

NORTHPOINT BIBLE COLLEGE ACADEMIC POLICIES

Class Attendance:

Northpoint believes that the classroom is an important part of the learning process, and therefore attendance for all class periods is not only expected but necessary. If you are absent for any reason, it is *your* responsibility to obtain all notes and handouts distributed during your absence. Class discussions are critical to the course; therefore, missing classes will set you back tremendously and infringe upon your growth as a critical reader and writer. This is not a correspondence course. Your **active** participation during class is integral to this course. According to the *Student Handbook*, you are allowed **four (4)** absences for illness, accident, or emergency for this course. The only *excused absence* granted is for school-sponsored activities that the student is requested to attend. Five (5) unexcused absences in this course will incur the loss of a letter grade. Further excessive absences will be handled as outlined in the *Student Handbook*. Also note that tardiness is a major disturbance. Bear in mind that three lates count as ONE absence. Remember that a two-period course counts for TWO absences.

Extension Policy:

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 Academic Dean 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 Academic Dean for the Dean's signature. The Dean's office will forward the form to the professor. Once the form is forwarded to the Office of the Registrar a copy will be sent to the student. ***The student is to turn in all approved extension work to the professor by the extension due date indicated on the extension form. Failure to turn in a paper or project by the extended due date will result in a grade of "0" for the paper or project.***

Late Paper Policy:

When a student does not qualify for, or has been denied an Extension, he/she may still turn in the paper or project late via Canvas; however, a grade penalty will be applied. All late papers and projects turned in after the start of the period on the due date will receive an automatic five point (5) deduction. For each twenty-four hour period (including Saturdays, Sundays and school breaks) that the paper/project is not turned in, another five points (5) will be deducted. If the paper is not submitted within five twenty-four hour periods after the due date and time, an automatic score of zero (0) will be entered for the grade with no chance of making up the paper.

Examinations:

Electronic exams given in class will require the use of Respondus LockDown Browser. The student will be required to bring a laptop or iPad to the exam in order to take the exam or quiz.

All exams taken outside the classroom will require both Respondus LockDown and Monitor. The student will be required to download and use lockdown browser for their computer or iPad for these quizzes, by following the link on the test page in canvas. The download is to be completed prior to coming to class to take the exam. For technical support using LockDown Browser or Monitor, or 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.

1. **Make-Up Exam Policy:** All exams must be made up within five days of the date of the original exam (excluding weekends). For example, if the exam is given at the 8:00 a.m. class on Monday, it must be made up before 8:00 a.m. the following Monday. Both Respondus Lockdown and Monitor are required for all electronic exams taken outside of class.
 - a. **Illness:** In the case of illness, the student must notify the Resident Director of his/her illness and secure from the Resident Director, or nurse, a “sick-slip.” The student must fill out a “Make-Up Exam” form (located in the Office of the Registrar). The form will then be forwarded to the Office of the Academic Dean for signature. The student should attach the sick slip to the form. The student should then schedule a time with the professor to make up the test. Students not making up the exam within the prescribed time period will receive a “0”. If the student is unable to obtain a sick clip 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.
 - b. **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.
2. **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.

3. Final exams are scheduled during Finals Week. The schedule is distributed one month before Finals. Each student is responsible to check the schedule carefully and make arrangements to be present for all finals. Finals are not necessarily given on the same day, or even the same hour, as the regularly scheduled class. Students who have more than three finals on one day may request that one of the finals be rescheduled. Students should fill out a “Final Exam Reschedule” form found in the Registrar’s Office. In consultation with the Academic Dean’s office, one of the Finals (usually an elective) will be moved. If student is over 10 minutes late to the final exam, the professor at his or her discretion may choose to deduct 10 points for being late. The professor will be notified in advance to be prepared to have the Final ready for the student. Students are NOT to arrange a Final Exam change with the professor.

Cell and Smartphone Usage:

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

1. 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.
2. Students may take class notes on their Smartphone provided they follow the procedures noted below.
 - a. By the second week of class the student must submit to the professor a Smartphone
 - b. Usage form indicating the usage of their smart phone for class notes.
 - c. The form is to be approved by the professor; a copy will be given to the student and the original kept by the professor.
 - d. 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.
 - e. 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.
 - f. 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.

3. Students MAY NOT use their phone, iPad, iPod, computers or other electronic device in the classroom, chapel, or class prayers at any time to:
 - a. make or receive calls
 - b. text or receive Texts
 - c. check e-mail
 - d. surf the Internet
 - e. access any social network site
 - f. take pictures or videos during class'
 - g. listen to music or watch videos during class
 - h. play games

4. 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.

1. 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):
 - a. Submitting another's work, word-for-word, as one's own.
 - b. Contains significant portions of text from a single source without alterations.
 - c. Changing key words and phrases but retaining the essential content of the source.
 - d. Paraphrases from multiple sources, made to fit together.
 - e. Borrows generously from the writer's previous work without citation.
 - f. Combines perfectly cited sources with copied passages without citation.
 - g. Mixes copied material from multiple sources.
 - h. Includes citations to non-existent or inaccurate information about sources.

- i. Includes proper citation to sources, but the paper contains almost no original work.
 - j. Includes proper citation, but relies too closely on the text's original wording and/or structure.
 - k. 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
2. Any Student found guilty of plagiarism will be subject to, but not necessarily limited to, the following discipline:
- a. Faculty discipline on first offense;
 - Reduction of grade
 - Failure of assignment
 - Letter of reprimand
 - b. Academic Affairs Committee discipline on successive offenses. Student will be subject to, but not necessarily limited to, the following discipline:
 - Receiving an "F" for the course
 - Removal from any extracurricular activities (second offense)
 - Dismissal for one year (three or more offenses)
 - c. Faculty are to report all cases of plagiarism to the Dean of Academics 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:

1. Receive an "F" for the assignment or course.
2. Suspension

3. Dismissal

Emergency Contingency Plan

In the event that the college should be mandated or choose not to hold on-campus classes due to any health or emergency scenarios, the following academic policies will be implemented until live classes are able to resume on campus.

1. All assignments, presentations, exams, and any other stated requirements will continue to follow the planned course outline given in the syllabus. However, additional assignments such as discussion boards, reading, essays, etc. may be added to the overall course requirements to account for what would have regularly been done during live class time. This work will not exceed the amount of time regularly spent in a weekly classroom.
 - a. Example: A typical class meets 150 minutes per week. In the situation described above, a professor may give 2 pre-recorded lectures totaling 90 minutes. The class would then be further assigned a 2-page reading assignment and a 1-page reflection that can be completed in approximately 1 hour or less.
 - b. In addition, if a faculty member determines an assignment cannot be met according to the specifications, they will have the right to modify said assignment in order for the student to be able to better accomplish it.
 - c. Example: If a research paper was required, the type of paper or amount of resources may be adjusted since students are not able to access research material from the Northpoint Library.
2. The delivery of specific class content will be adjusted as follows:

For all classes in this course which cannot meet in live on-campus sessions, students will meet at the same time remotely as the course was originally scheduled (please see the policies below if you are in a different time zone than Eastern Standard Time). Classes will consist of lectures presented through Zoom or pre-recorded lectures in Panopto which will be accessible through Canvas.

3. Attendance

Attendance will continue to be taken according to the parameters of Northpoint Bible College's attendance and late policy. All classes will continue to meet at the scheduled time established by the Academic Office. Students are encouraged to log in 5-10 minutes before a class begins to account for any unforeseen technical difficulties. In the event of genuine technical difficulties, the student must email their professor immediately, as the time stamp of the email will serve to prove a student's presence or absence. Students will be counted as absent if: a) their video camera is not on at all times during the class session; b) if they are in a car for the class session; or c) if they are not in an educationally conducive environment. All classes will meet at the required time and all students are required to join the digital class session. The beginning of each class will consist of Scripture, prayer and attendance.

4. Dress Code

Students are required to be appropriately dressed. Students should be seated in a way to best engage the material (not lying down on a couch or bed). The student's camera must always be on for the professor to see each student or the student will be counted absent.

5. Different Time Zones

If a student lives in a time zone other than Eastern Standard, the student must contact the professor immediately to discuss solutions to any potential time challenges, such as 8:00am class times.

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 outcomes 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.

1. "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.
2. "Meets Expectations" means that the student met the requirements by obtaining 70-100% of the allotted points on the rubric for the stated objective.
3. "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.