMERLY COCHE)**

Northpoint is a member of the Alliance for Assemblies of God Higher Education and is a fully endorsed Assemblies of God college.

### **MASSACHUSETTS DEPARTMENT OF HIGHER EDUCATION**

Northpoint is approved by the Massachusetts Department of Higher Education to grant the Master of Arts in Practical Theology, the Bachelor of Arts in Biblical Studies, the Associate in Arts in Bible and Theology degrees, and the One-Year Certificate in Biblical Studies.

### **MICHIGAN DEPARTMENT OF HIGHER EDUCATION**

Northpoint is approved by the Michigan Department of Higher Education to grant the Bachelor of Arts in Ministry Leadership and the Associate of Arts in Ministry Leadership degrees..

### **VETERANS ADMINISTRATION**

Northpoint is approved by the Department of Veterans Affairs for the training of veterans who are entitled to educational benefits under existing laws.

### **THE STUDENT AND EXCHANGE VISITOR PROGRAM (SEVP)**

Northpoint is approved to grant F-1 visas to international students who meet criteria of the Admissions Committee.

### **TITLE IV**

Northpoint is a participant in the U.S. Department of Education Title IV program.

## II. SCHOOL CALENDAR

### ACADEMIC CALENDAR 2017-2018 (HAVERHILL)

#### Fall 2017

Faculty Workshop	August 9-11, 2017
Residence Halls Open for Freshmen	August 18, 2017
Freshman Registration, Welcome, and Orientation	August 19-22, 2017
Upperclassmen Registration	August 21, 2017
Orientation (All students)	August 22, 2017
Classes Begin	August 23, 2017
Labor Day (No classes)	September 4, 2017
Prayer and Fasting	September 19, 2017
Faculty Meeting	September 21, 2017
Constitution Day Celebration (Classes in session)	September 18, 2017
Alumni Homecoming	October 26-28, 2017
Fall Break (After classes on Friday to 9:00 p.m. Tuesday)	October 6-10, 2017
Prayer and Fasting	October 18, 2017
Faculty Meeting	October 19, 2017
Northpoint Experience	September 28-30, 2017
Prayer & Fasting	November 16, 2017
Faculty Meeting	November 16, 2017
Thanksgiving Vacation (After classes on Friday to 9:00 p.m. Sunday)	November 17-26, 2017
Annual School Christmas Party	December 8, 2017
Study Day	December 6, 2017
Faculty Meeting	December 7, 2017
Final Exams	December 7-13, 2017
Christmas Vacation (Begins after your last scheduled exam)	December 13, 2017

**Spring 2018**

Registration and Orientation for New Students Check in for Returning Students (9 a.m. to 6 p.m.)	January 16, 2018
Classes Begin	January 17, 2018
Faculty Meeting	January 18, 2018
Prayer & Fasting	January 23, 2018
Prayer & Fasting	February 21, 2018
Faculty Meeting	February 15, 2018
Spring Break (After classes on Friday to 9:00 p.m. Sunday)	February 23-March 4, 2018
Faculty Meeting	March 15, 2018
Prayer & Fasting	March 15, 2018
Northpoint Experience	April 5-7, 2018
Good Friday Service (TBA)	March 29, 2018
Easter Break (5:30 p.m. Thursday to 9:00 p.m. Monday. (Thursday evening classes rescheduled)	March 29-April 2, 2018
Faculty Meeting	April 19, 2018
Senior Banquet (Attendance is required for all students)	May 1, 2018
Study Day	May 2, 2018
Finals	May 3-9, 2018
Baccalaureate (10:00 a.m. All students are required to attend)	May 11, 2018

\*Calendar is subject to change

**MANDATORY EVENTS: (ALL STUDENTS REQUIRED TO ATTEND)**

**Fall 2017**

Orientation	August 22, 2017
Prayer & Fasting (No a.m. classes)	September 19, 2017
Alumni Homecoming (All services)	October 26-28, 2017
Prayer & Fasting (No a.m. classes)	October 18, 2017
Campus Experience (All services)	September 28-30
Prayer & Fasting (No a.m. classes)	November 16, 2017
Annual School Christmas Party	December 8, 2017

**Spring 2018**

Registration and Orientation for New Students and Check in for Returning Students (9 a.m. to 6 p.m.)	January 16, 2018
Prayer & Fasting (No a.m. classes)	January 23, 2018
Prayer & Fasting (No a.m. classes)	February 21, 2018
Prayer & Fasting (No a.m. classes)	March 15, 2018
Good Friday Service (Thursday 7:30 to 9:30 a.m.; Morning classes adjusted)	March 29, 2018
Campus Experience (All services)	April 5-7, 2018
Senior Banquet (Attendance is required for all students)	May 1, 2018
Graduation Practice (8:00 – 9:00 a.m.)	May 10, 2018
Work Day (9:00 a.m. – 1:00 p.m.)	
Baccalaureate (10:00 a.m. All students are required to attend)	May 11, 2018
Graduation (10:30 a.m. All students are required to attend)	May 12, 2018

**ACADEMIC CALENDAR 2017-2018 (GRAND RAPIDS)**

**Fall 2017**

New Student Orientation	September 11, 2017
First Day of Classes	September 11, 2017
Student Bonfire	September 19, 2017
Night of Prayer	September 26, 2017
Day of Prayer and Fasting	September 26-27, 2017
Last Day for Add/Drop	September 27, 2017
Night of Prayer	October 24, 2017
Day of Prayer and Fasting	October 24-25, 2017
Night of Prayer	November 14, 2017
Day of Prayer and Fasting	November 14-15, 2017
Annual Chicago Student Trip	November 17, 2017
Thanksgiving	November 23, 2017
Chapel – End of Semester	December 18, 2017
Exam Week	December 18-20, 2017
End of the Semester Christmas Party	December 29, 2017
Christmas Vacation (Begins after your last scheduled exam)	December 20, 2017
Fall Semester Final Grades Due	December 22, 2017

New Student Orientation	January 8, 2018
First Day of Classes	January 8, 2018
Martin Luther King Jr. Day <i>(Classes will be in session)</i>	January 15, 2018
Last Day for Add/Drop	January 24, 2018
Night of Prayer	January 30, 2018
Day of Prayer and Fasting	January 30-31, 2018
Night of Prayer	February 27, 2018
Day of Prayer and Fasting	February 27-28, 2018
Spring Break	March 5-6, 2018
Night of Prayer	March 27, 2018
Day of Prayer and Fasting	March 27-28, 2018
Easter	April 1, 2018
Night of Prayer	April 17, 2018
Day of Prayer and Fasting	April 17-18, 2018
Chapel- End of Semester	April 23, 2018
Exam Week	April 23-25, 2018
Spring Semester Final Grades Due	April 27, 2018

\*Calendar is subject to change

## II. INTRODUCTION TO OUR BELIEFS

Northpoint Bible College, from its beginning, has been a place to learn to live by faith. There are few places left where one can learn the attitude and the art of living by faith. To learn to live by faith is urgently needed by those who expect to be in the ministry. Learning to live by faith is an exciting adventure when pursued in a biblical way. There is risk, romance, and challenging drama. It is heroic. It is testimony. Once you have learned to live by faith, you would not want it otherwise. If God is your source, then nothing else ever seems comfortable. We have a great big wonderful God, in fact, there is no other!

Many people have a strange idea as to what is meant by living by faith. For example, they think that it means letting someone else pay the bill. It is often thought that the College can absorb the expense; let the College carry the costs. They feel that if they just "let things slide," something will happen to take care of their account.

No person can teach you faith. It must be lived. There are some laws of the Spirit that apply. They are found in God's Word. When you follow His guidelines, you'll be on the road to supernatural living. First, base your actions on God's call and God's Word. Then, ask God for His supply. It is important that your prayer include a request for God's direction on the action you should follow. Await God's guidance for your part in the answer to your specific request. Seek godly counsel. Confer with your pastor or other spiritual leaders. Be honest. Use all the resources you have before expecting God's divine supply. God will not do for us what we can do for ourselves. Look at what God's Word has to say about faith: "What doth it profit ... though a man say he hath faith, and have not works? Can faith save him? Even so faith, if it hath not works, is dead **BEING ALONE**. Yea, a man may say, 'Thou hast faith, and I have works: Show me thy faith without thy works, and I will show thee my faith by my works,'" James 2:14-18.

Upon your graduation, and throughout your exciting life of faith, you will be thanking God for the learning of faith at Northpoint as well as all the other knowledge which was gained by attending a **SCHOOL OF FAITH!**

*The Late Dr. J. Robert Ashcroft - Educator, Friend of Northpoint*

## WE BELIEVE (16 TENETS OF FAITH)

1. WE BELIEVE...**The Scriptures are Inspired by God** and declare His design and plan for mankind.
2. WE BELIEVE...**There is only One True God**—revealed in three persons...Father, Son, and Holy Spirit (commonly known as the Trinity).
3. WE BELIEVE...**In the Deity of the Lord Jesus Christ**. As God's son Jesus was both human and divine.
4. WE BELIEVE...though originally good, **Man Willingly Fell to Sin**—ushering evil and death, both physical and spiritual, into the world.
5. WE BELIEVE...**Every Person Can Have Restored Fellowship with God Through 'Salvation'** (trusting Christ, through faith and repentance, to be our personal Savior). [1 of 4 cardinal doctrines of the AG]
6. WE BELIEVE...and practice two ordinances—(1) **Water Baptism by Immersion** after repenting of one's sins and receiving Christ's gift of salvation, and (2) **Holy Communion** (the Lord's Supper) as a symbolic remembrance of Christ's suffering and death for our salvation.
7. WE BELIEVE...**the Baptism in the Holy Spirit is a Special Experience Following Salvation** that empowers believers for witnessing and effective service, just as it did in New Testament times. [1 of 4 cardinal doctrines of the AG]
8. WE BELIEVE... **The Initial Physical Evidence of the Baptism in the Holy Spirit is 'Speaking in Tongues,'** as experienced on the Day of Pentecost and referenced throughout Acts and the Epistles.
9. WE BELIEVE...**Sanctification Initially Occurs at Salvation** and is not only a declaration that a believer is holy, but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christlike.
10. WE BELIEVE...**The Church has a Mission** to seek and save all who are lost in sin. We believe 'the Church' is the Body of Christ and consists of the people who, throughout time, have accepted God's offer of redemption (regardless of religious denomination) through the sacrificial death of His son Jesus Christ.
11. WE BELIEVE...**A Divinely Called and Scripturally Ordained Leadership Ministry Serves the Church**. The Bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, to build up or edify the body of believers—the Church and to Meet human need with ministries of love and compassion.
12. WE BELIEVE...**Divine Healing of the Sick is a Privilege for Christians Today** and is provided for in Christ's atonement (His sacrificial death on the cross for our sins). [1 of 4 cardinal doctrines of the AG]

13. WE BELIEVE...in **The Blessed Hope—When Jesus Raptures His Church Prior to His Return to Earth** (the second coming). At this future moment in time all believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever. [1 of 4 cardinal doctrines of the AG]
14. WE BELIEVE...in **The Millennial Reign of Christ** when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years. This millennial reign will bring the salvation of national Israel and the establishment of universal peace.
15. WE BELIEVE...**A Final Judgment Will Take Place** for those who have rejected Christ. They will be judged for their sin and consigned to eternal punishment in a punishing lake of fire.
16. WE BELIEVE...and look forward to the perfect **New Heavens and a New Earth** that Christ is preparing for all people, of all time, who have accepted Him. We will live and dwell with Him there forever following His millennial reign on Earth. 'And so shall we forever be with the Lord!'

## **III. INTRODUCTION TO SPIRITUAL LIFE**

### **CHURCH RELATIONS**

Church Relations is designed for students to receive hands-on experience in ministry. The primary goal of this ministry is to equip students for ministry. Students participate in various ministries, and fulfill multiple capacities and roles with their involvement. Students are given the opportunity to choose the church in which they will serve. The goal of this opportunity is to create an atmosphere in which the student is encouraged to build a relationship with the pastor, church and community in which they will be serving. Students participate in various capacities, and are placed in churches within an hour radius of the college. Those involved in ministry are exposed to diverse ministries of the church.

All students must participate in Church Relations as sponsored by Northpoint Bible College. Students will serve in at least one (1) church service per week. Freshmen will attend one (1) service per week, the Sunday a.m. service; all other students attend two (2) services per week (Sunday school and morning service are considered one service).

Exceptions will apply only to students who are selected to participate in the Traveling Ministries program. Exceptions will apply only to students who participate in sponsored Ministry Trips, Traveling Teams or Recruiting Events. These students will be required to attend their assigned church on their off Sundays. Changing your church or the rotation of churches is not permitted and will count as an absence. Students will be allotted 2 absences (per semester) from the church they choose to serve.

1. Students requesting reassignments must do so in writing to Church Relations before the beginning of the third (3rd) Sunday of the semester. Reassignments will be made based upon available openings. Once a student commits to serving at their church of choice they will be committed to that responsibility until the end of the school year.
2. Students shall respect and maintain all standards as noted in the pages of this handbook. This is to be taken into strict consideration at all regular church services and/or church related activities.
3. Sophomore, Junior, and Senior students are to attend two (2) services each week. Since all churches usually have a Sunday (a.m.) service, students are to be in attendance for that service. The second service may be chosen based upon the frequency and meeting times of the assigned church.
4. Students are responsible to notify their pastor and Church Relations when they will not be in attendance. In the case of an absence due to school related activities, the pastor should be given advanced notice of such activities. In the case of an emergency or sudden illness, the resident director must be notified and a notification, via phone or other team member, to the pastor is requested.
5. Students will serve under the leadership of the pastor in their assigned church. Students will serve under the leadership designated by the Lead Pastor. Pastors, in consideration of their church programs, will determine areas of need and service.
6. Students will be organized into "teams" in most churches. In this "team," there will should be at least one driver. "Teams" should function together at all times. When a student is not able to attend, notification should be given to other team members.
7. Students are required to be back on campus prior to Sunday night curfew. Should a student's service extend beyond the necessary time, the student must notify their resident director, leave immediately following the service, and come directly back to the campus.
8. Students must have permission for overnight ministry from Church Relations and the Office of Student Development. If the ministry involves absence from class, the student must have permission from the Academic Dean.
9. Students are to maintain Northpoint's dress code while participating in Church Relations.
10. Weekly attendance verification is mandatory and will be done through a series of question on Canvas. Failure to report weekly attendance will result in meeting with the President an absence. If the number of absences is exceeded the student will fail. If the absence continues a meeting will be set up with the Student Life Committee to determine whether or not the student will remain at Northpoint Bible College.

If a student's request to miss church relations commitments is approved, it is the student's responsibility to notify their church relations pastor, or other appropriate leadership at their church.

### **MUSIC MINISTRIES**

There are many opportunities for music ministry at Northpoint. Auditions are held for our chapel worship teams, and our traveling music team. Other opportunities include College Choir, and special music. Students are also encouraged to participate in the local church.

### **MUSIC AND DRAMA**

Throughout the year, vocal and drama groups engage in ministry throughout the New England region and beyond. Both are in demand throughout the year for weekend, holiday, and summer ministry opportunities, providing an excellent opportunity for students. These ministries have blessed, encouraged, and edified many. Each ministry group meets for planning and prayer at a time appointed by the leadership. All meetings and times must not conflict with school activities. Facility requests to reserve spaces to meet can be found at reception. In these sessions, students learn the importance of prayer in support of their Christian leaders.

### **SHORT-TERM MISSIONS**

Northpoint Bible College arranges and conducts various short-term mission trips both to national and international areas of ministry. These trips are very beneficial to the prospective minister of the Gospel. During these trips, personal testimonies of God's faithfulness are actualized, and the experience of seeing the manifestation of God's plan inspires, motivates, and edifies the student-participant.

### **SPECIALIZED MINISTRIES**

A student may not commit to personal outside ministry without the permission of the Director of Church Relations. Opportunities for all internships and outside ministries are solely under the direction of the College. This is to provide varied experiences for the student.

## CHAPELS

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, as well as an opportunity for students to read scripture and pray. The time invested in Chapel helps students discover and nurture their gifts and talents as they seek to edify the Body of Christ.

Chapel services are held four times a week (Monday –Thursday) and are an important part of campus life. The family of Northpoint meets to seek divine guidance for the day while deeper life experiences with God are cultivated through worship and praise, exposition of God's Word, and prayer. Students are required to attend and frequently participate in Chapel. Chapel services expose the student to a variety of leaders who excel in varied Christian ministries.

Students are to be punctual to all Chapel services. Students are required to arrange all work schedules to ensure no conflict with our Chapels. Permission to be excused from Chapel is granted by the Office of Student Development. Students who are in excess of ten chapel cuts will automatically be placed on Chapel Probation which will result in assigned seating in the front row of chapel.

Electronic devices are to be used for note taking purposes **only**. Only water is permitted in the chapel and all food is prohibited.

Attendance will be taken manually each service, so students are required to select a permanent seat to sit in for the duration of the semester. No seat changes may be made once seats have been selected, unless special permission is granted by the Student Development Office.

## GREEN PRAYER CHAPEL

The Green Chapel is available for the College community and visitors alike. This warm and welcoming chapel and accompanying prayer garden lends itself to one seeking a place of solitude, prayer, and meditation on the Scriptures.

Though the chapel is to be used primarily for individual prayer and intercession, those who desire to reserve the chapel for group prayers (4 or more people) or for special events, such as weddings, are to submit a facility request available at reception. One week is sufficient notice for prayer groups; however, special events like weddings must be cleared at least two months in advance.

## 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.

## DORMITORY DEVOTIONS

Dormitory devotions are held on a regular basis either in the residences or other designated place. These gatherings will sometimes be by floor or involve the whole dorm. The Director of each residence will decide the schedule and the leadership for this time. If there is a conflict with work the Resident Assistant must be notified in advance. All students are additionally encouraged to designate a time of quiet prayer with their roommate.

## CLASS PRAYERS

Northpoint Bible College is a community and as such, each student attends class prayers on a regular basis. Determination of class prayer assignment is based on the number of credit hours the student has earned at or transferred into Northpoint at the beginning of each academic year. Class prayer assignment remains the same for the entire year regardless of the credits a student has entering the Spring Semester. If, when entering in the fall, a student is within six credits of a higher class he/she may be placed into that class prayer, if he/she is going to be graduating with that class.

## FASTING

Fasting for more than 3 days is prohibited; additionally the student must receive approval from the Resident Director.

# IV. DORM LIFE AND COMMUNITY LIVING

Welcome to your home away from home! Rarely does one have such a unique opportunity to associate with, and learn from, people of other communities, cultures, and nations. This will be perhaps one of the most enriching experiences of your life. We want you to be able to fully enjoy it.

## RESIDENT DIRECTORS (RD)

The primary focus of the Resident Director centers on life within the residences. This staff member is located in the dormitory and is on call 24 hours a day. The RD will be available to listen, advise and pray with you when the need arises. He or she will provide care and concern coupled with the occasional discipline necessary for the function of the whole.

## RESIDENT ASSISTANTS (RA)

To adequately provide for your needs, several qualifying students are appointed as Resident Assistants. They are representatives of the Resident Director and the Office of Student Development.

These classmates will provide peer support and ensure that your environment is clean and work to ensure that all residents comply with those rules and standards which provide for a healthy and peaceful environment.

## STUDENT ACCOMMODATIONS

It is the policy of Northpoint Bible College that all students stay in the dorms. Exceptions are made for commuting students who live with family members (blood relatives) off campus, or other extenuating circumstances subject to the Board of Administration's review. At the beginning of each semester, the Resident Director will carefully inspect the condition of each room and its contents. Each occupant will pay a \$100 deposit. At the end of the year, if the room is in the same or better condition than when the occupant entered, and if the room is left clean and neat, the deposit will either be refunded to the student if he/she is graduating, or the deposit will be transferred to next year's room deposit. If the room has suffered damage, is left dirty, or if the proper departure process is not followed, the deposit will be partially or fully withheld.

Dormitory students are not to occupy any room until properly assigned. The school reserves the right to make or change the assignment of rooms during the school year. All students must sleep in the room assigned to them. Only under special circumstances do we allow room switching between semesters. All housing is assigned on a yearly basis.

There are three types of rooms available, and requests may be made for the desired type of room:

**Double-** A typical dorm room with an open floor plan offering two beds, two desks, two closets, two dressers, two bookshelves, and two lamps designed to house two students.

**Single Suite-** This room offers the same furniture as a double room but is divided partially or fully by the closets for increased privacy which is designed to house two students.

**Single-** A smaller room that offers one set of furniture which is designed to house one student. Priority given to those over 30 years of age, and upperclassmen. The cost is an additional \$720 per semester. Availability is limited.

## **ROOM SETUP**

We know you will want to make your new home as pleasant and comfortable as possible, however, there are certain guidelines you must follow:

- When hanging pictures or decorations please use only approved methods (such as Velcro 3M Command Strips, Tac Putty) rather than tape which can damage the walls. Students are not permitted to create tack or nail holes in the walls. According to Massachusetts Fire Code, posters and other flammable decorations are not permitted on doors and hallways.
- Festive lights (**LED only**) are permitted in dorm rooms.
- Furniture may not be removed from any room for any reason.
- When elevating your bed please only use approved bed risers (square). Any other means of elevating beds has been found to cause damage to the floor and furthermore create the possibility of injury should the elevation collapse. Bunking of the beds is strictly prohibited.

Keep in mind that the electrical circuits in the resident halls are not designed for the excess load of appliances. Therefore cooking appliances, hot plates, toasters, space heaters, and air conditioners (unless approved and a doctor's note is provided recommending its usage for the fall and spring semester) are prohibited.

### **PLEASE REFRAIN FROM:**

- Bringing elaborate stereo systems into the dormitory. A regular stereo is sufficient for the size of the room
- Putting holes in the wall for any reason
- Renovating or painting your room
- Burning of candles in the resident hall. This is against Massachusetts Fire Code
- Tampering with, changing or adding electrical and light fixtures. This is strictly prohibited and against Massachusetts Fire Code
- Hanging posters and flammable decorations on your door's hallway side. This is against Massachusetts Fire Code
- Discarding food into the bathroom sinks. This will result in clogged drains. Students responsible will be charged for the repair
- Touching or hanging anything from the sprinkler or alarm systems. Tampering with/setting off the system may result in a fine up to \$1000 from the Massachusetts Fire Department
- Damaging the elevator due to excessive load, tampering, or horseplay. Those responsible for damage will be required to pay for necessary repairs
- Leaving personal items in the bathrooms. Items left in the bathroom will be discarded
- No pets are allowed in the dormitories other than fish. Tanks must not exceed one gallon capacity
- Under no circumstance can residents leave garbage, welcome mats, shoes, or any other household item in the hall way as this violates Massachusetts Fire Code.

## **REGISTERING APPLIANCES:**

Refrigerators and air conditioners are permitted but must be registered and marked with a registration sticker. A fee of \$70 is due on registration day for each refrigerator and/or air conditioner. Refrigerators must not exceed 2 amps and must not be placed on furniture unless the furniture is protected with a plastic tray to prevent water damage. Air conditioners are permitted during the fall and spring semester so long as a doctor's note is provided recommending its usage.

## **ROOM MAINTENANCE**

Rooms must be kept orderly, clean and aired out. Beds must be made before leaving the room for the day. Clothes and books must be neatly stored. Vacuums are available in maintenance closets on each floor, and credit/debit card and coin-operated washing machines and dryers are on the first, third, and fourth floor, to ensure the cleanliness of your room and clothing. There will be weekly routine inspections of all rooms. Two warnings are given for dirty and unkempt rooms, and subsequent failed inspections will result in fines. Failed room inspections must be cleaned by 11:30pm to offset the fine.

All damage and maintenance issues must be reported to the Resident Assistants or Resident Director immediately so we can address the issue in a timely manner. The school reserves the right for authorized or designated personnel to enter rooms at any time for the purpose of repairs, inspections (including closets, dressers, all drawers) or any property belonging to Northpoint Bible College, and for any other official business.

## **DAMAGED ROOMS**

All damage in dorm rooms will be assessed and deducted from your room deposit immediately when reported. If the damage is greater than your deposit, additional payment will be required.

The following will be considered damage:

- Making any kind of holes in the walls, ceiling, floors and furniture
- Alteration of desks, beds, and closets
- Broken windows and screens
- Tampering with the locks
- Water damage caused by refrigerator spills
- Stickers on walls, ceilings, floors, desks, closets, beds, doors and windows
- Any act of vandalism

## **LOCKS AND DORM ROOM SECURITY**

Protection of property requires that each room be locked when occupants are gone. Forced entry of a locked room or resident hall is forbidden. The school is not responsible for any lost or stolen items. Each room is equipped with a lock code combination and it is advised that students keep this code confidential and not tell other students their code. The fee for a lock code change is \$25. Should the lock on your door malfunction, contact your Resident Assistants or Resident Director.

## **END OF THE YEAR CHECK OUT POLICY**

Each student must check out of their dorm room at the end of every academic year, or before Christmas break for December graduates. A check out form will be given to each student to complete. Once the form is complete, a Resident Assistant or the Resident Director must sign it indicating the student meets the room check out standards. Failure to follow the proper procedure will result in loss of room deposit, \$100. If all of your belongings are left after the allotted check out time and without the permission of the Student Development Office, you will be charged an additional \$300. All damages found in dorm room after the student moves out will be charged according to the repair or replacement price set by Northpoint. Also attached to the check out form is an envelope for the student to return their mailbox key. Failure to return key will result in loss of mail key deposit (\$12.50).

## **ON CAMPUS STORAGE**

Limited storage is available during the year. Priority is given to students who reside 8 or more hours away from the school. Please seek the approval of the Resident Director if you wish to use the storage space. Keep in mind the college cannot be responsible for stored items. Any items left without proper approval will be discarded. Students in need of storage during the summer months must find storage off campus.

## **SUMMER HOUSING**

All summer employees, renters and/or students will receive a summer housing assignment from the Student Development Office. Failure to move on the date given by the Student Development Office, without permission, will result in loss of room deposit, \$100, as well as a charge of \$100 per day will be given until the room is fully cleared and the check out process is complete.

### **EVENING CURFEW**

Throughout the day (especially in the morning and evening) students are expected to maintain an appropriate level of quietness. All students have an 11pm dorm curfew, with the exception of a Friday night dorm curfew of 12:30am. Seniors and students who are 25 years old and older are not subject to dorm curfew. Consideration may be made for those who have previously earned a Baccalaureate Degree.

### **MUSICAL INSTRUMENTS**

When playing musical instruments in the dormitories, headsets are required. Playing acoustic guitars is permitted; however, noise must not project beyond your room. Practice rooms are available for use in the Fine Arts Building.

### **VISITORS AND VISITATION**

We expect that many of you will occasionally want to enjoy a visit by a family member or a friend. You may entertain a guest of the same gender in your room for a weekend. A request form must be filled out **one week prior** that will be approved by the Resident Director. *There will be a nightly fee of \$25 for each guest staying in Gibson Hall or Gallagher Hall, billed directly to the hosting student's account. There will be a nightly fee of \$40 for each guest staying in Academy Hall.* Other payment methods are permitted so pending approval by the Student Development Office. Please note that no student may entertain guests during the week or during finals week. There is to be no babysitting conducted on campus. Guest visiting during the week may be provided housing in Academy Hall depending on availability and approval from the Office of Student Development.

### **REQUEST FORMS**

Any student may request special privileges by submitting the request in writing to the Office of Student Development **one week prior** to the requested day. Request forms are available in the Office of Student Development. Once submitted, requests are processed by the Resident Directors and the Office of Student Development. Pressing issues and emergencies will be expedited as quickly as possible. The form will be returned to the student with the approval, comments, or denial. Should the request be denied, a member of the Student Development Office will be available to discuss the need. Any student leaving campus overnight for any reason must have permission from the Resident Director or the Office of Student Development. If a student's request to miss church relations commitments is approved, it is the student's responsibility to notify their church relations pastor, or other appropriate leadership at their church.

### **INTERNET USAGE**

Wireless internet is accessible in most buildings on campus as well as the Haverhill Public Library. Christian discretion is assumed to be the practice of all students who choose to use the internet. Students will be held responsible for all information posted on social networking websites.

### **TELEVISION AND MEDIA**

For the purpose of keeping up with current events, the school provides a cable television in each dormitory as well as the Student Union. Personal flat screens/computer monitors are permitted and may not exceed 42 inches. As a reminder, do not mount flat screens/monitors to the wall and students are not permitted to open personal cable or satellite subscriptions. All students are expected to practice Christian discretion and restraint in their choice of music, entertainment and printed material. Secular music is prohibited.

### **VIDEO GAMES/ MOVIES**

R-rated movies, mature and adult only games are strictly prohibited. In addition, Teen Rated games with suggestive themes, strong language, blood and gore, real gambling, demonic themes and sexual themes are prohibited. R-rated movies, mature, or adult rated video games in the possession of a student will be confiscated. In order to promote balanced time management skills and an environment conducive to learning, the school encourages all students to exercise wisdom and appropriately limit use of all forms of media/entertainment throughout the week.

### **INTRAMURAL SPORTS AND OTHER RECREATION**

Although Northpoint Bible College does not have collegiate level teams in any sport, there are a variety of activities on the campus. Among them are billiards, ping pong, soccer, volleyball, basketball and board games. Movies, both entertaining and educational, are shown periodically. Northpoint Bible College also offers clubs, such as the art club, outdoors club, and ASL club that meet throughout the year. For more information on these or other activities please contact the Office of Student Development.

Northpoint intramural sports will be student led and function under the auspices and direction of the institution. Teams will be subject to the leadership of an advisor or the Student Council who will give wisdom and direction relating to all matters concerning the teams and their activities. Student Leaders and participants are required to comply with all standards, rules, and regulations of the school. All members of the sports leagues must sign a consent form and hold harmless agreement.

Members of the sports leagues may not:

1. Be under discipline (including unpaid fines)
2. Be on academic probation
3. Be on chapel probation
4. Be delinquent in S.P.I.C.E

\*Students may be removed from all intramural sports for un-sportsman like conduct or foul language.

### **STUDENT UNION AND ART GALLERY**

The Student Union, and Art Gallery in the library building, are provided for students to enjoy fellowship and study. Food and drinks are allowed with convenient receptacles for trash. Atriums are also located in each dormitory for the purpose of group study and dorm gatherings.

### **LIFE IN THE BRADFORD 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 Northpoint 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:

1. Appropriate conversation
2. Adequate tipping
3. Adherence to all speed limits
4. A general awareness and consideration for the community at large whether at work or play



The Town of Haverhill prohibits door to door solicitation of any kind, therefore, solicitation or distribution of literature, etc. is forbidden.

## CODE OF CONDUCT

Inasmuch as Northpoint is a school for the training of pastors, teachers and missionaries, it is assumed that our students will not participate in activities which are contrary to the highest biblical standards. Behaviors which involve "clubbing" (sexually suggestive dancing), alcohol, tobacco, vaping, abuse of non-prescription drugs, pornography, gambling, and using restrooms, showers, or sleeping in areas inconsistent with your God-given gender at birth 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 on the student. These rules apply at anytime 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. All students attending Northpoint Bible College must sign the Honor Code Pledge. To view the Honor Code Pledge, please contact the Student Development Office.

## MARRIED STUDENT ACCOMODATIONS

### Married Student Dorm Rules

1. Please use only gender specific restrooms. There are NO COED bathrooms.
2. There are separate bathrooms for both men and women on your floor. Men must only use the men's restroom and women must only use the women's restroom.
3. Restrooms are cleaned by housekeeping. However, your help in maintaining a clean restroom is very much appreciated. *Please do not put personal apartment trash in the restroom trash cans. Trash is to be carried down and disposed of in the trash receptacles located in the parking lot.*
4. When using the restrooms you cannot leave your personal belongings in the restroom. All toiletries, towels, dishes, etc. must be taken out after each use.
5. Hallways are to be kept clear at all times (*this is in regulation with the Massachusetts Fire Code*). Please do not leave any personal belongings including trash or welcome mats in the hallway. If there are items i.e. desks, beds, mattresses, lamps etc., you do not need in your apartment please let the maintenance office know and they will come and remove those items.
6. There is a credit/debit card and coin operated laundry facility on the third floor next to the elevator. This is a first come first serve facility that is also shared with the men who are housed on the second floor. Everyone please work together to keep this room clean. Please do not leave clothing in the machines after the cycle is complete.
7. There is a married student atrium/TV room on the third floor in Academy Hall. *Again please do not put personal apartment trash in the atrium trash cans. Trash is to be carried down and disposed of in the trash receptacles located in the parking lot.*
8. All rent should be paid to the Finance Department.

\*Failure to comply with these regulations will result in a disciplinary meeting and may result in dismissal or losing housing privileges on campus.

## S.P.I.C.E. (STUDENT PARTICIPATION IN CAMPUS EXPERIENCE)

With the exception of married students who live off campus, all fulltime students are required to participate in the S.P.I.C.E. program.

S.P.I.C.E. Assignments:

Fulltime/on campus = 5 hours

Fulltime/off campus = 3 hours

On weeks when a school break occurs, the hours required will be adjusted accordingly.

1. The Director of S.P.I.C.E. assigns all students to a task on registration day. The Director takes into account department head requests, student requests and the overall needs of the college when placing a student in the program.
2. A student may request a change of S.P.I.C.E. for the next semester by completing a S.P.I.C.E. request form. This **does not** guarantee that the student will be granted the request.
3. Students may not change their S.P.I.C.E. during the semester except in circumstances deemed necessary by the Department Head or the Director of S.P.I.C.E. (e.g. sickness, inability to complete assigned tasks, or serious scheduling conflicts).
4. If illness occurs, it is the student's responsibility to notify their S.P.I.C.E. Department Head.

Disciplinary measures for students who are five or more hours behind in S.P.I.C.E. is at the discretion of the Dean of Students. Students who are behind in S.P.I.C.E. may be required to miss class, chapel, or ministry privileges to make up their hours, and take the cuts for such disciplinary measures. Further delinquency may result in a Student Life Meeting, where the Student Life Committee will decide additional disciplinary actions.

There are work study options available through the finance office. Students participating in the work study program must agree to the following:

"I recognize SPICE is a key component to Northpoint Bible College's aim to train students for Pentecostal ministry through a holistic approach to student development. In light of this, I hereby agree to complete all my SPICE hours in addition to completing my work study hours. I understand that if I become delinquent in more than 10 hours of SPICE, the hours of SPICE I am overdue will be deducted from my work study payment (if you work 13 hours, but are 11 hours behind in SPICE, you will be paid for 2 hours of work). I also understand that the payment deducted due to delinquent SPICE hours cannot be made up."

## STUDENT COMPUTER USE AND EMAIL

In accepting an account to access Northpoint's student email systems or the use of any of the computer equipment at Northpoint Bible College including accessing the internet, 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 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 Northpoint systems any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar; obscene, profane, hateful, or racially, ethnically or otherwise objectionable material of any kind.
5. Northpoint Bible College reserves the right to block internet traffic from all file sharing or other non-educational sites.
6. The Office of Information Technology's responsibility for dorm internet CONNECTIVITY is limited to the working availability of network jacks or **Authorized Northpoint Bible College** wireless access points. Personal wireless routers or access point use is prohibited. These devices are not allowed and if discovered, will automatically result in a suspension of privileges on the network.
7. Only issues related to internet connectivity on campus will be reported to IT by emailing support@northpoint.edu. Any phone calls to report issues must be directed through an RA or RD.

8. Students attempting to access Northpoint Bible College's wireless networks must have a valid and up-to-date antivirus program with all updates being current to within the last 7 calendar days.
9. If IT can access the internet from a dorm room port, it is the student's responsibility to resolve issues related to their computer and/or network cable.
10. IT does not support student computers, software installed on student computers, or network cables. Please refer to the software or hardware manufacturer.

### **MAIL SERVICES**

The mailroom is located on the first floor of the Library Building. A mailbox will be provided for each student upon registration. Off - campus students mailbox is for on - campus correspondences only. All other mail must be sent to your residence. If you receive a package you will be notified by the receptionist and able to pick up your package at the Reception Office located in Academy Hall across from the cafeteria. Outgoing mail may be dropped off at the Reception Office and will be delivered to the Post Office daily. Upon receipt of mail forwarding address, Northpoint will forward all first class mail for 3 months, after which all mail will be returned to sender. The student must assume responsibility for all penalties or delays resulting from a failure to notify all agencies with whom he/she corresponds.

### **TELEPHONES**

Students may own and use cell phones on campus, however, keep in mind that the use of cell phones is not permitted in the classrooms or in Chapel (except for note taking). Telephones are conveniently located in the dormitories so that students may receive incoming calls. Emergency phones are strategically located about the campus to ensure the safety and well-being of all students.

**Note:** Office phones are not available for student use.

### **LAUNDRY**

Students may use designated on-campus machines or any Laundromat in the area. Each student is expected to do his/her own laundry. To avoid the loss of laundry items, be sure to remove laundry promptly from the laundry area. All ironing is to be done in the laundry room on each floor of the dormitories, where an ironing board is provided by the College.

### **LOST AND FOUND**

The lost and found is located at the Reception Office of Academy Hall.

### **FITNESS ROOM**

The fitness room is equipped to facilitate a personal workout schedule. In the interest of safety, persons wishing to use the exercise equipment MUST be orientated and sign a Waiver of Liability. The waiver can be obtained in the Office of Student Development. Users must accept any risks, and agree to adequately inform themselves regarding the operation and maintenance of the exercise equipment.

We enlist your help in the maintenance and care of this area. Please refrain from bringing food and drinks other than water into the fitness room.

There are specified times for men and women to use the fitness room. If it is a time designated for the opposite gender, but the fitness room is empty, you may exercise. However, if someone of the opposite gender comes, you must leave.

### **PUBLICATIONS**

A source of pride for the student body is the College's yearbook. Student publications provide opportunities for students with literary, photographic, artistic, secretarial, and/or administrative talents. We invite you to check it out.

### **STUDENT HANDBOOK VIOLATIONS AND FINES**

In the event of a Student Handbook Violation, a fine will be issued by someone working under the auspices of the Student Development Office (Resident's Assistant, Resident Director, Dean of Student Development, etc.). The fine process is as follows:

1. A student handbook violation fine of \$25 is issued. Students have two weeks to pay the fine or work it off with the Resident Director, completing environmental services tasks in the dorms. Fines may be paid in the Student Development Office.
2. If the fine is not paid or worked off in two weeks, the fine triples to \$75 and the charge is added directly to their school bill.

## **V. ACADEMIC LIFE**

### **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 to Records 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.

<sup>4</sup> 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 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 Chief Academic Officer. 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 Chief Academic Officer. 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.

### **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 Chief Academic Officer 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. For this purpose, a graduated three-semester plan has been instituted.

In the first semester of academic probation status, the student will take on these parameters:

- Required to take the Study Skills class
- Credits reduced to 12 hours or a maximum of 14 hours to include the Study Skills class
- No traveling ministry teams (including recruiting teams)
- Weekly meetings with the student's academic advisor for the purpose of academic coaching and accountability
- Counseling, if necessary

In the second semester of academic probation status, the student will take on these parameters:

- Credits reduced to 12 hours
- No ministry teams (including Resident Assistants, Student Council, Class Officers, Weekly Chapel Teams, etc)
- Weekly meetings with the student's academic advisor for the purpose of academic coaching and accountability
- Required 6 hours of Library/CAD time weekly
- No class or chapel absences allowed (absences will only be allowed for sickness, for which a sick note must be submitted to the Chief Academic Officer's office)
- Counseling, if necessary

In the third semester of academic probation status, the student will take on these parameters:

- Credits reduced to 12 hours
- No ministry teams (including Resident Assistants, Student Council, Class Officers, Weekly Chapel Team, etc)
- Weekly meetings with the student's academic advisor for the purpose of academic coaching and accountability
- Required 12 hours of Library/CAD time weekly
- No class or chapel absences allowed (absences will only be allowed for sickness, for which a sick note must be submitted to the Chief Academic Officer's office)
- Mandatory study group attendance (if one is available)
- No ministry involvement (including off-campus ministries and internships)
- Counseling, if necessary
- Additional recommendations may be added

This three-semester system is not consecutive. For instance, if a student comes off of their first semester of academic probation, has a semester not on probation, but then goes back on probation the next semester, that student will pick up where they left off in this three-semester progression.

Each student's progress will be assessed at the end of each semester that student is on probation.

If a student is on academic probation for three consecutive semesters, they will automatically be required to take a one-semester suspension from school.

Additionally, students are allowed ten (10) chapel cuts. If a student exceeds the maximum allowed chapel cuts, he/she will be placed on chapel probation for the upcoming semester, as well as having assigned seating in the front row of chapel in the following semester.

## **CURRICULA**

Northpoint offers a specialized curriculum that is designed to enable students to meet the challenges of the future. 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 a Master of Arts in Practical Theology; a Bachelor of Arts in Biblical Studies, into which the student incorporates a second major in Pastoral Ministry, Intercultural Ministry, Children and Family Ministry, Student Ministry, Worship Arts and Media Ministries, or Ministry Leadership; an Associate in Arts in Bible and Theology with a concentration in church ministry; and a One-Year Certificate in Biblical Studies. Our Grand Rapids, MI, campus offers a Bachelor of Arts in Ministry Leadership and an Associate of Arts in Ministry Leadership. A general course of study is made available for some students when the Office of the Chief Academic Officer deems it more suitable for the student. The Master of Arts program has its own Student Handbook, and thus is not represented in this handbook.

The curriculum design of the Bachelor's and Associate's degree at Northpoint Bible College contains three major components, the Division of Bible and Theology, the Division of General Education, and the Divisions of Vocational Ministry (second majors).

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 divisions (Church Ministries, Intercultural Ministry, and Worship Arts and Media Ministries) 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. Vocational Ministry (second majors) focuses on the biblical mandate: "Be ye doers of the Word, and not hearers only" (James 1:22).

Any change of program must be submitted on a "Change of Program" form and submitted to the Office of the Registrar for approval by the Chief Academic Officer. Students who matriculate into the One-Year Certificate and then apply for the AA or the BA program are expected to graduate from the One-Year Certificate program.

### **BACHELOR OF ARTS IN BIBLICAL STUDIES DEGREE**

Students who matriculate into the Bachelor of Arts program receive a degree in Biblical Studies with a second major. Students choose their second major at the completion of their freshmen year. Students are expected to pursue the second major of their choice throughout the remainder of their studies. If a change in second major is desired, the student must make written request to the Office of the Chief Academic Officer. It should be noted that courses taken initially in the second major program may not transfer into the new program, thus necessitating the student taking more than the required 128/122 credits for graduation. Second majors are offered in Pastoral Ministry, Intercultural Ministry, Children and Family Ministry, Student Ministry, Worship Arts and Media Ministries, and Ministry Leadership. Students enrolling the Grand Rapids Bachelor of Arts in Ministry Leadership do not select a second major.

### **ASSOCIATE IN ARTS DEGREE**

Students who matriculate into the Associate in Arts program will receive their degree in Bible and Theology with a concentration in church ministry. The general education courses consist of specific science and humanity courses, the vocational ministry classes are a combination of the introductory classes in each of the second majors. Students who decide to transfer into the Bachelor of Arts program upon graduation of the AA degree should know that some of the courses taken in this degree will not transfer into the BA program. All requests to transfer into another program must be approved by the Office of the Chief Academic Officer. Students enrolling in the Grand Rapids Associate of Arts program will receive their degree in Ministry Leadership.

### **ONE-YEAR CERTIFICATE**

Students who matriculate into the One-Year Certificate program will take a total of 30 credits consisting mainly of the required freshmen courses in Bible, Theology, and general education. Students who desire to continue into the BA program upon completion of the One-Year Certificate must fill out a "Change of Program" form. All changes must be approved by the Chief Academic Officer.

Note: The degree program into which a student initially matriculates is the degree program from which they will graduate. Once the student is accepted into another program, they will then graduate in that program also.

### **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 Bachelor of Arts Degree:** Those students who have matriculated in the spring 2017 semester or before require the completion of 128 prescribed semester hours of academic credit in the student's course of study. Freshmen entering the College in the fall 2017 semester and after require the completion of 122 prescribed semester hours in the student's course of study (*except for students in the Worship Arts and Media Ministries Division who will require 126 academic credits to complete their course of study*). The Grand Rapids degree requires 125 credit hours. All graduates from the Bachelor of Arts degree program require a cumulative grade point average of at least 2.0 for each semester hour of credit earned.
- 2. For the Associate in Arts Degree:** Completion of the 60 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. Students matriculating into this program will graduate with the AA degree at the completion of the program regardless of whether the student transfers into the Baccalaureate program at a later time. The Grand Rapids degree requires 62 hours.
- 3. For the One-Year Certificate:** Completion of the 30 hours of the prescribed academic credits with a cumulative grade point average of at least 2.0 for each semester hour of credit earned. Students matriculating into this program will graduate with the One-Year Certificate at the completion of the program regardless of whether the student transfers into the Baccalaureate program at a later time.
- 4. Graduation Ceremony Participation:** Attendance is required for students (graduates and undergraduates). Graduating seniors who have matriculated in the spring 2017 semester, or before, in the BA program may walk in the processional line at Commencement provided they have completed 122 credits toward their degree with no more than six credits outstanding, and have received permission from the Chief Academic Officer. Graduating seniors who matriculate beginning in the fall 2017 semester, or after, in the BA program may walk in the processional line at Commencement provided they have completed 116 credits (120 credits for those majoring in Worship Arts and Media Ministry) toward their degree with no more than six credits outstanding, and have received permission from the Chief Academic Officer. In either case, the one to six outstanding credits must be completed during the summer session of the graduating year. Students will not receive their degree until all academic and financial requirements and obligations are met. Seniors who have over six credits owing at the end of the spring semester will need to re-enroll for the fall semester and will be considered a December graduate; he/she will participate in the Commencement exercises the following spring.
- 5.** The last 30 credit hours for all undergraduate degrees and certificates must be completed through Northpoint Bible College for a student to receive a degree or Certificate. (See Transferring in credits).
- 6.** 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.
- 7.** Student must demonstrate Christ-like character and should consistently exemplify integrity, honesty, and morality above reproach.
- 8.** The Faculty and the Board of Trustees must approve the student as a candidate for a degree or certificate.
- 9.** Students on the Haverhill campus must complete all SPICE hours and workdays.
- 10.** No degree, certificate, transcript, or reference letter will be released by Northpoint Bible College until all financial and academic obligations have been met.

### **December Graduates**

A student who completes his/her program in the fall semester is considered a December graduate; however, since there is no December commencement ceremony, the student will walk in the May commencement. December graduates will be honored at the April Senior Banquet prior to the May commencement.

### **ACADEMIC ADVISORS**

Academic Advisors are assigned to each student to assist the student in designing his/her course of study, especially in the choice of a second major during the

student's sophomore year. Academic Advisors, who are faculty members, are also available to pray with, counsel, and encourage the student. Students are to meet with their advisor at the beginning and end of each semester to confirm their class schedule and course of study and to complete an advisee interview.

## **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.

## **ACADEMIC LOAD**

All incoming freshmen are limited to twelve credit hours in their first semester. After a student's first semester, fifteen credit hours is a normal academic load for a full-time student recommended for a student to complete his/her degree on time. Upperclassmen with sufficient scholastic standing may carry additional credit hours at the discretion and approval of the Chief Academic Officer. Any request to take more than eighteen credits must have special permission in writing from the Chief Academic Officer.

## **ADD/DROP COURSES**

Courses are arranged according to a block schedule. Students should seek the advice of their Academic Advisor before requesting 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, the Associate degree in a two-year period and the One-Year certificate in a one-year period. Deviating from the class schedule could add additional semesters to one's course of study. At no time can a Core class be dropped for an elective.

During the first three weeks of the semester the student, with the advice of his/her Academic Advisor and the approval of the Chief Academic Officer, may adjust his/her schedule by adding or dropping courses. Elective courses must be dropped before Core and second major courses. Students **MUST** fill out an official Add/Drop form, available at the Registrar's Office. **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 the Registrar 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. Students can check the status of their request on Sonis – if a class has been dropped it will no longer appear on the schedule, if added it will appear on the schedule. 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.

After the three week add/drop period the student must fill out a "Withdrawal from Class" form if he/she wants to withdraw from a class. The form is available in the Registrar's Office and requires the approval of the Chief Academic Officer. Again, the student is to attend the class until officially withdrawn.

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

## **TRANSFERRING CREDITS INTO NORTHPOINT BIBLE COLLEGE**

Student should request an official transcript from all colleges he/she attended. The official transcript from a CHEA accredited college or university should be submitted to the Office of the Registrar at the time of application. Only courses in which a grade of C or better was earned will be considered. Once the transcript is evaluated the student will be notified, as will the Financial Aid office, to the number of credits being transferred into Northpoint. Only credits that go toward a student's program will be transferred. **Students must complete their last 30 hours of credits through Northpoint in order to graduate with a degree or certificate.**

### **Transfer Students**

Transfer students are classified according to the number of credit hours transferred into the transfer student's chosen program at Northpoint. Since Northpoint is a Bible College and not a liberal arts college, not all previously earned college credits transfer into Northpoint's program. In order to receive a degree from Northpoint students must have the prescribed credit hours for each program that corresponds to Northpoint's curriculum. Transfer students are placed in class prayers based upon the number of accepted credit hours transferred into Northpoint's curriculum. 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 Chief Academic Officer. GPA's from another college do not transfer in; only grades of C- or better will transfer into Northpoint.

## **PROCEDURES FOR WITHDRAWING FROM NORTHPOINT BIBLE COLLEGE**

An official Withdrawal Form can be obtained from the Registrar's Office. The form must be completed and submitted to the Office of the Chief Academic Officer. The student is required to meet with the Chief Academic Officer 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 not attending classes that 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.

## **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. However, in order to graduate one must maintain a 2.0 GPA (C average).

### **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 (2.0) 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 the Registrar. The deadline for a grade change request is six weeks after the close of a semester. The Chief Academic Officer must

approve all change of grades. Throughout the semester, students should be checking Canvas for individual assignment/exam grades. However, official final grades and attendance can be found through the college website under the student login link to Sonis.

## GRADING SCALE

For those students who have matriculated in the *spring 2017 semester or before*, grade points are granted on the following basis:

A+		100 – 97	4.00 Grade points per semester hour
A	SUPERIOR	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	GOOD	86 – 83	3.00 Grade points per semester hour
B-		82 – 80	3.00 Grade points per semester hour
C+		79 – 77	2.00 Grade points per semester hour
C	AVERAGE	76 – 73	2.00 Grade points per semester hour
C-		72 – 70	2.00 Grade points per semester hour
D+	POOR	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	FAILURE <sup>1</sup>	59 & Below	0.00 Grade points per semester hour
F**	REPEATED FAILED CLASS		Original F is not computed into G.P.A
P	PASS		Not computed into G.P.A.
W	WITHDRAW		Not computed into G.P.A.
WP	WITHDRAW PASS		Not computed into G.P.A.
WF	WITHDRAW FAIL		Not computed into G.P.A.
INC	INCOMPLETE <sup>2</sup>		Not computed into G.P.A.
AUD	AUDIT <sup>3</sup>		No Credit

For those students who matriculate in the *fall 2017 semester or after*, grade points are granted on the following basis:

A+	SUPERIOR	100 – 97	4.00 Grade points per semester hour
A		96 – 93	4.00 Grade points per semester hour
A-		92 – 90	3.70 Grade points per semester hour
B+	ABOVE AVERAGE	89 – 87	3.30 Grade points per semester hour
B		86 – 83	3.00 Grade points per semester hour
B-		82 – 80	2.70 Grade points per semester hour
C+	AVERAGE	79 – 77	2.30 Grade points per semester hour
C		76 – 73	2.00 Grade points per semester hour
C-		72 – 70	1.70 Grade points per semester hour
D+	POOR	69 – 67	1.30 Grade points per semester hour
D		66 – 63	1.00 Grade Points per semester hour
D-		62 – 60	.70 Grade Points per semester hour
F	FAILURE <sup>1</sup>	59 & Below	0.00 Grade points per semester hour
F**	REPEATED FAILED CLASS		Original F is not computed into G.P.A
P	PASS		Not computed into G.P.A.
W	WITHDRAW		Not computed into G.P.A.
WP	WITHDRAW PASS		Not computed into G.P.A.
WF	WITHDRAW FAIL		Not computed into G.P.A.
INC	INCOMPLETE <sup>2</sup>		Not computed into G.P.A.
AUD	AUDIT <sup>3</sup>		No Credit

<sup>1</sup> 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.)

<sup>2</sup> 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.

<sup>3</sup> Permission to AUDIT a course must be submitted in writing to the Chief Academic Officer. Written work is not required, but attendance is.

## TECHNOLOGY ACCESS

### 1. Canvas

Upon registration the Information Technology department will provide students with their login and password to Canvas, the college's online software. All professors use this software platform to present courses, distribute syllabi, and professors may additionally utilize this software for other documentation and required work in on-campus courses. This site is available from the college's home website page. Students will be able to access courses through Canvas after the course is properly registered through the Registrar's Office.

### 2. Sonis

Upon registration, the IT Office will provide students with their login and password information to the Sonis website. This site is available from the college's home website page and provides students access to their schedules, absences, and grades. Students should check their Sonis on a regular basis to verify attendance, to check grades, to determine their academic progress. Should a grade be incorrect or missing, the student should contact the professor immediately.

## 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 **Turabian format**. Students are to purchase the Turabian 8<sup>th</sup> Edition book by Kate Turabian and adhere to both it and the Northpoint Standard. All handwritten work is to be done in black or blue ink. All work is to be turned in on the due date as specified in Canvas. 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 and signature of verification from the student's Resident Director; 3) funerals or family emergencies granted as an approved absence by the Chief Academic Officer and Dean of Students; 4) school-approved activities. If the student meets one of these exceptions, a "Request for Extension" form must be filled out one week in advance of the due date. The form can be obtained from the Registrar's Office. The "Request for Extension" form should then be presented by the student to the Office of the Chief Academic Officer for the CAO's signature. The Registrar's office will forward the form to the professor. Once the form is sent back to the Registrar by the professor, a copy will be sent to the student. **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 via Canvas; 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 point (5) deduction. For each twenty-four hour period (including Saturdays, Sundays and school breaks) that the paper/project is not turned in, another five points (5) 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.

### Examinations

Electronic exams given in class will require the use of Respondus LockDown Browser. The student will be required to bring a laptop or iPad to the exam in order to take the exam or quiz. All exams taken outside the classroom will require both Respondus LockDown and Monitor. The student will be required to download and use lockdown browser for their computer or iPad for these quizzes, by following the link on the test page in canvas. The download is to be completed prior to coming to class to take the exam. For technical support using LockDown Browser or Monitor, students can search "respondus" at support.northpoint.edu or contact support@northpoint.edu. 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.

- a. **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 8:00 a.m. class on Monday, it must be made up before 8:00 a.m. the following Monday. Both Respondus Lockdown and Monitor are required for all electronic exams taken outside of class.
  - **Illness:** In the case of illness, the student must notify the Resident Director of his/her illness and secure from the Resident Director, or nurse, a "sick-slip." The student must fill out a "Make-Up Exam" form (located in the Office of the Registrar). The form will then be forwarded to the Office of the Chief Academic Officer for signature. The student should attach the sick slip to the form. The student should then schedule a time with the professor to make up the test. Students not making up the exam within the prescribed time period will receive a "0". If the student is unable to obtain a sick slip in a timely fashion, the Make-up Exam form should be completed and submitted. Once the RD's have sent in the sick slip it will be attached to the form by the Registrar's Office. The student will receive a copy of the make-up exam for his/her files. Commuting students who miss an exam due to illness should fill out the Make-up Exam form and indicate illness as the reason.
  - **Non-illness:** Unless a student is ill, all exams must be taken as scheduled. There is no provision for make-up exam for non-illness absences.
- b. **Exams Taken in the Center for Academic Development (CAD):** Students approved to take their exams in the CAD are to do so on the day the exam is scheduled in class. In some cases this is not possible; therefore, with the approval of the CAD Director, a student may be given up to two days in which to take the exam (if Exam given on Monday, then the CAD student must take it by Wednesday). – Exams not taken within this time period will be considered late and therefore, not able to be made up except due to illness. It is the student's responsibility to schedule all exams with the CAD Director based on his/her syllabi schedule. Should a student be sick on the day of the exam, he/she is to follow the Late-Exam policy above. Quizzes should be taken in the classroom, but in consultation with the professor accommodations may be arranged. **Late CAD exams** will be handled according to the make-up exam policy above. Therefore, schedule all exams at least one week in advance of the exam with the CAD Director. For late exams - the student must follow the above make-Up Exam policy and will be subject to the same policy noted above.
- c. **Final exams** are scheduled during Finals Week. The schedule is distributed one month before Finals. Each student is responsible to check the schedule carefully and make arrangements to be present for all finals. Finals are not necessarily given on the same day, or even the same hour, as the regularly scheduled class. Students who have more than three finals on one day may request that one of the finals be rescheduled. Students should fill out a "Final Exam Reschedule" form found in the Registrar's Office. In consultation with the Chief Academic Officer's office, one of the Finals (usually an elective) will be moved. If student is over 10 minutes late to the final exam, the professor at his or her discretion may choose to deduct 10 points for being late. The professor will be notified in advance to be prepared to have the Final ready for the student. Students are NOT to arrange a Final Exam change with the professor.

## **Cell and Smartphone Usage**

Cell Phone and Smart Phone Procedure: Phones are to be kept in “vibrate” mode per CLERY Act – “Send Now” emergency notification. In the classroom, phones are to be kept in the student’s backpack/book bag/briefcase/purse, etc.

- a. Students MAY use the Bible application on their Smartphone when the class is directed to open their Bibles to a specific passage of Scripture. Once the Scripture passage is read, the Smartphone is to be placed back in the backpack/book bag/briefcase/purse, etc.
- b. Students may take class notes on their Smartphone provided they follow the procedures noted below.
  - By the second week of class the student must submit to the professor a Smartphone Usage form indicating the usage of their smart phone for class notes.
  - The form is to be approved by the professor; a copy will be given to the student and the original kept by the professor.
    - The professor may ask periodically that the notes be e-mailed to him/her for verification that the student is able to keep up with the notes via Smartphone, and that notes were taken.
      - If a student is found using the phone for any other purpose than note taking, the student will lose the privilege of taking notes via Smartphone for the remainder of the semester.
      - Unless a “Smartphone Usage” form has been filed by the student and approved by the professor at the beginning of the semester the student may not use his/her Smartphone for note taking.
- c. Students MAY NOT use their phone, iPad, iPod, computers or other electronic device in the classroom, chapel, or class prayers at anytime to:
  - Make or receive calls
  - Text or receive Texts
  - Check e-mail
  - Surf the Internet
  - Access any social network site
  - Take pictures or videos during class’
  - Listen to music or watch videos during class
  - Play games
- d. Students found using their phone, iPad, iPod, computer, or other electronic device for any of the above will be asked to place their device on the professor’s desk for the remainder of the period. Continued improper usage and the student will be required to place the device on the professor’s desk at the beginning of class for the remainder of the semester.

## **Plagiarism Policy**

NPBC subscribes to Turnitin, a service that monitors writing originality in assignments, reports and papers and checks for plagiarism. Turnitin integrates with Canvas so that submissions are checked for originality through a Turnitin report. This company compares student submissions to various electronic resources as well as to other submissions to Northpoint and other colleges through the Turnitin database. Sources that are not cited, which are copied or paraphrased from another source without citation are considered plagiarized. Any material, whether published or unpublished, quoted from another writer, must be identified by use of quotation marks, block quotations, and documentation with specific citation of the source and paraphrased material must likewise be attributed to the original author, for both formal papers as well as other assignments, unless otherwise instructed by the professor. The Turnitin report highlights content considered to be similar to other sources in the Turnitin database. Both students and instructors can view the similar source and the student submission side by side. The similarity index is not directly factored into a grade for an assignment. Rather, it is a tool for the instructor to use to grade and verify sources. Cited sources will still show as unoriginal, but the instructor will use that information to verify that each citation and paraphrase are cited. As a school, intent on training men and women of integrity for the ministry, Northpoint takes plagiarism seriously. Plagiarism consists of the following categories (from Turnitin: [http://turnitin.com/assets/en\\_us/media/plagiarism\\_spectrum.php](http://turnitin.com/assets/en_us/media/plagiarism_spectrum.php)):

- a. Submitting another’s work, word-for-word, as one’s own.
- b. Contains significant portions of text from a single source without alterations.
- c. Changing key words and phrases but retaining the essential content of the source.
- d. Paraphrases from multiple sources, made to fit together.
- e. Borrows generously from the writer’s previous work without citation.
- f. Combines perfectly cited sources with copied passages without citation.
- g. Mixes copied material from multiple sources.
- h. Includes citations to non-existent or inaccurate information about sources.
- i. Includes proper citation to sources but the paper contains almost no original work.
- j. Includes proper citation, but relies too closely on the text’s original wording and/or structure.

See also the 8<sup>th</sup> Edition of Turabian for a fuller explanation of plagiarism: 4.2.2-3; 7.9.1-11; 15.1; 15.2; and 15.2.1

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

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

Faculty are to report all cases of plagiarism to the Chief Academic Officer in the form of a “Plagiarism Report.”

## **Cheating**

Northpoint subscribes to *Respondus Lockdown Browser and Monitor*. This software, which requires an installation on the computer that the student will use for the course will discourage cheating by preventing students from opening other browser windows while taking a test or quiz. Students are expected to follow all instructions outlined in the opening sequence of Respondus Lockdown Browser and Monitor quizzes. This includes verification that the webcam is functional, presenting a form of ID to verify identity, and using the camera to capture the environment around the student. The student is expected to avoid the use of phones, tablets, or any other electronic device than the one used to take the quiz while quizzing. The use of paper notes and texts is also prohibited. Failure to adhere to these guidelines will result in a 0 on the quiz, without the option to retake.



Cheating is a breach of integrity and will be dealt with by the professor or higher authorities if needed. Cheating consists of such infractions as using unauthorized notes or material when taking an examination; copying answers to examination questions, obtaining or helping others to obtain, unauthorized copies of examination questions, copying another person's class work/assignments and/or homework and submitting it as one's own; 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; allowing another student to copy one's paper or assignment, copying another student's paper with that student's permission, or submitting the same paper for two or more classes, even if it is the student's own work. The use of any photographic device used to capture images of a quiz or exam is also considered cheating. Any student found guilty of cheating will be subject to one or more of the following actions:

- a. Receive an "F" for the assignment or course.
- b. Suspension
- c. Dismissal

## **ATTENDANCE**

### **CLASS ATTENDANCE**

Students are expected to attend all class periods. The only excused absence granted is for school-sponsored activities where 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).

If a student has to leave the campus for a special occasion, emergency, or other situation and class or chapel attendance will be affected he or she MUST submit a "Student Request Form" (obtainable from the Office of Student Development) to the Office of the Chief Academic Officer. All absences from school involving class and chapel attendance must be approved by the Chief Academic Officer.

### **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. NOTE: These built in "cuts" are to be used for sicknesses and emergencies – they are not "in addition" to cuts for personal reasons, oversleeping, or just skipping class.

1-credit course	1	absence	Allowed
	2	absences	1 letter grade
	3	absences	2 letter grades
	4	absences	Automatic failure
2-credit course	3	absences	Allowed
	4	absences	1 letter grade
	5-6	absences	2 letter grades
3-credit course	7	absences	Automatic failure
	5	absences	Allowed
	6-7	absences	1 letter grade
	8-9	absences	2 letter grades
4-credit course	10	absences	Automatic failure
	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 the Registrar 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 Chief Academic Officer, 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. The same is true if a student misses a class due to leaving early for any school break or returning late from any school break.

### **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.

### **Absence Memo**

The Office of the Registrar will send a memo to all students whose name is not on the roster for a particular class. The student must go to the Office of the Registrar and verify that they are indeed registered for that course. Students whose attendance is never verified as enrolled in a specific course will not receive credit for that course.

Likewise, a student whose name appears on a class roster that they do not attend must report to the Office of the Registrar and remove him or herself from the course. Failure to respond to the memo and correct the situation will result in a grade of "F" for the course, as well as any tuition charges that may be incurred.

Students in both these situations will receive a memo from the Office of the Registrar advising them of this situation.

### **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**

Whenever a student must leave campus due to a wedding, funeral, or other reason, which necessitates him/her missing class or chapel, he/she must fill out a "Student Request Form" obtainable in the Office of the Dean of Students, and present the completed form to the Office of the Chief Academic Officer for appropriate approval and signatures. The student should remember that all cuts are calculated into the allowed cut schedule noted above, including these approved requests, and therefore should use caution in taking allotted cuts to allow for potential illness.

## **ATTENDANCE AT SCHOOL ACTIVITIES**

### **Baccalaureate and Graduation**

The Baccalaureate Service and the Commencement exercises are an integral part of the training offered at Northpoint Bible College and therefore attendance is mandatory. The spring semester is not officially terminated until the conclusion of the graduation ceremony.

#### ▪ **Attire**

All underclassmen should wear business or business casual to the baccalaureate and graduation services. Graduates should wear business attire: Men should wear a coat and tie; women may wear a pant suit, dress, or skirt and blouse. Appropriate footwear should be worn; no flip-flops.

## **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 are allowed in the chapel at 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 Chief Academic Officer prior to returning to class.

#### ▪ **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.**

## **PLATFORM MINISTRY ATTIRE**

Students involved in platform ministry (worship team, reading Scripture, prayer, etc.) are to wear business or business casual; no jeans or pants that resemble jeans. Those involved in preaching should wear business attire – men should wear a coat and tie; women may wear either a dress, or a skirt and blouse.

# **VI. STUDENT SERVICES**

## **DINING COMMONS**

Northpoint manages its own food service operation providing students with balanced and nutritious meals. Students will be able to purchase one of the following meal plans. Unused meals in each of these plans roll over each week throughout the semester.

- 14 meals per week
- 19 meals per week

Also available to full time on campus and commuter students, as well as faculty and staff, are flex accounts which offer the opportunity to deposit money in a debit account to be managed by your ID card.

Meal Times Are As Follows:

	<u>Monday – Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Breakfast (Hot)	7:00 – 8:30	X	X
Brunch	X	10:30 – 12:00	X
Lunch	12:15 – 1:30		2:00 – 3:00
Dinner	5:00 – 6:00	5:00 – 6:00	6:00 – 7:00

Note: Hours are subject to change.

The Food Service director will conduct meetings, with the Student Council, as a means of obtaining valuable feedback. These meetings will be a great way to communicate your needs and to ensure an enjoyable dining experience.

In order to foster a pleasant dining experience for all, please limit birthday and other celebrations to individual tables.

### **Cutting the Cafeteria Line**

No student or student group may cut the cafeteria lunch line at **anytime**, except students working a cafeteria shift on that day, or members of student leadership with meetings held during lunch that day (Student Council, RA's, etc.). Such students may cut the lines only on days they have meetings.

All other students are to plan their meetings with this in mind. If a breakfast, lunch, or dinner meeting is scheduled the group should probably meet first, then eat.

**Below is an important listing of dates that indicate when food service will be available throughout the 2016-2017 school year:**

### **FALL SEMESTER:**

First Meal Served:	Lunch	Friday, August 18
Last Meal Before Fall Break:	Lunch	Friday, October 6
First Meal After Fall Break:	Breakfast	Wednesday, October 11

Last Meal Before Thanksgiving:	Lunch	Friday, November 17
First Meal After Thanksgiving:	Breakfast	Monday, November 27
Last Meal of the Semester:	Lunch	Wednesday, December 13

#### SPRING SEMESTER:

First Meal Served:	Dinner	Monday, January 15
Last Meal Before Spring Break:	Lunch	Friday, March 2
First Meal After Spring Break:	Breakfast	Monday, March 12
Last Meal Before Easter:	Dinner	Thursday, March 29
First Meal After Easter:	Breakfast	Tuesday, April 3
Last Meal of the Semester:	Breakfast	Saturday, May 12

#### **Frequently asked questions....**

##### **CAN I TAKE FOOD OUT OF THE DINING HALL?**

No, since the Dining Hall is an all you can eat program, food cannot be taken out for eating later.

##### **WHAT CAN I DO IF I WORK DURING MEAL TIMES?**

With the extensive serving hours we expect that your needs will be met. However, we do offer to-go meals for those students that absolutely cannot eat and are on a meal plan. Student must submit a request for take-out meals to the Director of Food Services one week in advance.

##### **IF I AM SICK, HOW CAN I GET A MEAL?**

Simply have someone bring your ID to the cafeteria to scan your card for a meal, and they can bring food back for you.

##### **CAN A FRIEND USE MY ID?**

No. But you can use a block meal to treat a visiting friend or relative to a meal in the Dining Hall. You have to be there in person and present your ID for scanning.

##### **IF I LOSE MY STUDENT ID, HOW DO I EAT?**

You are responsible to notify Campus Safety that you have lost your ID so that your account can be suspended and your meal balance safeguarded. You will be given 48 hours to locate your card before Campus Safety will provide a replacement card and charge you the ID replacement fee.

##### **ARE VENDING SERVICES AVAILABLE?**

Beverage/snack machines may be found at various locations throughout the campus.

## **VII. STUDENT ORGANIZATIONS**

### **CLASS ORGANIZATIONS**

Each class in the College is appointed an Advisor who will assist in all class affairs and business. The Advisor will be responsible for the organizing and implementation of policies in relationship to class organizations. At various times throughout the year each class enjoys parties and other group activities.

Each class is also organized with an elected President, Vice President/Treasurer, and Secretary/Historian. Each class elects three officers as first year students, as well as two class representatives.

At a designated time and place, each class, with its Advisor, meets monthly for a time of devotion, fellowship, and discussion of class business. Much prayer is necessary to establish and maintain a spirit of love and unity among the members of the class. Class Prayers are an important part of the student's education.

### **NORTHPOINT MISSIONS FELLOWSHIP**

Every Mission minor is part of this fellowship. Its purpose is to enlarge and strengthen the global perspective of Northpoint. Students involved with this fellowship participate in mission's chapels, conventions, and fund-raising activities throughout the year. An executive committee is elected annually to help make decisions. Not only Missions minors, but all students interested in missions are invited to participate with all Northpoint Missions Fellowship activities.

### **MARRIED STUDENT FELLOWSHIP**

The Married Students Fellowship was formed to provide assistance and fellowship for married students at Northpoint. Preparing for ministry can put an additional strain on one's marriage. The activities, fellowship, prayer times, and mutual encouragement of married students help in the adjustment.

### **STUDENT COUNCIL**

The Student Council serves as a vehicle for communication between students and the various administrative committees of the school. Through this organization, a variety of issues and requests reach the leadership for clarification and consideration. The Student Council is here to serve you and will welcome your input regarding any concerns you may have. This organization sponsors various student centered events.

### **STUDENT FEES**

Student fees shall be allocated as follows:

\$14 per student per semester to the class into which the student enters for the fall semester.

\$16 per student per semester to the Senior Banquet.

\$2 per student per semester to the Married Student Fellowship.

\$63 per student per semester to the Student Council.

## **VIII. HEALTH AND SAFETY**

### **SICKNESS**

In all cases of sickness it is important for the student, either personally, or with the help of a roommate or the aid of the Resident Assistant, to notify their Resident

Director. Upon this notification, the Resident Director will be able to contact the Dean of Students and other departments in which this information is important. The purpose of these notifications is to ensure that all the student's needs are met.

## **PROLONGED ILLNESS**

If any student is approved to go home due to prolonged illness, we request notification of the status of your sickness. When returning to the school, a doctor's note should accompany the student stating that the student may return to normal activities and/or special needs that the student may have.

NOTE: When comprehensive or long-term testing or treatment is needed, the Administration may require the student to return home.

## **ACCIDENTS**

In the case of an emergency, a Resident Director and Security must be notified. Students should exercise judgment concerning emergency treatment at a hospital. The Resident Director and Security can help with this judgment. However, students should contact 911 if there is:

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

## **ON-CAMPUS HEALTH SERVICES**

A nurse is on call and can be reached through the Resident Directors. The college does not provide for transportation to and from medical appointments. Northpoint Bible College's adheres to HIPAA Privacy Policies. The following was taken from the U.S. Department of Health and Services website regarding HIPAA: "The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. The Rule also gives patients rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections." For more information regarding HIPAA Privacy Policies, visit: <http://www.hhs.gov/hipaa/index.html>.

## **ANTI-HAZING POLICY**

In compliance with the hazing laws of Massachusetts, Northpoint Bible College 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 report is available upon request in Security 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 Northpoint Bible College 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 Security and the owner or possessor of the weapon will be subject to dismissal. In addition, the responsible student may be subjected to prosecution by the Commonwealth of Massachusetts.* Paint ball or air soft weapons may only be used and stored off campus.

## **FIRE EMERGENCY PROCEDURE**

Northpoint Bible College buildings are equipped with wet sprinkler 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. Failure to do so will result in a \$250.00 fine. The unwarranted pulling of a fire alarm will result in a \$250.00 fine.

### **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.

## **CAMPFIRES**

Campfires on campus are prohibited.

## **FIREWORKS**

Fireworks are illegal in the Commonwealth of Massachusetts and are prohibited on campus.

## **DRONES**

The possession and/or use of drones or unmanned aerial vehicles by students on campus without faculty or staff permission and supervision are prohibited. *Any drone or unmanned aerial vehicle found on campus will be immediately confiscated by Security and the owner or possessor of the drone or unmanned vehicle may be subject to disciplinary action.*

## **EVACUATION**

In the event where imminent threat exists and it is determined by the appropriate officials that an evacuation is necessary, Northpoint Bible College 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.

### **SEXUAL HARRASMENT**

Sexual harassment of any type, verbal and/or physical, to any affiliate of the Northpoint Bible College 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 Security. 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 is available upon request in Security during business hours.

### **HAZARDOUS PRACTICES**

1. **APPLIANCES:** Cooking appliances (toaster ovens, microwaves, crock pots, heating coils, and space heaters) are not allowed in the student's residence. A microwave is located on each floor of the dormitory. This will facilitate in the warming and making of any food for the student. Please do not overload any circuits with extension cords or multiple outlet adapters. We ask that students refrain from permanently installing speakers, amplifiers, stereo equipment etc., in dorm rooms.
2. **CANDLES AND INCENSE:** Candle burning, oil lamps and incense are prohibited in all campus buildings due to the risk of fire and in accordance with applicable laws.

## **IX. CAMPUS SAFETY & SECURITY**

### **STUDENT ID CARDS**

You will be issued a Northpoint Bible College Identification Card (ID) upon registration. Your ID will provide you access to essential college services and facilities such as building and dorm access, printer use, library services and meal plan. You are required to possess your ID at all times and must ensure that your ID is readily accessible. If your ID is lost, stolen, or misplaced you are required to immediately contact the Department of Campus Safety and Security (Security) to deactivate your ID and issue a replacement. You may report a lost, stolen or misplaced ID anytime by calling (978) 478-3409 or by visiting the Security office during business hours. Security has the discretion to deactivate your ID and issue you a replacement at your expense if you are found to be in noncompliance with the preceding requirements. The cost of a replacement ID for any reason is \$40.00 which will be immediately billed to your student account.

### **CALLING TO MAKE A REPORT**

Security is everyone's business – *if you see something, say something*. If you observe any suspicious or dangerous activity you may contact Security anytime at (978) 478-3409. If you observe a member of the campus community victimized by crime you should contact Security immediately. If you are the victim of a crime you may make a confidential report to Security. With your permission, the Director or a designee of Northpoint Bible College (Northpoint) can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Northpoint can keep accurate records of the number of incidents involving students and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics. Reports may be made anytime by calling Security at (978) 478-3409 or by visiting the Security office during business hours. In the event of a medical emergency such as but not limited to: chest pains, shortness of breath, seizure, unconsciousness or profuse bleeding, immediately call 911 and then call Security at (978) 478-3409.

### **DOOR SAFETY**

Do not put yourself and others at risk – never prop open doors that are regularly locked or secured and never permit building or dorm access to anyone who you do not know. Become acquainted with others in the dorm to be aware of who belongs there.

### **PERSONAL SAFETY**

You are encouraged to make note of the Security phone number (978) 478-3409 and save it in your cellular phone or device. Northpoint reports very few crimes each year; however, it is strongly advised that when you travel by foot both on campus and in the community, that you do so with friends in populated, well-lit areas as opposed to alone. Maintain situational awareness when walking or jogging on campus and in the community – avoid texting. If you are being followed by someone you do not know, travel to a well-lit area and call for assistance. You should not take walks or go jogging before or after daylight hours. It is encouraged that you familiarize yourself with the locations of the blue emergency phones on campus as well as what to do in an emergency situation.

### **PERSONAL PROPERTY**

Never leave personal items unattended and store your valuables in a secure location. The keeping of cash and valuables in your room is strongly discouraged.

### **VEHICLE SAFETY**

When walking to your vehicle you should have your keys in hand and ready. To reduce your vulnerability you should walk to your car with someone you know and trust especially after dark. Lock vehicle doors at all times including while driving and conceal items within the vehicle to discourage theft. Report any unrecognized or suspicious vehicles to Security at (978) 478-3409.

### **SECURITY SERVICES**

Security provides around-the-clock video surveillance and physical security. Security can also escort you to and from your dorm or vehicle and assist you if you are locked out of your vehicle. Security provides self-administered First Aid. Security personnel are on duty and available to you 24 hours a day, 7 days a week and can be reached anytime by calling (978) 478-3409.

### **INSTANT NOTIFICATION SYSTEM**

In compliance with federal laws, Northpoint makes use of a comprehensive immediate notification system which is utilized to notify students, faculty and staff of timely warnings in emergency situations. The *Send Word Now* notification system provides a text, voicemail and e-mail message containing pertinent information immediately to each recipient. To this effect, cellular phones are permitted in vibrate mode during class. The notification system allows Security to contact the Northpoint community regarding any threats, extreme weather patterns, car removal requirements, church/class cancelations, etc. Send Word Now alerts recipients through the use of voice call, text and email. It is imperative that you provide Northpoint with your accurate contact information at the time of registration. If at any time your contact information changes it is your responsibility to provide Security with your up-to-date telephone number and email address.

### **LOCKDOWN PROCEDURE**

If an imminent threat exists and it has been determined by the appropriate officials that containment within school buildings is necessary, Northpoint 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. Lock all possible doors, if a door cannot be locked, attempt to barricade it with available means (furniture or equipment);
3. Close all windows, curtains, blinds and doors and then proceed to stay away;
4. Turn off all AC/heater units, fans, and lighting if possible;

5. Silence cellular phones (no sound – no vibration) and do not use them unless there is a vital emergency;
6. Arm yourself with what is available (desks, chairs, laptops, unplugged fans or heaters, etc.);
7. Remain calm and quiet until the *All Clear* is given, and
8. If intruder enters the room, attack all at once – *fight to win and do not quit*.

## **PARKING AND CITATIONS**

Northpoint welcomes you to bring your personal vehicle on campus. This is a benefit to you and it is also a privilege. You are required to register your vehicle with Security. A numbered parking space will be assigned to you and you will be issued the appropriate parking decal. Reserved parking spaces may be issued to Student Government Representatives, Resident Assistants, Security and seniors. Northpoint does not permit vehicle storage or parking during summer break. Please do not park in fire lanes, loading zones, handicap spaces, lawns, sidewalks, assigned areas or those areas marked *No Parking*. You will be issued a citation if you park your vehicle anywhere other than your assigned parking space. You will be issued a citation if you leave your vehicle unattended in a loading zone, fire lane or if you park your vehicle inappropriately during a Winter Parking Ban. You are expected to obey a 10 MPH speed limit while operating your vehicle on campus. A citation will be issued for speeding infractions. Please note that access roads on campus are not for student use. Unregistered vehicles or vehicles found without a valid parking decal will be cited. No disabled vehicles are permitted on campus. If your vehicle is disabled you are responsible for the removal of the vehicle. Any vehicle determined to be disabled, inoperable or otherwise not able to be driven will be cited. Citations are \$25.00 and citations issued during a Winter Parking Ban are \$50.00. Citations may be paid in person in the Security office during business hours. *Citations unpaid after ten (10) calendar days will result in the fine being doubled and added to your student account. If you fail to comply with a Winter Parking Ban or have incurred \$150.00 in unpaid parking fines your vehicle may be booted and/or towed at your expense.*

## **VEHICLE REGISTRATION FEES**

Students, faculty and staff must register their vehicles with Security. The cost of registering a vehicle for an on campus student is \$35.00 for the academic year. The cost of registering a vehicle for an off-campus student is \$25.00 for the academic year. This fee will be billed to your student account at the time of registration. All vehicles authorized by Security to park on campus must display a valid parking decal at all times. Replacement parking decals are \$15.00 and may be purchased in the Security office.

## **BICYCLES**

You are required to register your bicycle with Security. Upon registration you will be issued a numbered decal. Bicycles shall be secured in a bicycle rack at all times. Bicycles left in any other location will be confiscated by Security and a \$25.00 fee will be required in order to return the bicycle to the owner. Unauthorized use of another student's bicycle is prohibited. Any student found to be in violation of this rule will be subject to disciplinary action. At the completion of the academic year all bicycles must be removed from campus. Northpoint does not offer bicycle storage during summer break. *Bicycles left on campus will be considered abandoned property and shall become the property of Northpoint and shall be disposed of in a manner determined by Security.*

## **ALTERNATIVE TRANSPORTATION**

The use of skateboards, long boards, skates and rollerblades, as well as foot scooters are not permitted as a means of transportation on Northpoint's campus. This does not pertain to electric personal assistive mobility devices which are needed as a result of handicap or physical disability, such as electric wheel chairs.

# **X. GROOMING AND ATTIRE**

## **DRESS CODE**

### **MEN'S DRESS CODE:**

Northpoint's dress code is written to stress an appearance that reflects a decent and modest Christian community. **With this in mind, the following is a list of attire that is a guideline for men when attending breakfast, classes, chapel, class prayers, and lunch.**

1. Any collared shirt. All other sweaters are permitted provided a collared shirt is worn underneath.
2. Dress pants, corduroys, jeans without holes or ragged hems (no tight fitting pants or patterned pants, such as camouflage). Pants must be fitted at the waist.
3. Sneakers, dress shoes, and sandals. No flip flops.
4. T-shirts, shirts with logos of any kind, hats, sweatshirts or hoodies are not permitted.
5. Northpoint hoodies and Northpoint apparel may be worn in the classroom on Fridays only.
6. Shorts are not permitted during breakfast, classes, chapel, class prayers, and lunch.

\*It should be noted that the school recommends that all men should have at least one dark suit for special functions and church services. **Platform attire is "business casual."** No jeans or jean look alike pants, sneakers, or flip flops. Khakis or dress pants and dress shoes must be worn.

**The following is a list of attire that the College requests all men to abstain from wearing at all times:**

1. Form fitting sweat pants
2. Spandex pants
3. Tank tops or muscle shirts
4. Ear and body rings and gauges.
5. Tattoos (including removable tattoos and henna)
6. Secular band t-shirts
7. Shorts more than two inches above the knee

**WOMEN'S DRESS CODE:** Northpoint's dress code is written to stress an appearance that reflects a decent and modest Christian community. **With this in mind, the following list of attire is a guideline for women when attending breakfast, classes, chapel, class prayers, and lunch.**

1. Modest dresses or skirts- skirt length or slits are to be to the mid-knee.
2. Modest pants, capri pants, cropped pants and jeans without holes or ragged hems (no tight fitting pants and/or yoga pants).
3. Tops –no form fitting or low necklines. T-shirts, shirts with logos of any kind, sweatshirts or hoodies are not permitted. Women should wear shirts or tops that completely conceal bra straps; bra straps should not be visible through sheer tops, nor as a result of tops not extending to the shoulder.
  - a. Sleeveless tops are permitted when fitted closely to the arm. Sheer tops are fine with a dress code appropriate top underneath, no spaghetti straps.

4. Northpoint hoodies and Northpoint apparel may be worn on in the classroom on Fridays only.
5. Pants:
  - a. Jeggings and leggings are permitted:
    - i. when skirt length meets dress code, or skirt length is no shorter than four inches above the knee and remains modest when seated.
    - ii. when the top is no more than four inches above the knee and remains modest when seated
  - b. Jeans are permitted. Any formfitting jeans must be worn with a loose fitting top reaching mid-thigh length.
6. Sneakers, dress shoes, sandals are allowed. No flip flops.
7. Shorts are not permitted during breakfast, classes, chapel, class prayers, and lunch.

\*It should be noted that the College recommends that all women should have one or more modest, dressy outfits for special functions and church services.

**Platform attire is "business casual."** No jeans or jean look alike pants, sneakers or flip flops. Skirts or dresses must be worn for any kind of platform ministry. Skirt length and slits must be to the knee.

**The following is a list of attire that the College requests all women to refrain from wearing at all times:**

1. All form fitting clothing
2. Tank tops
3. Gauges or industrial barbells
4. Body rings
5. Shorts more than two inches above the knee
6. Tattoos (including removable tattoos and henna)
7. No low riding pants, bare midriffs or exposed cleavage
8. Secular band t-shirts

#### **HAIR AND PERSONAL GROOMING**

Please remember to keep hair, mustaches, goatees and beards neat and trimmed. Men must keep their hair no longer than collar length. No unnatural hair color is allowed for either men or women. Extreme haircuts for men or women are prohibited. (No mohawks, partial mohawks, partially or fully shaved heads on women, etc.)

#### **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.

Note: The spouses and families of students are expected to comply with student dress code when attending chapel and/or other Northpoint functions. *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.*

## **XI. INTER-PERSONAL RELATIONSHIPS**

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

From its conception, Northpoint's students have come from diverse backgrounds and cultures. While your roommate may or may not be your best friend, it is expected that each be considerate of one another's belongings. Placement of students in the residences is made thoughtfully and lifetime friendships can be cultivated as roommates learn to love and respect one another. Each person should strive to maintain an atmosphere of mutual consideration and good will.

Northpoint is a community and all members should practice consideration toward others. Groups who separate themselves too exclusively (at meals or in various activities on campus) are vulnerable to a tendency toward cliquish and exclusive relationships.

Whether in or apart from the residence, the above consideration should extend to all those with whom we come in contact. It is required of all students to develop and maintain the highest respect for faculty, staff, ministers and any adult member of the College's family. In relationship to faculty and administration, titles of respect such as Doctor, Professor, Reverend, or Pastor should be used. Courtesy and discretion are always in order and the students are expected to be respectful and polite in all their dealings with one another.

Please be considerate of others around you. Loud talking or laughter is an imposition upon the rights of others. Never voice criticism of ministries or church matters. In addition, humorous skits or gestures should never be demeaning (e.g. the faculty, staff, elderly or handicapped).

Personal differences, quarrels and resentments can be settled in accordance with biblical principles. Faculty and staff counsel may also be sought should the need arise. Bitter arguments resulting in any type of violence are absolutely forbidden. Students must refrain from debating their doctrinal positions, and should learn tolerance and love in the communal fellowship. The Town of Bradford prohibits door to door solicitation of any kind, therefore, solicitation or distribution of literature, etc. is forbidden.

In the event that someone visiting our campus creates a disturbance, the Security Department should be contacted immediately, and will handle the incident. Should special prayer be necessary, students are to call on faculty or staff to minister to them.

#### **DATING**

The following guidelines reflect a process which will help to ensure healthy relationships and preclude choices which hold a potential for regret.

##### **Step 1 – Friendship:**

In this stage you will enjoy acquaintances both casual and close. It is a time of getting to know others within the community setting. A significant period of time should be given to this phase of relationship.

##### **Step 2 – Attraction:**

At some point you may find that you are giving more time and focus to one individual and there is an intellectual, emotional, spiritual and physical attraction. At this point seek counsel from God and others. "Guard your heart for it is a well spring of life." Proverbs 4:23

##### **Step 3 – Relationship and Emotional Bonding:**

This is a wonderful and exciting time. It is here that great care must be taken to protect oneself against the inherent vulnerability to inappropriate choices and behavior. "Flee from immorality...do you not know that your body is a temple of the Holy Spirit who is in you, whom you have from God, and that you are not your own." I Corinthians 6:18-19

Avoid the temptation to be together in exclusion. Privacy may be found in full view of others.

We value providing an environment in which students may find the mate of God's choice for life, however; Northpoint will hold you accountable to a high standard of behavior in all relationships.

We expect a Northpoint student to conduct himself/herself at all times in a manner which would honor and glorify Christ, avoiding activities such as kissing, hand-holding, hugging, holding, and physical familiarity which may lead to a spiritual and moral failure.

The school requires that students keep approximately 6 inches away from each other, to ensure no physical contact. All students must set personal standards of behavior in relationships which guard against any vulnerability to misconduct.

Note: New students are asked to refrain from dating during their first semester.

## ENGAGEMENTS

We recognize and appreciate that Northpoint Bible College is an ideal place at which to choose your lifelong partner. Understanding the necessity for maturity, careful consideration in regard to marriage, the couple is highly recommended to attend pre-marital counseling.

# XII. 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

The Student Life Committee serves as an advisory, disciplinary, and redemptive committee. It is the intent of Northpoint Bible College that as many disciplinary cases as possible shall be handled at the residence hall level.

1. Low impact issues will be dealt with by the Resident Assistant on an advisory basis, which include minor violations. For example, noise violations and room check failures.
2. The Resident Director will respond to more difficult problems such as curfew violations and ongoing personal conflicts. As a result, the Resident Director may implement informal counseling or mild disciplinary action. Such cases do not become a matter of a student's permanent record.
3. The Student Life Committee may also address serious violations relating to dorm regulations in addition to more serious issues as in moral failure, theft, or sexual immorality.

Whenever possible, the Office of Student Development will solve the problem by counseling. Northpoint Bible College does offer counseling services through our free counseling center. Students interested in utilizing the services of a professional counselor may coordinate such appointments through their Resident Director. If deemed appropriate and disciplinary action is indicated, the matter may be referred to the Student Life Committee. *A student's failure to respond to notices for Student Life meetings could result in dismissal.* Following a discussion with this committee, the matter may be resolved or the student given temporary restrictions, loss of privileges, suspension, or dismissal from the College. This committee would consist of the Dean of Students and four additional members chosen from staff and faculty having significant interface with the students on a regular basis. If at any time a student feels that he/she has been treated unjustly, he/she may appeal his/her case by writing to this committee for review.

Issues requiring the attention of the student life committee are based on but not limited to the following infractions:

- A. Possession or use of any illegal drug, mind altering substance, and/or drug paraphernalia
- B. Any Scripturally prohibited sexual behavior as described in Exodus 20:14; Proverbs 6:32; Matthew 5:27-28; 15:19; Mark 7:21-23; Romans 13:9; 1 Timothy 1:8-11; and 1 Corinthians 6:13; 6:18 including:
  - i. Adultery
  - ii. Fornication (which by scriptural definition encompasses any form of intercourse, oral sex, or any physical contact producing sexual stimulation)
  - iii. Participating in lesbian, bisexual, homosexual behavior, as well as transgender and gender identity activity (Leviticus 18:22; Romans 1:26-27; 1 Corinthians 6:9 NKJV).
  - iv. Visiting sexually oriented business.
  - v. Sexting i.e. creating or sending images or videos of a sexual nature via email, video chatting (i.e.: Skype, Facetime), text, cell phone or any other form of communication.
- C. Pregnancy
- D. Use of profanity
- E. Stealing (possession of another person's property without permission) as described in Jeremiah 7:9-10; Matthew 15:19; Mark 7:21-23; and Ephesians 4:28.
- F. Possession of or use of books, literature, magazines, audio/visual materials (tapes, CDs, videos, downloaded pictures/videos, DVDs, suggestive posters) and websites that are pornographic or inappropriate due to sexual content, and obscene language.

Note: These infractions may result in suspension or dismissal.

The Student Life Department views students as young adults who are respectful of community standards. Discipline is positive action that is a natural part of one's development. Discipline is also redemptive and unifying in nature. The purpose of student discipline is to:

1. Preserve the Christian community standards
2. Promote change in the individual
3. Provide restitution in case of theft, damage or loss
4. Restore the individual back into the community

Each infraction is reviewed on a case-by-case basis. The following criteria assist in determining the appropriate discipline:

- The severity of the infraction
- The context of the infraction
- The ramification of the infraction



- The responsiveness of the accused to confrontation
- Confession to someone in leadership
- The degree of genuine repentance
- Breaches of conduct, whether on or off campus.

## **SCHOOL BREAKS**

As a general rule, students may not stay on campus during official school breaks or vacation periods, unless satisfactory arrangements are made with the Student Development and Finance offices. However, students traveling over 8 hours away may stay on campus over Fall, Thanksgiving, Easter and Spring break, without charge, with exception of Christmas break where everyone must vacate the campus. Before leaving, windows must be closed; all appliances (including computers) must be unplugged; before Christmas break refrigerators must be cleaned out and unplugged. Failure to do so will result in a \$25 fine per violation. Break forms will be provided and must be returned to the Office of Student Development prior to each school break. Failure to turn in your break form will result in a \$25 fine. Should you reside on campus during any break without proper notification, you will be assessed an additional fee of \$100 per day.

## **RETURNING TO SCHOOL**

Upperclassmen may not return to campus prior to the date established by the Office of Student Development. Returning early, without permission from the Office of Student Development, will result in a fee of \$100 per night.

## **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:

- Resignation from campus offices
- Ineligibility for ministry tours
- Automobile privileges revoked
- Ineligibility for sports activities
- Scholarships cancelled
- Mandatory counseling as deemed necessary by the Dean of Students

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 Dean of Students.

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 Northpoint for a period of time. The suspension time may vary according to the severity of the violation and at the discretion of the student life committee. 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. In the event of "on-campus suspension," the student will be deprived of driving privileges, all social activities, classes and other events on campus with the exception of meals. The suspended student will incur the credited absences for class and chapel during this time. He/she will not take part in the SPICE program, but will be required to make up the hours lost during this period of time. 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, upon request receive a hearing before the Board of Administration.

Terminated students are not welcome on campus unless given special permission from the Dean of Students. 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, and regulations, 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 Student Life Committee.
6. If no satisfaction is reached at this point, the student can address his/her complaint to the President stating the problem or request. The President will either make a decision or present the matter to the Board of Trustees.
7. If the problem remains unresolved, students are free to contact the Association for Biblical Higher Education, PO Box 780339, Orlando, FL, 32878-0339.

## **XIII. FINANCES**

### **FEDERAL FINANCIAL AID PROGRAMS**

Northpoint Bible College 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.

### **LIBRARY AND TRAFFIC CONTROL FINES**

All fines are due immediately and past due after seven (7) days. Fines are to be paid with cash at the Library (for Library fines), with check or cash at the Campus Safety Office (for traffic fines), and in the administration building for all other fines.

Failure to handle fines on a timely basis could keep a student from taking final examinations. No student will be allowed to enroll for the next semester until all fines have been paid. For graduating or terminating students, all transcripts will be held until fines have been cleared. A posting fee will be assessed for each overdue fine requiring special handling.

### **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 Northpoint Bible College, 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.

### **HEALTH INSURANCE COVERAGE**

All students are required to provide proof of qualified health insurance coverage. If proof of qualified coverage is not provided, students will be enrolled in a qualified student health insurance plan through an insurance partner of the college. Please note: HMO plans and state plans outside Massachusetts are not qualified plans. The policy premium will be billed to a student's account, above and beyond tuition and other fees.

### **PERSONAL PROPERTY INSURANCE COVERAGE**

**Personal property and household items in dorm rooms or campus apartments are *not covered* against damage or loss by the college's insurance.** In order to protect against loss, it is recommended that students purchase a "personal items floater" or "renter's" insurance policy. Married students, living off campus in rental housing, are especially encouraged to carry this type of low-cost insurance. Single students still financially supported by parents may be covered by their family's insurance; such students should check with parents to determine coverage.

### **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 Northpoint, 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 (e.g., weekend college, modular courses, summer school, online courses etc.) will be based on the equivalent number of weeks attended.

In the event a student is dismissed, a refund of tuition, room and board charges 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.

Unearned aid which has already been disbursed to the student will be returned to the government. Aid the student has earned and has not yet been disbursed will be a post withdrawal disbursement.

### **SOLICITATION**

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

## SUMMER WORK AND MINISTRY TEAMS

Each summer the College hires a number of students to work on campus. Applications for these positions will be received on or before March 15 of each year. Applicants will be notified by April 15 if they have been accepted for the summer work program. Applications may be picked up in the Finance Office.

Application for summer ministry teams may be made through the Music Department. Summer ministry team scholarship funds will be applied to student accounts in the Fall semester at rates determined by the Board of Administration.

## STUDENT ACCOUNTS

1. Upon acceptance of a prospective student's application, the Recruiting Office will send to the student a packet consisting of: A letter stating Northpoint'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 Northpoint Finance Office.

The basic requirement for all students attending Northpoint 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.

## 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

1. **Financial Placement** The chart above indicates the student classification for financial aid. Financial aid is adjusted between semesters, so if a student's status changes between semesters he/she should inform the Financial Aid director. Credits from another college are only transferrable into the program the student matriculates, thus it is important to receive your transcript evaluation to determine your financial status.

## FINANCIAL AID – SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

### Title IV Recipients

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:

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

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

### Requirements for Satisfactory Academic Progress

Northpoint Bible College's SAP policy, according to 34 CFR 668.34, includes both a *qualitative* measure (such as the use of a cumulative grade point average) and a *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, completion of 30 or more credits in the Associate in Arts program, or upon completion of 30 credits in the Certificate in Biblical Studies program.

The student must complete 67% of cumulative credits attempted (including repeated and transfer credits). For example, a student who attempts 30 credits but actually completes 19 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 in the Bachelor of Arts program:

Credits Completed	Cumulative GPA
1-29.5	1.60
30-59.5	1.80
60 and thereafter	2.00

The following *qualitative* chart applies to all full and part-time students in the Associate in Arts program:

Credits Completed	Cumulative GPA
1-15.5	1.60

16-30.5	1.80
31 and thereafter	2.00

The following *qualitative* chart applies to all full and part-time students in the Certificate in Biblical Studies program:

Credits Completed	Cumulative GPA
0-16	1.80
17-33	2.00

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

FULL TIME BACHELOR OF ARTS STUDENTS, 6 YEARS = 150%

Years Completed	1	2	3	4	5	6
Credits Accrued	20	40	64	86	108	128

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.

FULL TIME ASSOCIATE IN ARTS STUDENTS, 3 YEARS = 150%

Years Completed	1	2	3
Credits Accrued	20	40	60

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 5 years; for  $\frac{1}{2}$  time, in 8 years and less than  $\frac{1}{2}$  time in 15 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 16 or more credit hours per semester to be eligible to graduate in 4 years with the BA degree, and 15 credits per semester to graduate with the AA degree.

The satisfactory academic progress of freshmen and/or transfer students enrolled in the Bachelor of Arts or Associate in Arts program will be reviewed by the Registrar at the end of the students' first semester. The satisfactory academic progress of students enrolled in the One-Year Certificate program will be reviewed at the end of the students' first semester.

Students who are not making SAP will receive a "warning" letter from the Office of the Registrar. 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.

A student who loses federal financial aid due to unsatisfactory academic progress at Northpoint Bible College following his/her probation period (i.e. following an approved appeal) may desire to leave in order to attend another Title IV eligible college where he/she *can* receive federal aid. If this same student completes a semester or more at another college and decides to re-enroll at Northpoint Bible College, he/she would return at the same Title IV *ineligible* status. However, the student may file a subsequent *Appeal for Reinstatement of Financial Aid Eligibility* based upon his/her meeting satisfactory academic (SAP) progress (2.0 GPA) made at the other college **providing at least 12 credits** earned by the student are transferrable. Thus, the subsequent/new appeal will be **considered** by the Satisfactory Academic Progress Committee.

**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:** Northpoint does not practice academic amnesty. Students 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 Registrar. 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.

Summer Courses: In determining SAP, credits earned during the summer will be evaluated with the previous semester’s progress report.

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.

## **XIV. SCHOLARSHIPS AND AWARDS**

ACADEMIC ACHIEVEMENT SCHOLARSHIP	CHARLES AND RAMONA CRABTREE SCHOLARSHIP	MINISTER OR MISSIONARY DISCOUNT
ALUMNI ASSOCIATION SCHOLARSHIP	CHURCH MATCHING SCHOLARSHIP	RALPH RIGGS SCHOLARSHIP
ASSEMBLIES OF GOD BIBLE QUIZ SCHOLARSHIP	DISTRICT YOUTH DIRECTOR SCHOLARSHIP	ROY AND BONNIE ANDERSEN FAMILY SCHOLARSHIP
ASSEMBLIES OF GOD FINE ARTS SCHOLARSHIP	EDWARD B. HILL SCHOLARSHIP	SIBLING TUITION DISCOUNT
ASSEMBLIES OF GOD GENERAL COUNCIL ENDOWED SCHOLARSHIP FOR ETHNIC MINORITY STUDENTS	J. ROBERT ASHCROFT NATIONAL YOUTH SCHOLARSHIP	MINISTER DEPENDENT DISCOUNT
ASSEMBLIES OF GOD GOLD-MEDAL ACHIEVEMENT AWARD	JOHN AND SALLY R. (BRUNETTO) ALBANESE MEMORIAL SCHOLARSHIP	ZBI DIPLOMA ALUMNI DISCOUNT
ASSEMBLIES OF GOD ALLIANCE FOR HIGHER EDUCATION MAKING THE DIFFERENCE SCHOLARSHIP	LEONARD HEROO OUTSTANDING PREACHER SCHOLARSHIP	ROSEMARY C. MESSERLIAN SCHOLARSHIP
	MARY CAMPBELL WILSON EDUCATION SCHOLARSHIP	
	MUSIC SCHOLARSHIP	

## **XV. IMPORTANT TELEPHONE NUMBERS**

NORTHPOINT CAMPUS SECURITY	(978) 478-3409	<b>NUMBERS FOR EMERGENCY</b>	
NORTHPOINT RECEPTION	(978) 478-3400	RESIDENT DIRECTOR (male)	(978) 478-3477
		RESIDENT DIRECTOR (female)	(978) 478-3405
		AMBULANCE	(978) 683-4708
		FIRE	(978) 373-8460
		POLICE	(978) 373-1212
		EMERGENCY	911

## **XVI. LOCAL INFORMATION**

<b>EMERGENCY ROOMS</b>		Greater Lawrence Family Health Center	(978) 686-0090
Merrimack Valley Hospital 140 Lincoln Ave Haverhill, MA 01830	(978) 374-2000	34 Haverhill St Haverhill, MA 01830	
<b>COUNSELORS</b>		Ellen M. Goyette, M.S. LMHC. LRC	(603) 289-273
Lawrence General Hospital 1 General St Lawrence, MA 01841	(978) 683-4000	71 Summer Street Haverhill, MA 01830	
Anna Jacques Hospital 25 Highland Ave Newburyport, MA 01950	(978) 463-1000	Janice Hirsch Arbour Counseling Services 116 Summer Street Ste 3 Haverhill, MA 01830	(781) 871-6550
<b>CLINICS</b>		<b>LIBRARIES</b>	
Haverhill Family Practice 62 Brown St Ste 404 Haverhill, MA 01830	(978) 521-6555	Haverhill Library 99 Main Street Haverhill, MA 01830	(978) 373-1586
US Gov't VA Medical Center 108 Merrimack St Haverhill, MA 01830	(978) 372-5207	HOURS: Monday, Tuesday, Thursday Wednesday, Friday, Saturday	9:00am-9:00pm 9:00am-5:00pm
		Nevins Memorial Public Library	(978) 686-4080

305 Broadway  
Methuen, MA 01844  
HOURS: Monday-Thursday 9:00am-9:00pm  
Friday 9:00am-5:00pm

**POSTAL SERVICES**

Bradford Post Office (978) 521-3437  
135 S Main St  
Haverhill, MA 01835  
HOURS: Monday-Friday 8:30am-5:00pm  
Saturday 8:30am-1:00pm

**BANKS**

Bank of America (978) 374-6333  
191 Merrimack St  
Haverhill, MA 01830

Citizens Bank – Methuen (978) 685-2010  
90 Pleasant Valley St  
Methuen, MA 01844

Santander Bank (978) 521-3620  
400 Lowell Ave  
Haverhill, MA 01832

**BUSES**

New Dimensions Transportation (978) 794-9350

Merrimack Valley Area Transportation (978) 469-6878

Greyhound Bus Line (800) 231-2222

**TRAINS**

Amtrak Boston, MA (800) 872-7245

**MBTA COMMUTER RAIL**

10 Railroad Ave Bradford, MA 01835 ZONE 7  
Customer Support (617) 222-3200

**HOTELS**

Comfort Suites Hotel  
106 Bank Rd, Haverhill (978) 374-7755  
Ask for the "Northpoint Rate" \$69/night

**AIRPORTS**

Logan International Airport (Boston) (617) 428-2800

Manchester NH Airport (603) 624-6539