

2020-2021



**CAMPUS  
POLICY**



## **NCC Campus Policy**

### **VISION STATEMENT:**

Educate. Equip. Establish.

### **MISSION STATEMENT:**

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

### **WELCOME TO NORTHEAST CHRISTIAN COLLEGE:**

Northeast Christian College seeks to provide both an academically and spiritually enriching educational experience. Our college has a rich history of training pastors, teachers, evangelists, missionaries, and lay people for the Kingdom of God. By way of a one, two, or three-year program, a foundation of prayer and study will equip you to become a soul winner and laborer for the cause of Christ. During your time here, it is our desire that you develop long-lasting friendships and spiritual disciplines. In order to achieve this, as well as meet our obligations to your family, pastor, and local churches, policies and procedures have been put in place. This document will provide an extensive overview of these guidelines.

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

### **Northeast Christian College Staff**

**Executive Chairman: G.T. Brewer**

**Administrative Director: Brent Carter**

**President: M.V. Calhoun**

**Vice President: Curtis Scott**

**Director of Campus Ministries: Jonathan McNair**

**Dean of Ladies: Denise McNair**

**Office Manager: Angela Mills**

**Director of Music: Bill Gowan**

**Student Supervisor: Jessica Cromwell**

## NCC Campus Policy

### **ACADEMIC REGULATIONS:**

A student must have 114 credits (Gen Ed Core (21), Theology/Music Core (66), Electives (9), and Block Week (18)). to graduate. Each student is responsible for following the program completion plan and completing the necessary courses to be eligible to graduate. Any student who fails a course will be able to make up the particular course as the college schedule permits. A Grade Point Average (GPA) of 1.7 (70 %) is the minimum requirement to graduate. This is based upon each semester.

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 If a student misses two full weeks of classes without an excused absence, they will be considered withdrawn from the program.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

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

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

### **DEANS' LIST:**

Northeast Christian College recognizes excellent academic performance through the Deans' List. Students who complete at least 42 credits over the academic session (September-April) and achieve a GPA of at least 3.7 will be considered for the Deans' List. The Deans' List standing is assessed once per year after grades have been submitted at the end of the Winter term.

### **ACADEMIC INTEGRITY:**

## **NCC Campus Policy**

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

Malpractice includes:

plagiarism- the representation of the ideas or work of another person as the candidate's own

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

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

other instances- any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a record). (Diploma Programme: Academic Honesty, 2011)

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

### **EXECUTIVE/LEADERSHIP POSITIONS:**

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

### **GRADUATION:**

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

Note: The Valedictorian will be the student who has the highest cumulative average over the three-year program at Northeast Christian College. Consideration will be given to the student's respect toward authority, discipline, leadership abilities and involvement in college activities.

## **NCC Campus Policy**

### **CONSENT FORM POLICY:**

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

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

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

### **INTERNATIONAL STUDENTS:**

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

### **STUDENT CODE OF CONDUCT:**

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

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

### **CHURCH ATTENDANCE POLICY:**

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

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

## **NCC Campus Policy**

### **DRESS CODE: GENERAL**

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

### **DRESS CODE: MEN**

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

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

### **DRESS CODE: LADIES**

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

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

### **DRESSY ATTIRE:**

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

- Clothing must be neatly pressed and clean.
- Men are to wear tucked in dress shirt, tie, suit coat, and dress slacks.
- Women are to wear a blouse and skirt or professional dress with hosiery.

### **BUSINESS CASUAL ATTIRE:**

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

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

## **NCC Campus Policy**

### **SOCIALIZING: ON CAMPUS**

Socializing between students of opposite gender will be permitted in groups of three or more from 7:00am until 8:00pm on Tuesday, Wednesday and Thursday. On Friday evenings socializing is until 11:00 pm. Saturday, Sunday and Monday socializing will be until 10:00 pm. Sunday afternoon socializing in the main lounge is until 2:00 pm.

Students must be in residence by 11:00 pm Monday through Thursday. On the weekend, students must be in residence by 12:00 am. Designated Quiet Hours exist from 11 pm until 8 am every day, however, Considerate Hours exist at all times. Students who gather in common areas during Quiet Hours are expected to be quiet and show consideration for those who may be studying or sleeping. Students who fail to respect others and are inappropriately loud will be fined.

### **SOCIALIZING: OFF CAMPUS**

Socializing off campus will be based upon three or more. This will be under the discretion of the staff.

### **DATING GUIDELINES:**

No student will be allowed to date a person who is not a Christian of the Apostolic Faith. A student who is found to be involved in a relationship with a non-Christian will be removed from weekend ministry, chorale or any Christian ministries in our college. Their pastor and parents will be informed and appropriate action will be taken.

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

Date night will be Friday evening from 6:00 pm until 11:00 pm. Students are not permitted to park in vehicles, meet in private (apartments of friends, houses etc.) or secluded places. Date nights will not be allowed to interfere with the weekend ministry of the college. Socializing on weekend ministry will follow the same guidelines. If a student desires to change his/her date night permission must be obtained by Tuesday evening.

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

- Students who date an off-campus person are subject to the same rules as on-campus students. If you travel to a different city/town to your date's residence you are limited to the same date time as those in the city. Travel time will not be included in date time as long as your date is not traveling with you.
- At no time is socializing time to be used as extra date time. Socializing time is not be broken into a couples setting.
- Students of the opposite sex cannot sit together in church, unless engaged.

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- No students shall be permitted at any time during the college year to visit alone or stay overnight at the home of their boyfriend/girlfriend. If they are in the same town for any reason alternate housing must be arranged.
- Students intending to get engaged are to notify the president of NCC, even if the engagement occurs during the summer months. Pastors and parents of both individuals must give consent before any public plans are initiated.

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

### **WEEKEND HOME:**

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

The "weekend pass", reporting students' plans for the upcoming weekend, must be completed and turned into the office by 12:00pm on Tuesday. If a student's name does not appear on the weekend ministry list and he/she wants to go home, then he/she must submit a weekend pass right away as the supervisor needs a count for the weekend. The weekend pass must be endorsed by the supervisor on duty. Curfew for students returning on Monday is 11:00pm.

### **RELATIONSHIPS WITH STAFF:**

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

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

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



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### **DISCIPLINE POLICY:**

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

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

### **IMMEDIATE EXPULSION:**

The following matters will result in immediate expulsion:

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

Expulsion for any of these matters will result in no financial refunding of room and board or tuition. This will be in accordance with the refund policy.

### **REMOVAL FROM WEEKEND MINISTRY/CHORALE:**

If staff determines a student/students are not following the dating and socializing guidelines, or academic marks are not being kept to an acceptable grade level, or unacceptable absenteeism is occurring then weekend ministry/chorale will be reviewed and may be removed.

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

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### **STUDENT LIFE:**

#### **LIBRARY USE:**

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

#### **RESIDENCE PARKING:**

Students are permitted to bring their automobiles on the condition that they are not used to violate rules. Students must obtain a college administered parking pass. When on campus, the parking pass must be clearly visible in the vehicle windshield at all times. Canadians are prohibited by law from driving American registered cars. A fine and customs duties may be levied against the owner.

Vehicles must NOT be parked in front of the walkways, men's residence or the dumpster. They also should not be left along the roadside. They should be parked in the parking lots in a U shape pattern. Men are to park their cars on the upper side of the men's residence. Students are asked to leave the side next to the side entrance door of the Main Administrative Building available for staff parking as well as for various deliveries and the dump truck.

Throughout the winter, during and after a snow storm, please leave the "river side" of the parking lot open for snow removal. Due to the fact that some students may be away when vehicles must be moved, every vehicle owner must submit a spare key to the Campus Pastor in order that we may access the vehicles at all times. All vehicles must be in good mechanical working order, licensed, inspected and insured. Any fluid leaks must be attended to immediately.

#### **RESIDENCES:**

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

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

During the Fall term, the residence will be closed 24hrs after the Christmas banquet. During the Spring term, the residence will be closed 24hrs after the Graduation banquet.

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### **RESIDENCE ASSISTANTS:**

Northeast Christian College uses residence assistants, a student monitor system consisting of mature students, in the residences. Second and third year students are to submit their applications by the first of April. Residence assistance will do a head count at curfew filling out a report form to be submitted to administration.

### **SAFETY & SECURITY:**

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

### **FIRE EQUIPMENT:**

Misuse of any safety equipment, including fire alarms, extinguishers, any emergency exits is considered a serious offence and could constitute a Criminal Offence if injury or loss of life results. The back Fire Escapes are not to be used for any purpose than what it is designed for... that being fire escapes. (Fireworks of any kind should not be used in or around our building because of the potential danger).

### **FIRE ARMS:**

No firearms are permitted in the dorms. If any are brought to NCC during hunting season, they will be confiscated. The President or Campus Pastor are to be advised immediately if there are firearms on the property. All firearms must be stored under lock and key (per legal firearms regulations) under the direction of the College Administration. This includes BB, Pellet and Paintball guns.

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

### **EMERGENCY PROCEDURES:**

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

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

Upon hearing fire alarm, do the following according to the office of the Fire Marshall:

- Leave the building via the nearest exit to the designated meeting areas

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### FINANCIALS:

#### **OFFICE SUNDRIES:**

Office hours are from 8:30am to 4:30pm

#### **WIRELESS INTERNET SERVICE:**

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

#### **PROPERTY DAMAGE:**

Student fees do not cover willful or accidental damage. Such damage will be repaired and the student charged for the costs. In the event that a student does not show proper respect for church/college property, he or she may be asked to terminate studies and return home. (It has been resolved by the College Board that the College Institute a damage deposit of \$140.00 with \$100.00 being refundable if no damage is incurred). No refunds will be returned to the student until the room is properly cleaned and the keys are returned and all monies owed are paid to NCC. The refund will be mailed to the non-returning student after graduation and the rooms are inspected. It will be credited to the account of returning students.

#### **REFUND POLICY:**

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

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

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

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

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### **WORK PROGRAM:**

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

### **ASSIGNED DUTIES:**

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

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

### **OVERDUE ACCOUNTS:**

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

### **FINES:**

Curfew:

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

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

Rooms:

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

Dating:

\$25.00 (Dating and socializing privileges may be removed)

Socializing:

\$10.00/\$15.00/\$20.00/\$25.00

Disruptive:

\$25.00

Destructive:

\$25.00 plus pay for damage

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# **STUDENT GRIEVANCE POLICY**

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

### Definitions:

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

Executive College Board- a four-member board consisting of the sitting Superintendent and Secretary of both the Atlantic and Ontario district boards of the United Pentecostal Church International. These positions are elected in accordance with individual district by-laws and procedures under the guidance of the United Pentecostal International.

NCC College Board- a seven-member board consisting of the Administrative Director, three members from the Atlantic District and three members from the Ontario District of the United Pentecostal Church International. These positions are elected in accordance with individual district by-laws and procedures under the guidance of the United Pentecostal Church.

The grievance procedure is as follows:

- 1) Informal discussions to resolve the perceived grievance should first be undertaken with the involved parties and the dorm supervisor (for dorm related issues) or class advisor (for other issues)
- 2) All parties in the grievance process shall be guided by Christian principles as specified in Matthew 18:15-18 and shall conduct themselves in both verbal and written expression in the highest tradition of Christian love and mutual respect.
- 3) Grievances not informally resolved should be placed in written form and directed to the President.
- 4) Receipt of grievance will be acknowledged in writing in not more than 10 days.
- 5) Depending upon the nature and severity of the grievance, the President may affect any or all of the following procedures:
  - a) Personally investigate and arbitrate the grievance
  - b) Establish an ad hoc committee of uninvolved parties to investigate and recommend an appropriate action.
  - c) Refer the matter to the Northeast Christian College Board for final determination at any stage of the investigation.

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- 6) A final written response to the student grievance will be made within 30 days of the receipt of a written grievance (60 days during summer).
- 7) Final written responses may be appealed to the President who may choose any one of the following:
- a) To affirm or alter previous decisions.
  - b) To resubmit to the Executive College Board with a personal recommendation or new evidence.

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

## **PROCESS FOR DEALING WITH HARRASMENT:**

### **PREAMBLE**

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

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

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

### **EFFECTIVE DATE**

September 2, 2003

### **POLICY OBJECTIVE**

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

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### **POLICY STATEMENT**

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

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

Harassment of any kind will have zero tolerance at NCC and at offsite locations where representatives may be required to be. Neglect to adhere to, administer, respond or ignore this policy will be considered as a violation and corrective action must be taken. When a Representative is found to have engaged in sexual harassment or any other form of harassment, appropriate action shall be initiated, which includes, up to dismissal from any future involvement with NCC. When a formal complaint is received in writing concerning a faculty member, the alleged perpetrator will be relieved from his/her duties and responsibilities with pay, until charges are either proven or the individual is exonerated of all charges.

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

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

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

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

### **APPLICATION**

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

#### Definitions:

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

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



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cases of alleged harassment.

Felony-a serious criminal offence as defined by law.

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

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

Ministry Volunteer Application Form-an application form which has been approved by the Board of NCC which is consistently used in the screening of prospective volunteers. Completed application forms are to kept confidential and used only by the administration and/ NCC Board.

Negligence-a failure to exercise reasonable care.

Perpetrator-a person who commits an act of harassment.

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

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

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

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

### **POLICY REQUIREMENTS**

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

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- b. Anyone who interferes with the resolution of a complaint by threats, intimidation or retaliation; or anyone who files a complaint that is frivolous or in bad faith.

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

### **RESPONSIBILITY AND AUTHORITY**

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

### **REPORTING STRUCTURE**

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

### **PREVENTATIVE MEASURES**

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

- All representatives are to be informed of all details of this policy and are expected to sign a statement of understanding, agreeing with the principles laid out in this policy.
- It is required that doors and/or windows (curtains) be left open when a teacher is alone with any student. If it is required that a closed-door session is necessary, there should be at least two faculty members present in the room. If possible there should be a designated monitor circulating from room to room checking rooms periodically in order to protect teachers from any false accusations.
- Access to class campus offices and class rooms should be controlled to avoid unauthorized people from

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entering building.

- All areas where students and staff conduct interaction should be well lighted whether inside or outside campus buildings.
- Avoid improper and unwanted touching or affection at all times.
- All staff and volunteers are required to:
  - a. Sign an Employee/Volunteer application
  - b. (which includes ministry agreement, release for references and criminal record checks).
  - c. Have personal interviews conducted by NCC administrators.
  - d. If there are serious questions concerning A and B, the President shall inform the NCC Board and
  - e. the NCC Board shall involve the Administrative Director of NCC of if there is need for higher consultation.
- All activities shall be supervised and any activity that could easily lead to allegations of abuse or harassment shall be avoided.
- Non-official contact with students at an off-campus setting shall be discouraged.

## **ACADEMIC DUE PROCESS**

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

- 1) Students will attempt to settle differences with an instructor within two weeks of the disputed issue, or in the case of a disputed course grade, within 6 weeks after the end of the semester.
- 2) Students who are dissatisfied with the outcome of the instructor conference may file a written complaint with the Academic Dean within one week after the conference. The written document should fully describe the issue in dispute and steps taken to resolve the conflict. Academic Dean will consult with the instructor before any decision is made. Academic Dean will make a decision within two weeks.
- 3) Students who are dissatisfied with the Academic Dean's decision may file a written complaint with the President within one week of the Academic Dean's decision. The President will review the steps taken by the student, instructor, and Academic Dean prior to making a decision. If a resolution cannot be determined, the Northeast Christian College Board will convene and make its decision within one month. The decision of the College Board is final.