



2022-2023

STUDENT HANDBOOK

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

FOREWORD

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.

The policies within this catalog – academic, student life, and financial – apply to Northpoint Bible College students at the main campus in Haverhill, Massachusetts, online campus, and at Northpoint’s extension sites, and at our additional locations in LaPalma, California; Crestwood, Kentucky; Bloomington, Indiana; Texarkana, Arkansas; Park Hills, Missouri; and in Grand Rapids, Michigan.



NORTHPOINT VALUES

SCRIPTURE

The Bible is the absolute standard for which we live, study, serve, instruct, and minister. As our students immerse themselves in the Bible, the promises of God become real, faith arises and the birthing of ministry transpires.

CALLING

NPBC places a high priority on the Spirit's calling and equipping leaders for ministry. From Christine Gibson's initial call to sacrificially start a faith-based Bible College to present, NPBC recognizes the supernatural call of God for students, faculty, staff, and administration.

CHARACTER

NPBC embraces character formation as a submissive life to Christ Jesus. Integrity, honesty, self-control, courage, dependability, forgiveness, respect, responsibility, trustworthiness and other scriptural character traits and virtues flow from being in Christ. Character development based on being in Christ produces influential people filled with the Holy Spirit.

MINISTRY

Northpoint Bible College appreciates the ministry of: reconciliation, the priesthood of all believers, spiritually gifted Christians, and the specific ministry of the Apostle, Prophet, Pastor, Teacher and Evangelist to fulfill the Great Commission.

ACADEMIC

As a college that prepares men and women for ministry and service we value the rigors of the academic setting where the skills of writing, thinking, reasoning, rhetoric, and artistic creativity are taught, developed and used for the glory of God to further the kingdom of God.

PENTECOSTAL

We are a Pentecostal community that values encounters with the Holy Spirit in chapel, in the classroom, and throughout our campus, which infuses our community with faith, hope, and love to be empowered witnesses.

COMMUNITY

We honor our rich heritage of affirming relationship and diversity as foundations for our community. Our daily life transforms routine functions to foster an environment of growth, care, support, and encouragement for one another.

SERVICE

We model servant leadership in all aspects of our communal life and ministry: faculty/staff/administration/student to prospective student, faculty/staff/administration to student, administration/staff to faculty, faculty to administration/staff, and student to administration/faculty/staff.



NORTHPOINT HISTORY

Northpoint Bible College (formerly Zion Bible College) was established in 1924 by Reverend Christine A. Gibson. The school initially was called Mount Zion Missionary Training School but was soon renamed The School of the Prophets in 1925. In 1936 it was incorporated as Zion Bible Institute. In 2005, the school underwent a minor name change from Zion Bible Institute to Zion Bible College. On January 1, 2013, Zion officially became Northpoint Bible College and Graduate School.

In its eighty-eight year history, Northpoint has had only eight presidents. Rev. Gibson, the founder of the school, served as its first president, and was followed in 1960 by Dr. Leonard Heroo. Rev. Mary Campbell Wilson served as principal and president from 1983 to 1985 until the presidency of Dr. N. Benjamin Crandall, who served from 1985 to 2000. Upon Dr. Crandall's retirement, Dr. George Cope became the fifth president, serving until 2005. Dr. Richard Lafferty then served as interim president from May 2005 to April 2008. Dr. Charles Crabtree, former Assistant General Superintendent of the Assemblies of God, was named Northpoint's seventh president in October 2007 and assumed the presidency in April of 2008. On May 11, 2013, Dr. David Arnett was inaugurated as president of Northpoint Bible College and Graduate School. Dr. Arnett is the eighth president to serve this institution.

Under the leadership of President Dr. N. Benjamin Crandall, Northpoint purchased the campus of the former Barrington College in Barrington, Rhode Island, and in October 1985, Northpoint moved from East Providence to that purchased campus in Barrington. In 1994, Northpoint was approved by the State of Rhode Island to become a four-year institution granting the baccalaureate degree in Bible[bn1]. In 2000, Northpoint became part of the Assemblies of God fellowship Fellowship within the Southern New England Ministry Network.

Recognizing the need to be accredited by a recognized accrediting body, Northpoint began the accreditation process with the Accrediting Association of Bible Colleges (AABC, now known as the ABHE – Association for Biblical Higher Education). Northpoint received applicant status in 1997, candidate status in 2000, and full accreditation on February 14, 2001.

In 2005, under the leadership of Dr. George Cope, the name of the school was officially changed from Zion Bible Institute to Zion Bible College.

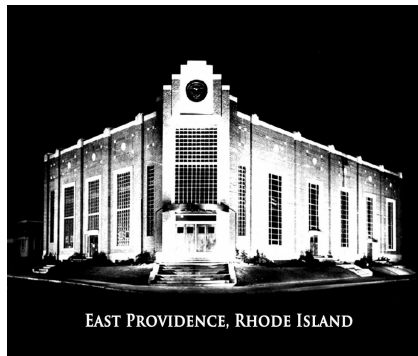
Under the leadership of President Dr. Charles Crabtree, the entire campus family relocated from Barrington, Rhode Island, to Haverhill, Massachusetts, in the summer of 2008. Mr. David Green, CEO of Hobby Lobby, Inc., had purchased the campus of the former Bradford College in 2007 and sold it to Northpoint for \$1.00.

Northpoint Bible College and Graduate School continues to explore and adapt new educational delivery systems including modular classes, online education, weekend college,

and evening classes. Ongoing assessment of programs, faculty, and facilities ensures academic quality. We are committed to educational excellence and scholarship.

It is this commitment to educational excellence and scholarship, tempered with a Pentecostal perspective, that the Board of Trustees and the president of Northpoint approached the Board of Administration with the request to start a Master of Arts in Practical Theology program that focuses on church planting and revitalization, and spiritual formation. In April of 2011, the faculty of Northpoint unanimously gave their approval. Hence, the work began and on October 7, 2011, the ABHE approved Northpoint to offer the Master of Arts in Practical Theology degree, and on March 5, 2013, the Massachusetts Department of Higher Education also gave approval.

Additionally, a proposal was sent to the ABHE and the Massachusetts Department of Education for a change in the institute's name from Zion Bible College to Northpoint Bible College. With the approval of both bodies, the institute's name was officially changed on January 1, 2013.



EAST PROVIDENCE, RHODE ISLAND



BARRINGTON, RHODE ISLAND



HAVERHILL, MASSACHUSETTS

MESSAGE FROM THE PRESIDENT



Welcome to Northpoint Bible College! 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 lifelong 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.

Dr. J. David Arnett, President Northpoint Bible College

MESSAGE FROM THE DEAN OF STUDENT DEVELOPMENT



Welcome to the Northpoint family!

You are now part of an incredible legacy of Spirit-empowered ministers and missionaries that spans nearly 100 years. Each one of them, like you, answered the distinct call of God and gave up their own plans and purposes to serve and follow a path that few have chosen. I celebrate you and the decision you made to not only attend Northpoint, but to follow Jesus with your whole life! Your dedication will come with challenges and push-back but just know that the God who called you here is the same God you can find rest, comfort, and strength in through the hardest of times.

Let me challenge you with a single word for this year: Expect. Every time you are in Chapel, expect God to move in a powerful way. Every time you are in a classroom, expect God to teach you something new. Every time you are around other students, expect God to not only encourage you but use you to encourage others. When you prepare yourself each day and come into this season of growth in your life with a position of expectation, I believe God honors that and you will see enormous benefit and growth in your knowledge and walk with Christ.

Take advantage of your time at Northpoint. Embrace lifelong friendships, glean from passionate world-class professors, become a student of the Word, and seek the daily empowerment of the Holy Spirit. I am praying for you and I know that Northpoint is a better place because you are here.

Rev. Michael Scott, Dean of Student Development

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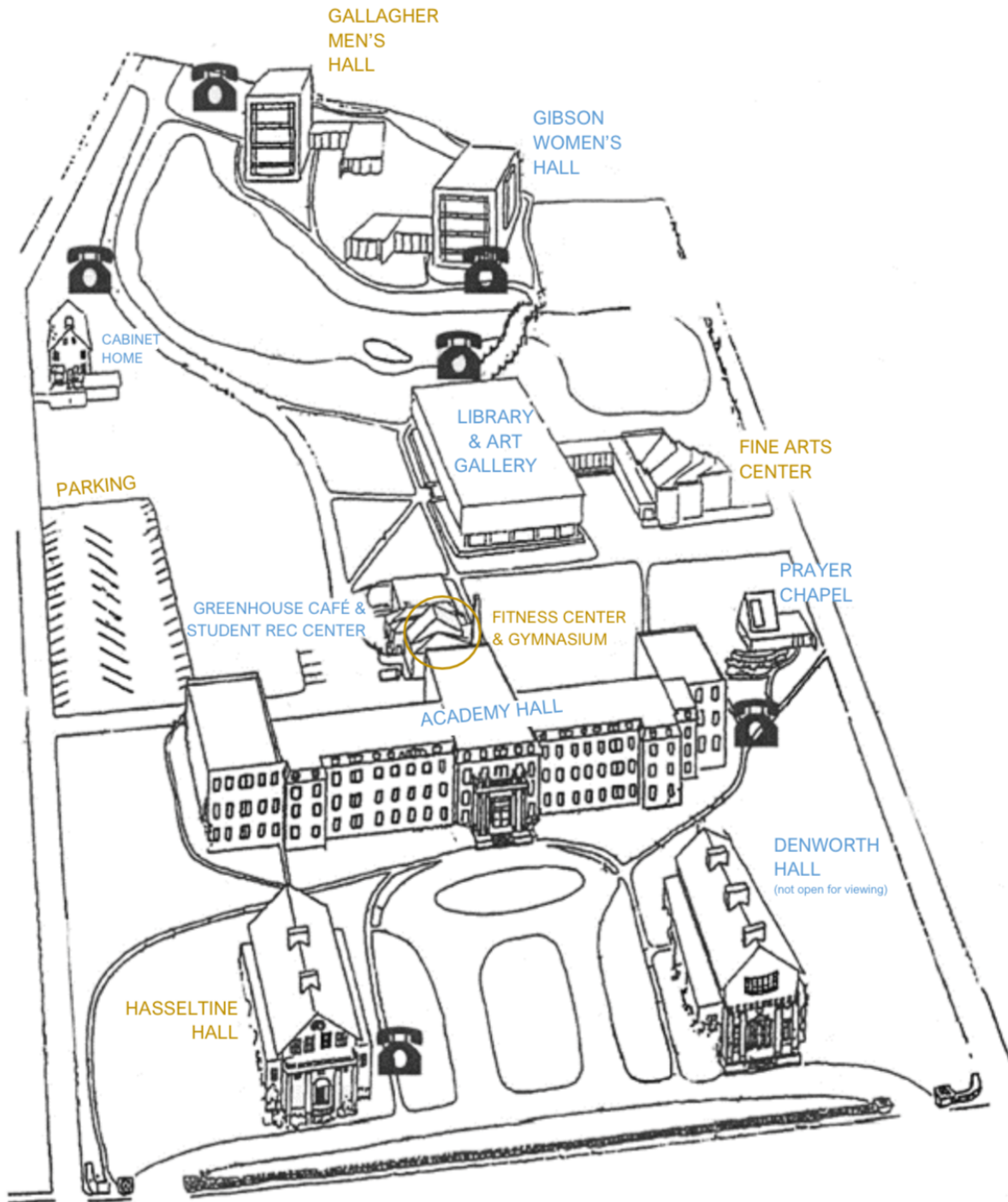
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CAMPUS MAP



SCHOOL CALENDAR

FALL SEMESTER



AUGUST

- 12 Residence Halls Open for Freshmen
- 13-16 Freshmen Registration, Welcome, and Orientation
- 15 Upperclassmen Registration & Orientation (All students)
- 17 Classes Begin

SEPTEMBER

- 5 Labor Day (No classes)
- 13 Prayer and Fasting
- 15 Faculty Meeting
- 19 Constitution Day Celebration (Classes in Session)
- 28-Oct. 4 Midterm Week

OCTOBER

- TBD Alumni Homecoming
- 6-9 Fall Break (*after classes on Wednesday-curfew on Sunday*)
- 12 Prayer and Fasting
- 20 Faculty Meeting
- 27-29 Northpoint Experience

NOVEMBER

- 10 Prayer and Fasting
- 17 Faculty Meeting
- 18-27 Thanksgiving Vacation (*after classes on Friday-curfew Sunday*)
- 30 Study Day

Faculty Meeting

DECEMBER

- 2 Annual School Christmas Party & Choir Concert
1-7 Final Exams
7 Christmas Vacation *(after you last scheduled exam)*

SPRING SEMESTER

JANUARY

- 10 Registration and
Orientation for New
Students
11 Classes Begin
16 MLK Jr. Holiday
19 Faculty Meeting
24 Prayer and Fasting



FEBRUARY

- 16 Faculty Meeting
22 Prayer and Fasting
22-28 Mid-Term Week

MARCH

- 3-12 Spring Break *(After classes on Friday-curfew Sunday)*
16 Faculty Meeting

23 Prayer and Fasting
30-April 1 Northpoint Experience

APRIL

6 Good Friday Service
6-10 Easter Break (*after classes Thursday-curfew Monday*)
20 Faculty Meeting
25 Senior Banquet (*Attendance is required for all students*)
26 Study Day
Faculty Meeting
27-May 3 Finals

MAY

5 Baccalaureate (*10AM All students are required to attend*)
6 Graduation (*10:30AM All students are required to attend*)

PERSONNEL

PRESIDENT'S CABINET

POSITION

Dr. J. David Arnett	President, Distinguished Professor
Dr. Daniel Howell	Chief Academic Officer
Rev. Michael Scott	Dean of Student Development
Dr. David Munley	Dean of Enrollment
Mrs. Pam Perron	Chief Financial Officer
Dr. Thomas Harrison	Chief Development Officer

FACULTY

POSITION

EMAIL ADDRESS

Dr. Anne Bates	Adjunct, Graduate Program	abates@northpoint.edu
Rev. Michael Caparrelli	Adjunct	mcaparrelli@northpoint.edu
Dr. Dan Crabtree	Distinguished Professor	dcrabtree@northpoint.edu
Dr. Paul Drost	Adjunct, Graduate Program	pdrost@northpoint.edu
Dr. Joseph Ford	Adjunct, Graduate Program	jford@northpoint.edu
Gail Fracassa	Adjunct, Director of the CAD	gfracassa@northpoint.edu
Dr. Patrick Gallagher	Distinguished Professor	pgallagher@northpoint.edu
Dr. Cecilio Hernandez	Dean of Hispanic College & Seminary	chernandez@northpoint.edu
Rev. David Hodge	Assistant Professor, Divisional Chair Bible and Theology	dhodge@northpoint.edu
Rev. Dr. Dan Howell	Professor, Chief Academic Officer	dhowell@northpoint.edu

Brad Martin J.D.	Adjunct	bmartin@northpoint.edu
Ginger McDonald	Librarian	gmcDonald@northpoint.edu
Mary-Alexandra Onstad Craft	Adjunct	monstad@northpoint.edu
Rev. Benjamin Phillips	Assistant Professor. Chair of General Education	bphillips@northpoint.edu
Dr. Randal Quackenbush	Adjunct Professor, Divisional Chair Worship Arts and Media Ministries	rquackenbush@northpoint.edu
Rev. David Ricci	Professor	dricci@northpoint.edu
Rev. Ryan Seler	Adjunct	rseler@northpoint.edu
Dr. Andrew Templeton	Director of Online Education	atempleton@northpoint.edu
Dr. J.P. Vick	Adjunct, Graduate Program	
Rev. Brian Webb	Adjunct, Missionary in Residence	bwebb@northpoint.edu
Rev. Dr. George Winney	Adjunct, Graduate Program-LA	
Dr. Mark Wootton	Professor, Divisional Chair of Church Ministries	mwootton@northpoint.edu

STAFF

POSITION

EMAIL ADDRESS

Kathleen Arnett	Administrator	karnett@northpoint.edu
Ashley Bonville	Receptionist	afunes@northpoint.edu
Lindsey Boissonneault	Assistant to the Dean of Enrollment	lboissonneault@northpoint.edu
Matthew Caforio	Director of Media	mcaforio@northpoint.edu
Hannah Carreras	Assistant to Chief Financial Officer	hcarreras@northpoint.edu
Gail Fracasa	Center for Academic Development	gfracasa@northpoint.edu
Sue Fushpanski	Women's Resident Director	sfushpanski@northpoint.edu
Susan Gallagher	Student Billing	sgallagher@northpoint.edu
Jason Hall	Maintenance & Grounds	jhall@northpoint.edu
Monica Hall	Executive Assistant to President	mhall@northpoint.edu
Rev. Ken Kinnamon	Director of Convention Services	kkinnamon@northpoint.edu
Louiza Loizos	Pioneer Food Services	lloizos@northpoint.edu
Jake McDonald	Men's Resident Director	jmcDonald@northpoint.edu
Christopher McGondel	Building Maintenance	maintenance@northpoint.edu
Capri Mills	Greenhouse Management	cmills@northpoint.edu
Rev. David Munley	Dean of Enrollment	dmunley@northpoint.edu
Chloe Primus	Assistant to the Dean of Students	cprimus@northpoint.edu

Trever Primus	Administrative Assistant to the Chief Academic Office	tprimus@northpoint.edu
Pam Perron	Director of Financial Services	pperron@northpoint.edu
Rich Perron	Human Resources	rperron@northpoint.edu
Amber Phillips	Registrar	aphillips@northpoint.edu
Josiah Smith	Director of Christian Service	jsmith@northpoint.edu
Josh Somma	Enrollment Specialist	jsomma@northpoint.edu
Patty Stauffer	Director of Financial Aid	pstauffer@northpoint.edu
Joy Wootton	Assistant to Faculty	jwootton@northpoint.edu

**Updated 7.2022*

STUDENT LEADERSHIP

STUDENT COUNCIL

OFFICERS

Shalyn Willis, President
Camellia Cotto, Vice President
Taylor Morash, Secretary
David Keever, Treasurer
Tanner Snavelly, Communications

SENIORS

Hannah Cruz, President
David Giuggio, Vice President
Isabel Durand, Secretary/Treasurer

JUNIORS

Eric McIntire, President
Juliana Springs, Vice President
Genesis Thorpe, Secretary
Derek Knudson, Treasurer
Adam Clark, Communications

SOPHOMORES

Cory Zollo, President
Zoe Noah, Vice President
Erika Eismontaite, Secretary
Terrance Tyson, Treasurer
Joshua Jayne, Communications

RESIDENT ASSISTANTS

GALLAGHER HALL

Eliezer Trejo

Derek Knudson

Adam Clark

GIBSON HALL

Cathryn Stanton

Lindsay Moylan

Zoe Noah

WHO TO SEE AT NORTHPOINT

Chief Academic Officer | Academy Room 144

Absences, Classes Grades
Credits Graduation
Diplomas

Christian Service Office | Academy Room 109

Ministry Opportunities Internships
Church Assignments Missions Trips
Travel Team Requests & Questions

Financial Aid Office | Academy Room 118

FAFSA Loans
Scholarships Grants
MA & VT Rehab

Finance Office

Academy Room 102
Health Insurance On-Campus Jobs
Academy Room 106
Student Billing

Food Services | Academy Room 127

IT | Academy Room 105

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Maintenance | Academy 135 // Basement #2

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Campus Repairs & Projects

Missions Department | Academy Room 111

Missionaries in Residence

Reception | Academy Room 120

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Packages Mailbox Keys

Recruiting | Academy Room 114

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Perspective Students

Registrar | Academy Room 141

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Withdrawal from School

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Emergencies Reporting Crimes

Student Development Office | Academy Room 108

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Club/Organizations Chapel Attendance
Housing Assignments Signs & Posters
Student Requests
Student Life

Dormitories- RDs
Housing Concerns

WE BELIEVE

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 includes 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...The Scriptures are Inspired by God and declare His design and plan for mankind.
- WE BELIEVE...There is only One True God—revealed in three persons...Father, Son, and Holy Spirit (commonly known as the Trinity).
- WE BELIEVE...In the Deity of the Lord Jesus Christ. As God's son Jesus was both human and divine.
- WE BELIEVE...though originally good, Man Willingly Fell to Sin—ushering evil and death, both physical and spiritual, into the world.
- 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]

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- 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.
 - 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]
 - WE BELIEVE... The Initial Physical Evidence of Baptism in the Holy Spirit is 'Speaking in Tongues,' as experienced on the Day of Pentecost and referenced throughout Acts and the Epistles.
 - 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.
 - 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.
 - 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.
 - 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]
 - 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]
 - 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.
 - 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.
 - 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!'

SPIRITUAL LIFE

CHAPEL STANDARDS

- 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.
- During Chapel, a student may minister to other students of the same gender. If a student feels led to minister to someone of the opposite gender, they are required to bring another individual of the same gender as the student being ministered to for accountability.
- 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 via the Student Request Form.
- Only water is permitted in the chapel.
- All food is prohibited at any time in the chapel.
- The use of cellphones is not permitted in Chapel, with the exception of note taking.
- Attendance will be taken, so it is the student's responsibility to ensure they are marked as present at each service.

CHURCH RELATIONS

Church Relations is designed for students to receive hands-on experience in ministry. The primary goal of Church Relations 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 a two 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 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.

- 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.
- 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.
- 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.
- 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 advance 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.
- Students will serve under the leadership of the pastor in their assigned church or under the leadership designated by the Lead Pastor. Pastors, in consideration of their church programs, will determine areas of need and service.
- Students will be organized into “teams” in most churches. In this “team,” there will 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.
- 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.
- 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.
- Students are to maintain Northpoint’s dress code while participating in Church Relations.
- Weekly attendance verification is mandatory and will be done through a series of questions on Canvas. Failure to report weekly attendance will result in an absence. If the number of absences is exceeded, the student will fail. If the absences continue, 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.

CLASS PRAYERS

NPBC is a community and as such, each student attends class prayers on a regular, monthly basis. Class prayers are part of chapel and are considered a vital part of student development. 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.

DORMITORY & FLOOR 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 and are included in chapel attendance. 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.

FASTING

We encourage students to grow in the spiritual discipline of fasting while a student at Northpoint; however, fasting for more than 3 days is prohibited; unless approval and accountability is given by the Resident Director.

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 campus events, are to submit a facility request available at reception. One week is sufficient notice for prayer groups or special events.

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.

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.

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.

SHORT-TERM MISSIONS

NPBC 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. NPBC discourages taking missions trips with your church during the academic school year as this interferes with the prescribed academic program and leaves the student behind in his/her studies.

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.

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.

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. The Code of Conduct and rules apply at any time during which the student is under the jurisdiction of the school in any capacity. All students attending NPBC must sign the Honor Code Pledge.

NPBC CODE OF HONOR PLEDGE

Northpoint Bible College exists to teach and train students for excellent Pentecostal ministry in fulfillment of the Great Commission and is affiliated with the General Council of the Assemblies of God. We align with our associated fellowship regarding the interpretation of Scripture and doctrinal beliefs.

With full knowledge of the purpose of the institution and the beliefs of the Assemblies of God,

I pledge to being a member of the Northpoint community by committing to the following:

- **I PLEDGE to grow in my relationship with Jesus Christ...**

- ...loving the Lord, my God, with all my heart, soul, mind, and strength.

- (Deuteronomy 6:4-5, Matthew 22:37-38, Luke 10:27)

- ...worshiping Him above all else. (Matthew 6:33, Colossians 3:17, Exodus 10:3)

- ...living a life fully committed to Him as my personal Savior. (Proverbs 3:5-6, Acts 4:12, Philippians 3:20)

- **I PLEDGE to be a reputable member of the Northpoint community...**

- ...loving others, as Jesus instructed, and building others up. (Matthew 22:39, Luke

- 10:27, Ephesians 4:29)

- ...not participating in gossip, destructive conversation, hate speech, or using profanity. (Ephesians 4:25-27, Ephesians 4:31-32, Proverbs 6:16-19, Exodus 20:16)

- ...having integrity in my personal, social, and academic endeavors.

- (Proverbs 10:9, Proverbs 11:3, Colossians 3:23, Psalm 25:21)

- ...honoring and abiding by the Student Handbook as I guard my heart.

- (Proverbs 4:23, 1 Timothy 3:1-7, Ephesians 4:22-24)

- **I PLEDGE to maintain a healthy lifestyle...**

...abstaining from immoral or illegal acts, on or off campus. (Galatians 5:19-21, Mark 7:20-23, Romans 13:1-2)

...avoiding alcohol, tobacco, vaping, marijuana, illegal drugs, or abuse of medication. (Ephesians 5:18, 1 Corinthians 6:19-20, Proverbs 20:1)

- **I PLEDGE to live a life of sexual purity...**

...avoiding sexual relations outside of marriage. (Exodus 20:14, 1 Corinthians 6:18, 1 Corinthians 7:2, Hebrews 13:4)

...not supporting or participating in Biblically prohibited sexual acts including homosexual, bisexual, transgender, and cross-gender behavior. (Genesis 1:27, Leviticus 18, Deuteronomy 22:5, Romans 1:18-32, 1 Timothy 1:10)

...abstaining from sexting, explicit conversations, and possessing/viewing pornography. (1 Corinthians 6:18-20, Colossians 3:5, Ephesians 5:3)

FITNESS CENTER

The fitness center 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 should be signed during registration, but can also 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. If students fails to follow the following guidelines, then the student will receive a written warning. If the student continues to unsuccessfully follow the gym standards, then he/she will lose the gym privileges for the remaining of the semester and possibly the following semester. Here are the gym standards:

FITNESS CENTER STANDARDS

1. When you are finished using a piece of equipment, spray and wipe off the equipment for the next person.
2. Follow the [Northpoint dress code](#).
3. Personal earbuds are acceptable, but loud music that bothers your neighbor is unacceptable.
4. No food allowed in the gym
5. Follow gym hours.

Saturday-Thursday 5 am – 11 pm

Friday 5 am – 12 am

RECREATION

Although NPBC 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, wallball, board games, and movies. NPBC 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 NPBC. 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 Northpoint standards. 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

Students may be removed from all intramural sports for unsportsmanlike conduct or foul language.

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.

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 mailboxes are 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.

Example:

Your Name
320 S Main St.
Haverhill, MA 01835

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 REQUEST FORMS

- Any student may request special privileges by submitting the request to the Office of Student Development one week prior to the requested day. Request forms are available online from <http://northpoint.edu/student-request-form/> under the Student Login.
- Once submitted, requests are processed by the Administrative Assistant in 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 via your student email.
- Should the request be denied, a member of the Student Development Office will be available to discuss the need.
- If a student's request to miss their Christian Service commitments is approved, it is the student's responsibility to notify their church relations pastor, or other appropriate leadership at their church.

WORK STUDY

There are work study options available through the finance office.

STUDENT COMPUTER AND NETWORK USE

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:

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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/[network](#) 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 the 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 is not required to support student computers, software installed on student computers, or network cables. Please refer to the software or hardware manufacturer.

STUDENT HANDBOOK VIOLATIONS & 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, Director of Security, Dean of Student Development, etc.).

The fine process is as follows:

1. A student handbook violation fine of \$25 is issued.
2. Students have two weeks to pay the fine or work it off with the Resident Director, completing environmental services tasks in the dorms.
3. Fines may be paid in the Student Development Office.
4. 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.
5. Appeal process for fines.

GREENHOUSE CAFE & REC ROOM

The Greenhouse Cafe and Rec Room 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.

TELEPHONES

The use of cellphones is not permitted in the classrooms or in Chapel (except for note taking). 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.

RESPONDING TO OFFICIAL NOTICE

NPBC students are expected to make immediate response to official notices from the Resident Director, Security Office, Staff members, Faculty members, The Office of Student Development, The Chief Academic Officer, The President, and any level of administration. Disregarding an official notice may incur student discipline.

DORM LIFE

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)

Resident Directors are representatives of the Office of Student Development. 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 also enforce school policy with appropriate disciplinary measures for the benefit of the individual and community.

RESIDENT ASSISTANTS (RA)

Resident Assistants are representatives of the Resident Director and the Office of Student Development and are selected to help achieve the goals of the school and the department. The RA's are role models seeking to assist the residents in their growth and in Northpoint's

values. The RA's provide peer support while assisting Resident Directors in upholding Northpoint's standards, which provide a healthy, clean, and peaceful residential environment.

STUDENT ACCOMMODATIONS

It is the policy of NPBC that all students stay in the dorms. Exceptions are made for commuting students who live with local, immediate family members off campus, or other extenuating circumstances subject to the President's Cabinet 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, 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. If your room damage exceeds the deposit, your student account will be billed.

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 four 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.

Split Double- 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 Occupancy- 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.

Academy Dorm- This housing option is identified as a single or double room dorm, located in Academy Hall. Acceptance into Academy Hall is yearly, so students must reapply annually. Availability is limited and all prospects must apply.

1. All incoming students must reside in Gibson/Gallagher Hall for at least one semester. Exceptions may apply at the discretion of the Office of Student Development.
2. Students wishing to move to an Academy Hall room must apply in the Dean of Student Development Office.
3. The Office of Student Development receives applications and reviews them with the Housing Committee.
 - o The Housing Committee consists of:

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- Dean of Student Development-Chair
 - Gallagher Hall Resident Director
 - Gibson Hall Resident Director
 - School Registrar
 - Head of Security
 - Operations Manager
 - Dean of Students' Administrative Assistant-Recording Secretary

4. When the Housing Committee reaches a decision, the student will be informed by email of said decision by the Office of Student Development.

See page 52 for summer housing information.

MARRIED STUDENT ACCOMMODATIONS

Married student housing may be applied for through the Office of Student Development.

EVENING CURFEW

- Throughout the day (especially in the morning and evening) students are expected to maintain an appropriate level of quietness.
- All 1st, 2nd, and 3rd year students have an 11pm until 5am dorm curfew with the exception of a Friday night dorm curfew of 12:30am-5am.
- **All seniors are exempt from curfew.**
- **2nd & 3rd year students that meet the following prerequisites are exempt from curfew:**
 - Students over 25 years old
 - Military Veterans
 - *Consideration may be made for those who have previously earned a Baccalaureate Degree.*

LEAVING OVERNIGHT

If a student plans to leave overnight (including weekends), they must check out with an RA/RD before leaving. Failure to do so may result in disciplinary actions.

If an overnight leave will affect class or chapel attendance, students are asked to fill out a student request form (p. 39).

BEST PRACTICES FOR ROOM MAINTENANCE

- Rooms kept orderly, clean and aired out.
- Beds made before leaving the room for the day.
- Clothes and books neatly stored.
- Vacuums are available in maintenance closets on each floor
- 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.

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, square, 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.
- 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, and space heaters are prohibited.

ROOM CHECKS

- There will be BI-WEEKLY routine inspections of all rooms.
- One warning is given for dirty and unkempt rooms, and subsequent failed inspections will result in fines.
- All damage and maintenance issues must be reported to the Resident Assistants or Resident Director immediately so maintenance 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.

BUNK BEDS

Steps Taken For Bunking Beds:

- You and your roommate must agree on bunking your bed for the academic year.
- Pay the \$50 Bunk Bed Fee
- WAIT until your RD or a Maintenance personnel bunks your bed properly

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- PLEASE DO NOT BUNK YOUR BED WITHOUT RD APPROVAL

REGISTERING APPLIANCES

Refrigerators and air conditioners are permitted but must be registered and marked with a registration sticker. A fee of \$84 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, must not exceed 6,000 BTU'S, and must be stored in the student's room. Resident Directors will communicate when air conditioning units need to be removed during the colder months.

INTERNET USAGE

Wireless internet is accessible in all buildings on campus. If you forget the student password, simply stop by the IT office and someone will assist you. If you have any wifi or internet issues, please send an email to support@northpoint.edu to create a ticket so the IT Team can support you fully in your educational endeavors.

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.

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.

PART-TIME DORM OPPORTUNITY

Part time students (less than 12 credit hours) and local, full-time commuters are permitted to have a room in the dormitory for the semester. The charge for this is \$30 per night, for the whole semester (16 weeks.) They are allowed to stay in the dorms up to 3 nights depending on their schedule.

PROCEDURES

1. Fill out the Student Request Form to stay in the dorm for the semester (<http://northpoint.edu/student-request-form/>)
2. On the form, specify how many nights you wish to stay.
3. Do not stay overnight unless you have permission by the Student Development Office
4. Once your request is granted, the student will be charged for the semester; this charge is finalized.
5. The Office of Student Development notifies the Student Billing Manager the finalized charges.
6. Example: Part-time student Jane Smith will be spending:
 - o 1 night a week for 16 weeks= \$480
 - o 2 nights a week for 16 weeks= \$960
 - o 3 nights a week for 16 weeks= \$1,440
7. If a part time student wishes to stay an extra night for any reason, it must be communicated with the RDs and will be billed accordingly.

If there are any questions, please see the Student Development Office.

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.

TELEVISION AND MEDIA

NPBC provides television in each dormitory as well as the Greenhouse. Personal flat screens/computer monitors are permitted. As a reminder, do not mount flat screens/monitors to the wall. Furthermore, 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/THEATERS

- Students may see movies rated PG-13 or less. Regardless of Hollywood rating, it is wise to scrutinize each movie for appropriateness. Good movie vetting resources are: www.IMDB.com and www.pluggedin.com. You can download these in the App Store as well.
- R-rated materials, mature, and adult only entertainment is strictly prohibited and will be confiscated.
- Teen Rated games with suggestive themes, strong language, blood and gore, real gambling, demonic themes and sexual themes are prohibited.
- 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.

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.
- Parents are not allowed to stay on campus.
- An online request form must be filled out for approval with a one week advance notice. Fill out the online submittal forms at this link:
<http://northpoint.edu/student-request-form/>.
- Guests may stay up to three days and two nights in your room at Gibson Hall or Gallagher Hall for free. After this a \$25/night fee is charged and payable through the finance office.
- Guests who desire to stay in a separate room in Academy Hall will be charged a nightly fee of \$40 payable through the finance office.
- Please note that no student may entertain guests during the week or during finals week and any student caught sneaking in guests without the proper permission will be subjected to a \$100 fee payable within 7 days to the finance office.

BABYSITTING

No student is allowed to babysit on campus at any time. On campus, students are only permitted to babysit the children of students, faculty and staff.

EMOTIONAL SUPPORT ANIMALS

Northpoint Bible College understands that there are certain disabilities that qualify a person to have an Emotional Support Animal. Under the Massachusetts Law on Service Dogs and Emotional Support Animals, Northpoint Bible College is not required to extend housing to individuals with ESA, only Service Animals or Guide Dogs.

SERVICE ANIMALS (Dogs)

Northpoint Bible College understands that there are certain disabilities that require the assistance of a Service Animal. "A Service Animal is a dog that has been individually trained to perform tasks or work. The tasks or work must relate to the person's disability" (Massachusetts Laws on Service Animals and Emotional Support Animals).

Before moving into Northpoint housing, we require the following information:

- Disability certification from medical/clinical professional
- Proof of the dog's training or status

Your service dog is excluded from Northpoint if it poses a direct threat to health and safety (aggressively barking and snapping), not housebroken, or out of control, and you are unable to effectively control it.

To fall under the Service Animal provision of Massachusetts Law, you must have a disability and a disability-related need for the animal. The animal must work, perform tasks or services, or alleviate the emotional effects of your disability to qualify.

Upon moving out, you will have to pay for any damage your animal has caused.

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 dorm's 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 a student's belongings are left after the allotted check out time and without the permission of the Student Development Office, the student will be charged an additional \$300.

All damages found in the dorm room after the student moves out will be charged according to the repair or replacement price set by Northpoint.

Also attached to the checkout 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).

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

PLEASE REFRAIN FROM

- Bringing elaborate stereo systems into the residence. 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.

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- Discarding food into the bathroom sinks. This will result in clogged drains. Students responsible will be charged for the repair.
 - Throwing away personal, dorm trash in public trash receptacles. It is your responsibility to take your dorm trash to the dumpster, located in the women's dorm parking lot.
 - 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.
 - Any dishes left in dorm sinks overnight 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 hallway as this violates Massachusetts Fire Code.

SCHOOL BREAKS

As a general rule, students are encouraged to take a break from the campus during break times, but Northpoint understands that some students may wish to stay on campus to get caught up on homework, papers or work off campus. Regardless if you stay or go, online break forms are provided by the Office of Student Development and will need to be filled out by the designated time frame (<http://northpoint.edu/student-request-form/>). Failure to fill out your break form will result in a \$25 fine. Should you reside on campus during any break without proper notification, you will also be assessed an additional fee of \$100 per day.

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.

Students wishing to stay on campus between semesters or wishing to stay on campus in the summer must apply and receive written approval from the Office of Student Development.

SUMMER HOUSING

All summer employees, renters and/or students must apply for summer housing and then receive a summer housing assignment from the Student Development Office. Failure to move to/from your summer housing by 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 checkout process is complete.

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 considered abandoned and will be discarded.

Items need to be put in plastic storage bins labeled with your name and phone number.

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 fine of \$100 per night in addition to the \$25/night fee.

PERSONAL APPEARANCE

As the face of Northpoint Bible College, on and off campus, you are expected to present a clean, neat, and professional appearance while part of the Northpoint community.

In keeping with the dress code, make sure your clothes are clean, wrinkle free and in good repair.

We want you to make the right choices, but if you have any questions, your RAs and RD are here to help you. RAs & RDs will make the call as to what is acceptable within the dress code and what is not. If you come to chapel or class inappropriately dressed or with unacceptable appearance, you may be asked to go back to your dorm and change.

We ask that spouses and families of students follow Dress Code when attending Chapel and other Northpoint functions.

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 classes, chapel, and class prayers.

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

*It should be noted that the school recommends that all men should have at least one dark suit for special functions and church services.

WOMEN'S DRESS CODE

Northpoint's dress code is written to stress an appearance that reflects a modest Christian community.

With this in mind, the following list of attire is a guideline for women when attending classes, chapel, and class prayers.

1. Modest dresses or skirts- skirt length or slits are to be at least 2 inches above the knee
2. 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 midriffs and bra straps; bra straps should not be visible through sheer tops, nor as a result of tops not extending to the shoulder.
 - Sleeveless tops are permitted when fitted closely to the arm. Sheer tops are fine with a dress code appropriate top underneath, no spaghetti straps.
 - Northpoint hoodies and Northpoint apparel may be worn in the classroom on Friday's only.
3. Bottoms:
 - Modest pants, capri pants, cropped pants and jeans without holes
 - Light fraying is permitted below mid-thigh.
 - No tight fitting pants and/or yoga pants.
 - Jeggings and leggings are permitted:
 - when skirt length meets dress code, or skirt length is no shorter than four inches above the knee and remains modest when seated.
 - when the top is no more than four inches above the knee and remains modest when seated
 - Jeans are permitted. Any form fitting jeans must be worn with a loose fitting top reaching mid-thigh length.
 - Shorts are not permitted during classes, chapel, and class prayers.
4. Sneakers, dress shoes, sandals are allowed. No flip flops.

*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.

ALL STUDENTS

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

1. All form fitting clothing
2. Tank tops or muscle shirts
3. Visible body or facial piercings, with the exception of a modest nose stud or ring
4. Gauges that exceed 00 and industrial bars
5. Secular band apparel
6. Shorts that do not reach mid-thigh
7. Low riding pants

NORTHPOINT ATTIRE

You are responsible for keeping your Northpoint attire looking sharp, clean, and free of holes, tears or stains.

Please feel free to wear your Northpoint attire on Fridays. Items can be purchased through the Enrollment Office.

PLATFORM ATTIRE

PLATFORM ATTIRE is “business casual.” Students involved in platform ministry (worship team, reading Scripture, prayer, etc.) are to wear business or business casual.

Business casual is khaki pants, slacks, skirts as well as short sleeved polo shirts with collars, long sleeve shirts, dress shoes and excludes tight or short skirts, tight fitting pants, and sweatshirts.

HAIR AND PERSONAL GROOMING

Please keep hair tidy, clean, and brushed. Men must keep mustaches, beards, and goatees neat and trimmed.

Prohibited hairstyles include mohawks and partial mohawks, shaved or partially shaved cuts for women, extreme hair color, or styles with multiple colors

COMMUNITY RELATIONSHIPS

“By this all men will know that you are my disciples if you have love for one another” (John 13:15). Northpoint values community and recognizances that people come from different backgrounds and viewpoints concerning standards; so in order to create a standard for our community, Northpoint set a level of conduct that each community member lives with. All NPBC community members are expected to display personal discipline, respect, and civility at all times.

GENERAL COURTESY

- In relationship to faculty, staff, and administration, titles of respect such as Doctor, Professor, Reverend, or Pastor should be used. Courtesy, discretion, respect, and politeness are always the expected standard.
- In humor, please have fun, but avoid making fun of another person or demeaning one another.
- Seek first to understand the other person instead of seeking first to be understood.
- While your roommate may or may not be your best friend, courtesy is the expected standard in all your interactions. Do unto your roommate as you would have him/her do unto you.

SOCIAL MEDIA

NPBC makes no distinction between an online student, residential student, part time student, or extension campus student regarding the student's responsibility to uphold NPBC standards. A student's behavior while on campus, off campus or online in social media sites requires spiritual discipline, keeping in mind that social media posts don't always go away and are public to churches, academic institutions, and future employers.. Social media sites like Twitter, Facebook, Instagram, Snapchat, and others require students to be careful that materials posted on their account adhere to biblical standards and the NPBC Code of Conduct. Any illegal or inappropriate behavior/language posted under a student's social media account that violates NPBC standards may lead to disciplinary action. In addition to this, students should take note that social media posts NEVER go away. Churches, academic institutions, and employers are watching your social media accounts.

DATING

NPBC encourages healthy, Christian relationships by considering the following:

1. Healthy relationships take time to develop.
2. It is often easier and wiser to develop friendships in a group setting before pursuing intimate conversations and relationships.
3. Communicating and respecting boundaries (time, physical, and emotional) are crucial.

ENGAGEMENTS

We recognize and appreciate that NPBC could be an ideal place to choose your lifelong partner. NPBC discourages hasty engagements and marriages. To ensure students' academic goals are met satisfactorily, we encourage weddings to be planned during breaks between semesters. If a student is looking to marry during a semester, a meeting with the President's Cabinet is required.

The student(s) are expected to pursue:

1. Premarital guidance with a pastor or spiritual mentor.
2. Financial planning of marriage such as school bills, personal budget, and potential debt.
3. Housing-on campus married dorm, Academy Hall, or off campus housing

PUBLIC BEHAVIOR

Public behavior is behavior with the opposite sex that is seen publicly, in appropriate public places, understood to be occupied and in full view of the public. The entire campus is a public space.

The following public standards are **appropriate** public behaviors for couples at NPBC: sitting together, holding hands, a woman taking the arm of her date, brief hugs, and a discreet, brief "good-night" kiss.

The following public standards are **inappropriate** public behaviors for couples at NPBC included but not limited to: leaning or lying on each other, petting, fondling or caressing, extended periods of kissing, extended hugs, and body massages.

PUBLIC DISPLAYS OF AFFECTION

NPBC believes that students should know what their school considers appropriate behavior in a dating relationship. Students should know the standards of conduct that are adopted and enforced by the Office of Student Development.

- NPBC students are expected to demonstrate themselves publicly and privately in a manner that glorifies God.
- NPBC students need to be sensitive to those around and should not conduct themselves in an offensive or inappropriate manner
- Private visitations from students of the opposite sex, of any kind in student's dorm room is not approved.

PRIVATE BEHAVIOR

Private behavior is behavior with the opposite sex that is considered appropriate in places not designated as public or commonly understood as public. Private places are places where a couples' character is revealed as the couple is alone and not in the presence of another person or couple.

Private behavior cannot be governed by the public guidelines, but NPBC expects Christian couples to conduct themselves in ways to avoid temptation. With that being said, the following actions are deemed inappropriate private behavior for NPBC couples: lying on each other, petting, wrestling, fondling, body massages, or caressing each other, extended periods of heavy kissing or hugging, sneaking into dorm rooms, sexual relations of any kind or degree outside of marriage are forbidden.

NOTE: The Dean of Student Development, Resident Directors, Resident Assistants, Faculty, Staff, and Administrative Personnel, and Security have authority to interpret, apply and enforce these guidelines. Students who violate these guidelines may be reported to the Dean of Students and may have to appear before the Student Life Committee which may result in student discipline.

CONFLICT RESOLUTION

“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 values, standards and purpose are established as a framework within which the NPBC 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, 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 are the process for handling conflict and complaints:

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. Present the issue at a town hall meeting.
5. Present the issue to a Student Council Member.
6. Send an email to studentcouncil@student.northpoint.edu
7. 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.
8. If the department head is unsuccessful in helping you resolve the matter, it should be brought to the Dean of Student Development where the issue may or may not get sent to the Student Life Committee.
9. 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.
10. If the problem remains unresolved, students are free to contact the Association for Biblical Higher Education, PO Box 780339, Orlando, FL, 32878-0339. www.mass.edu/Student&Family/studentcomplaints. The phone number is 617-994-6950.

STUDENT ORGANIZATIONS

STUDENT COUNCIL

The Student Council endeavors to make NPBC a better College by creating social and spiritual spaces for students to experience a healthy, campus community. The Council further promotes campus unity and campus pride by adding to the College’s vision by taking on campus projects and strengthening communication throughout the student body, faculty,

and staff which leaves the school in a stronger position year over year. The Council shall function under the oversight of the Office of Student Development.

CLASS ORGANIZATIONS

Class Organizations provide an identity and bring much value to the Northpoint Community through outings, class prayers, class activities and each year all classes celebrate, "Clash of the Classes" where classes compete to determine which class is the strongest, fastest, smartest, and swiftest class at Northpoint.

Each class in the College is appointed an Advisor who assists all class affairs and business. The Advisor will be responsible for the organizing and implementation of policies in relationship to class organizations.

At a designated time and place, each class holds class prayers, with its Advisor, 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 development. Class prayers are counted like chapel and skips are accrued in the student's chapel attendance.

The classes are organized with an elected President, Vice President/Treasurer, and Secretary/Historian. Each class elects three officers as first year students, as well as a class representative.

FRESHMAN CLASS ELECTIONS

The Freshman Class votes for class officers and a Student Council Representative during Class Prayers in the spring semester. Class Advisors are assigned during the Freshman class spring semester or during the summer prior to the sophomore year.

UPPER CLASS OFFICER VACANCIES

Any Officer or Student Council Representative vacancy may be filled internally with the approval of the Class Advisor and Dean of Student Development.

NCOMPASS

Our purpose is to enlarge and strengthen the local community and global perspective of Northpoint. Students involved with this club participate in NCompass prayer meetings, Missions Week, Northpoint Experience, Street Team evangelism, NDiscipling, Serving Haverhill, and fundraising activities throughout the year. All students interested are welcome to participate.

MARRIED STUDENT FELLOWSHIP

The Married Students Fellowship provides assistance and fellowship for on and off campus married students. Northpoint understands and appreciates the many demands put on a married relationship while attending school, so this fellowship helps to create space and funding for activities, fellowship, fun, prayer times, and mutual encouragement of married students.

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.
- \$57 per student per semester to the Student Council.
- \$3 per student per semester to the Gibson Hall Resident Director.
- \$3 per student per semester to the Gallagher Hall Resident Director.

STUDENT DINING 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 DO NOT roll over each week throughout the semester.

- 14 meals per week
- 19 meals per week

Below is an important listing of dates that indicate when food service will be available throughout the 202-2023 school year:

FALL SEMESTER:

First Meal Served:	Lunch	Saturday, August 13
Last Meal Before Fall Break:	Lunch	Friday, October 6
First Meal After Fall Break:	Breakfast	Wednesday, Oct. 10
Last Meal Before Thanksgiving:	Lunch	Friday, Nov. 18
First Meal After Thanksgiving:	Breakfast	Monday, Nov. 28
Last Meal of the Semester:	Lunch	Wednesday, Dec. 7

SPRING SEMESTER:

First Meal Served:	Lunch	Tuesday, January 10
Last Meal Before Spring Break:	Lunch	Friday, March 3
First Meal After Spring Break:	Breakfast	Monday, March 13
Last Meal Before Easter:	Dinner	Thursday, April 6
First Meal After Easter:	Breakfast	Tuesday, April 11
Last Meal of the Semester:	Breakfast	Wednesday, May 3

BLOCK MEAL PLAN

- *Block meal plan A= 200 meals a semester
- *Block meal plan B= 165 meals a semester

All married students must purchase a block meal plan. Students may scan guests/family/friends in for meals on the Block Meal Plan Only.

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)	7:30 – 9:00	X	X
Brunch	X	10:30 – 12:00	X
Lunch	12:15 – 1:30	X	1:00 - 2:30
Dinner	5:00 – 6:00	5:00 – 6:00	5:00 - 6:00

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 any time, 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.

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. Students 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.

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." 1 Thessalonians 5:12

STUDENT LIFE COMMITTEE

The Student Life Committee serves as an advisory, disciplinary, and redemptive committee. It is the intent of NPBC 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 such as: delinquent SPICE abuse, moral failure, theft, parking violations, chapel issues.

Whenever possible, the Office of Student Development seeks to resolve the issue through a personal meeting. If the issue continues, then the Dean of Student Development will invite the student to a Student Life Meeting where the Student Life Committee makes recommendations and/or administers discipline.

NPBC 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.

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/mood altering substance, and/or drug paraphernalia
 - i. In the event that drug use is reasonably suspected, a drug screening may be required. The screening may be conducted on a planned or spontaneous basis, at the discretion of the Dean of Students and/or the Student Life Committee.
 - ii. The student will be responsible for any fees resulting from this.
- 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 a 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. Use of profanity
- D. 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.
- E. 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 Development Office 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.

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 President's Cabinet 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 President's Cabinet.

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 standards and regulations will be just cause for dismissal from the school. Such action may be taken by the College at any time without making a public specific explanation. Students facing the possibility of dismissal during the academic year may, upon request, receive a hearing before the President's Cabinet.

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.

ACADEMICS

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 Baccalaureate degree in Biblical Studies, into which the student may incorporate a second major in Pastoral Ministry, Intercultural Ministry, Children and Family Ministry, Student Ministry, Worship Arts Ministry, or 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 curriculum design of Northpoint Bible College contains three major components, the Department of Bible and Theology, the Department of General Education, and the Vocational Ministry Departments (Church Ministries, Intercultural Ministry, and Worship Arts Ministry). The purpose of the Bible and Theology Department 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 Department 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 Ministry Departments 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 ministries (second major) focus on the biblical mandate: "Be ye doers of the Word, and not hearers only" (James 1:22)

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 a 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.

GRADUATION REQUIREMENTS

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

1. **FOR THE BACCALAUREATE DEGREE:** Graduation requires the completion of 123 prescribed semester hours in the student's course of study (except for students in the Worship Arts Ministry major who will require 127 academic credits to complete their course of study). All graduates from the Bachelor of Arts degree program require a cumulative grade point average of 2.0 or higher. Graduation will also be based upon the successful completion of all required First and Second major courses.
2. **FOR THE ASSOCIATE IN ARTS DEGREE:** Completion of the 62 prescribed semester hours of academic credit in with a cumulative grade point average of 2.0 or higher. 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.
3. **TRANSFER CREDITS:** Students 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. To graduate from Northpoint Bible College with any of the above programs the student must complete the last 30 hours of study at Northpoint Bible College.

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4. GRADUATION CEREMONY PARTICIPATION: Graduating seniors in the BA program may participate in Commencement provided they have completed 117 credits (121 credits for those 55 majoring in Worship Arts 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. Seniors who have more than 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. Associate in Arts students may walk if all credits are complete.
 5. Students must demonstrate doctrinal understanding of the beliefs held and taught by Northpoint Bible College and the General Council of the Assemblies of God.
 6. Students must demonstrate Christ-like character and should consistently exemplify integrity, honesty, and morality above reproach.
 7. The Faculty and the Board of Trustees must approve the student as a candidate for a degree.
 8. All financial and academic obligations must be met before any degree, certificate, transcript, or reference letter will be released by Northpoint Bible College.

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

All full-time, on-campus students are assigned an academic advisor. Academic Advisors are available to pray with, counsel, and encourage the student. Students are to meet with their advisor during scheduling to discuss their courses. Students should meet with their advisor several times over the course of a semester.

CREDIT HOURS

According to the Higher Learning Commission's policy number FDCR.A.10.020, a credit hour is:

an amount of work represented in intended learning objectives and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for

approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)

ACADEMIC LOAD

The normal academic load is fifteen (15) hours per semester. Upperclassmen with sufficient scholastic standing may enroll in additional credit hours at the discretion and approval of the Chief Academic Officer. Any request to enroll in more than eighteen credits must have special permission in writing from the Chief Academic Officer. Students on academic probation are limited to twelve (12) credit hours.

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").

STUDENT CLASSIFICATION

CLASS PRAYERS/FINANCIAL AID

Northpoint Bible College is a community and as such, each student attends class prayers on a monthly basis. Determination of class prayer assignment is based on the number of credit hours the student has earned in their program at or transferred into Northpoint at the beginning of each academic year. Below are the student classifications for those who matriculated prior to the Fall of 2021:

Freshman (First Year)	Credit Hours Completed: 0 to 27
Sophomore (Second Year)	Credit Hours Completed: 28 to 56
Junior (Third Year)	Credit Hours Completed: 57 to 86
Senior (Fourth Year)	Credit Hours Completed: 87+

For those students who matriculate beginning with the Fall of 2022, the classification is as follows:

Freshman (First Year)	Credit Hours Completed: 0-29
Sophomore (Second Year)	Credit Hours Completed: 30-59
Junior (Third Year)	Credit Hours Completed: 60-89
Senior (Fourth Year)	Credit Hours Completed: 90+ 60

TRANSFER STUDENTS

Transfer students are classified according to the number of credit hours transferred into the transfer student's chosen program at Northpoint. 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. All transfer credits are calculated in determining a student's Satisfactory Academic Progress (SAP) which determines financial aid eligibility.

TRANSFERRING CREDITS INTO NORTHPOINT BIBLE COLLEGE

CREDIT BY ADVANCED PLACEMENT (AP)

The Advanced Placement (AP) Program allows High school students with superior academic achievements to potentially earn college credit for equivalent courses through the College Board Advanced Placement Program. Scores should be submitted to the Registrar's Office prior to matriculation. Only scores of 3, 4, and 5 will be considered for credit.

Credit by Advanced Placement

1. Advanced Placement credit may be given for the following Northpoint courses upon review of the Registrar.

a. English Composition I b. Introduction to Business c. Introduction to Psychology d. Human Growth and Development (If Student Ministry or Children and Family Ministry is selected as the student's vocational concentration) e. Biological Science f. General Education Elective 2. Advanced Placement courses are recorded on the transcript as a credit transfer (TR) rather than a letter grade and are not semester specific. 3. Credit received by Advanced Placement test scores satisfies degree requirements in the same way as credit earned by passing courses. 4. Advanced Placement test scores must be submitted prior to matriculation into Northpoint. 5. Credit will be posted after official Advanced Placement test scores have been received and reviewed by the Registrar and after the student officially matriculates.

CREDIT BY CLEP EXAMINATION

College Level Examination Program (CLEP) tests are designed to evaluate nontraditional college-level education such as independent study, correspondence work, etc. Credit will be awarded based on Northpoint's criteria and required scores (minimum of 50).

The following policies and procedures govern all credit awarded through any credit by CLEP examination program:

1. Credit by CLEP examination may be earned for the following Northpoint courses* upon review of the Registrar:
 - a. English Composition I (EN134I) – CLEP test College Composition (NOT Modular)
 - b. Introduction to Business (BU2322) – CLEP tests Financial Accounting, Introductory Business Law, or Principles of Management
 - c. Introduction to Psychology (PS237I) – CLEP test Introduction to Psychology

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- d. Human Growth and Development (PS2374) (If Student Ministry or Children and Family Ministry is selected as the student's vocational concentration.)
 - e. Biological Science (SC2334) – CLEP tests Biology, Natural Sciences, or Chemistry
 - f. General Education Electives – approved CLEP tests listed below. 57
 - American Government, History of US: Early Colonization to 1877, History of US 1865 to Present, Human Growth and Development, Introduction to Educational Psychology, Introductory Sociology, Principles of Macroeconomics, Principles of Microeconomics, Social Sciences and History, Western Civilization I, Western Civilization II, American Literature, English Literature, Analyzing and Interpreting Literature, Humanities, Calculus, College Algebra, College Mathematics, PreCalculus, Information Systems, Principles of Marketing
2. CLEP courses are recorded on the transcript as a credit transfer (TR) rather than a letter grade and are not semester specific.
 3. Credit received by CLEP examination satisfies degree requirements in the same way as credit earned by passing courses.
 4. Students may not attempt credit for a CLEP examination for a course in which a failing grade has been earned at any educational institution.
 5. Students who enter Northpoint with credit by exam scores are required to officially declare and submit any CLEP examination scores within the first year of matriculation. Students are not eligible to earn CLEP credit by examination if they have earned more than 30 credit hours.
 6. Credit will be posted after student officially matriculates and official CLEP scores have been received. Students are not eligible to earn CLEP credit by examination if they have earned more than 30 credit hours.

*with the following restrictions:

- the course (or its equivalent) has not been previously attempted at Northpoint Bible College or another institution. Attempted is defined as being enrolled in the course long enough to show up on the student's transcript
- the student has not already earned credit for a more advanced course in the same subject area
- the student has not already received a grade for the course or course equivalent

CREDIT FROM OTHER INSTITUTIONS

Students 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, as 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 thirty (30) hours of credits through Northpoint in order to graduate with a degree or

certificate. No transfer credits will be considered for courses taken at another institution once the student has matriculated into Northpoint.

LIFE CREDIT

Credit for life experience is evaluated on an individual basis. Students must demonstrate through substantial documentation that they have fulfilled the objectives and course description included in the course syllabus. A minimum of ten (10) years of full-time ministry experience is required to be considered for life experience credit. Students will be charged \$250 for each life experience course. The Chief Academic Officer reviews and awards all life experience credits. The CAO may assign a divisional chair to review a portfolio.

Students will be given a syllabus for the course. The student and reviewer will go through the syllabus to ensure that the student understands the course objectives. The reviewer will give examples of how each objective can be met. The student is required to submit a narrative stating how, over the course of their life, the specific objective has been met.

The student will then submit substantial documentation demonstrating the objective was met. Once a portfolio is submitted and reviewed, if the portfolio does not demonstrate a course objective has been fully met, the individual reviewing the portfolio will work with the student until the specific objective(s) is (area) fully met.

MILITARY CREDIT

Credits earned by military personnel will be examined on an individual basis. The content of prior educational experience will be evaluated to determine how it correlates with the Institution's academic program and objectives and whether the training is equivalent to the course descriptions in the student's program at the Institution.

GRADING

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

GRADE POINTS

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

A+		97-100	4.0 Grade points per semester hour
A		93-96	4.0 Grade points per semester hour
A-	EXCELLENT	90-92	3.7 Grade points per semester hour
B+		87-89	3.3 Grade points per semester hour
B	GOOD	83-86	3.0 Grade points per semester hour
B-		80-82	2.7 Grade points per semester hour
C+		77-79	2.3 Grade points per semester hour
C	AVERAGE	73-76	2.0 Grade points per semester hour
C-		70-72	1.7 Grade points per semester hour
D+	POOR	67-69	1.3 Grade points per semester hour
D		63-66	1.0 Grade points per semester hour
D-		60-62	0.7 Grade points per semester hour
F	FAILURE	59 & Below	0.0 Grade points per semester hour
F*	REPEATED FAILED CLASS		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**	Not computed into G.P.A.
AUD	AUDIT***	No Credit

* All failed Core courses must be retaken and the student must receive a passing grade before he/she can graduate. Once the course has been retaken the original Failure will be marked as "F*" and will remain on the transcript but will NOT affect the student's G.P.A. It will, however be used in calculating Satisfactory Academic Progress.

** An INCOMPLETE grade is given when a student, due to illness or an emergency situation beyond his/her control, is unable to complete his/her final project or final exam before the end of the semester. Work must be turned in within two months 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 "O" grade. Please see the section "LATE WORK" for policy and procedure.

*** Permission to AUDIT a course must be submitted in writing to the Dean of Academics.

TRAVEL AND ATHLETIC TEAMS

Students should consider it an honor and privilege to represent Northpoint on a traveling ministry or sports team. At all events students should remember they are representing not just Northpoint but Christ. Reflecting the character of Christ is to be the student's highest priority. All freshmen are eligible to participate on a Northpoint traveling ministry or sports team. Eligibility is based on grades and the approval of the appropriate committee, faculty members or coach. The President's Cabinet gives final approval to all members of all teams. The minimum grade point average for eligibility is a 2.0 for the previous semester. Freshmen and incoming transfer student grade eligibility will be based on their prior high school/college cumulative grade point average. While the minimum grade point average to participate is a 2.0, if a ministry team member or athlete has a grade point average between 2.0 and 2.3, they will be considered at risk. These students will be required to submit a weekly check that all assignments and tests have been submitted/taken in all classes and that the course numerical grade is above a 72. Students will be provided a form which needs to be initialed by each professor on a weekly basis. The form is to be turned into the appropriate faculty member or coach on Friday of each week. It is the responsibility of the student to ensure the form is turned in. A consequence of not turning in the form could be ineligibility for the next week. All other traveling team members or athletes will have their grades checked at midterms.

ACADEMIC AND CHAPEL PROBATION

Students must maintain a minimum average of “C” or 2.0 on the grade point scale each semester.

ACADEMIC PROBATION: 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:

- Credits reduced to 12 hours
- 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.

CHAPEL PROBATION

Students are allowed eight (8) chapel absences in a semester. Chapel attendance includes **chapel**, **dorm devos**, and **class prayers**.

- 5 absences will result in a meeting where the student will be asked to explain why they have been absent for over half of the possible ten absences.
- 8 absences will result in an additional meeting.
- Students who are in excess of 8 chapel absences in any one semester will automatically be re-assigned to a front row seat for the remainder of the semester, placed on chapel probation the following semester, and required to attend all chapel services.
- Continued absences will result in a Student Life Meeting and potential disciplinary action.
- Over 11 cuts will result in a 3 day suspension.

Students on chapel probation are required to attend all chapel services. Following are the responses to any chapel absences while on probation:

- 1st absence will result in a meeting with the Dean of Student Development.
- 2nd absence will result in a Student Life Meeting.
- 3rd absence will result in a 3 day suspension.
- 4th absence will result in a 1 week suspension.

Matriculating students placed on chapel probation for three semesters will be expelled from NPBC.

- Expelled students may reapply after one academic year.
- If a student in his/her final semester lands on his/her 3rd chapel probation, then he/she will be excluded from Senior Banquet, Baccalaureate, and Graduation ceremony.

STUDENT APPEALS

IN-SEMESTER APPEALS

Once a student is re-assigned to a front row seat, they will have 2 weeks to appeal to the Office of Student Development. No further appeals will be accepted.

POST SEMESTER APPEALS

Within one week of final grades being posted, students who are on chapel probation will be officially notified via their student.northpoint.edu email.

Upon reception of this email, students have two weeks to appeal to the Office of Student Development by email.

Students are allowed one appeal per probation within the timeframe of two weeks after initial notification.

TECHNOLOGY ACCESS

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.

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, grades, and course requirements sheet. 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.

ATTENDANCE

Regular attendance at classes and other scheduled academic events is expected of all students. Faculty members will report class absences to the Office of the Registrar, via SONIS on a weekly basis to ensure updated records. Students can track their attendance through the Student Portal. The professor will notify the Office of the Chief Academic Officer and the Office of the Registrar of all cases of extended or repeated absences; excessive absences may result in failure in the course. Maximum allowable absences are discussed further below. Please note that three "lates" are equivalent to one absence. NOTE: A student must be in a

class session for 65 minutes to be considered present. If a student arrives 10 minutes or more late to class or leaves class with more than 10 minutes remaining it will result in an absence.

It is not the responsibility of the faculty member to adjust the student's grade as a result of student absences. The faculty member is to record all absences and late arrivals in SONIS; excused absences will be adjusted by the Chief Academic Officer in coordination with the Registrar.

CLASS ATTENDANCE POLICY

Students are expected to attend all class periods. The only excused absence granted is for schoolsponsored 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 below). Absences are recorded for every credit hour missed. The student should reserve all absences to accommodate sickness and emergencies. (See Maximum Allowed Absences/Penalties below).

MAXIMUM ALLOWED ABSENCES/PENALTIES

To allow for those times when a student is sick, in an accident, or has an emergency, the school allows students to take a cut without jeopardizing their grade, provided they do not over-cut (see the table below). For each class, 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 from a class that meets for two or more consecutive hours, the student will receive an additional absence, (i.e. a three-credit course meeting back-to-back the student would receive 5 allowable absences). NOTE: A student cannot miss more than 10 minutes of a class session to be considered present. If a student arrives 10 minutes or more late to class or leaves class with more than 10 minutes remaining, the student will be marked absent.

1-credit course	1 absence	Allowed
	2 absences	1 letter grade
	3 absences	2 letter grades
	4 absences	Automatic failure

	Non-Consecutive	Consecutive	Penalty
2-credit course	3 absences	4 absences	Allowed
	4 absences	5 absences	1 letter grade
	5 absences	6 absences	2 letter grades
	6 absences	7 absences	Automatic failure
3-credit course	4 absences	5 absences	Allowed
	5 absences	6 absences	1 letter grade
	6 absences	7 absences	2 letter grades
	7 absences	8 absences	Automatic failure

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

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 (double cuts)

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 period missed.

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 online, 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

It is “expected” that every student attends Baccalaureate and Graduation as it is a community event. If a valid situation arises that prevents you from attending, you need to submit a written statement to the Chief Academic Officer for approval at least two weeks prior to the event.

ATTIRE

All students and graduates should wear semi-formal attire: Men should wear a coat and tie; women should wear a pantsuit, dress, or skirt and blouse. Dress shoes for both men and women are required.

CLASSROOM POLICY & DISCIPLINE

Students are allowed beverages in the classroom provided the beverage is in a container that has a spill proof lid. Food is not allowed in the classroom 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 may be asked to leave the classroom to change. They will also receive an absence.

ASSIGNMENTS AND EXAMINATIONS

CLASSROOM ASSIGNMENTS

All coursework is to be submitted to Canvas.

All research papers are to use Turabian format. Students are to purchase the Turabian 9th Edition book by Kate Turabian and adhere to both it and the Northpoint Writing Standard. 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). The acceptance of and/or grade deduction for all late course work excluding major projects and formal papers is left to the discretion of the individual professor. The professor’s policy is to be published in the course syllabus.

For an extension on special projects and major papers, please see “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 up to five (5) days 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 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 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. Unfortunately, Respondus does not function well with iPads or Chromebooks nor does Respondus offer any technical support for the use of iPads or Chromebooks. Students should refrain from using iPads or Chromebooks for quizzes and exams. For technical support using LockDown Browser or Monitor, 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.

MAKE-UP EXAM POLICY

All exams must be made up within five (5) 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 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 and a doctor's note, if obtained, 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.

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.

FINAL EXAMS

Finals 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 a student is more than 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

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.

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.

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 smartphone 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.

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

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

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):

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

See also the 8th 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:

- Faculty discipline on first offense:
 - Reduction of grade
 - Failure of assignment
 - Letter of reprimand
- 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:
 - Receive an “F” for the assignment or course.
 - Suspension
 - Dismissal

INSTITUTIONAL AND COURSE ASSESSMENT MEASUREMENT

Northpoint Bible College requires and values assessment to monitor and enhance the effectiveness of individual courses and the curricula at large in support of the institution's mission. An important element of this assessment process is the measurement of objectives

at various levels including those of the institution, degree program, the divisions within each program, and the individual courses. Faculty are required to incorporate these various objectives into their courses based on their relevance to the course description and assignments. These objectives are connected to all course assignments and quizzes to provide objectives which demonstrate whether the identified objectives are being successfully achieved. While some of these objectives will not be noticeable to the student, on assignment rubrics in courses these objectives will be present and will be measured by the professor. These notations include the three measurement levels of “exceeds expectations,” “meets expectations,” and “does not meet expectations” to identify student effectiveness in achieving these objectives. These marks are not generally tied to student grades, but for the sake of clarity and consistency the faculty have adopted these stated guidelines for distinguishing these measurements. ·

- “Exceeds Expectations” means that the student went “above and beyond” meeting the objective and has fulfilled more than what was expected for the stated objective.
- “Meets Expectations” means that the student met the requirements by obtaining 70-100% of the allotted points on the rubric for the stated objective.
- “Does Not Meet Expectations” means that the student did not meet the requirements by obtaining less than 70% of the allotted points on the rubric for the stated objective. Please contact the professor if you have any questions about the use of these objectives in a course.

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.

ACCREDITATION

ACCREDITATION & 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

FINANCES

FEDERAL FINANCIAL AID PROGRAMS

NPBC 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. Upon completion, submission, and calculations based on this application, a student will be notified through a Financial Aid Offer about the federal 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 NPBC, 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 POLICIES

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.

RETURN OF TITLE IV FUNDS (R2T4) POLICY

Treatment of Title IV Funds when a student withdraws

Whenever a student who is a recipient of federal (Title IV) grant or loan aid withdraws from school during a payment period (semester), the Financial Aid Director will determine the amount of Title IV aid the student actually “earned”. This is based upon the number of calendar days in the payment period and the number of calendar days the student actually attended class (excluding scheduled breaks more than five days). The amount of aid a school needs to return from funds already *disbursed* to the student's account **or the** amount of aid a student *can receive as* a “post withdrawal disbursement” is determined by a specific R2T4 calculation which is performed by the Financial Aid Director following notification from the Registrar that a withdrawal has occurred on a specific date.

If the student's federal funds were already disbursed to the student's account before the student withdrew, the school may have to return a portion of these funds to the federal government. If the student is owed “post withdrawal disbursement”, the funds will either be applied to the student's outstanding balance with the school, if applicable, or issued in a check to the student.

The Financial Aid Director has **45** days from the date the institution determines the student

withdrew to return all “unearned” funds for which it is responsible.

The institution will notify the student in writing if he/she is entitled to a “post withdrawal disbursement” and the student will have **14** days from the date the school sent the notification to either accept or decline a post-withdrawal disbursement.

School's determination of a student's withdrawal

Upon written or verbal notification to the Registrar by the student of his/her desire or need to withdraw due to medical and/or other reasons or due to dismissal from enrollment by school officials, the student will be considered an *official withdrawal* and complete appropriate paperwork at that time. A student is considered an unofficial withdrawal if he/she leaves school without following proper guidelines for withdrawing as outlined in the Student Handbook or if it is determined he/she has not been attending classes for a period of time as recorded in class attendance records. A student may also be deemed an *unofficial withdrawal if*, at the end of the payment period, the student failed all classes and it was later discovered the student ceased attendance in classes at some point during the payment period. The date of the last attended class, as determined by attendance records, will be used in order to perform the R2T4 calculation.

The student withdrew prior to completing 60% of the payment period

If the R2T4 calculation performed through the institution's PowerFAIDS software program records that the student completed less than 60% of the payment period, a percentage of disbursed funds, based upon the calculation, will be returned to the Title IV program. If no disbursement was made as yet to the student, the calculation will indicate that a “post withdrawal disbursement” may be needed. See further explanation on “post withdrawal disbursement.”

The student withdrew after completing 60% or more of the payment period

If the R2T4 calculation performed records the student completed 60% or more of the payment period, a student will have automatically earned 100% of the Title IV funds he or she was scheduled to receive during the payment period. The institution must still perform the R2T4 calculation to determine the amount of earned aid for auditing purposes.

Explanation of the calculation of percentage of Title IV funds earned upon withdrawal

Northpoint will calculate the number of calendar days completed by the student divided by the total number of calendar days in the semester excluding any scheduled breaks of more than five days. The financial aid software (PowerFAIDS) is used to perform this calculation.

If there are 102 days in a scheduled payment period and the student withdraws from school after completing 29 days, the student would have earned 28.4% of the total aid disbursed and that could have been disbursed for the period. Thus, if the total of aid that could have been disbursed equaled \$12,035, the student earned \$3417 and since the disbursement was not made, this amount would be applied to the outstanding balance the student owed the school. It would have been disbursed in the type and order stated below. (Note: If no loans were disbursed, the student would receive the Pell grant and a portion of the SEOG).

If there are 105 days in a scheduled payment period and the student withdraws from school after completing 29 days, he/she would have earned 27.6% of the total aid disbursed and that could have been disbursed. Of the total amount of \$9,607 that was disbursed and could have been disbursed, the student earned only \$2,652 of the actual loan \$6184 subsidized and unsubsidized funds disbursed. Thus, the entire unsubsidized loan of \$3463 and \$69 of the subsidized loan would have to be returned to the government.

Type and order of aid to be returned based upon calculation:

Aid must be returned in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Parent Loan for Undergraduate Student (PLUS)
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)
6. TEACH Grants for which a return of Title IV funds is required
7. Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required.

Time Frame for the return of Title IV program funds:

Northpoint Bible College will return the amount of Title IV funds for which it is responsible as quickly as possible following the R2T4 calculation but no later than **45** days after the date of its determination that the student withdrew.

Student requirements when amount to be returned exceeds the institution's portion:

A student will be notified in writing following the R2T4 calculation if he/she is required to return any unearned funds which exceed the institution's portion of funds returned. Normally, if the student has an outstanding loan, the student will be required to repay the loan in accordance with the terms of his/her signed Master Promissory Note.

POST WITHDRAWAL DISBURSEMENT

The student will be notified verbally or in writing of his/her eligibility of a post withdrawal disbursement and given 14 days to respond. The date will be written on the R2T4 Post Withdrawal Disbursement Tracking Sheet in the authorization's and notification's section of the form in order that the Financial Aid Director can keep track. In the case where the student owes for institutional charges, the post withdrawal disbursement will be applied to any outstanding balance before being paid directly to the student. Factors to be considered when doing a post withdrawal disbursement will be to ensure appropriate documents are on file including an official high school transcript or signed waiver due to COVID 19; Entrance Counseling, a loan Master Promissory Note, etc.

SOLICITATION

Solicitation of any kind on campus (i.e., selling of merchandise or collecting donations) must be approved by the President's Cabinet.

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 President's Cabinet.

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

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 transferable into the program the student matriculates, thus it is important to receive your transcript evaluation to determine your financial status.

FAFSA- 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 *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	1.60
30-59	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	1.60
16-30	1.80
31 and thereafter	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	27	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 NPBC 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 NPBC, 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 transferable. 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 FINANCIAL AID STATUS

- **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.

SCHOLARSHIPS AND AWARDS

ALUMNI ASSOCIATION
SCHOLARSHIP

ASSEMBLIES OF GOD BIBLE
QUIZ SCHOLARSHIP

ASSEMBLIES OF GOD FINE
ARTS SCHOLARSHIP

ASSEMBLIES OF GOD
GENERAL COUNCIL
ENDOWED SCHOLARSHIP
FOR ETHNIC MINORITY
STUDENTS

ASSEMBLIES OF GOD
GOLD-MEDAL
ACHIEVEMENT AWARD

ASSEMBLIES OF GOD
ALLIANCE FOR HIGHER
EDUCATION MAKING THE
DIFFERENCE SCHOLARSHIP

CHARLES AND RAMONA
CRABTREE SCHOLARSHIP

CHURCH MATCHING
SCHOLARSHIP

DISTRICT YOUTH DIRECTOR
SCHOLARSHIP

EDWARD B. HILL
SCHOLARSHIP

J. ROBERT ASHCROFT
NATIONAL YOUTH
SCHOLARSHIP

JOHN AND SALLY R.
(BRUNETTO) ALBANESE
MEMORIAL SCHOLARSHIP

LEONARD HEROO
OUTSTANDING PREACHER
SCHOLARSHIP

MARY CAMPBELL WILSON
EDUCATION SCHOLARSHIP

MUSIC SCHOLARSHIP

MINISTER OR MISSIONARY
DISCOUNT

RALPH RIGGS SCHOLARSHIP

ROY AND BONNIE
ANDERSEN FAMILY
SCHOLARSHIP

SIBLING TUITION DISCOUNT

MINISTER DEPENDENT
DISCOUNT

ZBI DIPLOMA ALUMNI
DISCOUNT

ROSEMARY C. MESSERLIAN
SCHOLARSHIP

SEMINARY

ACADEMIC ADVISOR/MENTOR

Academic Advisors/Mentors assist the student in designing his/her course of study and in the internship process. Academic Advisors/Mentors are members of the Graduate School faculty and are also available to pray with, counsel, and encourage the student. Students are assigned an academic advisor/mentor at the time of matriculation into the graduate program and will meet with his/her advisor/mentor monthly during the school year. To bring continuity to the program and the student's internship, the student will remain with the same advisor/mentor until graduation.

The student should consult with his/her advisor/mentor prior to adding or dropping a class. Care was taken in determining the schedule; changes to it should be thought out carefully and with guidance to ensure the student does not go below full-time, that the added class is a required class, and that the dropped class is one that can easily be fit back into his/her schedule. All add/drop requests must be approved by the Chief Academic Officer who has final authority.

The student must meet with his/her advisor/mentor to schedule for the following term.

Ultimately, the student is responsible for taking the initiative to seek out the counsel and advice of his/her advisor/mentor.

The student needs to keep him/herself informed of the Graduate School's academic policies as noted in this Student Handbook.

CREDIT HOURS

Seminary credit hours are based on semester credit hours. Each Seminary course is three credits. Each Northpoint Bible College and Seminary graduate level course is planned for a minimum of 160 hours to a maximum of 170 hours of course engagement activities, including seat time. Each syllabus has a chart indicating the projected number of hours to complete the various assignments for the course. The Seminary uses the Rice Workload Calculator to help determine the projected hours.

CREDITS TRANSFERRED INTO THE GRADUATE SCHOOL

An official transcript from a recognized accredited Graduate School must be submitted to the Office of Admissions and Records at the time of application. The transcript will be reviewed by the Chief Academic Officer. Transferred credits will be determined 1) by the student's grade and 2) by similarity to our 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. For the Master of Arts program, a student may transfer in a maximum of six credits. For the Master of Divinity program a student may transfer in a maximum of twelve credits.

CREDIT LOAD

Nine credit hours are required to be a full-time graduate school student; to complete the Master of Arts program in two years, however, the student will need to take twelve credits per semester. At nine credits a semester a student enrolled in the Master of Divinity program will complete the program in nine semesters.

GRADING

All written and oral class work is evaluated according to the grading system described below. A passing grade in each subject is seventy percent. However, if a student earns below a 2.7 for a course, the course may need to be retaken.

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 that 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. Students are able to check on their grades and attendance through the Seminary's website under the student login link to Sonis.

GRADE POINTS

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 2.7 points per semester hour is necessary for graduation.

GRADING SCALE

A+	SUPERIOR	97–100	4.0 Grade points per semester hour
A		93–96	4.0 Grade points per semester hour
A-		90–92	3.7 Grade points per semester hour
B+	ABOVE AVERAGE	87–89	3.3 Grade points per semester hour
B		83–86	3.0 Grade points per semester hour
B-		80–82	2.7 Grade points per semester hour
C+	AVERAGE	77–79	2.3 Grade points per semester hour
C		73–76	2.0 Grade points per semester hour
C-		70–72	1.7 Grade points per semester hour
D+	POOR	67–69	1.3 Grade points per semester hour
D		63–66	1.0 Grade points per semester hour
D-		60–62	0.7 Grade points per semester hour
F	FAILURE	59& Below	0.0 Grade points per semester hour
F	REPEATED FAILED CLASS		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*		Not computed into G.P.A.
AUD	AUDIT**		No Credit

*An INCOMPLETE grade is given when a student, due to illness or an emergency situation beyond his/her control, is unable to complete his/her 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 “O” grade. Please see the section “LATE WORK” for policy and procedure.

**Permission to AUDIT a course must be submitted in writing to the Dean of Academics.

SATISFACTORY ACADEMIC PROGRESS POLICY

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

STUDENT FEDERAL AID PROGRAMS AFFECTED:

Federal Work-Study (FWS)

Federal Direct Unsubsidized Loans

Federal Direct PLUS Loan for Graduate Student

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

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

The Graduate School at Northpoint's SAP policy, according to 34 CFR 668.34, includes both a qualitative measure (such as the use of cumulative grade point average) and quantitative measure (such as a maximum time frame for completion which cannot exceed 150% of the published length of the program). Therefore, for a student to be maintaining satisfactory academic progress, he/she must, in general, have a C+ average or its equivalent 2.7.

The student must also complete 67% of cumulative credits attempted (including repeated and transfer credits). For example, a student who attempted thirty (30) credits but actually completed nineteen (19) of them would only have completed 63% of all credits attempted. This is not satisfactory academic progress. The student may attempt, including transfer credits, a maximum of seventy-two (72) credits before financial aid eligibility will be terminated.

The following chart lists the qualitative and quantitative measurements which all full and part-time students must meet to maintain academic progress:

FULL TIME STUDENTS, 3 YEARS (6 SEMESTERS) = 150%

Semesters Completed	1	2	3	4	5	6
Credits Accrued	9	18	27	36	45	48
Minimum GPA	2.7	2.7	2.7	2.7	2.7	2.7

If attending half-time (6-8 hours) or less than half-time (1-5 hours), a student must complete in twelve years for half-time and eighteen years if less than half-time to meet the 150% completion period.

Note: While the above requirements are minimums, it should be clearly understood that students will need to complete nine or more credit hours per semester to be eligible to graduate in two years.

The satisfactory academic progress of students enrolled in the Master of Arts program will be reviewed by the Registrar at the end of each payment period (semester).

POLICIES RELATED TO ALL PROGRAMS

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

Family emergency (death or other extenuating circumstances)

Extended illness (physical or mental), injury or hospitalization

Documented learning disability

APPEAL PROCESS

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

NOTE: The deadline to file an appeal is no later than thirty (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

The Seminary does not practice academic amnesty. A student may not regain eligibility by withdrawing for a semester or more.

AUDITED COURSES

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

INCOMPLETE COURSES

Incomplete courses will not count toward satisfactory academic progress until a grade is submitted to the Registrar. Incomplete courses will receive a grade of "F" if the course is not completed by the institution's deadline.

RETURNING STUDENT

Students who were on academic warning or probation prior to withdrawal from the Graduate School in the midst of a semester will return to the Graduate School 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.

SUSPENSION

If a student is suspended before financial aid is received, the student may not receive any of this aid. A student suspended within the tuition refund period will be required to return the applicable percentage of awarded aid to the federal programs. If readmitted to the Graduate School, the student would be eligible for financial aid if at the time of suspension he/she was meeting the Standard for Satisfactory Progress.

WITHDRAWAL

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.

REGAINING ELIGIBILITY

If a student is denied aid because of a lack of progress, either by hours or by academic probation, courses may be taken at the student's own expense until reaching the minimum

hours or grade point average needed to regain eligibility. If dismissed for academic reasons, a readmitted student cannot receive financial aid until such time as he/she has reached the above outlined academic standard. Hours taken at another graduate school will not upgrade grade point average at the Graduate School at Northpoint Bible College.

APPEAL PROCEDURE

If extenuating circumstances have affected the student's progress, an appeal in writing may be sent to the Director of Financial Aid, setting forth fully the basis for the appeal. The decision of the Director of Financial Aid, in consultation with the Administration and the Board, will be final.

WITHDRAWING FROM THE SEMINARY

An official Withdrawal Form can be obtained from the Registrar's Office. The form must be completed and submitted to 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, and possible loss of any refund. A student is not to assume that by quitting going to class he/she has withdrawn. Unless an official withdrawal form is completed the student will continue to be enrolled in the class and will receive an F for the course and possibly lose any refund (see Refund Policy).

A student who must withdraw from school after the fourth week of the semester will receive a grade of "W," "WP," or "WF" (dependent on the student's grades at the time of withdrawal) on his/her official record.

STUDENT EDUCATIONAL RIGHTS & PRIVACY OF RECORDS

The Family Educational Rights and Privacy Act of 1974 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 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. 4 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 NPBC 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.

CAMPUS SAFETY AND SECURITY

STUDENT ID CARDS

You will be issued a NPBC 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 NPBC (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 take 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.

SEXUAL HARASSMENT

Sexual harassment of any type, verbal and/or physical, to any affiliate of the NPBC 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 or Human Resources.

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.

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 cancellations, 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 an 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*.

Citations:

- You will be issued a citation if you park your vehicle anywhere other than your assigned parking space.
- If you park in a handicap space, the citation will be \$50.
- 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, unless communicated to and approved by the Director of Security. If your vehicle is disabled you are responsible for the removal of the vehicle.
- Citations are \$25.00 and citations issued during a Winter Parking Ban are \$50.00. If you fail to comply with a Winter Parking Ban, your vehicle may be booted until all fines are paid.
- Citations are to be brought in person to the Security Office Monday-Thursday, 10am-3pm, in order to pay the fine.
- *Citations unpaid after ten (10) calendar days will result in the fine being doubled. If you have incurred \$150.00 in unpaid parking fines, your vehicle will be booted until you meet with the Student Life Committee to discuss further action.*

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 Standard 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, longboards, 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 wheelchairs.

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:

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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

- The college does not provide for transportation to and from medical appointments.
- NPBC 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, NPBC 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 NPBC President's Cabinet 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 NPBC to possess a firearm or dangerous weapon on property owned or operated by the College.

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- *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.*
 - Paintball or airsoft weapons may only be used and stored off campus.

FIRE EMERGENCY PROCEDURE

NPBC 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.

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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 an imminent threat exists and it is determined by the appropriate officials that an evacuation is necessary, NPBC 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.

HAZARDOUS PRACTICE

APPLIANCES

Cooking Appliance and other items **NOT ALLOWED** in students dorm rooms are as follows:

- Toaster Ovens
- Microwaves
- Crock Pots
- Heating Coils
- Space Heaters

A microwave is located on each floor of the dormitory. This will facilitate 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.

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.

IMPORTANT TELEPHONE NUMBERS

Northpoint Campus Security- (978) 478-3409

Northpoint Reception (978) 478-3400

Resident Director (Male) (978) 478-3477

Resident Director (Female) (978) 478-3405

EMERGENCY NUMBERS

Ambulance (978) 683-4708

Fire (978) 373-8460

Police (978) 373-1212

*EMERGENCY 911

LOCAL INFORMATION

EMERGENCY ROOMS

Merrimack Valley Hospital
(978) 374-2000
140 Lincoln Ave
Haverhill, MA 01830

Lawrence General Hospital
(978) 683-4000
1 General St
Lawrence, MA 01841

Anna Jacques Hospital
(978) 463-1000
25 Highland Ave
Newburyport, MA 01950

CLINICS

Haverhill Family Practice
(978) 521-6555
62 Brown St Ste 404
Haverhill, MA 01830

US Gov't VA Medical Center
(978) 372-5207
108 Merrimack St
Haverhill, MA 01830

Greater Lawrence Family Health Center
(978) 686-0090
34 Haverhill St
Haverhill, MA 01830

COUNSELORS

Ellen M. Goyette, M.S. LMHC. LRC
(603) 289-273
71 Summer Street
Haverhill, MA 01830

Janice Hirsch
(781) 871-6550
Arbour Counseling Services
116 Summer Street Ste 3
Haverhill, MA 01830

LIBRARIES

Haverhill Library
99 Main Street
(978) 373-1586
Haverhill, MA 01830

HOURS
Monday, Tuesday, Thursday
9:00am-9:00pm
Wednesday, Friday, Saturday
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
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Customer Support
(617) 222-3200

HOTELS

Comfort Suites Hotel
106 Bank Rd, Haverhill
(978) 374-7755
Ask for the “Northpoint Rate”

AIRPORTS

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

Manchester NH Airport
(603) 624-6539