



FACULTY MANUAL  
NBC|GR

A Campus of Northpoint Bible College  
Haverhill, MA

Fall 2021 – Spring 2022

Grand Rapids Campus  
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## MISSION STATEMENT

Northpoint Bible College Grand Rapids Campus exists to create a cost-efficient, educationally and spiritually dynamic community where students are equipped to participate in the continuing work of Jesus through a rigorous curriculum of academic and theological studies, applied learning, and personal spiritual transformation.

## VISION

The College seeks to make a demonstrably positive impact on the faith communities it serves by offering an educational experience consistent with the mission and evidenced by low graduate indebtedness, the quality and sustainability of graduates and the organizations of which they are a part, and the missional vitality of those same organizations.

## ACADEMIC CALENDAR 2021 | 2022

### Fall 2021

New Student Orientation.....	August 23
College Study Skills Course .....	September 8-10
First Tuition Payment Due .....	September 13
First Day of Classes.....	September 13
Bonfire.....	September 13
Life Groups .....	September 13
President's Cadre Meeting .....	September 21
NSOC Meeting.....	September 28
Last Day to Add/Drop.....	October 1
Life Groups .....	October 11
Community Night.....	October 11
Second Tuition Payment Due.....	October 15
President's Cadre Meeting .....	October 19
NSOC Meeting.....	October 26
Life Groups .....	November 8
Futures Day ( <i>Preparing for credentials</i> ).....	November 10
President's Cadre Meeting .....	November 16
Evening Worship Service.....	November 16
NSOC Meeting.....	November 23
Thanksgiving.....	November 25
Final Tuition Payment Due.....	December 1
Life Groups .....	December 13
Exam Week .....	December 20-21
NBC GR Christmas Party.....	December 21
Winter Break ( <i>Begins after your last scheduled exam</i> ) .....	December 21
Fall Semester Final Grades Due .....	December 23

### Spring 2022

New Student Orientation/Registration .....	January 10
First Tuition Payment Due .....	January 10
First Day of Classes.....	January 10
Life Groups .....	January 10
Community Night.....	January 10
Martin Luther King Jr. Day ( <i>Classes will be in session</i> ).....	January 17
President's Cadre Meeting .....	January 18



Last Day to Add/Drop.....	February 1
Life Groups .....	February 14
Community Night.....	February 14
“The Talk” ( <i>Classes continue as scheduled</i> ) .....	February 14
President’s Cadre Meeting .....	February 15
Evening Worship Service.....	February 22
NSOC Meeting.....	February 22
Second Tuition Payment Due.....	March 1
Graduation Planning Meeting.....	March 1
Spring Break .....	March 7-8
Discover Day ( <i>Classes continue as scheduled</i> ) .....	March 14
President’s Cadre Meeting .....	March 15
Bible, Theology, and Ministry Leadership Exit Exam .....	March 21
Senior Exit Writing Sample Due .....	March 21
Life Groups .....	March 21
Community Night.....	March 21
NSOC Meeting.....	March 22
Life Groups .....	April 11
Final Tuition Payment Due.....	April 15
Easter .....	April 17
President’s Cadre Meeting .....	April 19
Exam Week .....	April 25-26
End of Semester Celebration .....	April 26
NSOC Meeting.....	April 26
Spring Semester Final Grades Due.....	April 29
Baccalaureate Service .....	May 6
Commencement Ceremony.....	May 6

## THE ASSEMBLIES OF GOD STATEMENT OF FAITH

1. **The Scriptures are Inspired.** The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct (2 Tim 3:15-17; 1 Thess 2:13; 2 Peter 1:21).
2. **The One True God.** The one true God has revealed himself as the eternally self-existent “I AM,” the Creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son, and Holy Spirit (Deut 6:4; Isa 43:10, 11; Matt 28:19; Luke 3:22).

3. **The Deity of the Lord Jesus Christ.** The Lord Jesus Christ is the eternal Son of God. The Scriptures declare:
  - a. His virgin birth (Matt 1:23; Luke 1:31, 35).
  - b. His sinless life (Heb 7:26; 1 Peter 2:22).
  - c. His miracles (Acts 2:22; 10:38).
  - d. His substitutionary work on the cross (1 Cor 15:3; 2 Cor 5:21).
  - e. His bodily resurrection from the dead (Matt 28:6; Luke 24:39; 1 Cor 15:4).
  - f. His exaltation to the right hand of God (Acts 1:9,11; 2:33; Phil 2:9-11; Heb 1:3)
4. **The Fall of Man.** Man was created good and upright; for God said, “Let us make man in our image, after our likeness.” However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God (Gen 1:26, 27; 2:17; 3:6; Rom 5:12-19).
5. **The Salvation of Man.** Man’s only hope of redemption is through the shed blood of Jesus Christ the Son of God.
  - a. *Conditions to Salvation.* Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Spirit, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life (Luke 24:47; John 3:3; Rom 10:13-15; Eph 2:8; Titus 2:11; 3:5-7).
  - b. *The Evidences of Salvation.* The inward evidence of salvation is the direct witness of the Spirit (Rom 8:16). The outward evidence to all men is a life of righteousness and true holiness (Eph 4:24; Titus 2:12).
6. **The Ordinances of the Church**
  - a. *Baptism in Water.* The ordinance of baptism by immersion is commanded in the Scriptures. All who repent and believe on Christ as Savior and Lord are to be baptized. Thus they declare to the world that they have died with Christ and that they also have been raised with Him to walk in newness of life (Matt 28:19; Mark 16:16; Acts 10:47, 48; Rom 6:4).
  - b. *Holy Communion.* The Lord’s Supper, consisting of the elements—bread and the fruit of the vine—is the symbol expressing our sharing the divine nature of our Lord Jesus Christ (2 Peter 1:4); a memorial of His suffering and death (1 Cor 11:26); and a prophecy of His second coming (1 Cor 11:26); and is enjoined on all believers “till He come!”
7. **The Baptism in the Holy Spirit.** All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Spirit and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian church. With it comes the enduement of power for life and service, the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4, 8; 1 Cor 12:1-31). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12-17; 10:44-46; 11:14-16; 15:7-9). With the baptism in the Holy Spirit come such experiences as an overflowing fullness of the Spirit (John 7:37-39; Acts 4:8), a deepened reverence for God (Acts 2:43; Heb 12:28), an intensified consecration to God and dedication to His work (Acts 2:42), and a more active love for Christ, for His Word, and for the lost (Mark 16:20).

8. **The Initial Physical Evidence of the Baptism in the Holy Spirit.** The baptism of believers in the Holy Spirit is witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives them utterance (Acts 2:4). The speaking in tongues in this instance is the same in essence as the gift of tongues (1 Cor 12:4–10, 28), but different in purpose and use.
9. **Sanctification.** Sanctification is an act of separation from that which is evil, and of dedication unto God (Rom 12:1, 2; 1 Thess 5:23; Heb13:12). Scriptures teach a life of “holiness without which no man shall see the Lord” (Heb 12:14). By the power of the Holy Spirit we are able to obey the command: “Be ye holy, for I am holy” (1 Peter 1:15, 16). Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, and by faith reckoning daily upon the fact of that union, and by offering every faculty continually to the dominion of the Holy Spirit (Rom 6:1-11,13; 8:1,2,13; Gal 2:20; Phil 2:12,13; 1 Peter 1:5).
10. **The Church and Its Mission.** The Church is the body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her Great Commission. Each believer, born of the Spirit, is an integral part of the general assembly and church of the firstborn, which are written in heaven (Eph 1:22, 23; 2:22; Heb 12:23).
11. **The Ministry.** A divinely called and scripturally ordained ministry has been provided by our Lord for the fourfold purpose of leading the Church in: (1) evangelization of the world (Mark 16:15–20), (2) worship of God (John 4:23,24), (3) building a Body of saints being perfected in the image of His Son (Eph 4:11,16), and (4) meeting human need with ministries of love and compassion (Ps 112:9; Gal 2:10; 6:10; James 1:27)
12. **Divine Healing.** Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the Atonement, and is the privilege of all believers (Isa 53:4,5; Matt 8:16,17; James 5:14–16).
13. **The Blessed Hope.** The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the Church (1 Thess 4:16,17; Rom 8:23; Titus 2:13; 1 Cor 15:51,52).
14. **The Millennial Reign of Christ.** The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on the earth for one thousand years (Zech 14:5; Matt 24:27,30; Rev 1:7; 19:11–14; 20:1–6). This millennial reign will bring the salvation of national Israel (Ezek 37:21, 22; Zeph 3:19, 20; Rom 11:26, 27) and the establishment of universal peace (Isa 11:6–9; Ps 72:3–8; Mic 4:3, 4).
15. **The Final Judgment.** There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet, will be consigned to everlasting punishment in the lake which burneth with fire and brimstone, which is the second death (Matt 25:46; Mark 9:43–48; Rev 19:20; 20:11–15; 21:8).
16. **The New Heavens and the New Earth.** “We, according to His promise, look for new heavens

and a new earth, wherein dwelleth righteousness” (2 Peter 3:13; Rev 21,22).

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## SPIRITUAL AND MORAL STANDARDS

Northpoint Bible College is an educational institution affiliated with the General Council of the Assemblies of God (“General Council”), a religious organization. The General Council has established the Alliance for Assemblies of God Higher Education (“Alliance”) and tasked the Alliance with developing educational, spiritual, and theological standards for schools that wish to be affiliated with the General Council. To fulfill this mandate, the Alliance developed Endorsement Criteria that are intended to facilitate the development of educational institutions that are committed to the Assemblies of God’s mission, to the integration of faith and learning in the Pentecostal tradition, and to academic excellence. The purpose of the Endorsement Criteria is to insure doctrinal fidelity and institutional conformity to Assemblies of God standards of morality. Northpoint Bible College is endorsed by the Alliance and is committed to maintaining this status by carefully following the Alliance’s Endorsement Criteria.

Northpoint Bible College’s mission documents commit Northpoint Bible College to the formation of mature Christian character and spiritual life, the development of loyalty to the doctrines and principles of the Assemblies of God, and the preparation of leaders for the Kingdom of God and the Assemblies of God.

The majority of board members of the Grand Rapids Campus are affiliated with the Assemblies of God, and all of them are Pentecostal and support the mission of the Assemblies of God.

Northpoint Bible College’s faculty and administrators are required to be members of an Assemblies of God church or otherwise espouse a personal belief in the basic tenets of the Christian faith as understood by the Assemblies of God (see the Alliance Endorsement Criteria for exceptions). All of Northpoint Bible College’s administrators and faculty annually sign a statement affirming loyalty to the Statement of Fundamental Truths of the Assemblies of God, a personal experience of Holy Spirit baptism, and a willingness to influence others with regard to loyalty to the Assemblies of God church and theology.

Northpoint Bible College asks all applicants for matriculation into any of its programs to affirm that they are born-again Christians, that they desire to be involved in Christian service, and that they agree with the accepted essentials of the Christian faith as held by the Assemblies of God. Applicants must also provide a letter of recommendation from a pastor.

Student life at Northpoint Bible College is also shaped by our commitment to biblical precepts. Northpoint Bible College shares the Assemblies of God’s conviction that Christian colleges and universities should form their students both academically and spiritually. Northpoint Bible

College helps stimulate students' appreciation for the Holy Scripture and encourages students to pursue spiritual maturity and excellence. Northpoint Bible College is dedicated to strengthening our students' appreciation of and attachment to the Christian Church, especially the Pentecostal tradition and the Assemblies of God. Each student is required to be involved in a ministry or other approved Christian service for at least two semesters.

As part of our commitment to developing a robust Christian community, Northpoint Bible College holds a mandatory chapel service every week. Students may also participate in regularly scheduled prayer meetings and days of fasting.

As a Christian institution, Northpoint Bible College believes that all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide (2 Tim 3:16-17). As a school founded in and inspired by the Assemblies of God tradition and endorsed by the Alliance, Northpoint Bible College looks to the General Council and the General Presbytery of the Assemblies of God to help us interpret Scripture.

- 1. Human Dignity:** The Assemblies of God believes that God created humankind in His image and that people receive their essential dignity from the fact that they are created in God's image and are loved by Him (Gen 1:27). This dignity does not depend on whether someone is single or married or on whether someone suffers from any particular temptation to sin (1 Cor 7; Rom 5:8).
- 2. Abortion:** The Assemblies of God believes that human beings bear the image of God and receive their essential identity and dignity before we are born (Luke 1:31-44; Acts 7:19; Job 31:15; Ps 139:13-16). As such, the Assemblies of God believes that abortion is the killing of innocent human life and is therefore prohibited by the Ten Commandments and elsewhere throughout Scripture (Exod 20:13, 21:22-24; Matt 19:18; Rom 13:9).
- 3. Marriage:** The Assemblies of God defines marriage as the permanent, exclusive, comprehensive, and conjugal "one flesh" union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. The Assemblies of God teaches that the purpose of Christian marriage is to reflect the love, purity, and permanence between Christ and the Church (Eph 5:23-33).
- 4. Sexual Conduct:** The Assemblies of God believes that God has designed sexual intimacy for marriage and that sexual acts outside of marriage are sinful. Such acts include but are not limited to adultery, fornication, incest, bestiality, pornography, masturbation, prostitution, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, or same-sex sexual acts. (Exod 20:14; Lev 18:7-23; 20:10-21; Deut 5:18; Matt 5:27-28; 15:19; Rom 1:26-27; 1 Cor 6:9-13; Gal 5:19; Eph 4:17-19; Col 3:5; 1 Thess 4:3; Heb 13:4).
- 5. Sexual Orientation:** The Assemblies of God affirms the sexual complementarity of man and woman and teaches that same-sex sexual attractions are temptations to sin and should

therefore be resisted. (Gen 1:27; 2:24; Matt 19:4–6; Mark 10:5–9; Rom 1:26–27; 1 Cor 6:9–11).

- 6. Sexual Identity:** The Assemblies of God believes that God created humankind in His image, male and female, sexually different but with equal personal dignity. The church supports the dignity of individual persons affirming their biological sex and discouraging any and all attempts to physically change, alter, or disagree with their predominant biological sex—including but not limited to elective sex-reassignment, transvestite, transgender, or nonbinary “genderqueer” acts or conduct. (Gen 1:26–28; Rom 1:26–32; 1 Cor 6:9–11).
- 7. Sexual Equality:** The Assemblies of God believes that men and women have equal dignity before God and does not make any distinction between the sexes when selecting people for ministry or spiritual leadership positions. Having observed that God pours out His Spirit upon both men and women, the Assemblies of God concludes that God gifts both sexes for ministry in His Church.

Northpoint Bible College believes and embraces these teachings and has integrated them into its standards for its administrators, faculty, and students. In order to help foster these standards and to help ensure that Northpoint Bible College is a place of nourishment, Northpoint Bible College has adopted an Honor Code and policy manuals that clearly outline policies regarding expectations for faculty, staff and student behavior, accountability, rules and disciplinary actions, and other general expectations for student life on campus.

None of this is to say that Northpoint Bible College or the Assemblies of God excludes anyone based on their sins or based on their temptations. The Assemblies of God believes that all have sinned and fall short of the glory of God and should seek redemption through confession, repentance, baptism, and faith in Jesus Christ. We welcome and treat with respect, compassion, and sensitivity all who experience same-sex attractions or confess sexually immoral acts and are committed to resisting sexual temptation, refraining from sexual immorality, and transforming their behavior in the light of biblical teachings. (Matt 11:28–30; Rom 3:23; 1 Cor 10:13; Eph 2:1–10; Heb 2:17–18; 4:14–16). However, in keeping with our biblical beliefs about sexual morality, Northpoint Bible College cannot in good conscience support or encourage an individual to live in conflict with biblical principles. Any individual who violates campus standards for biblical living is subject to discipline, including expulsion.

Northpoint Bible College believes that its policies and practices, informed by Assemblies of God teachings, do not discriminate on the basis of gender.

### Admissions and Student Discipline

Based on the convictions listed above, Northpoint Bible College believes that it cannot fulfill its God-given mission and build an intentional Christian community if it cannot require faculty, staff and students to embrace and to follow the Assemblies of God’s teachings about sexual

morality and sexual identity. These convictions shape Northpoint Bible College's hiring and admissions policies and student discipline policies.

### **Restrooms and Locker Rooms**

Based on the convictions listed above, Northpoint Bible College expects all faculty, staff, and students to embrace their God-given biological sex. This expectation shapes Northpoint Bible College's policies regarding restroom and locker room use and participation in athletic programs.

### **Marriage, Sexual Conduct, and Abortion**

Based on the convictions listed above, Northpoint Bible College expects all students, faculty, and administrators to honor the Assemblies of God's teachings on marriage, sexual conduct, and abortion.

## EDUCATIONAL PHILOSOPHY, GOALS, AND VALUES

### Educational Philosophy

Northpoint is committed to preparing leaders who can meaningfully participate in the continuing work of Jesus.

This commitment involves the formation of the whole person. A rigorous curriculum of general education, philosophy, theology, biblical studies, and field-specific studies prepares the student as a thought leader for the persons and communities he or she will influence. Intentional formation of healthy, caring leaders prepares the student for life-giving service. Attention to spiritual development and growth prepares the student to lead with an eternal perspective and from a worldview grounded in the mission of Jesus. An emphasis on applied learning, working from theology, philosophy, and field-specific knowledge to hands-on practice, prepares the student to enact those ideas with skill and excellence.

### Institutional Goals

Northpoint Bible College Grand Rapids Campus is committed to accomplishing the following goals:

- To providing a genuinely cost-efficient educational experience that releases students, upon graduation, to pursue mission-minded vocations of compassion, service, and entrepreneurship unencumbered by substantial student debt.
- To provide a robust academic experience. Northpoint Christian College is committed to providing students with an educational experience with outcomes relevant to their vocation and to confer such degrees and grant such honors as are usually and customarily conferred in accredited institutions. Staff, faculty, and students are expected to bring passion, skill, and enthusiasm for academic preparation and the Christian faith to every area of the college experience.
- To foster personal and relational health. Northpoint Christian College is committed to seeing its students and graduates embody the life-giving attributes of the Gospel both personally and inter-personally. Staff, faculty, and students will be encouraged and expected to continually grow in love to all people, productively work toward reconciliation in all relationships, and communicate in the diversity of human relationships in a way that is consistent with the Gospel of Jesus Christ.
- To exercise a disciplined focus on preparing people for participation in the continuing work of Jesus. Northpoint Christian College is committed to creating an environmental, curricular, staff, and faculty experience intentionally oriented toward preparing students to embody the Gospel in personal character, interpersonal relationships, and proclaimed message.
- To experience the reality of being God's spiritual community. The direct activity of God, by the Holy Spirit, will be welcomed in the individual and corporate life of the College



through His experienced presence, His active calls to encouragement and repentance, and through the miraculous.

## Baccalaureate Degree Program Outcomes

*In the Ministry Leadership program the student will:*

1. Demonstrate knowledge of the content, theological themes, and metanarrative of the Old and New Testament Scriptures.
2. Use sound hermeneutical principles to exegete the biblical text, apply it to daily life, and effectively communicate its message to contemporary people.
3. Articulate important biblical doctrines including God's self-revelation, the Mission of God, and Pentecostal Distinctives.
4. Understand the administrative duties associated with leading a church and various ministries and apply leadership principles in the field.
5. Learn the principles for effectively ministering to various age groups, developing leadership teams, evangelizing, and giving sound counsel.
6. Articulate and interact with a broad range of knowledge in the natural and social sciences, humanities, and the arts in a way that recognizes God's active self-revelation in all domains of human learning and as forming an important part of developing a well-rounded Christian life.
7. Acquire a basic knowledge of biblical Greek and gain competency in using biblical research tools.

*In the Ministry Leadership with a Psychology Minor program the student will:*

1. Demonstrate knowledge of the content, theological themes, and metanarrative of the Old and New Testament Scriptures.
2. Use sound hermeneutical principles to exegete the biblical text, apply it to daily life, and effectively communicate its message to contemporary people.
3. Articulate important biblical doctrines including God's self-revelation, the Mission of God, and Pentecostal Distinctives.
4. Understand the administrative duties associated with leading a church and various ministries and apply leadership principles in the field.
5. Learn the principles for effectively ministering to various age groups, developing leadership teams, evangelizing, and giving sound counsel.
6. Articulate and interact with a broad range of knowledge in the natural and social sciences, humanities, and the arts in a way that recognizes God's active self-revelation in all domains of human learning and as forming an important part of developing a well-rounded Christian life.
7. Integrate theology and psychology in a manner that is consistent with a biblical worldview.

8. Understand the unique psychological experiences of persons in different stages of life, with cultural and ethnic differences, and differences in family history and socioeconomics.
9. Become conversant in issues related to cognitive functions, psychological disorders, and human sexuality.

*In the Ministry Leadership with a Worship Minor program the student will:*

1. Demonstrate knowledge of the content, theological themes, and metanarrative of the Old and New Testament Scriptures.
2. Use sound hermeneutical principles to exegete the biblical text, apply it to daily life, and effectively communicate its message to contemporary people.
3. Articulate important biblical doctrines including God's self-revelation, the Mission of God, and Pentecostal Distinctives.
4. Understand the administrative duties associated with leading a church and various ministries and apply leadership principles in the field.
5. Learn the principles for effectively ministering to various age groups, developing leadership teams, evangelizing, and giving sound counsel.
6. Articulate and interact with a broad range of knowledge in the natural and social sciences, humanities, and the arts in a way that recognizes God's active self-revelation in all domains of human learning and as forming an important part of developing a well-rounded Christian life.
7. Understand, implement, and apply music theory appropriate to a contemporary worship setting.
8. Demonstrate an understanding of the pastoral implications of worship leadership in contemporary worship setting.
9. Demonstrate a theological understanding of the role of worship through music as one aspect of the contemporary church's faithful response to the Gospel of Jesus.

### **Associate of Arts Degree Program Outcomes**

*In the Associate of Arts in Ministry Leadership program the student will:*

1. Demonstrate knowledge of the content and theological themes of the Bible.
2. Learn to properly apply the Scriptures to daily life and communicate them to contemporary people.
3. Articulate important biblical doctrines including God's self-revelation, the Mission of God, and Pentecostal Distinctives.
4. Acquire a working knowledge of evangelism and discipleship.
5. Articulate and interact with knowledge in the natural and social sciences, humanities, and the arts in a way that recognizes God's active self-revelation in all domains of human learning and as forming an important part of developing a well-rounded Christian life.

## One-Year Certificate Program Outcomes

*In the One-Year Certificate program the student will:*

1. Expand his or her knowledge of the Bible and theology.
2. Gain a basic understanding of and vision for the Mission of God.
3. Gain exposure to the natural and social sciences, humanities, and the arts and learn to recognize God's active self-revelation in various domains of human learning.

## Master of Arts Degree Program Outcomes

*Students in the Master of Arts in Practical Theology program with a concentration in Pastoral Leadership will:*

1. Develop the ability to interact meaningfully with current academic scholarship and to dialogue with and contribute to ongoing conversations through quality academic writing in relevant areas of study.
2. Demonstrate familiarity with the basic elements of and current issues in biblical/theological studies and interpretation.
3. Demonstrate an understanding of the development and history of Christian thought and how current trends, especially Pentecostalism, interact with those traditions.
4. Demonstrate an understanding of diverse methods of Spiritual Formation and an ability to meaningfully integrate those diverse methods into one's own personal spirituality and, more broadly, within the mission of the Church.
5. Articulate a biblical theology of leadership based on and drawn from the various genres of biblical literature.
6. Demonstrate a biblical understanding of leadership as it relates to ethics, spiritual posture and structure, and the intentional creation of a ministry culture that reflects the work of Jesus.
7. Demonstrate an awareness of and the ability to implement and utilize a variety of leadership models, including relevant structures, systems, and leadership development necessary to allow for the fulfillment of the mission of a given church or ministry organization.

*Students in the Master of Arts in Practical Theology program with a concentration in Preaching will:*

1. Develop the ability to interact meaningfully with current academic scholarship and to dialogue with and contribute to ongoing conversations through quality academic writing in relevant areas of study.
2. Demonstrate familiarity with the basic elements of and current issues in biblical/theological studies and interpretation.
3. Demonstrate an understanding of the development and history of Christian thought and how current trends, especially Pentecostalism, interact with those traditions.
4. Demonstrate an understanding of diverse methods of Spiritual Formation and an ability to meaningfully integrate those diverse methods into one's own personal spirituality and, more broadly, within the mission of the Church.

5. Demonstrate an ability to interpret Scripture in a way that moves from exegesis and exposition to contemporary preaching in a way that has textual integrity and current meaningfulness.
6. Demonstrate an understanding of the processes of spiritual formation and an ability to engage with those processes intentionally and successfully through preaching.
7. Interact with a variety of preaching emphases and methods and demonstrate the ability to implement them and appreciate their unique approaches and benefits.

## Core Values

- ***Evangelical and Pentecostal Identity.*** Northpoint Grand Rapids is grounded in the gospel of Jesus Christ and the doctrine and experience of the baptism in the Holy Spirit as a critical and integral part of Christian life and ministry.
- ***Commitment to Vocational Ministry.*** Northpoint GR, while recognizing the priesthood of saints and the empowered ministry of all believers, is committed to the ongoing preparation of passionate, educated, effective, and mission-minded leaders.
- ***Academic Excellence.*** Northpoint GR provides a value-centered education that prepares its graduates to live lives of unwavering moral and emotional commitment to Christ, for ministry leadership driven by a rigorous and honest examination of Scripture, and with a commitment to lifelong learning and development.
- ***Relational Strength.*** Northpoint GR holds central that a relationship with God in Christ will be reflected in healthy, meaningful relationships with humanity demonstrated by love, transparency, and care.
- ***Multiculturalism/Diversity.*** Northpoint GR provides an atmosphere that embraces and encourages diversity both in staff and student participation.

## ACCREDITATION, APPROVALS, ENDORSEMENTS & MEMBERSHIPS

**Association for Biblical Higher Education.** Northpoint Bible College holds full accreditation with the Association for Biblical Higher Education (ABHE). The ABHE is recognized by the Department of Education in Washington D.C. and is a member of the Council for Higher Education Accreditation (CHEA). CHEA is the umbrella organization for Regional, Specialized/Professional, and National Accrediting Associations.

**Alliance for Assemblies of God Higher Education.** Northpoint is a fully endorsed Assemblies of God college.

**Michigan Department of Higher Education.** Northpoint Bible College is approved by the Michigan Department of Higher Education to grant the Associate of Arts and the Bachelor of Arts degrees in Ministry Leadership and the Master of Arts degree in Practical Theology at the Grand Rapids campus.

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

Any veteran wishing to attend Northpoint under the provisions of these laws should make application to his/her local Veterans Administration Office for approval. The school will gladly assist veterans in securing benefits under the Title 38 program.

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

**MACRAO.** Northpoint is a member of the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO).

## ADMINISTRATION AND DEPARTMENT HEADS

### Board of Trustees

Robert Wells, Chairman of the Board  
 Rev. J.P. Dorsey, President  
 Rev. Douglas Tuttle, Secretary and Treasurer  
 Gordon Arthur  
 Rev. Randy Bomey, J.D.  
 Rev. Jeff Hlavin  
 Dr. Lori O’Dea

### Department Heads and Staff

Rev. J.P. Dorsey ..... President

Rev. Fred Betcher ..... Director of Marketing and Recruiting

Rev. Jamie Carter ..... Registrar and Finance Coordinator

Mrs. Erin Colago ..... Student Resource and Care Coordinator

Mr. Levi Elarton ..... Recruiting Coordinator

Mr. Mike Fusaro ..... IT Coordinator

Mrs. Sarah Gant ..... Executive Assistant and Hospitality Liaison

Miss Abigail Krohn ..... Student Admissions Representative

Dr. Brian Lidbeck ..... Academic Dean

Rev. Brian Miller ..... Worship Program Coordinator

Mrs. Carol Waltman ..... Library Consultant

### Faculty

Dr. David Arnett	President of Northpoint Bible College, Haverhill, MA
Rev. Casey Arnouts	Adjunct Faculty
Dr. Eliza Bast	Adjunct Faculty, Graduate School
Dr. Keith Bergquist	Adjunct Faculty, Graduate/Undergraduate
Rev. Kevin Buntine	Adjunct Faculty
Mrs. Erin Colago	Assistant Professor
Dr. Daniel Crabtree	Adjunct Faculty, Graduate School
Rev. J. P. Dorsey	President of Grand Rapids Campus
Rev. Jamie Evans	Adjunct Faculty
Dr. Dan Howell	Academic Dean, Northpoint Bible College, Haverhill, MA
Rev. Justin Isacson	Adjunct Faculty
Dr. Kenneth Krucker	Adjunct Faculty

Dr. Brian Lidbeck	Chief Academic Officer of Grand Rapids Campus
Mrs. Joy Lyle	Adjunct Faculty
Mrs. Terri McElwee	Adjunct Faculty
Mr. Brian Miller	Adjunct Faculty
Dr. Dennis Moles	Adjunct Faculty, Graduate/Undergraduate
Dr. Lori O’Dea	Adjunct Faculty, Graduate School
Rev. Tim Pike	Adjunct Faculty
Rev. Robert Roberts	Adjunct Faculty
Dr. Charles Self	Adjunct Faculty, Graduate School
Rev. Matthew Sharpe	Adjunct Faculty
Dr. Kyle Thompson	Adjunct Faculty
Rev. Doug Tuttle	Adjunct Faculty
Rev. Kerry Richards Watts	Adjunct Faculty
Mrs. Stephanie West	Adjunct Faculty
Dr. Howard Young	Adjunct Faculty, Graduate School

### Guest Lecturers

Dr. Glenn M. Balfour	Guest Lecturer, President of Mattersey Hall, UK
Dr. Robert Eby	Guest Lecturer
Dr. Robin Routledge	Guest Lecturer, Academic Dean, Mattersey Hall, UK
Dr. Rogers Steven Warner	Guest Lecturer

## ADMINISTRATIVE PROFILES

### President

- The President shall be the chief executive officer of the Corporation and the College and as such shall be primarily responsible for the implementation of policies for the Corporation.
- The President shall be a member of, and directly responsible to, the Board of Trustees.
- The President shall be responsible for the general management and direction of the business and operations of the Corporation, the College, and any of its divisions.
- The President shall be a signator of the Corporation in accordance with the current policies of the organization.

- The President shall be responsible for the hiring and firing of all personnel.
- The President shall supervise all the business and academic affairs of the College.
- The President shall be responsible for the presentation of the annual budget to the Board, along with the periodic review of the budget.

### Chief Academic Officer

- The Chief Academic Officer advises the President in matters of the College's policies, procedures, protocols, etc.
- The Chief Academic Officer assists the President in developing strategic plans.
- The Chief Academic Officer ensures the College meets all requirements for accreditations.
- The Chief Academic Officer, as the Academic Dean of the College, under the President shall be charged with the academic functions of the College.
- The Chief Academic Officer shall strive at all times to build the academic character of the College.
- The Chief Academic Officer shall provide academic leadership through planning, organizing, interpreting, and measuring results.
- The Chief Academic Officer is responsible for procuring the best possible faculty, subject to the approval of the President and Board of Trustees. (This shall be done in relationship to resources and limitations of finance and curriculum.)
- The Chief Academic Officer shall assist the President in the formulation of academic policies.
- The Chief Academic Officer shall establish academic standards in such areas as admissions requirements, graduation, student evaluation, grading honors, and probation.
- The Chief Academic Officer is responsible for class registration and transcripts, and the compilation, analysis, and interpretation of student academic data.
- The Chief Academic Officer supervises the operation and development of the library.
- The Chief Academic Officer shall arrange the assignment of faculty members.
- The Chief Academic Officer shall arrange the schedule of classes and room assignments.
- The Chief Academic Officer shall have oversight over all extension sites for the College.

### Chief Financial Officer

- The Chief Financial Officer shall be the fiscal officer and treasurer of the College.



- The Chief Financial Officer shall be responsible for the physical plant, purchasing, and personnel (other than administrative and instructional).
- The Chief Financial Officer shall serve as controller.
- The Chief Financial Officer shall prepare and submit the annual budget to the President for approval.
- The Chief Financial Officer shall implement the provisions of the budget as adopted by the Board of Trustees.
- The Chief Financial Officer shall be responsible for the financial accounting for all purposes such as control of the budget, funds, inventories, costs, and internal audits.
- The Chief Financial Officer shall prepare financial reports and statistics relating to all phases of the financial activities of the College.
- The Chief Financial Officer shall be responsible for the expenditure of funds and collection of revenues.
- The Chief Financial Officer shall provide for the collection of tuition and fees, extensions of credit, supervision of loan funds, deposit facilities for students, counseling on personal financial problems, and supervision and financial transactions of student activities accounts.
- The Chief Financial Officer shall, under the Administration, structure, negotiate loans and provide for the collection and safeguarding of all funds, the investment of endowment funds and excess cash funds for maximum returns consistent with policy and safety of principal.
- The Chief Financial Officer is authorized to execute and sign on behalf of the College all general fiscal documents.

## Registrar

- The Registrar, under the Chief Academic Officer, shall supervise academic records of students.
- The Registrar shall implement the admissions program established by the Chief Academic Officer for the selection of qualified students.
- The Registrar shall prepare reports that reflect current enrollments of the College in coordination with the Office of the Chief Academic Officer.
- The Registrar shall perform such other functions as are customary or as may be directed by the Chief Academic Officer.

## Academic Excellence Committee

### *Purpose*

The purpose of the Academic Excellence Committee is to obtain faculty participation in ensuring that students at Northpoint receive a quality education in keeping with the mission of the school. The Committee serves as a consulting body for the President and Academic Dean.

### *Functions*

- To advise the President and Academic Dean on matters they bring to the Committee.
- To help supervise academic programs
- To assist in doing environmental analysis of strengths, weaknesses, opportunities, and threats (SWOT)
- To assist in academic planning
- To help improve and develop the College's assessment procedures
- To review the educational objectives of the college and to propose or engage in studies aimed at making the academic program constantly more effective.
- To examine proposals for academic changes such as the addition or deletion of departments and programs.
- To provide guidance in library development and cultural offerings.
- To lend support to the academic advisors

### *Membership*

Members of the Committee will be selected by the Chief Academic Officer, subject to the approval of the President, and will be sufficiently diverse so as to be representative of the various College programs. Committee members will serve for one year but will be eligible to serve additional years at the request of the Chief Academic Officer.

The Committee will meet no less than twice per year and will be led by the Chief Academic Officer.

### *Members 2021-2022:*

Chief Academic Officer: Brian Lidbeck

Registrar: Jamie Carter

Psychology Minor: Stephanie West

Worship Minor: Brian Miller

MA Program: Dennis Moles

General Education: Keith Bergquist, Erin Colago

Bible/Theology: Casey Arnouts

## The Faculty

### *Expectation of Duties*

Faculty members are responsible collectively to the President of the College and individually to the Chief Academic Officer. They are expected to fulfill the following duties as part of their employment:

- Endorse, subscribe to, and promote established college policies.
- Execute, as faculty members, the responsibilities connected with classroom teaching (i.e., lectures, examinations, attendance records, grade reports, and any classroom assessments etc.) and maintain optimum interpersonal relationships with their students.
- Outside the College classroom: serve as academic advisors, counsel students when requested to do so, attend and participate in all faculty meetings, serve on faculty committees, interpret the College favorably to the general public as occasion permits, and support and participate in the spiritual life of the College.

Full-time teaching faculty will be assigned to teach approximately 12-15 credits per semester, for a total of 24-30 credits per year.

## PROFESSIONAL RELATIONSHIPS

### Relationship with Christ and His Church

Our most important relationship is with our Lord Jesus Christ. Faculty members must give evidence of regeneration, be Spirit-controlled, and sign a college doctrinal Statement of Faith affirming its tenets. It is expected that a faculty member's relationship with the Lord be renewed and refreshed daily.

Northpoint faculty should view their ministry as Christian service and strive to maintain a sound spiritual life through prayer, Bible study, and participation in a local church. The faculty shall live exemplary Christian lives and model Christ to the students. Keeping in mind that one's conduct in the larger community is reflective of the character of the College, the faculty member will therefore conduct his/her business and social commitments in the community in such a way that no reproach be brought upon the College or the cause of Christ.

### Relationships with Administration and Associates

The faculty shall maintain a positive attitude toward Northpoint and its administration. In the event that a faculty member can no longer loyally uphold the ethics, theology, objectives, and policies of the College, said faculty member should graciously resign. The faculty shall give loyal support to their associates in the spirit of brotherhood as detailed in Scripture (Matt 5:23-24; Luke 7:3-4; Rom 11:10).

The Faculty shall not undermine the character or work of an associate directly or by implication. Dealings among faculty members should be considered confidential. Any legitimate concern should be handled in a biblical manner according to Matthew 18.

Northpoint faculty members shall seek to maintain the dignity and integrity of their profession by upholding high standards. The faculty will refrain from any attitude or practice that could be deemed unprofessional or inconsistent with Christ-likeness.

Faculty members shall hold in confidence all information received in faculty and committee meetings and shall exercise discretion in divulging any College business.

### Relationships on Social Media

The technological advances of today's society provide tremendous opportunities to influence others and to represent Christ. Northpoint expects staff members to provide the same kind of witness for Christ on social media as they do at work and in daily life. The Staff should especially take care not to divide people over political issues or engage in political rants. A polemic tone should be avoided at all times.

### Relationships with the Student Body

The primary consideration and obligation of all faculty members will be the spiritual, academic, and personal development of the student, keeping in mind that the student has been set apart by the Holy Spirit for Christian ministry.

The faculty member's aim will be to provide just and impartial, yet empathetic and professional, treatment of each student, bearing in mind the individuality in personality and call of each student.

The objective is not to impose the faculty member's personal, economic, political, or theological views on a student, but rather to allow the student appropriate freedom of discussion, which nurtures academic development.

The Assemblies of God recognizes there exists among its members in good standing a diversity of views on a variety of issues. The Constitution and Bylaws of the Assemblies of God recommends against preaching or teaching the minority positions and prohibits causing division. It is understood that faculty members of Northpoint Bible College shall operate inside and outside the classroom, in their role as faculty, in a way that is consistent with these positions.

### *Conflicts*

If a personal conflict between a student and a faculty member should arise, an office appointment should be made with that student to resolve the issue. Under no circumstances should this type of problem be dealt with in a classroom setting.

### *Counseling*

Formal and informal levels of counseling are available to students. The purpose of this service is to assist students in their preparation for ministry. This may include assistance in the areas of personal, social, spiritual, and emotional development. These services are to be rendered on an appointment and referral basis. During crises, faculty shall notify the President's Assistant or Chief Academic Officer who can then assist or refer the student to an appropriate professional.

### *Dating*

Faculty members, as professional teachers, leaders, and mentors, are not to date students.

### *Invitation of Student to Minister*

Faculty members who wish to invite students to accompany them on ministry and/or desire to have selected students minister in their respective churches may do so but should exercise discretion regarding the student's workload, financial needs, and spiritual development. The instructor is encouraged to seek a reference from the Chief Academic Officer before making the invitation.

### *Student Handbook*

The College has established certain procedures and regulations for students to obtain a well-balanced atmosphere for training. Each faculty member is responsible to the College to enforce the procedures and regulations found in the Student Handbook, and to inform the administration of violators. (If a faculty member has not received a current issue of the Student Handbook, he/she may contact the office or locate it on the College website). In addition to guidelines presented in the Student Handbook, a list of specific regulations that faculty members are to follow is included below:

- Faculty members are not permitted to take students to restricted activities.
- Faculty members are not permitted to show partiality to students.
- If a faculty member is related to one of the students, the faculty member is not to grant special privileges to that student.

## **FACULTY APPOINTMENT & TERMINATION**

### **At-Will Employment**

This Handbook is intended to be a source of information and a general statement of College policies. It is not a contract of employment. However, the employment relationship is voluntary, and just as the employee may resign whenever he/she feels such action is appropriate, Northpoint reserves the right to terminate the employment relationship with or without cause. This is known as "at-will" employment. No College representative has the

authority to enter into any agreement for employment for a specified period of time or make any representations or agreement for employment contrary to at-will employment.

### Non-Discrimination Statement

Employees are accepted upon the basis of God's call upon their lives, consistency with the culture and values of the College, dedication to the Lord's work, academic qualifications, and relevant skills. Employment decisions are made without regard to age, gender, race, ethnicity, or physical handicap.

### Discriminatory Harassment

Northpoint Bible College requires that all its affiliates, students, faculty, and staff contribute to the maintenance of a healthy, life-giving environment. Verbal or physical harassment of any member of the community is strictly forbidden. Sexual harassment is a form of sexual discrimination as defined by Federal law and will not be tolerated. This serious misconduct not only brings reproach to Northpoint but also to the name of Jesus Christ. Disciplinary action, including suspension and dismissal, will be taken against any person found in violation of this policy.

Sexual harassment includes unsolicited sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment, academic instruction, course grade, or participation in any other Northpoint sponsored activity; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individuals; (3) such conduct has the purpose or effect of substantially interfering with an individual's work or instruction or creating an intimidating, hostile, or offensive working or learning environment.

Harassment is a specific form of discrimination in which power inherent in a faculty member's or supervisor's relationship to his/her students or subordinates is unfairly exploited. While harassment may most often take place in a situation of power differential between the persons involved, this policy recognizes also that harassment may occur between persons of the same community status, i.e., student-student, faculty-faculty, staff-staff.

In determining whether alleged conduct constitutes harassment, the rights and concerns of both the complainant and the respondent will be fully assured. Those entrusted with carrying out this policy will look at the record as a whole, and at the totality of the circumstances, such as the nature of the alleged harassment and the context in which the alleged incidents occurred.

Disposition of each case is dependent upon the specific circumstances and will be in keeping with professional and institutional standards and procedures. The determination of the suitability of a particular remedial action will be made from the facts, on a case-by-case basis.

Any member of the Northpoint community may bring a complaint of personal or sexual

harassment forward. For reason of speedy resolution, complaints should be made quickly and within a reasonable time following the incident in question. Complaints of staff should be made to the President.

Upon receipt of a complaint, the specific incident will be reviewed and a satisfactory resolution will be sought. In cases where an acceptable informal resolution is not found, the complainant must file a formal written complaint. In all cases, confidentiality of the process will be maintained to the extent possible and except as required by applicable law.

This policy complies with Federal law.

### Open-Door Policy

Because employees are vital to each department's success, frequent and open communication between employee and supervisor is essential for successful, mutually beneficial working relationships. Such a relationship with the supervisor should allow the employee to feel comfortable as follows:

- Communicating needs and expectations
- Asking questions and discussing problems
- Sharing suggestions to improve work processes and team performance

Supervisors are an important link to many of the resources available for personal growth and professional development at Northpoint. Supervisors are the first persons to contact whenever an employee needs assistance or support.

### Grievance Procedure

The College hopes to maintain an open-door policy with its employees. Employees should feel free to discuss any work-related problem with their supervisor or with the President. The employee is assured that they will not be penalized for using this open-door policy.

### Discipline Procedure/Corrective Action

We expect all employees to exercise a high degree of self-discipline and maintain an acceptable level of performance and conduct in support of our mission, goals, and standards. When an employee does not meet those standards, his or her supervisor is empowered to inform them of specific deficiencies through corrective action and coaching.

When a verbal or written warning has failed to correct a problem, a formal Performance Improvement Plan may be initiated. An employee may be placed on a written Performance Improvement Plan that details steps to be taken to resolve unacceptable performance or behavior, including follow-up meetings with management.

The use of a Performance Improvement Plan is discretionary. There may be occasions when immediate termination of employment may be warranted. Such occasions may include cases of misconduct, insubordination, or disruptive behavior, to name only a few examples.

## Faculty Recruitment

Candidates for appointment to the graduate program must hold a doctoral degree in theology, biblical studies, practical theology, or related field. Candidates for appointment to the undergraduate program must hold a master's degree related to the discipline in which the individual desires to teach. (Exceptions to the above guidelines may be allowed when the potential faculty member has outstanding qualifications). Candidates will be sought from the larger Christian community. In accordance with the objectives of the College, faculty candidates will be carefully selected based upon merit in the Christian community, academic qualifications, ability to perform required faculty responsibilities, and willingness to embrace Northpoint's culture and values. All potential candidates must share and appreciate the mission of the College.

The President, in consultation with the Board of Trustees, approves all members of the faculty. The initial appointment of each faculty member and annual appointments thereafter, are made for a period of one year. Continued service of a faculty member depends on the renewed invitation of the President and Chief Academic Officer and the faculty member's acceptance of the invitation. Northpoint does not grant tenure as commonly understood.

## Hiring Procedure

Applicants should send a resume or curriculum vitae and a list of references to either the President of Northpoint or the Chief Academic Officer, who will then review the resume.

Successful applicants will then be asked to fill out an application form containing questions about the applicant's position on various theological issues. Applicants must also provide official transcripts from colleges from which the candidate has graduated. The College may also request a teaching or preaching video and copies of course evaluations from his/her current college. The application will be evaluated by the President of Northpoint and the Chief Academic Officer concerning a decision as to whether the applicant should be scheduled for an interview. When a potential candidate is considered after this initial interview process, the Northpoint staff will be authorized to do a background check and verify the validity of the candidate's academic credentials. All individuals seeking employment at Northpoint must receive a background check.

The applicant for hiring will have a series of interviews. At any time during this process the candidate is eliminated for hiring he/she will be notified by the Chief Academic Officer.

1. Initial Phone Interview with the Chief Academic Officer
2. A personal interview with the President and/or the Chief Academic Officer



3. If deemed necessary, a second interview with the President, Chief Academic officer, or faculty representative or combination of the three
4. During these interviews, the candidate will be evaluated for his/her:
  - Adherence to the Assemblies of God Sixteen Fundamentals of the Faith
  - Doctrinal Issues and Beliefs
  - Suitability to function in Northpoint's culture
  - Character
  - Personal Background
  - Spiritual Background
  - Community/Cultural Background
  - Educational Background and Qualifications
  - Practical Experience
  - Giftedness and Calling

The candidate will be informed within a reasonable time whether or not he or she will be hired. Again, the Office of the Chief Academic Officer will notify the applicant of acceptance or rejection.

### Checklist for Hiring Faculty

- Resume or curriculum vitae received
- Initial review by the President of Northpoint and the Chief Academic Officer
- Notification from the Chief Academic Officer on continuation of process
- Request for an application and other pertinent materials
- Clearance on references
- Phone and personal interviews
- Completion of background checks
- Notification from the Chief Academic Officer on continuation of process
- Formal appointment by the President in consultation with the Board of Trustees

### Resignation of Employment

When a faculty member feels led to resign his or her position, it is customary to do so at the end of an academic year. Termination of employment during an academic year creates a hardship for the College. The faculty member should submit a written notice of the resignation

to the President or the Chief Academic Officer as soon as possible in order to allow time for a replacement for the next academic year.

It is Northpoint’s desire that all parties involved handle employee transitions in an honorable manner.

## Faculty Rank

The following sections outline the rationale and process for determining rank and pay for full-time faculty.

### Process

Full-time Northpoint faculty members receive an annual review. Faculty members receive pay increases and bonuses based on job performance and rank. Undergraduate adjunct faculty members are compensated on a per-credit pay scale based on degree level. Graduate adjunct faculty are compensated on a standard per-credit pay scale with allowances made for those with outstanding accomplishments.

### Rank

RANK	DEGREE	EXPERIENCE
Instructor	Earned master’s in field or bachelors with appropriate experience. Those with a doctorate will be evaluated after one year.	0-3 years FT College teaching
Assistant Professor	Earned doctorate or master’s	3-4 years FT College teaching; satisfactory performance as a teacher, scholar, and contributor to college
Associate Professor	Earned doctorate or master’s plus 30 hrs in major toward doctorate	5-6 years FT College teaching; satisfactory performance as a teacher, scholar, and contributor to college
Professor	Earned doctorate	7-8 years FT College teaching; satisfactory performance as a teacher, scholar, and contributor to college

## Curriculum Vitae

An official transcript and current vitae must be submitted to the Chief Academic Officer upon faculty appointment and updated as necessary or as requested by the Chief Academic Officer.

## FACULTY BENEFITS

### Audit Privilege

When space is available, the privilege of auditing a course (audit-fee is waived, all other fees apply) is extended to faculty and staff. A letter must be submitted to the Academic Office for approval.

### Education Benefits

Northpoint Bible College encourages professional development. Full-time faculty may register for one college course per semester tuition free (other fees apply). Please note that full tuition will be charged for a failing grade in any class.

All faculty members of the College may apply for a tuition reduction for the graduate program. Contact the Office of the Chief Academic Officer.

### Library

Borrowing privileges are extended to faculty at Northpoint Bible College. They are neither limited in the number of books borrowed nor the lending length. A faculty member may not lend a library book to a student. The transaction should follow proper procedure, i.e., the book should be returned to the library and the student should check the book out in the customary manner.

For Reserve Books, the library will put “on reserve” any book or collection of books requested by faculty for a specified period of time.

Faculty (as well as staff and students) have access to Northpoint’s research databases. Northpoint’s library subscribes to two databases in EBSCOhost: Religion & Philosophy Collection™ and eBook Religion Collection.

The Religion and Philosophy Collection allows the person to search for journal articles and then save or print any articles he or she wishes to use in research. Searches can be refined by date, language, publication type, etc. Search terms may also be refined so that only citations from scholarly peer reviewed articles are returned. Specific Scripture references may also be searched. The eBook Religion Collection contains over 4000 religious and theological books, and

students can also search it in a variety of ways. These databases are accessible through Populi. Go to Populi and click on the “Library” tab on the black bar. Follow “Links” to the data bases.

Faculty at Northpoint may also search the Michigan eLibrary (MeL) for resources. MeL grants access to people who are on Northpoint’s campus by recognition of the Northpoint I.P. address. EBSCOhost collections can be searched by going to <https://www.mel.org/welcome> and following the eResources tab “Browse All eResources” and clicking on “Academic Search Complete.”

### E-Mail Account

All Northpoint Bible College email accounts are property of the College. Northpoint email accounts may be accessed by administrators, as needed. Faculty members are encouraged to maintain a personal email account for non-work-related matters. Faculty are encouraged to communicate with students primarily via Populi.

### Parking

Plenty of parking is available for faculty and staff in the lots near the Northpoint entrance. Please do not leave cars parked overnight unless it is for a school function.

### Summer Vacation

Full-time faculty shall receive the summer off commencing with the graduation ceremonies. Faculty should be available for periodic summer committee work, if necessary, and should also be available beginning August 1 for meetings and workshops.

## FULL-TIME FACULTY COMPENSATION AND BENEFITS

### Compensation

Northpoint desires that each member receive proper recognition through the following areas of remuneration.

#### *Cost of Employment*

Wages and fringe benefits shall constitute the gross annual cost of employment.

#### *Adjustments*

While financial adjustments may be in order from time to time, such adjustments shall be at the discretion of the President and the Board of Trustees. An adjustment is not to be thought of as automatic. Cash flow will be an important consideration of the Board, along with the responsibilities, attitude, and performance of the employee.

### *Overtime*

Full-time, hourly staff shall receive overtime pay in accordance with current applicable Michigan labor laws. If work to be accomplished requires overtime, prior written approval must be obtained from the President or his/her designee.

### *Performance Evaluations*

The continued development of each employee is an important aspect in the ongoing success of Northpoint. With that in mind, every employee will receive an annual performance evaluation from his/her supervisor. The purpose of this evaluation is not only to discuss job performance, but also to plan for improved efficiency and productivity. The evaluation assists the supervisor in making sound decisions regarding salary/wage adjustments and promotions. The person to whom the supervisor is accountable must review the employee's evaluation. Performance evaluations become part of the employee's permanent record. Confidentiality is of the utmost importance in the evaluation process.

### *Bonus Pay*

A discretionary bonus may be paid based on the President's approval. The bonus policy has been established to determine equitable monetary recognition for employees, rewarding longevity on the basis of responsibility and overall performance. Additional bonuses may be available, based on cash flow and approval by the Board of Trustees in consultation with the President.

### *Merit Increase*

The merit increase policy has been established to determine equitable monetary recognition for employees, rewarding performance on the basis of responsibility. Merit increases will be amortized on a bi-weekly basis from July 1 to June 30. All merit increases terminate June 30. For employees starting after July 1, the merit increase shall accrue from the starting date of employment and terminate June 30.

## **Payroll**

### *Payroll Distribution*

Payment is distributed every two weeks via direct deposit by 12:00 noon on Friday. Pay stubs are accessible through the online payroll system.

### *Separation Pay*

Each employee will, upon separation, be paid the balance of his/her accrued vacation time plus earned but unpaid compensation. There is no policy for severance pay.

### *Payroll Deductions*

Various payroll deductions are available. Information on all currently available deductions can be obtained from the Accounting Department.

## **Employee Status/Classification**

### *Full-Time Employee*

A person working in a regular position and averaging at least 40 hours per week is considered full-time and is eligible for applicable full-time staff benefits. They are employed to perform regularly occurring activities.

### *Part-Time Employee*

A person scheduled to work in a regular position for less than 40 hours per week; eligible for applicable part-time staff benefits. They are employed to perform regularly occurring activities and are non-exempt.

## **Fringe Benefits**

### *Retirement Benefits*

*Full-time Salaried Employees:* Effective on employment date, a sum in an amount equal to five percent of an employee's annual earnings is deposited in monthly installments in an individual retirement account (IRS Section 403b) by the employer. All dividends, interest, and capital appreciation from the investment accumulated in the account are added on a tax-sheltered basis for the benefit of the employee.

*Full-time Hourly Employees:* After one year of service, the employee will accrue retirement funds in a tax-sheltered account (IRS Section 403b) in the amount of five percent of his annual hourly wage each year in monthly installments. All dividends, interest, and capital appreciation from the investment are accumulated on a tax-sheltered basis and added to the account.

*Retirement deferrals* are available to all employees in accordance with applicable, current IRS regulations.

### *Insurance - Health Benefit Plan and Life*

A Health Benefit Plan is available for all full-time employees; however, those employees who are covered by a spouse's insurance are encouraged to use that coverage whenever possible. For employees who waive the College's coverage, the Board will establish a waiver benefit on an annual basis. Life insurance is provided for all full-time employees.

### *Cafeteria Plan (Flexible Spending Accounts)*

These accounts, made possible by IRS Section 125, enable the employee to use pre-tax dollars to pay for certain health care expenses. Any employee may participate in the Cafeteria Plan. Prior to the beginning of a plan year, employees designate the amount they will contribute

each pay period. Reimbursement requests are screened to determine eligibility, after which a check is drawn against the account and sent directly to the participant. The Board of Trustees may make available, on a year-by-year basis, additional employer-provided dollars to be deposited into the individual flexible accounts of all full-time employees.

### *Holidays*

The College offices will be closed on the following eight holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday following, Christmas Eve, and Christmas Day. Full-time personnel will be paid for these eight holidays, provided they work the day before and the day after the holiday, except for approved vacation days. Part-time employees will be paid for these holidays, provided they are regularly scheduled to work on the day the College recognizes the holiday. Pay will be calculated as an average of the four previous weeks on the relevant day of the week. If the holiday falls on a Saturday or Sunday, an alternate day off will be assigned. Holidays are paid at one day 8 hours.

### *Workmen's Compensation*

Employees are insured for injuries that occur while on the job. Injuries must be reported to the department supervisor immediately. Injuries not reported within a twenty-four-hour period may jeopardize Workmen's Compensation benefits. Northpoint Bible College is not responsible for payment of injuries that were not reported according to the guidelines listed above.

Northpoint Bible College must be notified if an old claim is reopened. Written explanation of the reactivation must be submitted prior to time being taken off, or appointments being made. It is up to the College's discretion, and the length of time passed if the claim is subject to the same compensation and allowances.

## LEAVE OF ABSENCE/TIME OFF

### *Absences*

Attendance is a job requirement and all employees are expected to be present at work on time. We realize, however, that occasional absences are unavoidable and a certain number of paid absences from work are allowed. The amount of time away from work for which an employee is eligible is based on length of service and classification (see the *Vacation* section). All absences, regardless of reason, shall be requested and approved on the Payroll system.

If an emergency arises, the supervisor should be notified immediately. Employees also have an obligation to keep their supervisor informed as to their anticipated time off.

### *Family Leave*

An approved absence is available to eligible employees for up to twelve weeks of unpaid leave per year under particular circumstances that are critical to the life of a family (per the Family

and Medical Leave Act of 1993 (FLMA)). Leave may be taken upon the birth or adoption of a child, when the employee is needed to care for a child, spouse, or parent who has a serious health condition, or when the employee is unable to perform the functions of his or her position because of a serious health condition. In order to be eligible, the employee must have worked at least twelve months in total and at least 1,250 hours during that twelve-month period. An employee entitled to paid leave under any other benefit plan or policy must take that leave first.

### Medical Leave

A medical leave, if needed, must be requested through the employee's immediate supervisor. Accompanying the request must be a physician's statement detailing the reason for the leave and, if possible, a projected return-to-work date. Under our current insurance carrier, if an employee is receiving worker's compensation, health insurance is available for an additional six months from the start of the worker's compensation leave.

### Military Leave

Members of the military services who attend weekend or summer encampments are required by law to request a formal leave of absence, which will be unpaid.

### Personal Time

Contingent upon yearly approval by the Board of Trustees, full-time personnel are granted eight paid personal days annually which may be taken by the hour or the day as needed, with approval of the supervisor. Personal time should be approved in advance by submitting the appropriate absence request on the payroll system or, in the case of an unexpected absence, within twenty-four hours of returning. Personal time is non-cumulative, and no monetary reimbursement will be made to the employee for unused personal time.

### Bereavement

Full-time, regular employees may be absent three days without loss of pay in the event of the death of one of the following relatives: father, mother, son-in-law, daughter-in-law, sister, brother, mother-in-law, father-in-law, grandfather, grandmother, or grandchild. The paid leave will be five days if the deceased is a spouse or child.

### Jury Duty

Employees summoned for jury duty will be allowed time off for the period during which they are obligated to serve. During this period, pay will be issued in the amount of the difference between the juror's fee received and the employee's regular rate of pay. To be eligible for the employer's contribution, a jury pay receipt must be submitted to Payroll to account for the time served.

### District Councils

Faculty who are credentialed members of the Assemblies of God are permitted two days per



year to attend District Council with no charge to vacation or personal time. These days provide good opportunities for faculty to promote Northpoint.

### Voting/Elections

Employees will be given up to two hours off with pay to exercise their right to vote in local, state, and national elections.

### Snow or Similar Emergency

Northpoint faculty will be expected to report to work unless notified to the contrary. If the faculty member decides he/she is unable to safely travel to work, it will be necessary for the employee to take this day as a personal, vacation, or unpaid day.

If employees are at work when the Training Center experiences a reason to dismiss employees early (as determined by the President or his/her designee) and have worked less than four hours, they will be compensated for four hours of pay. If the shutdown occurs after the employee has worked four hours, the number of hours actually worked will be the amount of remuneration earned by the employee. The President will review any exceptional circumstances. Employees may be required to make up all or part of the time at the discretion of the President.

Adjunct faculty who are not able to make it to class due to inclement weather should notify the Office of the Academic Dean as soon as possible.

## ADJUNCT FACULTY COMPENSATION

### Graduate Program Adjunct Faculty

Northpoint seeks to honor its professors with appropriate compensation. Faculty members in the graduate program receive a flat rate per course taught. This amount is compensation for the professor's time in course preparation, grading, lectures during the seated session, and other basic responsibilities involved in teaching a college course. Northpoint also provides hotel lodging, car rental, and airfare for professors who travel long distances.

### Undergraduate Program Adjunct Faculty

Northpoint seeks to honor its undergraduate professors with appropriate compensation. Adjunct Faculty teach less than 12 credits per semester and less than 24 credits in an academic year. Faculty members receive a flat rate per credit hour taught. Instructors who hold a terminal degree receive a higher rate of compensation than those who do not. Northpoint does not provide compensation for travel expenses for undergraduate faculty members.

## FACULTY RESPONSIBILITIES

### Academic Freedom

The right of freedom of expression is, of course, recognized as a requisite for effective and intelligent dissemination of ideas. However, the purpose of Northpoint is to teach and train students for excellent Pentecostal ministry; therefore, the faculty are expected to exercise their freedom of expression within the framework of the specific objectives of the doctrines of the Assemblies of God. There is no such thing as unlimited freedom of expression. An organization has the right to expect its faculty to not only uphold universally accepted social limitations, such as truthfulness, decency, and moral integrity, but also loyalty to the denominational distinctive to which it is committed.

These limitations are not to suppress any academic or other area of discipline. However, they do reflect Northpoint's commitment to present all ideas in a Christian context. The faculty are expected to conform to the objectives of Northpoint and show respect for the doctrines of the Assemblies of God and toward principles of American government. Any grave offense against these doctrines or principles may result in dismissal from the College according to its recognized procedure for handling dismissals.

### Intellectual Property Rights

The outcomes from research specifically funded and supported by Northpoint Bible College through use of its facilities, time, equipment, or resources will be considered a property of the College.

### Academic Advising

Professional academic advising pertaining to the program of student courses, requirements, and academic probation is provided by the Office of the Chief Academic Officer. Students are responsible to review their intended academic course schedules with their advisor prior to scheduling courses for the semester. The faculty advisor, in consultation with the Office of the Chief Academic Officer, will assist the student experiencing academic difficulties, in arranging for a more suitable academic load, or exploring additional options.

See the Academic Probation policy for guidelines for students who fall below a 2.0 grade point average.

#### *Why the Student Needs Academic Advising*

Faculty advisors are more familiar with the academic program of the College than the student and are thus able to better guide the student toward a more successful academic life. Advisors consider the student's academic performance and hours spent at work, in ministry, and in extra-curricular activities in planning the student's program. Since the desire of the College is to ensure the student's success academically, spiritually, and socially, the faculty advisor guides the academic planning of the student. In addition, advisors are available to offer

guidance in setting goals and in answering questions the student may have with regard to the ministry, family, and life in general. The advisor, when unable to answer a question or give counsel in a certain situation is also able to direct the student to the appropriate person. The advisor then becomes a resource for the student.

### *How is an Advisor Appointed?*

The Worship Minor Coordinator serves as the advisor for students in this program. The Academic Dean and the Student Resource and Care Coordinator serve as advisors for all other students. The Registrar also provides much assistance in planning student schedules.

### *Student Degree Audit Sheet*

Faculty advisors have access to their advisees' degree audit information through Populi. The degree audit lists all the required courses in the student's program.

To access an advisee's degree audit, while in Populi, click on "Advising". Select the advisee you wish to view. You will see the student's academic history. Click on the student's name, select "Student" and then "Degree Audit" to view the full degree audit. The advisor may choose to view "All" the student's courses or just those "Completed" or "Not Completed". Transfer credits also appear on this page.

The Academic Office is responsible for course substitutions, transferring in all transferable courses, and maintaining SAP requirements. It is ultimately responsible for all decisions that affect the student's satisfaction of courses. Advisors should direct specific questions regarding transfers or course substitutions to the Chief Academic Officer and/or the Registrar.

### *Student Flags and Notifications*

Advisors will notice green, yellow, or red flags next to the students' names on Populi. The explanation for these is located under "Advising" and then "Settings". Students are flagged for absences and poor assignment grades. Under "Settings", the advisor can also select to receive an email notification when students are flagged.

### *As an Advisor, What do I do?*

Since the role of a faculty advisor is to assist students in making academic progress toward their degree, faculty must familiarize themselves with the curriculum and current schedules of the college.

Advisors will assist in the course selection process. Although Northpoint's curriculum operates on a block system, the student's academic progress, GPA, and work schedule needs to be considered when scheduling his/her credit hour load.

Advisors will meet with advisees at least per semester—usually toward the beginning of each semester. Some students will require additional advising during the semester. All advisors should record notes of their meetings with students in the academic advising section of Populi.

Advisors need to be available for academic as well as spiritual counsel.

### *As a Student, What is the Student to Do?*

The choice of a minor places the student in a set curriculum; changing one's minor may add additional time to the student's studies. Thus, the student must consult with his/her advisor prior to making a program change (see the curriculum in the College Catalog).

The student should consult with his/her advisor 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 status (12 credit hours), that the added class is a required class, and that the dropped class is one that can easily be rescheduled at a later time. All add/drop requests must be approved by the Chief Academic Officer, who has final authority.

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

The student needs to keep informed of the College's academic policies as noted in the Student Handbook. He/she should also keep informed of college announcements that are made in chapel, posted around the campus, and sent to his or her e-mail account.

## Attendance

### *Chapel, Graduation, Special Events, and Church Attendance*

Full-time teaching faculty are expected to attend chapel services regularly. Adjunct faculty members are encouraged to attend whenever possible. Attendance at Commencement, Discover Day, and various other major events throughout the school year is required of all full-time faculty and administration. In addition, it is anticipated that all faculty will regularly attend church services outside of the College. Adjunct faculty are strongly encouraged to attend Commencement.

### *Classroom Attendance and Procedure if Absent*

Attendance at each class is mandatory. Preparation and punctuality are essential factors. Faculty members are encouraged to open each class with prayer. Each class is to be dismissed on time. (It is understood that a particular class period may go over the scheduled period due to a move of the Holy Spirit. Please notify the Office of the Chief Academic Officer if this is the case.) Each credit hour of class lasts fifty minutes, and faculty should allow for an adequate number of breaks for courses taught in multiple hour blocks (usually fifty minutes of class followed by ten minutes of break).

In case of absence for any reason, the faculty member must report the scheduled absence to the Chief Academic Officer and arrange for an *approved* colleague to substitute. The substitute

should be provided with ample notes and material to teach the session. The faculty member will formulate an in-class assignment if a substitute cannot be found. It is greatly appreciated and most necessary for each faculty member to make every attempt to be at each class since the failure to do so causes great difficulty to all involved. A faculty person who exhibits excessive absenteeism necessitating a substitute will forfeit his/her remuneration for missed sessions.

A request for permission for a temporary change of class period or an extension of class hours, due to situations that may require absence from classes, must be processed through the Office of the Chief Academic Officer.

### *Faculty Meetings and Days of Prayer and Fasting*

Northpoint hosts a Faculty Development Day each year in August. Workshops and in-service training are provided in preparation for the fall semester. Attendance is required of all undergraduate faculty to assist in maintaining a body of educators who are united in the vision and direction of Northpoint.

The Academic Excellence Committee meets on Faculty Development Day and once during each semester of the school year.

Days of Prayer and Fasting are noted on the academic calendar. Faculty members are encouraged to join the students for prayer and fasting during those days.

## **Classroom and Chapel Ethics**

### *Attire*

Faculty members should dress in a manner consistent with Northpoint's professional environment. Business casual attire is appropriate for the classroom and more formal attire (e.g., suit and tie for men) is required for the graduation ceremony.

### *Classroom Changes and Moving of Classroom Furniture*

Faculty may not change assigned classrooms or class schedules without permission from the Chief Academic Officer. Likewise, furniture and equipment are not to be removed from or added to any classroom. If desks need to be reconfigured for a class session, please notify the Office in advance, as desks are daisy-chained together. Windows should be closed when leaving any classroom.

### *Food and Beverages*

Food is not allowed in the classroom. Beverages are permissible provided they are in a container with a lid.

### *Guest Lecturers*

It is the responsibility of the Chief Academic Officer to procure visiting lecturers and speakers for classes; faculty members should therefore refer all potential guest lecturers to the Office of the Chief Academic Officer.

Faculty who would like to invite a guest lecturer to his/her class must first consult with the Chief Academic Officer prior to engaging a classroom guest lecturer. The faculty member should submit the name, position, affiliation and/or organization of the visiting lecturer they are recommending, along with the date(s) of the classroom visit, to the Chief Academic Officer for approval. This should be done at least one week in advance.

Upon arrival at the school, any guest should be escorted directly to the main Office in order to sign in and obtain a guest badge.

Guest lecturers are only permitted in the classroom while an approved faculty member is present, unless the guest has received a background check through Northpoint and permission from the Office of the Academic Dean. This same policy applies to fill-in teachers. Faculty members who violate this policy will be subject to disciplinary action, including potential termination of employment.

### *Teaching outside the Classroom*

Classes are to be held in their assigned classrooms—no class should be held outdoors or in an alternative location without first obtaining permission from the Chief Academic Officer.

Faculty desiring to schedule a field trip for the class must first obtain permission from the Chief Academic Officer.

## **Committees**

### *Committee Service*

Faculty members will be called upon at times to serve on various committees. The committees currently in operation are the Academic Excellence, Admissions, Annual Institutional Report Review, Library, Scholarship, and Self-Study/Assessment committees. The purpose of every committee is to help the school achieve its published Mission. Committees do this by providing oversight, troubleshooting, and making recommendations for improvement to the Chief Academic Officer.

Committees arrange their own meeting schedules in accordance with purpose and responsibility. The Chair of each standing and sub-committee is responsible for preparing an agenda and the taking of minutes of each meeting. Copies of the minutes should be electronically filed in the College's digital records and sent to each member of the committee.

### *Standing Committees*

The committees listed below operate during the academic year, and some or all faculty are expected to attend and participate in them.

#### *Academic Excellence Committee*

This committee is chaired by the Chief Academic Officer and is comprised of the Registrar, a librarian, and faculty members representing the various academic programs (e.g., the Master's program, Worship Minor, etc.). Meetings are held on Faculty Development Day in August, once during the fall semester, and once during the spring semester.

#### *College Admissions Committee*

This committee is chaired by the Chief Academic Officer and is comprised of the Student Resource and Care Coordinator, the Registrar, and one or two faculty members.

#### *Scholarship Committee*

This committee is chaired by the President of the College and is comprised of the Chief Academic Officer, the Student Resource and Care Coordinator, and two additional staff or faculty.

## **Office Hours and Appointments**

All faculty members should post their office hours on their course syllabi. Adjunct faculty should list their office hours as "by appointment" and make themselves available to students on the days they are teaching. Full-time faculty members should publish their office hours and make themselves available during business hours and at a time when students could potentially seek their guidance.

## **Textbooks, Supplemental Reading, and Recommended Reading**

### *Placing Books on Reserve in the Library*

An alphabetically arranged list of books needed for Library Reserve should be sent to the librarian well in advance of the opening date of classes for each semester. In general, reserve books should be limited to those containing specific reading assignments for a specific class. Such materials should appear on your syllabus for the student's information.

### *Textbook Selection*

Selection of textbooks is a joint collaboration between faculty and the Chief Academic Officer. The faculty member should consult with the Chief Academic Officer prior to the release or publication of any course syllabus with new required texts.

## FACULTY ACADEMIC POLICY AND PROCEDURE

### Attendance Reports – Classes

#### *Attendance Policy*

A student is tardy if arrival is between one to ten minutes of the scheduled start of class. If a student arrives to class after the ten-minute allowance, he or she is considered absent. If a student leaves the class early without permission, the student receives an absence for the class session. Any student not present must be recorded as absent. Do not mark “excused” for any student, as excused absences can only be determined by the Office of the Chief Academic Officer. Take attendance on Populi at the start of each class. Attendance should not be completed later than Thursday each week. Faculty members who fall behind in their attendance entry will be contacted by the Office of the Registrar.

#### *Roster Adjustment Forms*

It is very important that attendance be taken every day and recorded in Populi; it is especially important to be diligent during the *first three weeks of school* (add/drop period). If a student is on the class roster but is not present in class a Roster Adjustment form must be sent to the Registrar; likewise, if a student is in the class but is not on the class roster, a Roster Adjustment Form must be submitted. Roster Adjustment Forms are to be used for every class during the add/drop period. It is essential that these forms be submitted immediately. Students in class but not on the roster should be informed by the instructor to go to the Registrar’s office to clarify his/her enrollment in the class.

### Audio/Visual Equipment

All classrooms are equipped with TV monitors, internet access, and virtual attendance equipment. A/V equipment may not be removed from the campus.

### Phone Usage

Phones are to be kept on “vibrate” mode per CLERY Act – “Send Now” emergency notification. In the classroom, phones are to be stored away. Students may use the Bible application on their phone as necessary.

Students may not use their phone, computer, or other electronic device during class time for any purpose other than taking lecture notes and performing required activities for that class.

Students found using their phone, computer, or other electronic device for non-class related activities may, at the professor’s discretion, either be given one warning and then dismissed from class upon a second infraction or be immediately dismissed from class for the day and marked absent.



## Copier/Printer

There is a copier/printer located in the library for faculty and student use. Faculty may use this printer for academic purposes and can access the copier with this code: 10601. Please keep this code confidential.

## Course Evaluations

### *Student Course Evaluations*

Course evaluations provide the means for students to evaluate their courses and professors. The Office of the Chief Academic Officer will email a link to the course evaluation to each faculty member, and the faculty will then make the link available to the students on Populi at the beginning of class. Evaluations will be taken during the middle of each semester and during the week prior to finals week. The Academic Office will process the evaluations and send a copy of the results to each teacher for consideration.

Please note that all student evaluations, regardless of their anonymity, are considered confidential. It is considered a breach of that confidentiality to share specific comments with any student or students (including students who gave the assessments), allow access to specific comments by persons other than the receiving professor, share professor rankings, or discuss the specifics of scores received. It is appropriate for the professor to acknowledge that they have been received, appreciate the students for their willingness to risk being honest, thank them for those that had kind things to say, and express that those who have given constructive or critical feedback have been heard and sincerely appreciated. It is appropriate to invite any student that would like to discuss anything to meet with you privately. However, no student should be made to feel his or her feedback has less weight if a personal meeting is not pursued.

### *Staff Course Evaluations*

Staff members perform in-depth evaluations of professors during the middle of each semester. The evaluations are done on a rotating basis, so not all professors receive this evaluation every semester. While all professors receive this evaluation occasionally, priority is given to new teachers and to teachers whose student evaluations reflect areas of concern. The evaluation covers the teacher's course layout on Populi, the course syllabus, and the following in-class observation topics: health, academic, passion. The staff member will write a report, and the Academic Office will send a copy of each teacher's own report to him or her for consideration.

## Course Syllabus

Faculty members are required to provide a syllabus for each course they teach. The syllabus will follow the College's template and clearly and specifically state the school's mission, the course description (as stated in the current college catalog), the course outcomes in terms of what students will learn, title of the textbook(s), supplementary texts and/or other reading materials, an assignment schedule, due dates for papers or projects, academic policies, grade breakdown, and a bibliography for the course.

Some courses contain projects that are part of Northpoint's Strategic Assessment Plan. Such projects or assignments may not be omitted or significantly altered without permission from the Academic Dean. The designation *Strategic Assessment Course* and the project description must remain on the syllabus. Professors will provide the assessment documentation to the Academic Dean at the end of each semester.

Fall syllabi are to be submitted to the Chief Academic Officer by July 15. After approval from the Chief Academic Officer, the professor should post the required books on Populi by August 1. The professors should go to the "links" tab on Populi and publish Amazon links to the textbooks via ISBN numbers. The full syllabus should be posted no later than one week prior to the start of classes.

Spring syllabi are to be submitted to the Chief Academic Officer by December 1. After approval from the Chief Academic Officer, the professor should post the required books on Populi by December 15. The professors should go to the "links" tab on Populi and publish Amazon links to the textbooks via ISBN numbers. The full syllabus should be posted no later than one week prior to the start of classes.

Syllabi are not printed for distribution to students unless special circumstances warrant it; printing will be the responsibility of the student.

The syllabus is considered a "CONTRACT" between the faculty member and the student; as such, the faculty should adhere to the requirements as stated in the syllabus and refrain from adding further work to the course. Therefore, care should be taken in the preparation of the syllabus.

### *Putting Syllabi in Populi*

Once a course syllabus is reviewed and returned to the professor by the Office of the Chief Academic Officer, the faculty member must save the syllabus into a *.pdf* document to ensure a stable copy is posted. The document must then be uploaded into the appropriate Populi course. Load the syllabus under "syllabus" on Populi.

### **Publishing a Course in Populi**

A course is considered published when the following have occurred:

- the PDF version of the approved syllabus is placed in Populi
- assignments are properly entered with correct due dates and instructions that match the published syllabus
- assignment groups that match the published syllabus are properly set up and weighted
- the instructor has ensured that all files, assignments, and quizzes of the course and the course itself are then published
- it is recommended that the courses be set up in Populi by August 1 for the fall semester and December 15 for the Spring semester

## Directed Research Policy

### *Eligibility for Directed Research*

Students are only eligible to be considered for a Directed Research course if it is not possible for the student to take the course in the traditional classroom setting at Northpoint or if the equivalent course is not available online at Northpoint Haverhill.

### *Procedure and Financial Aid for Directed Research*

Once a student is approved (both academically and financially) to start a Directed Research based on the policies stipulated on the Directed Research form, the Registrar will notify both the student and the professor that the course may begin. No syllabus is to be sent until registration is confirmed by the Registrar. Students will be able to access the syllabus on Populi once they have been registered. If the student is not on your Populi course roster, the student is not registered. Directed Research courses will run concurrently with the school semesters.

To comply with the policies for Financial Aid, the student must show progress in his/her class. The professor is to require at least one assignment within the add/drop period. Acceptable assignment can be a paper, quiz, test, signed reading verification, or a signed statement to the professor confirming that he/she has begun work on the course.

The professor must notify the Registrar when the communication is received. Financial Aid monies cannot be disbursed until this is confirmed.

Grading and communications will be handled on Populi just as in a traditional course.

## Examinations

All quizzes and examinations are completed using Populi (except for the occasional technical or language exam), incorporating the use of outcomes for assessment. The student will be required to bring a laptop or tablet to the exam in order to take the exam or quiz. All exams taken outside the classroom will require a monitor.

All quiz and examination questions should directly relate to the objectives of the course.

### *Make-Up Exam Policy*

Make-up exams are granted to students who have an excused absence.

When there is an excused absence, all make-up exams must be made up within seven 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. on Wednesday of the following week.

Opportunity to make up an exam may be granted by the course professor for the following four reasons: 1) hospitalization for illness. A doctor's note confirming such is required; 2) extended

serious illness that prevents a student from attending class. This requires a doctor's note; 3) funerals or family emergencies granted as an approved absence by the Academic Dean; 4) school-approved activities. Students are to give any doctor's notes to the Registrar upon returning to school. A note of explanation must be provided to the Registrar for an absence incurred for any of the above reasons. The student is to take the make-up exam at the time the professor designates on Populi. Failure to take the exam by the extended due date will result in a grade of zero on the exam.

Students may make an appeal to a professor to take an exam outside of the scheduled time in the case of other extenuating circumstances. Such circumstances may include things such as a wedding, unusual missions opportunity, credentialing meetings, or a once-in-lifetime opportunity. The teacher is under no obligation but may grant special permission to make up an exam in such situations, however, the absence remains unexcused. The following guidelines apply when granting special permission for a make-up exam: 1) the student exhibits good habits in homework and attendance; 2) the professor is willing to make allowances and is not unduly burdened by it; 3) the reason for the absence is legitimate; 4) the make-up exam does not give the student an unfair advantage over other students; 5) the student gives the professor sufficient advance notice; and 6) the request is cleared by the Academic Dean.

In the case of extenuating circumstances, it is recommended that the professor arrange for the student to take the exam prior to the anticipated absence. The student's special privilege is forfeited if he or she does not take the exam at the agreed upon time.

#### *Exams Taken by Students with Disabilities*

Students approved to take their exams outside of the classroom are to do so on the day the exam is scheduled in class. If this is not possible, at the professor's discretion, an extension of two days may be granted. It is the student's responsibility to schedule all exams with the instructor.

### **Extension and Late Paper Policy & Procedures**

#### *Extension Policy*

Extensions may be granted by the course professor for the following four reasons: 1) hospitalization for illness. A doctor's note confirming such is required; 2) extended serious illness that prevents a student from attending class. This requires a doctor's note; 3) funerals or family emergencies granted as an approved absence by the Academic Dean; 4) school-approved activities. Students are to give any doctor's notes to the Registrar upon returning to school. A note of explanation must be provided to the Registrar for an absence incurred for any of the above reasons. The student is to turn in all approved extension work to the professor by the date the professor designates on Populi. Failure to turn in a paper or project by the extended due date will result in a grade of zero for the paper or project.

### *Late Paper Policy*

When a student does not qualify for an extension, he/she may still turn in a major paper or project up to five days late via Populi; however, a grade penalty will be applied. Professors may exercise their privilege to reject all late submissions for assignments which account for less than 10% of the final grade or which may be part of a series of assignments in which the lowest scores are automatically dropped. All major late papers and projects turned in after the start of the period on the due date will receive an automatic five-point deduction. For each twenty-four-hour period (including Saturdays, Sundays and school breaks) that the paper/project is not turned in, another five points will be deducted. If the paper is not submitted within five twenty-four-hour periods after the due date and time, an automatic score of zero will be entered for the grade with no opportunity to make up the paper.

### *Reading Assignments*

The typical reading requirement for an undergraduate course is 250 pages per credit hour. Audio books may not be used as a substitute for textbooks in fulfilling this requirement. Students may only use audio books when the professor specifies their use for a particular assignment or as an additional supplement to the required reading.

## Plagiarism and Cheating Policy

### *Plagiarism*

Copying or paraphrasing a source without citation is considered plagiarism. Any material, whether published or unpublished, quoted from another author, must be identified by use of quotation marks or block quotations. 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. See also the 9<sup>th</sup> Edition of Turabian for a full explanation of plagiarism: 4.2.2-4; 7.9; 7.9.1-4; 7.10; 15.1; 15.2; and 15.2.1.

Any Student found guilty of plagiarism will receive a letter of reprimand (to be placed on the student's permanent record) and may be subject to, but not necessarily limited to, the following discipline:

- A. First offense (faculty discipline):
  - Reduction of grade
  - Failure of assignment
- B. Second offense (academic staff discipline):
  - Receiving an "F" for the course
  - Removal from any extracurricular activities
  - Dismissal for one semester or more

### *Cheating*

The student is expected to avoid the use of any electronic device other than the one used to take an assessment. The use of paper notes and texts is also prohibited. Failure to adhere to these guidelines will result in a zero on the assessment, without the option to retake.

Cheating is a breach of integrity and will be dealt with in the same manner as plagiarism (see above). Cheating consists of gaining or helping another person gain an unfair advantage on an assignment or an assessment.

Sharing of information with students from other sections prior to their taking an assessment is also cheating.

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

## Use of Populi

Populi is the learning management system used for all courses at Northpoint. Populi can be accessed at <https://nbcgr.populiweb.com/>. Populi allows instructors to accept assignments digitally, securely quiz and test online, grade online, maintain a digital gradebook, communicate with students, post syllabi, host discussions, and more. All faculty members are required to use Populi for the following functions in all courses:

- distributing syllabi
- taking attendance
- quizzing and testing
- accepting assignments
- student communications
- maintaining a current and accurate record of all grades in every course.

Use of the software for other instructional purposes in on-campus classes is also encouraged. Populi offers the ability to distribute handouts; to provide suggested reading and other resources; to administer quizzes and examinations; to collect online submissions of papers, projects, and homework assignments; to facilitate class discussion; and to provide many other enhancements to a course.

Teachers can view the course "Roster" on Populi. If there is a discrepancy between the list you have received from the Registrar and the roster in Populi, please contact the Registrar.

Faculty may obtain assistance in using Populi by using the "help" tab on Populi or by contacting the Registrar.

### *Adding and editing assignment categories*

In order for Populi to calculate grades correctly, assignment categories must be set up and weighted properly. To do this, the instructor should look on the left-hand side of the course screen; under the course picture is a column with options; click the "Assignments" option. Look to the center of the screen and click "Add an assignment group". Based on your syllabus, add in each assignment group and designate the percentage/weight of this group (these

percentages/weights must correspond with your syllabus). The instructor can decide if there is extra credit or if any of the assignments from this group can be dropped from the final grade. Upon completion of the Groups, click “save”, and continue this procedure until all the groups have been added for the course.

### *Adding Assignments*

Once the assignment categories are set up the instructor can add individual assignments to the course and the gradebook simultaneously. To add an assignment, first, locate on the top of the course page on the right/center of the course page “Add an assignment”, click “Add Assignment” and a box for the desired assignment will pop up in the center of the screen. Name the assignment (coordinate the name with the syllabus assignment). The instructor can explain the assignment details in the description space available. Decide what type of assignment you would like this to be, noting that each type of assignment has different options (the most commonly chosen option is the “file” option; this gives students the choice to attach a word document or other type of attachment). Decide how many points you want this assignment to be worth; decide if you would like this assignment to have Extra Credit options; choose which assignment group is appropriate. The instructor can publish the assignment immediately or return later to publish it (so students can view it). Add in the due date and the time it is due. The instructor can decide when students can view and work on this assignment. For quizzes it is recommended to set a specific time window when the quiz will be viewable by students and available to take. Upon completion of these options click “save”, and this assignment will be saved to the course page and gradebook.

### *Grading in Populi*

The Populi learning management system is the tool all students and faculty will use to handle grades for assignments throughout the semester. It is essential that the Populi gradebook is set up properly and kept up to date for accurate academic records.

It is recognized that best practices for grading considers multiple factors, including the size of the class and the number of courses a professor is teaching. Best practices are that weekly work is to be graded and returned to the student within two weeks of the due date. Major projects are to be graded and returned to the student within three weeks of the due date. Faculty are encouraged to place grading timeline goals in their syllabus.

When grading in Populi, the grade entered automatically updates in the Gradebook. Quizzes taken online also automatically update grades in the Gradebook. To enter grades for assignments that are not submitted digitally, navigate to the course Gradebook and manually enter the grade in the appropriate place.

### *E-Mail Student/Class*

Faculty can contact their entire class or an individual student via the chat option, email, and bulletins in Populi; this is especially helpful for bulletins, to clarify an assignment, or to send a study guide.

To send a bulletin, click “Dashboard” in the course navigation, on the left-hand side, under the course picture. The class bulletin board will appear; compose the bulletin and send it to the class.

To send a message, navigate to the left-hand side of the of the screen and look for the “Chat” option. Click the “Chat” option and decide who you would like in the discussion. You may elect to send messages to select students or the entire class.

To send an email to your class, navigate to the left-hand side column of your course page and click “Dashboard”. At the middle to top of the screen there is an “Email this section” option; click that and compose the email and click “send” when you are finished.

### *Restricted Access to Populi Gradebook*

Due to the sensitive information kept in Populi, only the professor is to use the Gradebook. Other individuals that faculty wish to have access to Populi must gain proper log-in credentials by submitting a Populi access request to the Registrar. Access to the Gradebook will be denied to all faculty who have been terminated or resigned commencing the date of non-employment. The Populi Gradebook also contains sensitive student information. Only approved users may access Populi Gradebooks under their log-in credentials. It is a violation of FERPA guidelines to allow anyone else access to Populi. Instructors must not permit an assistant to access the course using anything other than the assistant’s own account.

## Virtual Classroom

### *Description of Virtual Attendance*

Virtual attendance may, upon approval, serve as an alternative form of attendance for classes at the Grand Rapids Campus of Northpoint Bible College. Virtual attendance consists of participation in the entirety of the given course or courses and includes visual and audio attendance of the class at the prescribed time via Zoom or other college-approved medium. Students attending virtually fully participate in the class and complete the same assignments, assessments, and objectives laid out for on-campus students. Other than the distinction of being present by virtue of an approved audio and video technology solution, students are treated in the same manner as an on-campus student.

### *Eligibility*

All students desiring to attend the virtual classroom must receive official approval from the College. Students must reside in the State of Michigan to participate and must meet one or more of the following criteria to be eligible to attend classes virtually:

1. The student has been in a full-time, compensated ministry position for three or more years before the first day of the upcoming academic year begins. *Full-time* is defined as having been hired at a full-time rate of pay with accompanying full-time benefits in accordance with the personnel handbook of one’s employer.



2. The student is 26 years of age or older at the time of program commencement.
3. The student is enrolled in a program with an articulated affiliation with the Grand Rapids Campus of Northpoint that allows for attendance via the “virtual classroom.”

A student may also apply for special permission to attend virtually if extenuating circumstances exist that prohibit the student from attending classes in person. Examples include a medical emergency requiring an extended absence or complications resulting from deployment in the armed forces. Extenuating circumstances do not include issues of convenience, seasonal sicknesses, weddings, or other items addressed in the attendance policy for the traditional classroom. When special permission is granted, it is intended as a temporary measure and not a permanent solution. Virtual attendance fees may apply.

### *Available Virtual Programs*

All Northpoint undergraduate programs are available to take virtually except for the Worship Minor. The graduate program is not available in the virtual format.

### *What Constitutes Virtual Attendance*

#### *Audio and Visual Presence*

Students must be in full view of the camera in a well-lit area during class time. Students should avoid setting up the camera where there is backlighting or similar problems that will interfere with a clear picture. Students must keep the professor’s audio and visual on during class time.

#### *Private Space*

Virtual attendance requires a private space free of distracting noises and interruptions. Because the same requirements exist for the virtual student as the traditional student, the student may not allow pets, infants, or other people into the classroom. Guests may only join for a limited time period with the permission of the instructor and the Academic Dean. Because the classroom setting provides opportunities for students to share their personal stories, Northpoint expects virtual students to protect the privacy of other students and stream the class from a private location.

#### *Appropriate Learning Environment*

Virtual students should plan on giving full attention to the activities in the classroom, taking notes, and participating fully. In order to do this, students should secure a place to stream that has a desk and any other appropriate learning aids.

#### *Classroom Etiquette*

The requirements for virtual and traditional students are the same in this regard. Please review the policies in this handbook. Students are expected to dress appropriately for the classroom and may not eat during class time.

### *Examinations*

Students attending class virtually are held to the same standard of integrity as traditional students. In order to demonstrate that a student's work area is free of electronic devices, notes, books, or other study aids, the professor may ask virtual students to canvas their work room with their computer camera prior to quizzes and examinations.

### *Recording Lectures*

In order to protect the privacy of other students, and because not all material presented in the classroom is intended for general distribution, recording classes is prohibited without express permission from the instructor and the Academic Dean.

### *Instructor Training*

Teachers will have the opportunity for training in the use of equipment for virtual attendance at the annual Faculty Development Day. Additional assistance is available through the Office of the Academic Dean and through the Media and Marketing Coordinator.

## **Grading Scale and Policies**

The ultimate responsibility for grading rests with the professor of the course. If issues arise with grading, it does not matter if a Faculty Assistant did the grading. The professor is responsible to ensure that all grades are fair, equitable, measurable, and reflective of course content and objectives. Faculty should keep accurate records with all grades entered on a weekly basis into the Gradebook on Populi. Once an assignment is graded for all students, if a student has not submitted work, the faculty member must enter a "0" immediately for the student's assignment, even if the student has applied for an extension. Once a late assignment has been submitted and graded, the faculty member may change the grade in the gradebook, as long as final grades have not been posted. Final grades are due by 11:00 a.m. on Friday of finals week. No grade is to be changed in Populi after final grades are due.

### *Use of Rubrics*

Faculty members are to use rubrics for grading all assignments to provide consistency and accuracy. Rubrics can be attached to assignments on Populi. Rubrics also permit instructors to link assignments to course and department outcomes for assessment purposes.

### *Change of Grades*

In the case of a perceived 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 Chief Academic Officer. 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.

### *Course(s) Repeated – Grade of F\**

A student who earned an "F" in any course may elect to take that course over in an attempt to improve his/her GPA. When a failed course is retaken and passed the original "F" will be

changed to F\* and will not compute into the student's GPA. However, if the student has failed a specific course two (2) or more times, only one of the "F" grades will be removed from the GPA.

*Grading Scale for Those Matriculating Prior to Fall 2019*

A+		97 – 100	4.0 grade points per semester hr.
A	EXCELLENT	93 – 96	4.0 grade points per semester hr.
A-		90 – 92	4.0 grade points per semester hr.
B+		87 – 89	3.0 grade points per semester hr.
B	GOOD	83 – 86	3.0 grade points per semester hr.
B-		80 – 82	3.0 grade points per semester hr.
C+		77 – 79	2.0 grade points per semester hr.
C	AVERAGE	73 – 76	2.0 grade points per semester hr.
C-		70 – 72	2.0 grade points per semester hr.
D+		67 – 69	1.0 grade points per semester hr.
D	POOR	63 – 66	1.0 grade points per semester hr.
D-		60 – 62	1.0 grade points per semester hr.
F	FAILURE*	59 and below	0.0 grade points per semester hr.
F*	REPEATED		0.0 grade points per semester hr.
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; not computed into GPA

\*All failed first and second major core courses must be retaken and a passing grade received in order to graduate. If a failed class has been retaken and passed, then a grade of F\* will be given for the original failed class; it does not affect the student's GPA. Failed classes not retaken continue to be calculated into the student's GPA.

\*\*Incomplete grade automatically changed to an "F" after six weeks unless a change of grade submitted.

\*\*\*Permission to AUDIT a course must be submitted in writing to the Chief Academic Officer.

*Grading Scale for Those Matriculating Fall 2019 and After*

A+		97 – 100	4.0 grade points per semester hr.
A	EXCELLENT	93 – 96	4.0 grade points per semester hr.
A-		90 – 92	3.7 grade points per semester hr.
B+		87 – 89	3.3 grade points per semester hr.
B	GOOD	83 – 86	3.0 grade points per semester hr.
B-		80 – 82	2.7 grade points per semester hr.
C+		77 – 79	2.3 grade points per semester hr.
C	AVERAGE	73 – 76	2.0 grade points per semester hr.
C-		70 – 72	1.7 grade points per semester hr.
D+		67 – 69	1.3 grade points per semester hr.
D	POOR	63 – 66	1.0 grade points per semester hr.
D-		60 – 62	.70 grade points per semester hr.
F	FAILURE*	59 and below	0.0 grade points per semester hr.
F*	REPEATED		0.0 grade points per semester hr.
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; not computed into GPA

*Incomplete (INC) Grade*

A grade of “Incomplete” (INC) may be given in cases of illness, or for extenuating circumstances beyond the control of the student, which makes it impossible for the student to complete the required course work by the close of the semester. Said student must fill out a “Request for Extension” form and follow the prescribed procedures before he/she will be allowed to turn in work late.

To be eligible for an incomplete grade the student must be unable to complete class assignments prior to the end of the semester due to prolonged illness or circumstances beyond his/her control. A grade of incomplete cannot be given due to a student's neglect in the class. Should a student fail to complete the final or turn in a paper or project without having secured an approved extension the grade is *NOT to be recorded as an INC*, but rather the faculty person will calculate the student's grade with a "0" recorded for the missing requirement.

To allow the student with an extension to continue to access the course for the purpose of submitting assignments, the instructor must adjust the course end date in the course settings. Be sure to also check the box to allow users to participate in the class between those dates before clicking "save."

Once an approved extension assignment is turned in and graded, the professor should make sure the grade is entered in Populi, which will generate a new final grade for the student. Since the grades have already been posted from the gradebook, the professor **MUST** submit a change of grade form to the Office of the Chief Academic Officer for the updated grade to be changed on the student's report card and transcript. Faculty also need to submit a Change of Grade form for those students who fail to turn in the extension work.

### *Non-Academic Credit Grade*

#### *Chapel*

On Monday morning the NBC|GR community gathers together for a time of worship. The student worship team leads the service with an enthusiastic and meaningful time of praise. Various speakers add to this encouraging and transformative atmosphere of God's presence by challenging students to draw nearer to Christ, develop a heart for God's mission, walk in purity, and pursue the call of God. These speakers include pastors, missionaries, and various ministry leaders who bring a wealth of practical ministry experience to the chapel service. Some of the seniors also have the opportunity to preach and share their spiritual journey with the Northpoint community. Messages are tailored to address an annual chapel theme.

In order to gain practical ministry experience and make a tangible contribution to the kingdom of God, students will spend one of the designated chapel times each month engaged in an outreach ministry. This outreach will take students outside of the walls of the school and into the Grand Rapids community.

Students will use their phone or laptop to check in to Chapel using Populi. Students are only allowed to miss two Chapels per semester. Two absences are allowed per semester without penalization; after that a \$50.00 chapel fine will ensue per excessive absence. Any fines must be paid by or at the time of registration for the following semester or prior to graduation for seniors.

### *Ministry Participation Program*

All students are required to regularly attend a church congregation and are encouraged to participate in its ministries. Sophomores, juniors, and seniors are required to participate in a ministry on a regular basis. Students indicate their church attendance and ministry involvement via Populi when they arrive at Chapel on Monday morning.

### *Audited Courses*

When a student requests to audit a course on Registration Day and is approved by the Chief Academic Officer, the student will receive “0” credits for the course he/she is auditing.

### *Emotional Intelligence Assessment*

The Northpoint family is interested in helping prepare all students and graduates to become healthy leaders who are life-giving followers of Jesus. All Northpoint students have the opportunity to participate in an Emotional Intelligence Assessment (EQ-i). This assessment has been designed by professional psychologists to evaluate each person’s emotional and relational strengths.

Assessments are issued each fall, allowing students to see their personal growth and progress throughout their time at Northpoint. While the assessment is not required, it is highly recommended. In order to withdraw, a written letter of intent to withdraw from the fall assessment participation must be addressed to the Grand Rapids Camps of Northpoint Bible College and be received in the office before September 1.

### *Online Writing Seminar*

New students are required to participate in an online writing seminar prior to their first semester at Northpoint. This seminar covers some of the basic elements of college writing including grammar, structure, style, and Turabian formatting. Potential students view the assigned videos and take a quiz in order to ascertain that they have viewed the presentations.