



STUDENT
HANDBOOK

Publication Date:

July 1, 2023

Effective:

2023/24 Academic Year

TABLE OF CONTENTS

MESSAGE FROM THE PRESIDENT	5
COLLEGE MISSION	7
I. STUDENT ACADEMIC INFORMATION	8
ACADEMIC APPEALS.....	8
ACADEMIC LOAD, COURSE OFFERINGS.....	8
ACADEMIC STANDING POLICY.....	8
ACADEMIC SUCCESS CENTRE.....	10
<i>Disability Policy</i>	10
ATTENDANCE POLICIES (CLASSES).....	11
AUDITING COURSES.....	11
CHANGING PROGRAM OF STUDY	12
CLASSROOM POLICY	13
COURSE ALTERNATIVES.....	13
COURSE CANCELLATION	13
COURSE CHANGES.....	13
COURSE DELIVERY	13
COURSE FAILURE AND COURSE RETAKE	14
DEAN'S LIST.....	14
USE OF TECHNOLOGY.....	14
EXAMINATION POLICY.....	15
<i>Emergency Situation</i>	15
EXTENUATING CIRCUMSTANCE POLICY	15
FIELD EDUCATION	16
GRADUATION.....	17
<i>Graduation Honours</i>	17
<i>Graduation Requirements</i>	17
<i>Graduation Valedictorian</i>	18
PLAGIARISM AND CHEATING	18
<i>Appeals for Plagiarism</i>	20
ALTERNATIVE DELIVERY MODES.....	20
PRIOR LEARNING ASSESSMENT RECOGNITION	20
REGISTRATION DEADLINE	20
SCHOLARSHIPS, BURSARIES AND AWARDS.....	20
TIMELINE FOR PROGRAM COMPLETION.....	21
TRANSCRIPTS & DEGREE REPRINTS	21
<i>Transcripts</i>	21
<i>Certificate, Diploma and Degree Reprints</i>	21
VANGUARD COLLEGE LIBRARY SCHALM MEMORIAL COLLECTION.....	21
WITHDRAWAL FROM STUDIES.....	22
<i>INACTIVE STANDING</i>	22
EXPULSION POLICY	23
II. CAMPUS LIFE INFORMATION	24
STUDENT SPIRITUAL LIFE.....	24
<i>WEEKLY CHAPEL & Life Group</i>	24
<i>FALL RESET DAYS AND WINTER SPIRITUAL ENRICHMENT DAYS</i>	24
<i>STUDENT RETREATS</i>	25
<i>Spiritual Direction</i>	25
SPIRITUAL LIFE ATTENDANCE STANDARDS.....	25

<i>Chapel & Life Group Attendance POLICY</i>	25
<i>Church Attendance</i>	26
<i>Spiritual direction attendance</i>	26
STUDENT DRESS STANDARDS.....	26
PLANNING FOR ENGAGEMENTS AND MARRIAGES.....	26
<i>WEDDING CEREMONIES</i>	27
NON-ACADEMIC STANDING POLICY	27
STUDENT GOVERNMENT AND ACTIVITIES	28
<i>STUDENT COUNCIL</i>	28
<i>STUDENT EMPLOYMENT AND FIELD EDUCATION</i>	28
<i>RECREATION AND ATHLETICS</i>	28
<i>YEARBOOK</i>	29
FACILITY AND PROPERTY USAGE.....	29
III. STUDENT SERVICES INFORMATION	30
NEW STUDENT ORIENTATION.....	30
STUDENT COMPLAINTS AND GRIEVANCES.....	30
HARASSMENT POLICY	31
COUNSELLING SERVICES	32
<i>Academic and Personal Counselling</i>	32
<i>Professional Counselling</i>	32
STUDENT FINANCIAL SERVICES	32
<i>Payment Plan</i>	33
<i>T22O2A & T4a's</i>	33
<i>Tuition Refund Policy</i>	33
<i>Withdrawing from a Modular Course</i>	34
<i>Canada Student Loans</i>	34
STUDENT GENERAL INFORMATION.....	35
STUDENT MEDICAL INFORMATION.....	36

MESSAGE FROM THE PRESIDENT

Congratulations on being a Vanguard Student!

You are now reading through the Student Handbook for Vanguard College. That means that you are either currently a Vanguard student, or you are considering the possibility! I know, I know, my grasp of the obvious is quite stunning.

Thanks for taking time to read this short note and to read through the entirety of the handbook. Unlike the terms and agreement for the latest app you are downloading, please don't just scroll down and hit 'Agree.'

Being a Vanguard student means that you are aligning yourself with the community of Vanguard College, a school that has 76 years of history and track record in 'developing spirit-empowered leaders to advance fruitful churches and global mission.' The purpose for being part of Vanguard is very intentional. From core values to student learning outcomes, there is a reason for everything we do.

The reason behind the student handbook is to clarify the expectations we have for being part of this spiritual community. We are not a local church, but we are a spiritual community, founded on the revelation of God through His word, and a shared reality of being called by God into some form of ministry. Whether you are doing a one-year certificate or a degree, the outcome is to be active participants in the church and fulfilling God's great commission.

Belonging to the community of Vanguard has both significant privileges but also responsibilities. The privilege of a time and space to learn, explore God's grace and grow. Also structures and supports that will lead to 'disciplined spiritual formation.' You will also be the recipient of great teaching, a shared approach to spirituality and opportunity to begin to exercise spiritual and leadership skills.

The responsibilities include contributing to a safe and nurturing environment that facilitates growth, learning to honour and care for one another. Paul refers in Philippians 2 to this as having the mind of Christ. Each of us also has the responsibility to develop healthy self-leadership, which includes accountability and discipline.

The handbook is meant to provide some guidelines and best practices of how we are to live together in harmony. We recognize many different backgrounds and convictions in the Church and Kingdom of God, but these guidelines are important to us here as we connect with each other during our time at Vanguard College. We are a denominational school of the Pentecostal Assemblies of Canada (PAOC) and are fully aligned with their values and teachings, standing in unity with the truths of the Bible and the expression of them in the PAOC. These are our community standards, and as a community of faith built on a traditional and historical interpretation of the Bible, we welcome all who accept the same!

Being part of this community means that each of us is able to contribute to its well-being and success. Thanks for leaning in and causing Vanguard to be a place where we all flourish.

Together In Journey,
Rev. Mark MacKnight
President

COMMUNITY CODE OF CONDUCT

Our mission is “to develop Spirit-Empowered leaders to advance fruitful churches and global mission” and your ongoing spiritual formation and personal growth is a high priority at Vanguard College. This is the mindset, heart and philosophy behind the conduct outlined below. We believe that in order to achieve this goal and fulfill our commitment to you, accountability is needed. This is accomplished informally by peers or leaders, but also happens pastorally through Program Directors and Campus Pastors. There are occasions that this accountability undergoes a formal process through Vanguard’s Restoration and Discipline Committee.

It is important to note our community code of conduct is rooted in the Evangelical/Pentecostal conservative tradition that reflects this hermeneutic. We believe that these standards will enable growth in your spiritual and personal life. As an institution we operate under, and reflect, the Pentecostal Assemblies of Canada (PAOC) position and practices. Vanguard expects all students who are enrolled in either on-campus or online studies to uphold the community code of conduct. This would include all activities occurring on and off campus until the student is officially withdrawn or graduated from the college.

Every Follower of Jesus Is Expected To...

1. Live a life that shows and tells people about Jesus (1 Pet. 3:15) and live a life of regular prayer and the application of scripture to your actions (1 Thess. 5:17-18; Jam. 5:16; Titus 2:8) (PAOC Ministerial Code of Ethics).
2. Show that there is evidence of the fruit of the Spirit in their lives (Gal.5:22-23) (PAOC Ministerial Code of Ethics).
3. Live out the truth that all people are the unique image bearers of God, from conception to death (Gen. 1:27; Psalm 8 :3-8, 139:13-16) (PAOC Statement of Essentials Truths (SOET)).
4. Love what God says is good and abhor what God says is evil (Amos 5:15.; Rom. 12:9b, 6:19) (PAOC SOET).
5. Run away from all sexual immorality (1 Cor. 6:18) and honour the sanctity of marriage. (Heb. 13:4) (PAOC Bylaw 10.6.2.1.1.1).
6. Be a wise steward of your time, mind and body (1 Cor. 6:19-20; 1 Tim 4:8a) (PAOC Ministerial Code of Ethics).

Every Vanguard College Student Is Expected To ...

1. Refrain from all activities/practices which are spiritually, psychologically or physiologically harmful to themselves or others. Community members will not be in possession of or personally use alcohol, cannabis, tobacco products, vaping, or any other substances subject to abuse (PAOC Bylaw 10.6.2.1).
2. Refrain from all forms of public and private gambling (PAOC Bylaw 10.6.2.2.1.4).
3. Refrain from all forms of pornographic material (watching, reading, listening) (PAOC Bylaw 10.6.2.1.1.2).
4. Avoid any behaviour or alignment with identity that contradicts the biblical teaching of God's original and ongoing design for humanity as two distinct sexes, male and female. The basis and the intent for this is the conviction that the matter of human sexuality and gender is fundamental to biblical cosmology, not merely biblical morality. Due to human sin and brokenness, our experience of our sex and gender is not always that which God the Creator originally designed. In light of this foundational understanding of creation, fall, and redemption, we do not affirm the resolution of tension between one's biological sex and one's experience of gender by the adoption of an identity contradictory with one's birth sex (PAOC Bylaw 10.6.2.1.1.1).
5. Only have sexual intimacy with their spouse (PAOC Bylaw 10.6.2.1.1.1, SOET).
6. Refrain from any form of physical, emotional or verbal abuse against another individual or group (e.g., racism, sexism, bullying, public shaming, or harassment of any kind) (PAOC Bylaw 10.6.2.1.1.3).
7. Refrain from the viewing or use of any occult material (PAOC Bylaw 10.2).

8. Be wise with encounters with the opposite sex. It would be unwise for an unmarried student to be alone with someone of the opposite sex in their place of residence and co-ed habitation is strictly prohibited. If married, it would be unwise to be alone with someone of the opposite sex other than your spouse. Therefore, only siblings and spouses will be allowed to live with each other. (PAOC Bylaw 10.6.2.1.1.1)
9. Dress modestly. You are training for ministry so the principles of 1 Corinthians 8-9 should guide you in your appearance. When going on Vanguard ministry trips, your leader will tell you what appropriate attire for the ministry context would be. Please see Student Dress Standards for more information. (PAOC Ministerial Code of Ethics)

If, in the judgment of the college administration, a community member is deemed to be in contravention to the above biblical guidelines and standards in these areas, or with any known breach of this agreement, he/she may be subject to disciplinary action, in accordance with the guidelines of the College Restoration and Discipline Policy. For more information, copies of the Vanguard College Discipline Policy may be obtained from the office of the Campus Pastor.

**The above Community Conduct and Standards are subject to revision by college administration.*

Links to PAOC documents: [PAOC Statement of Essential Truths](#)
[PAOC General Constitution and Bylaws](#)
[PAOC Ministerial Code of Ethics](#)

COLLEGE MISSION

Mission Statement

"To develop Spirit-Empowered leaders to advance fruitful churches and global mission"

Mission Imperatives:

- To serve the greater aims of the Pentecostal Assemblies of Canada as a semiautonomous college that is in alignment with the ABNWT District as owner of the College.
- To provide biblical higher education through theological, practical, and professional training.
- To recognize the diversity of service in the Kingdom and seek to enable students to discern their call and develop their unique gifts and Christian character for a fruitful and prevailing Church.

Vision Statement

Our **vision** is to provide leaders who are relentlessly outbound in prevailing ministry wherever God calls them through a life devoted to following Jesus.

Vision Imperatives:

- Provide ministry leaders for the PAOC local church and for PAOC global work as God calls.
- Train and develop mature Christian lay leaders for PAOC church and mission work.
- Train and develop vocational and lay leadership for Kingdom and Gospel ministry as God calls.

Core Values

1. The Supremacy of God's Word (II Timothy 3:15)
2. Disciplined Spiritual Formation (Ephesians 3:19-20)
3. The Preparation and Mobilization of Ministry Practitioners (Matthew 9:36-38)
4. The Proclamation and Practice of God's Kingdom (Matthew 24:14)

I. STUDENT ACADEMIC INFORMATION

For a more detailed explanation of current academic policies, students may view the college's Academic Policy Manual by request to the Registrar. Please also refer to the Vanguard College Academic Catalogue. Policies are subject to change by the Academic Council.

Please note for policy matters, the first day of regular classes in the fall term is the Tuesday after Labour Day.

ACADEMIC APPEALS

1. Students wishing to appeal a final grade may do so up to 14 days after marks are submitted to initiate an appeal.
2. Students disagreeing with a mark assigned must:
 - 2.1. First discuss the issue with the instructor involved in an attempt to resolve the disagreement.
 - 2.2. If the matter is not resolved, students should discuss this with the Academic Dean.

ACADEMIC LOAD, COURSE OFFERINGS

1. Vanguard operates on a three-term system: Fall, Winter, Summer Sessions.
2. The normal academic load in credit hours per week during each term is 16 credits. Full-time students are those taking 10 or more credit hours per term. Part-time students are those taking less than 10 credit hours per term.
3. On campus students who enroll in two online courses (minimum of 6 credits) or one modular course (3 credits) during the summer session are considered full-time.
4. Students who are enrolled in their internship will be considered full-time at 9 credits in the second term of their internship year.
5. Increased course loads in the range of 19 - 22 credits require the approval of the Academic Dean or Registrar.

For more specific information, please see the Vanguard College Catalogue.

ACADEMIC STANDING POLICY

At the end of each term, the Academic Standing Committee reviews each student's academic performance to determine if they have remained in good standing. The calculation of a term GPA (Grade Point Average) will include both on campus and online courses. Students with both a term GPA and cumulative GPA of 2.0 are in good academic standing.

On Campus students who take online courses in the either of the Fall, Winter or Summer term will have their online course(s) GPA calculated manually with their on-campus term. The same calculations will take place for online students who enroll in an on-campus course in a particular term.

Students with a Term or Cumulative GPA below 2.0 or, who have not continually made consistent progress toward a cumulative GPA of 2.0 will be placed on one of the following Academic Standing categories and conditions will be set by the Academic Standing Committee. The Academic Standing status will be entered into *Populi* and will appear permanently on the student's transcript.

Academic Warning – (Term GPA of 1.70 – 1.99 and/or Cumulative GPA below 2.0) Students whose GPA continues in this range for a third consecutive term will be placed on Academic Probation.

Academic Probation – (Term GPA of 1.0 - 1.69 and/or Cumulative GPA below 2.0) Conditions for ongoing study will be set by the Academic Standing Committee. Students whose GPA continues in this range for a third consecutive term will be placed on Academic Suspension.

Academic Suspension – (Term GPA below 1.0 and/or Cumulative GPA below 2.0 or, a lack of significant progress after two Academic Probations) Students will be suspended from studies for a period anywhere from one term up to 2 years. Prior to returning for studies, the student must meet with the Registrar and/or Academic Dean and review conditions for their return. The student will be placed on Academic Probation when they return. Academic Suspension is a serious matter and students are considered for this on a case by case basis.

Students who have been placed on Academic Suspension for one year or more are required to re-apply for studies to Vanguard College.

An official letter will be sent from the Registrar to the student outlining the decision of the Academic Standing Committee. The letter will provide a listing of specific conditions for the student to meet.

Students who have not met the conditions as outlined by the Academic Standing Committee will be reviewed carefully and may be required to remain with the same academic status or may have another academic status applied.

The following is a list of some of the conditions that may be applied:

1. Schedule a meeting with either one of the Academic Success Assistant, Campus Pastor or Program Director within the first two weeks of the term to develop a Success Plan and to raise your upcoming Term and/or Cumulative GPA to a minimum of 2.0
2. Enroll in a reduced course load of 10-13 credits (or less) for your next term of study.
3. Complete one course successfully and if successful in the following term you may continue with two courses.
4. Retake failed courses first within the term that they are offered.
5. Defer enrollment in the courses required for your Minor.
6. Drop your Minor to allow yourself time to focus on the requirements for your degree program.
7. Switch from the degree/diploma program to the 1-yr/advanced certificate program due to your X GPA.
8. Refrain from enrolling in any online courses for your upcoming term of study.
9. Meet regularly with your Program Director for general support and accountability throughout the (Fall/Winter) term.

APPEAL PROCESS

The student has the right to appeal a decision made in response to academic standing on the following grounds:

- There is evidence available that was not considered in the decision.
- There is evidence of prejudicial treatment in the decision.
- The appropriate process as outlined was not followed.

A decision made by the Academic Standing Committee may be appealed to the Academic Dean in writing within thirty days of the student being informed of the decision stating the basis on which the

appeal is warranted. If the decision is not resolved with the Academic Dean, then the student may proceed with presenting their case to the President. The decision of the President is final.

ACADEMIC SUCCESS CENTRE

The Academic Success Centre (ASC) at Vanguard exists to help every student to reach his or her full potential. We offer a number of services, many at no cost to students, that are designed to help every student increase their academic skills and achieve success. These services include the following:

- Writing coaches are available for all students at no cost by drop in or appointment. Writing coaches help with research assistance, assignment help, thesis development, proofreading, and writing skill development.
- An Academic Strategist is available to help students work through how to best manage their time to lower their stress level and succeed academically. The Academic Success Coaches can be booked using the links provided on the Vanguard College website under Current Students/Academic Success Centre.
- An online writing coach is also available at academiccoaches@vanguardcollege.com for online students, or those who have sufficiently developed their skills so that they no longer need one-on-one tutoring.
- For those students who require it, we provide supports to accommodate special needs including readers and/or scribes to help them through any learning challenges they may have. An educational/psychological assessment or doctor's note is required for accommodations.
- We are also pleased to consult with students who may have had an Individual Program Plan (IPP) in high school, or who struggle in one or more areas of academics. Independent Education Plans are available to students with documented learning needs. Please call Vanguard for more information.
- If a student requires individualized assistance, the Academic Success Centre can provide an Educational Assistant for an additional charge. Students may be able to apply for disability funding with their province of residence to help pay for these services.
- It is the student's responsibility to ensure that all required documentation for funding is completed. For those who would like help with the process, please email our Student Finance Administrator at studentfinance@vanguardcollege.com
- The ASC provides a quiet space for students to come and relax or quietly do homework in a calm peaceful environment. A computer, equipped with voice to text software is available in the centre, upon request. These spaces must be booked in advance at success@vanguardcollege.com (accessible from September 1 to April 30)
- For more information, email success@vanguardcollege.com (August 15 to April 30).

Whether you need help formulating an IEP, need some extra assistance with tests or assignments, desire to upgrade your writing abilities, or want to have a paper proofread by one of our writing coaches, let us know how we can serve you!

DISABILITY POLICY

Vanguard College's Student Disability Policy addresses students with documented physical, learning and psychological disabilities. Please contact the Registrar for a copy of the complete Disability Policy.

ATTENDANCE POLICIES (CLASSES)

Regular class attendance is vital for student learning and a requirement of earning an accredited education. Attendance is required for all courses in which the student is enrolled. If a student believes they have an absence that warrants being excused, they can contact the instructor and/or registrar to request that absence be recorded as excused (please see the **Extenuating Circumstance Policy**).

Students are required to regularly attend classes according to the following standard:

- Regular course (80 minute): 4 classes of missed time is allowable
- Block Class: 2 classes of missed time are allowable
- Practicum Classes (60 minute): 2 classes of missed time is allowable
- Practicum Classes (120 minute): 1 class of missed time is allowable
- Internship Classes: 2 classes per term of missed time is allowable
- Modular Courses: 1 day of missed time is allowable

It is the responsibility of the student to be aware of this policy and closely track their attendance for each of their courses.

Students who exceed the maximum limit of absences will automatically fail the course, or they may be eligible to receive a Withdrawal (WD) from the course. The student will submit an email within five business days of their final absence to the Registrar to initiate the process for receiving a WD. The Registrar has the right to request supporting documentation to help determine if a WD will be administered. Refunds for WDs will be administered according to the current refund policy.

TOTAL ABSENCES (including Extenuating Circumstances)

After a maximum of **7** absences a student will be required to withdraw.

AUDITING COURSES

Auditing is a privilege that provides students with an opportunity to acquire knowledge in a subject area without the full requirements of a course. Auditors are students who have been granted official permission to attend lectures in a course on the understanding that they may not participate in class discussions or use equipment, undertake assignments or sit for examinations, except at the invitation of the instructor.

Audit decisions cannot be appealed. If a course does not have sufficient space for additional students, preference must be given to those taking the course for credit. Audits are only available for on campus classes. Online courses are not eligible for audit. No award/certificate of participation is awarded for students who only audit courses.

An audited course may not be credited toward the requirements for any certificate, diploma or degree. Normally, no more than one course in each term may be audited. Students are not permitted to change status from audit to credit. Students who wish to take an audited course for credit, must reenroll and pay full tuition. Auditing will not be permitted in certain courses.

Students who desire to attend courses regularly but do not wish to take examinations or receive credit may register as auditors under certain conditions.

Faculty and Registrar permission and audit fees are required. The auditing fee is generally one third of the course tuition. Any applicable materials and activity fees will also be assessed. Students seeking to audit course(s) must meet all registration and fee deadlines that apply to regular students. All **fees** are **non-refundable**.

Auditing will not be permitted in certain courses. Credit registrations will be given preference over applications to audit. Students who have audited a course may not subsequently apply for PLAR (Prior Learning Assessment and Recognition) in that course. Students who have audited a course may enrol in that same course in a subsequent term, provided they meet admission and registration requirements.

Auditing students are required to attend 80% of the classes and they shall not normally participate in assignments, exams, labs, nor receive feedback. Nonetheless, it is the responsibility of the faculty and to determine the amount of participation and feedback students can access in the audited course. Audited courses are not counted when determining students' eligibility to repeat courses. The permanent record of the student enrolling as an Auditor will be assigned the grade of "AU". Students who do not attend 80% of the classes will receive an AUF on their transcript. The AU and AUF grades do not impact GPA (Grade Point Average).

Restrictions - Students may change the status of their courses to audit before the end of the 2nd week of classes.

ALUMINI FREE AUDIT

Alumni are eligible to audit 1 class for free per year.

Eligibility Requirements:

- Has graduated with a certificate, diploma, or degree.
- Is not currently enrolled in a program.
- Has not yet received a 25% discount on a Vanguard Online course this academic year

CHANGING PROGRAM OF STUDY

1. All students changing their program of study must complete a Program Change form.
2. Students who wish to add or drop a Program Minor are required to complete a Program Change form. Students wanting to add a Program Minor must maintain a 2.3 GPA to be eligible.
3. Students entering year two of study are required to complete a continuance conversation with either their Program Director or the Academic Dean. Please contact the Registrar for information regarding the process.
4. The Registrar will review the request before approval will be granted.

For more information regarding academic requirements, please see the Vanguard College Catalogue.

CLASSROOM POLICY

1. The college understands that situations arise that may cause students to be late for class or require them to leave early. The etiquette for these occasions involves courteous communication. Please let your faculty know if you will be late or must leave class early. Patterns of late arrivals or early departures from class will be addressed by the instructor and, if unchanged, may result in a meeting with the Campus Pastor.
2. In general, missing 50% or more of a class will be recorded as an absence.
3. If an instructor is absent from a class and the students have not been informed that the class is cancelled, students must wait 15 minutes in the classroom for the instructor to arrive before they are released from class.
4. No instructor may cancel more than 2 classes of a course without doing a make-up class.

COURSE ALTERNATIVES

Alternative course options such as a PAONL track or requests for Alliance History are available to students. Please contact the Academic Department for further information.

COURSE CANCELLATION

Before a term starts, Vanguard College reserves the right to cancel classes due to low enrollment or other extenuating circumstances. Whenever possible, students enrolled in the cancelled classes will be notified at least three weeks before the start of the class. Students will be refunded all money paid for the cancelled class.

COURSE CHANGES

1. The day of withdrawal or course change is determined by the date the Academic Office (academics@vanguardcollege.com) receives an email from the student requesting a course change or withdrawal. Requests expressed to a faculty member or made verbally will not be accepted as official requests. Appeals from this policy can be made to the Operations Council.
2. Students may withdraw from courses without academic penalty up to the tenth week of classes in each term.
3. Students cannot add a course following the 7th day after the first day of class.
4. Students withdrawing from a course after the last day to drop a course will receive a W for that course on their transcript.

For more information regarding tuition refunds and fees related to course changes please refer to *Section III: Student Services Information (Student Financial Services)*.

COURSE DELIVERY

Courses are available both online and on campus in the following formats:

1. **Regular Courses:** For on campus courses, classes are offered throughout the term, from September – December and January – April.
2. **Block Courses:** Three-hour classes offered once a week.
3. **Online Courses:** All online courses run on a four-month rotation and start on the 15th of any month. On campus students are required to contact the Academic Office for approval prior to registering for an online course.

4. **Directed Studies:** Students requiring alternative course deliveries are required to contact the Academic Department.
5. **Modular Courses:** Offered over one week with additional pre and post course work.
6. **Weekend Intensive:** Offered over two weekends with additional pre and post course work.

COURSE FAILURE AND COURSE RETAKE

Course Failure and Course Retakes

1. In the event that a student attempts and fails a course, they may retake the course a second time.
2. Students are required to register and pay full tuition for the course retake.
3. A course retake is only available to active students who are working to complete their program of study.
4. Students are required to meet all course requirements. Instructors may accept an already completed assignment that has been improved upon by the student the second time around.
5. In the event that a student passes the retaken course, a record of the failed course will remain on transcript with an "R" next to it indicating that the course has been retaken and the credits of failed course will be calculated into credits attempted. This academic term in which the failed course appears will not change that term's GPA. The new grade will show in the enrolled academic term and only replace the failed grade in the calculation of the cumulative GPA. Credits of a retaken course will be calculated into credits attempted.
6. If after two unsuccessful attempts at the same course, the Academic Dean and Registrar will meet with the student to determine the next course of action.

DEAN'S LIST

To acknowledge academic excellence, Vanguard College has established a Dean's List, which publicly honours the students who have excelled in their studies over a particular term. A grade point average of 3.7 or higher with a course load of 12 or more credit hours closed is required to be on the list. This does not include Pursue-X courses.

USE OF TECHNOLOGY

To ensure the learning environment is free from distractions, all audio devices, smartphones, tablets, or laptop computers must be used according to the instructor's directions for learning and participation in the course. Students who use these devices outside of these parameters can be marked absent.

Etiquette for the use of technology includes keeping a word processing app open and engaged in notetaking. Use browsers for searching a dictionary, researching concepts relevant to learning, or websites and resources referenced in class. Please do not use classroom time to work on homework for another course, emailing or messaging other students in class, or wearing earbuds to listen to music.

Audio or video recording of classes, lectures, seminars, presentations, preaching or any other teaching setting by students is only permitted with the prior written consent of the instructor. Where approved, recordings are to only be used for personal study and are not to be distributed on the internet, social media, file sharing apps such as Google Drive, or other channels without the

permission of the instructor. Recordings are not to be shared with classmates without the permission of the instructor. Exceptions may be granted or as a part of an individualized education plan (IEP).

EXAMINATION POLICY

Tests or midterm examinations may be scheduled throughout the term. The re-scheduling of midterm examinations will be considered on an individual basis.

Please consult your course syllabus as details vary per course and for each instructor.

EMERGENCY SITUATION

In an emergency situation (e.g., sudden family crisis, severe personal illness) that prohibits students from writing one or more examinations, students should contact their professor and complete the Extenuating Circumstances form. In the case of illness, documentation from a doctor must be provided for the request to be considered.

EXTENUATING CIRCUMSTANCE POLICY

The purpose of this policy is twofold: a) to ensure that students with valid claims of extenuating circumstances are treated fairly, and b) to protect the integrity of the College's policies.

This policy also clarifies the responsibilities of the student when experiencing extenuating circumstances such as proper communication with the College, management of time and personal health, and following through on agreed upon adjustments.

The policy is guided by the principles of ensuring integrity in all processes and mutual benefit for both the students and the College. Also, privacy and confidentiality will be respected and maintained.

SCOPE OF THE POLICY

This policy applies to full-time and part-time undergraduate students at Vanguard College including open studies students. It does not include students seeking accommodations related to a chronic or ongoing physical or mental health condition or an established learning disability.

APPLICATION OF THE POLICY

This policy can be applied to academic situations requiring coursework extensions, in-class tests/exams, completion of courses after the regular term, etc. Non-academic situations may come under the purview of this policy at the discretion of the College.

Students who experience extended durations (e.g., 40% or more of a term) of extenuating circumstances may be directed to withdraw and retake the course.

The College's existing absence policy (see syllabi for details) are to be used for non-extenuating circumstances.

DEFINITION OF EXTENUATING CIRCUMSTANCE

Extenuating circumstances are defined as severe and acute problems or events which may affect their performance and/or hinder their ability to meet essential academic requirements or standards.

The following is a non-exhaustive list of unforeseen circumstances that qualify as valid extenuating circumstances:

- Serious illness, accident or well-being issue that is incapacitating or an unexpected deterioration in a long-term condition.
- Death or serious illness of a close relative or friend.
- Serious unexpected disruption of personal life.
- A period of quarantine/self-isolation which affects a student's ability to attend class or complete assignments.
- Travel disruptions due to weather conditions, flight cancellations, etc.

The following is a non-exhaustive list of unforeseen circumstances that do not qualify as valid extenuating circumstances:

- Minor illness or ailment
- Medical or other types of appointments
- Travel inconveniences
- Long-term ill-health, specific requirements, or disabilities which have been disclosed and assessed by the College.
- Poor time-management including sleep patterns, calendar scheduling, etc.
- Social obligations and similar commitments such as holidays, weddings, parties, errands, , etc.
- Study-related factors such as deadline congestion, lost files, or lost class notes, etc.

IMPORTANT PROCEDURES

Communication: Students should reach out as soon as possible with a brief email or phone call to the Registrar or the Campus Pastor to alert the College and request consideration of this policy. Other personnel that may work with students include their Program Director and/or the Academic Dean.

Students are required to fill out the Extenuating Circumstance Form to provide details including enough disclosure that provides clear context, the immediate implications for the student, and a sense of duration of the extenuating circumstances.

Ongoing dialogue with the College must be maintained and consistent. This can include an emergency contact who will communicate on the student's behalf if necessary.

TIMING

The benefits of this policy are available during the period of extenuating circumstances. A student is not eligible for these benefits if they inform the College after the extenuating circumstances are resolved unless they were physically prevented from contacting the College.

DOCUMENTATION OR EVIDENCE

The College has the right to request appropriate/relevant documentation such as doctor's notes, letters requesting appearance, notice of travel cancellations, or other documentation that helps verify the extenuating circumstance. Supporting documentation must be submitted as soon as possible to ensure that all solutions to assist students can continue in an informed manner.

Final decision sits with the Academic Dean and Registrar.

FIELD EDUCATION

Please consult the Field Education Student Handbook. Vulnerable Sector Check

All program students are required to complete a criminal record check with vulnerable sector verification as a part of their enrolment at Vanguard College. This check is required to be eligible for Field Education or ministry teams. Students who are studying at Vanguard for more than five years are required to complete an updated Vulnerable Sector Check.

GRADUATION

GRADUATION HONOURS

In order to be considered for graduation honours, a student must:

1. Exemplify excellent Christian character in attitude and spirit.
2. Be a degree student at Vanguard College for at least one year of 30 credit hours

Honours will be given on the following basis:

To Graduate With:	Grade Point:
Honours	3.7 - 3.849
High Honours	3.85

GRADUATION REQUIREMENTS

The Deadline for the Graduation Application is December 15th. Students who submit their Graduation Application after December 15th will be charged a late fee of \$35.00. Late applications are due by March 1st.

It is the student's responsibility to be aware of all duties, obligations, and requirements for graduation.

For a student to graduate from Vanguard College the following requirements must be met:

1. The student must demonstrate satisfactory completion of a program of study;
 - a. Certificate Program
 - b. Diploma Program
 - c. Bachelor's degree Program
2. The student, if in a Diploma or Degree, must achieve a minimum overall Grade Point Average of 2.0.
3. The student must demonstrate satisfactory completion of all Field Education Program requirements, as outlined in the Field Education Manual.
4. The student must submit any course work for Directed Studies or Online courses by April 15th. Any exceptions must be approved by the Registrar or Academic Dean.
5. The student must ensure that official transcripts are provided, to the Registrar, for studies taken off campus, by April 15th.
6. The student must have his/her financial account fully paid to participate in graduation ceremonies and graduate. This includes the graduation fee for Certificate students, and the graduation fee for Diploma and Degree students.
7. The student must have adhered to the policies and practices of the Community Conduct Standards throughout their time as a Vanguard Student.
8. Certificate students who wish to continue to the Diploma or Degree program of study, the deadline to notify the Registrar's Office that they are opting out of graduating from their Certificate program is March 1st. After this date, their name will remain on the graduation list.

GRADUATION VALEDICTORIAN

To qualify, the speaker must have a GPA of at least 3.0 and be of good example of Vanguard's values. The Valedictorian must be graduating with a Diploma or Degree and voted on by their fellow graduates.

PLAGIARISM AND CHEATING

ACADEMIC INTEGRITY STATEMENT

Plagiarism occurs when a student presents the work or idea of another person or an artificial intelligence (AI) tool in such a way as to give others the impression that it is their own work or idea. In college-level writing, there should be no doubt which words or ideas are the students, and which are drawn from other sources. All students are expected to submit original work and properly cite any sources used in their assignments. The use of AI to generate content for academic work without permission is considered a form of plagiarism and will not be tolerated.

When a faculty member discovers students plagiarizing or cheating, the paper will be reviewed by the Professor in conjunction with the Academic Dean to determine the level of plagiarism involved. The Academic Dean and/or the faculty member will contact the student to review the evidence and hear from the student. The Registrar will be notified to check if the student has a prior offense listed on the central registry. Penalties consider both the seriousness of the plagiarism (i.e., Level I, II, or III) and repeated offenses.

CRITERIA FOR PLAGIARISM

Any work that contains one or more of the following elements will constitute plagiarism:

- Small or large amounts of borrowed material (e.g., text, images, recordings, etc.) presented as the student's own with no credit given to the original source.
- Careless presentation and use of proper citations (e.g., quotation marks around quoted text but no citation, etc.)
- Misleading or inadequate referencing. For example, citing out-of-print sources or inaccessible internet resources (i.e., 404 error)
- Poor paraphrasing skills. For example, only changing a few key words or extensive use of synonyms in place of the author's original words while keeping the same meaning as the original.
- Work done by another student (even if it is used with permission) or AI-assistive technology such as ChatGPT.
- Improper use of editorial help (i.e., Academic Coaches or AI programs (e.g., Grammarly) where they have contributed ideas that substantially changed the student's work instead of just indicating where problems exist).
- Claiming or attributing authorship in group assignments to students who did not contribute.
- Submitting work done in one course to satisfy the requirements of another course. This is known as self-plagiarism. It is only acceptable if both instructors agree beforehand to accept such work.
- Work has been purchased and/or written by another (whether by a person or AI-generated) and presented as their own.

A bilateral decision-making approach must be taken. The faculty member and Academic Dean will be given discretion to determine an appropriate response to a case of plagiarism according to these guidelines:

Level I

Only applicable if:

- The student is currently enrolled in his or her first term at Vanguard and/or has not studied at a post-secondary level before or has been out of school for more than five years.
- Only small amounts of plagiarized material present. Generally characterized by being careless in paraphrasing and use of proper citations. If more substantial amounts of plagiarism are involved this may classify as a level II or III offence.
- No deliberate intent to cheat or deceive assessor is present.

Suggested Penalties

- Work is deemed not suitable for submission. Students are required to correctly format all plagiarized portions of the assignment (without revising the other content) and resubmit it within 24 hours by uploading it to Populi.
- Resubmitted work will be marked without penalty.
- Warning only -- no academic misconduct, but students will be required to take a refresher in APA skills with the Library Director.

Level II

- Applies to students who should have some level of awareness of what plagiarism is due to recent academic experience and/or there may be some level of intent to cheat or deceive the assessor.
- The writer gives no recognition to sources from which substantial phrases, sentences or even ideas are drawn
- This could be a first or second offence for plagiarism.
- Significant amounts (e.g., 10-30%) of the assignment are plagiarized.

Suggested Penalties

- The Academic Dean will issue a formal warning letter to the student, and s/he will be placed on a central plagiarism registry.
- Work is deemed not suitable for submission. Students are required to correctly format all plagiarized portions of the assignment (without revising the other content) and resubmit it within 24 hours by uploading it to Populi.
- Resubmitted work will receive a mark between 30-50% depending on how serious the nature of the offence is.

Level III

- Substantial amounts (e.g., more than 30%) of the assignment are plagiarized (i.e., paraphrased or copied) or the entire assignment is the work of someone else but presented as original scholarship.
- More than two plagiarism offences have occurred previously.
- A clear intent to cheat or defraud the assessor is suspected.

Suggested Penalties

- The Academic Dean will issue a formal letter of admonishment to the student.
- Work is not eligible for resubmission. The student will be required to submit a new assignment. Provided the work is of passing standard, the maximum mark achievable will be 50%
- Discretion lies with the Academic Dean on how to proceed should no supplemental assignment be available.
- Repeat offences could result in automatic course failure or suspension or expulsion from Vanguard College. If a plagiarism case reaches this level, it must involve the Discipline and Restoration committee.

APPEALS FOR PLAGIARISM

The student may appeal the decision of the instructor (for assigning 0%, 40% or 60%), in writing, to the Academic Dean, then to the Academic Committee. The student may appeal the decision of the Disciplinary Committee and/or the Academic Council, in writing, to the President.

ALTERNATIVE DELIVERY MODES

- Vanguard College offers course delivery via two primary modes: on-campus synchronous instruction or asynchronous online courses via Vanguard College Online. In certain cases, the instructors may be willing to offer live streaming/hybrid delivery to students who cannot be in class for a period of time. Alternatives include receiving video or audio recordings of lectures or teaching notes and presentation slides. Please note that these options are limited to the instructor's or Academic administration's discretion. See the Extenuating Circumstances Policy for further information.
- If you are given permission to attend class online via live-stream, keep your camera on and stay present and attentive throughout the class session. Access your class with a computer (preferably) or tablet, not a cell phone. Arrive to class on time, and dress as you would if you were attending class on campus. Join the class from a quiet space with minimal background noise and mute your microphone until you wish to speak to the class.
- Any recorded materials produced for the sole purpose of instruction cannot be released to other parties or any social media outlet without the written consent of the instructor.

PRIOR LEARNING ASSESSMENT RECOGNITION

The purpose of PLAR is to allow Vanguard College to complete a critical and in-depth, evidence-based evaluation of a student's prior learning in the area of academic and practical studies.

PLAR will not be considered in the final term prior to graduation and only courses required for a student's program of study are eligible. The application deadline for prerequisite courses for the fall term is May 31st and for graduation requirements is September 30th.

The Academic Dean, Registrar and Faculty work alongside the student in this evaluation process to determine the competency level in a particular subject and then decide whether credit will be awarded. PLAR considers not just student experiences but also considers if learning outcomes have been met.

Students who have been accepted into a program of study may, in consultation with the Academic Dean or Registrar, submit a PLAR application and pay an initial fee of \$50 and complete a self-audit. If a student's self-audit in a particular subject area indicates a level of competency, then they would be eligible to continue on and provide sufficient evidence of how the learning outcomes of a course were met. This would be evaluated by the Academic Dean and Faculty member responsible for teaching the course.

REGISTRATION DEADLINE

Students who register after the registration deadline will be charged a \$50 late registration fee.

SCHOLARSHIPS, BURSARIES AND AWARDS

Students can apply annually for a number of scholarships and awards. Students are notified of available scholarships and awards along with application deadlines.

TIMELINE FOR PROGRAM COMPLETION

Vanguard College diploma and degree students have 7 years (from the time they begin their first course) to complete their program. Certificate students have 4 years to complete their program. An appeal for additional time must be approved by the Academic Council.

TRANSCRIPTS & DEGREE REPRINTS

TRANSCRIPTS

Transcripts will be issued to the student, another educational institution, the credentialing body, agency or employer, subject to the following:

1. Students are required to complete and submit a Transcript Request Form to the Office of the Registrar in order for a Transcript to be released. This form can be accessed on the Vanguard College Website.
2. There is a \$10.00 fee for each transcript requested. Payment is required before the transcript request will be processed.
3. Transcripts will not be released unless the student's college financial account is paid in full.
4. Processing time is usually within one week of receipt of the request.

CERTIFICATE, DIPLOMA AND DEGREE REPRINTS

1. Students requiring a reprint of their parchment are required to complete a Duplicate Degree Request Form and submit this request to the Office of the Registrar. This form can be accessed on the Vanguard College Website.
2. The cost of a reprint is \$50 payment is required before the reprint request will be processed.
3. Reprints will not be released if the student's financial account is not paid in full.
4. The reprint date of the certificate/diploma/degree will be included on the reprint and the parchment will clearly state that it is a reprint.
5. Processing time is usually within one week of receipt of the request.

VANGUARD COLLEGE LIBRARY | SCHALM MEMORIAL COLLECTION

Whether researching for an assignment or looking for a place to study, the Vanguard College Library is where students want to be.

The library offers students the following services:

- Over 55 000 books, including research and reference titles, Biblical study resources, novels, personal development, devotional classics and much, much more.
- Access to over [11 million more books](#) from NEOS libraries across Alberta, delivered directly to Vanguard College for your convenience. Just "place a hold"!
- Dedicated quiet study and group study areas, with a variety of seating styles including convertible standing desks.

- Computer workstations available in your choice of quiet or group study areas.
- Printing services (\$0.10 per B&W page, \$0.35 per colour page).
- A selection of DVD film titles and musical selections on CD.
- A selection of print magazines and journals for browsing.
- [Online databases](#) with eBooks and thousands of journal articles easily searchable (use links through Populi for off-campus access).
- [Online access](#) to account status including the ability to renew material online. All you need is your barcode and pin (ask Library staff if unsure).

Students are encouraged to make full use of the library and its contents, as in many respects the library is the center of their academic life. First year classes provide instruction on academic, research, and information skills. Workshops will be offered throughout the term and the librarian is available for one-on-one research and thesis development appointments.

Join the Resources & Support Services Group on Populi to receive important updates about access to the library and resources, share information with one another, and be notified about Academic Success Centre services, too! vangd.ca/lib/group

Your student ID serves as a library card which allows you to borrow resources from [any NEOS library](#).

Library hours are posted outside the library or on [the website](#).

To get started or find more information, visit our website library.vanguardcollege.com or grab a brochure from the Library desk.

WITHDRAWAL FROM STUDIES

INACTIVE STANDING

Students who do not register for courses in a regular term will be put on inactive standing. A student can remain inactive for a maximum of two academic years after which they are required to re-apply to continue studies. The re-application process allows the student to update references, etc. Also, the admissions committee can assess the student's transcripts for transferability into the new program.

LEAVE OF ABSENCE

Students who need to cease their studies temporarily for extenuating circumstances (e.g., medical, personal/family, or financial reasons) may apply for a Leave of Absence. The maximum total Leave of Absence time that may be approved is one academic year.

A leave of Absence granted for a portion of a term counts as one full term's Leave of Absence. Students who require an absence of more than a full academic year must withdraw from the College and apply for readmission when they are ready to resume their studies.

Students may apply for a Leave of Absence at any time during a term. Students approved for a Leave of Absence after the start of a term will receive a grade of "W," Withdrawn, for any course(s) not completed as of the date of application. The Academic Dean and Registrar will determine eligibility for tuition refunds for an approved Leave of Absence based on the published tuition refund policy.

The Academic Dean, Registrar, and Campus Pastor will approve or deny requests for a Leave of Absence. Decisions are final and are not subject to appeal. Leave of Absence forms are available in the Academic administration office, or by email request sent to registrar@vanguardcollege.com.

For more information regarding tuition refunds and fees related to course changes please refer to *Section III: Student Services Information (Student Financial Services)*.

EXPULSION POLICY

This policy provides the framework for expulsion if a duly appointed committee believes that it would be in the best interests of the Vanguard College community to expel a student from the college. A student may face expulsion for the following reasons:

1. Persistent misbehaviour including repeated refusal to follow the College's Community Code of Conduct.
2. Persistent undermining of the Christian faith.
3. Making serious threats against students or staff.
4. Physical violence which results in pain or injury, or which seriously interferes with the safety and wellbeing of other students or staff.
5. Sexual misconduct: Including either harassment physically or through some means of communication or by engaging in sexual behavior.
6. Criminal behavior related to the College: Including malicious damage to property (College or community), or against the property or person of a fellow student or staff member on, or outside of the College premises. If the incident occurred outside the College or outside College hours, there must be a clear and close relationship between the incident and the College.
7. Any other incident which is seriously detrimental to others' physical, mental, spiritual, or social wellbeing or a serious impediment to others' learning, or the College property or reputation.

The purposes of expulsion are to:

- Protect the integrity of Vanguard College **and/or**
- Protect the general population of the college **and/or**
- Allow time and space for a student whose actions are deemed irreconcilable with Vanguard College's Community Code of Conduct, to reflect on and institute personal corrective measures.

When a potential expulsion situation with a student arises, an appropriate committee shall be assembled by the Academic Dean and the Campus Pastor. Because this college believes that restoration is both possible and God's appropriate plan for all people, students will be given the opportunity to go through a restoration process. The student will have up to six months to decide on entering this process.

In implementing this policy, all College representatives must ensure that no student is discriminated against on any of the following grounds: race, including colour, nationality, gender, disability, academic/mental abilities, or age.

Further information regarding this full policy as well as the restoration process is available by contacting the Office of the Registrar.

II. CAMPUS LIFE INFORMATION

The Campus Life Department provides opportunities for holistic development and care for all students within the context of Vanguard's mission and culture through promoting a strong sense of community, uphold our community code of conduct, and shaping the spiritual tone of Vanguard College.

Welcome to the Vanguard College community, we are honoured to have you!

Vanguard is a Christian academic community that is deeply committed to providing you with the best possible training for biblical and healthy spiritual leadership in and outside of the church. We commit ourselves to helping you develop into a Spirit-empowered leader with integrity, upright character and who lives a life above reproach. Further, we want to help you grow in your likeness and relationship with Jesus Christ.

With your acceptance to Vanguard College, you have acknowledged that you are also committing yourself to the above. That said, all students attending Vanguard College are expected to read, understand and abide by the following policies and guidelines as outlined in this Vanguard College Student Handbook and will have signed the covenant regarding the Community Code of Conduct. Vanguard expects all students enrolled to uphold the community conduct both on and off campus until the student is officially withdrawn or graduated from the college.

STUDENT SPIRITUAL LIFE

Your ongoing spiritual formation and personal growth is a high priority at Vanguard College and several aspects of life that we believe will enable your growth.

WEEKLY CHAPEL & LIFE GROUP

Chapels: Each week we gather as a community to engage in corporate worship, the Word, and prayer. We have an opportunity to hear from God through students, faculty, staff, local pastors, global workers and other invited guests. Our desire and design for chapel is to be a deeply participatory experience rather than a passive or performance-based approach.

Life Groups: Each student will also engage in a Life group. It will function much like a small group. It's an intentional time and space to foster conversation and relationship, and reflection on that week's message. The focus is on community building, discipleship, fostering of biblical disciplines, and praying for one another. These groups are led by a staff/faculty member or student leadership.

FALL RESET DAYS AND WINTER SPIRITUAL ENRICHMENT DAYS

Each term, in addition to our weekly chapel & chapel life groups, students, staff and faculty actively engage in special times and space set aside 'to be still and know' amidst the busyness of life. RESET in the fall term and Spiritual Enrichment in the Winter term. These services are tailored to encourage the college community to integrate Biblical knowledge into hearts and lives. In both, there's a call to specific prayer initiatives, including prayer and fasting.

CAMPUS GROUPS

Students with a common area of interest (i.e. Art Group, Sports, Bible Study) are encouraged to organize and meet together. All years are welcome to partake and/or facilitate a group. If interested in starting a group, please contact Campus Life.

STUDENT RETREATS

Fusion: Vanguard's ALL school retreat happens at the beginning of each term. This is an opportunity to start off in unity and build community.

1st & 2nd Year Retreat: All first- and second-year students will participate in a retreat that takes place in the winter term. The focus of this retreat is spiritual formation and cultivating your relationship with God and with others.

3rd & 4th Year Retreat: This retreat takes place in the winter term for our upper year students. The focus of this retreat is to build connection with God and with others through continued spiritual formation.

Program Retreats: During the first two weekends of the school year each program host their own Program Retreat. This is a time of connecting with God, faculty, and others in your program of study.

SPIRITUAL DIRECTION

Vanguard provides each student with a relationship with a spiritual director that continues for the duration of the time a student studies at Vanguard. The spiritual director will get to know the student in the first few weeks and then meet regularly during the term to help a student listen, discern, draw closer in intimacy and obedience to God in a relationship of friendship. The goal of providing spiritual direction along with chapel, small groups and special focus retreats and days is to help students become spiritually mature by the time they graduate.

Spiritual direction is defined as a relationship where one Christian provides help to another in cultivating a deeper personal relationship with God through prayer and conversation that is focused on increasing awareness of God's voice in the midst of life experiences, responding in love, facilitating surrender to God's will, and becoming a mature son or daughter of God.

The William David Centre is funded through the generosity of a donor and Vanguard College is pleased to offer the opportunity to all students to receive Spiritual Direction at no cost to them.

Book an appointment by clicking the link found in Populi Links tab.

SPIRITUAL LIFE ATTENDANCE STANDARDS

CHAPEL & LIFE GROUP ATTENDANCE POLICY

One's spiritual formation and personal growth is a high priority at Vanguard College. We believe that attendance and participation in chapels will strengthen your spiritual development and walk with God, as well as a conviction that each of us have something to offer when we assemble. For this reason, chapel attendance is both required and recorded. This includes attending all Chapels; including Life Groups, Reset, Spiritual Enrichment Days, and retreats.

Students taking 10 or more credit hours are to enrol in Chapel, a non-credit requirement that is included on the transcript and required for graduation. Attendance is taken at each Chapel and Chapel Life Group. Students taking 9 credit hours or fewer are exempt but are welcomed to participate. Any students in need of a full-term excusal may request it through the [Chapel Excusal Form](#) found on Populi under links. Requests will be approved via email and issued on a term-by term basis.

Each full-time student will have up to 5 absences per term. Excessive absence may result in not receiving credit and a delayed graduation.

Students who exceed the excused absences will receive a written warning from the Campus Life Department and must attend a meeting with one of the Campus Pastors to discuss steps to make up for chapels missed. This may include, but not limited to, listening to chapel recording(s) or podcast and submitting sermon notes/summary, or reporting on a book(s). Completing the agreed upon assignment successfully will ensure a pass and graduation to take place.

CHURCH ATTENDANCE

It is expected that all students should regularly participate in the life of a local congregation. Students requiring assistance to find a local congregation can contact Campus Life.

SPIRITUAL DIRECTION ATTENDANCE

It is expected that all students will meet with their spiritual director 3 times a term. These dates are to be recorded and submitted under CH101 – Chapel, on populi.

STUDENT DRESS STANDARDS

Though the college does not wish to major on minors, we must also recognize that personal appearance is a part of our Christian testimony. We value modesty and place great emphasis on the importance and significance of choosing to separate one-self from the pervasive suggestiveness of our culture. With that said, all Vanguard College students are expected to be modestly dressed. Attire, including apparel and jewelry, should be appropriate to the campus of a ministerial training College and that which would be offensive to the standards and/or practices of our college and/or constituency should be avoided. In keeping with the principles of 1 Corinthians 8, 9 we are reminded that as Christian's we must always avoid being a stumbling block to others and may have to waive some of our personal rights for the good of the Body of Christ. Also, each of us has the responsibility to 'make a covenant with our eyes,' to discipline ourselves in how we choose to view those around us.

Students representing the college in public ministry (e.g., practicums, ministry teams, preaching assignments, internship, etc.) must dress appropriately to the environment in which they will be ministering. Exactly what is "appropriate" dress will be determined in advance of the ministry outing.

If you are in doubt of any of the above information concerning student dress standards, please speak to the Campus Pastor or Associate Campus Pastor.

PLANNING FOR ENGAGEMENTS AND MARRIAGES

The most important decision that you will ever make is surrendering your life to Jesus and making Him Lord of your life. We would argue that the second most important decision that you will make is deciding whom you will marry.

Proverbs says, "For lack of guidance a nation falls, but many advisers make victory sure" (Pro. 11:14 NIV) and we consider it wise for you to seek out Godly wisdom and healthy advice regarding this life-changing decision. In terms of Vanguard's involvement, we strongly recommend that you speak to your Program Director and/or one of the Campus Pastors about your intentions, and so they may provide you with support, insight and valuable input throughout the entire process, as required. In the spirit of advice giving, here are 6 questions for you to think about if you are considering getting engaged.

1. Have you known each other long enough and well enough?
2. Are both of you mature in your relationship with Jesus?
3. What are your parents, guardians, or valued elders' thoughts and advice on this possible marriage?
4. Do you have a good mentor that you can connect with and seek out additional Godly wisdom?
5. What are your plans for pre-marital counselling?
6. What is your financial plan?

WEDDING CEREMONIES

The academic year is busy and various levels of stress can be expected. The engagement and wedding planning seasons are also very busy and can create additional stress which, when combined with pursuing your studies, can be unmanageable for many. For this reason, Vanguard College strongly discourages that wedding's take place during the academic year (Sept-Apr, including Christmas break).

We understand that there are unique circumstances which may dictate the date of one's wedding. If you would like to get married during the academic year, we request that you engage in a conversation with both your Program Director and one of the Campus Pastors so they can be fully informed and can provide you with input and support.

NON-ACADEMIC STANDING POLICY

A student who has breached Vanguard College's Community Code of Conduct will be subject to a non-academic warning, probation, or suspension.

NON-ACADEMIC WARNING

1. Non-Academic Warnings will be handled by the Campus Pastors.
2. The Campus Pastor will provide documentation to the student to sign, stating the breach of the Community Code of Conduct, the agreed upon conditions and agreeing to abide by the Community Code of Conduct.
3. A further breach of community standards will result in additional disciplinary action with the Restoration and Discipline Committee, which may include a non-academic probation or suspension.

NON-ACADEMIC PROBATION

1. Non-Academic Probation will be handled by the Restoration and Discipline Committee directly or upon referral by the Academic Council.
2. The Restoration and Discipline Committee is composed of the Campus Pastor (chair), Associate Campus Pastor, and Program Director or their delegate. The student may request the student body president to be present for support and advocacy.
3. When a student is placed on a Non-Academic Probation, the Campus Pastor, with the Restoration Discipline Committee, will provide the student with a letter of conditions in place for them to continue as a student at Vanguard College. Possible conditions may include course closures and/or course fails.

4. A further breach of community standards will result in additional disciplinary action with the Restoration and Discipline Committee, which may include a non-academic suspension.

NON-ACADEMIC SUSPENSION

1. Non-Academic Suspension will be handled by the Restoration and Discipline Committee directly or upon referral by the Academic Council.
2. The Restoration and Discipline Committee is composed of the Campus Pastor (chair), Associate Campus Pastor, and Program Director or their delegate. The student may request the student body president to be present for support and advocacy.
3. The Registrar, in conjunction with the Campus Pastor, will notify the student of his/her suspension in writing within 24 hours of the decision rendered. At this time the student would be notified regarding course closures and/or course fails.
4. When a student is receiving a Non-Academic suspension, the Campus Pastor will notify the Academic Council that the student is being suspended.
5. The Registrar records a Non-Academic Suspension on the student's transcript, including the length of suspension. The exact reason for the suspension is not included on the transcript.
6. If required, a copy of the file will be shared with a trained professional for assessment and ongoing resources, as determined by the Restoration and Discipline Committee.
7. If the suspension is one or more years, the student will need to re-apply for studies at Vanguard College.
8. As part of the readmission process the committee may require an additional letter or Reference.
9. Decisions of the Restoration and Discipline Committee may be appealed to the Vanguard College President.
10. A further breach of community standards will result in additional disciplinary action with the Restoration and Discipline Committee. In extreme circumstances expulsions may be considered.

For more information, copies of the Vanguard College Discipline Policy may be obtained from the office of the Campus Pastor.

STUDENT GOVERNMENT AND ACTIVITIES

STUDENT COUNCIL

Each year, a Student Council President is selected, who then forms an appointed council. The council consists of, President, Vice President, Secretary, Treasurer, Spiritual Life Coordinator, Community Life Coordinator, and Communications and Yearbook Coordinator. Their mission is to contribute to the spiritual life of the college, develop community, and to advocate for the student body.

STUDENT EMPLOYMENT AND FIELD EDUCATION

Working when studying at Vanguard College is not recommended because of the heavy academic load. It is recognized that some may find it necessary to work to provide for family or personal matters. These students should realize that they may have to reduce their academic load proportionately, as well as forgo some other extra-curricular activities.

RECREATION AND ATHLETICS

While there is no formal physical education program at Vanguard College, students are encouraged to involve themselves in various voluntary programs organized by the College or Campus Life. Each

year, Campus Life seeks to provide affordable recreational activities, including men's and women's fitness classes, casual drop-in sports, registered/organized sports teams via city-wide organizations, and other recreational opportunities according to student initiative or demand. Inquiries about athletics may be directed to the Campus Pastor or Associate Campus Pastor.

Ongoing arrangements are being made with local recreation facilities. If you require more information, please visit the Campus Life department.

YEARBOOK

The College yearbook is prepared by a yearbook editor and the Campus Life Department.

FACILITY AND PROPERTY USAGE

Vanguard College's facilities are multi-use, serving a number of private and public groups, in addition to the students, faculty and staff of the College. We ask that the utmost care and respect is demonstrated when using our facility and property.

Chapel: Use of the Chapel for purposes other than prayer, apart from the chapel hour and classes, must receive prior approval from the Campus Life Department. .

Classrooms: When classes are not in progress, classrooms may be used by students. Students are required to book the space and time in advance with the Academic Department.

Computer Facilities: Located in the library, computer facilities are available on a first-come, first-served basis for use by Vanguard College students only.

Gymnasium: The gymnasium is available for student use. Please visit the Campus Life department for more information on scheduled hours of operation.

Library: Students are encouraged to make full use of the library and its contents. The Vanguard Library Guide sets out guidelines and regulations for use of the library. Library hours are posted outside the library or on the website.

Please refer to *Section I: Student Academic Information (Vanguard College Library | Schalm Memorial Collection)* for more information or visit our website (library.vanguardcollege.com).

Prayer Room: The prayer room is open every day at 7:30am for prayer use only. Meetings and/or events may take place here, as organized by Vanguard Administration.

Academic Success Centre: Please refer to *Section I: Student Academic Information (Academic Success Centre)* for more information.

Student Lounge: The Student Lounge is on the lower level and is available for college-wide use. Students should consult with the Campus Pastor or Associate Campus Pastor as to social or recreational use of the Student Lounge.

III. STUDENT SERVICES INFORMATION

NEW STUDENT ORIENTATION

The New Student Orientation serves as an opportunity for incoming students to become familiar with the College facilities, its faculty, and staff. In addition, students will be provided with valuable information and experience community alongside others who are anticipating their first year at Vanguard College. Throughout the year, students will also have various individuals available to help ease their adjustment to college life.

STUDENT COMPLAINTS AND GRIEVANCES

The College is interested in providing an atmosphere consistent with its mission "to develop Spirit-Empowered leaders to advance fruitful churches and global mission." Policies, rules, regulations, and guidelines are established as a framework for fostering community life and fulfilling the ongoing purposes of the College.

The College desires to deal fairly with all persons, including students, faculty, staff, administration, and guests. Should a student have a complaint or grievance, they should follow the Scriptural pattern to resolve the matter:

- Stay calm. Be quick to listen, slow to speak, and slow to become angry (James 1:19).
- Pray about the matter. Let God give you wisdom to find the right approach to the solution of the problem (James 1:5).
- Discuss the matter respectfully with the student, faculty or staff member involved (Matt 18:15).
- If a resolution is not reached and the issue involves another student, talk to the appropriate college authority (Matt 18:16-17). This may be the student's Program Director, the Campus Pastor, or the **Chief Academic Officer**. See Harassment Policy below for possible further steps.

The Association for Biblical Higher Education (ABHE) standards, with whom Vanguard is accredited, require that institutions have published procedures for addressing formal student complaints and grievances and that there be equitable and consistent treatment of employees and students consistent with published policies.

Students dissatisfied with any aspect of college academic, spiritual, professional or social life may file complaints at any time with the Association for Biblical Higher Education (ABHE), with whom Vanguard is accredited. Supporting documentation must be submitted. The address is:

Association of Biblical Higher Education (ABHE)
5850 T.G. Lee Blvd., Ste. 130
Orlando, FL 32822
USA
(Tel. 407-207-0808)

Complaints from individuals, institutions or programs, or agencies regarding an institutions or program's significant non-compliance with ABHE Standards, policies, or procedures will, and supporting documentation must be, submitted in writing to the Director, Commission on Accreditation via email at coa@abhe.org or postal mail at 5850 T.G. Lee Blvd., Suite 130, Orlando, FL 32822. The Complaints will be handled by the Director, Commission on Accreditation processed by the Commission on Accreditation staff in accordance with the Policy on Complaints Against an Institution or Accredited Program. The nature of these complaints, method of handling, and disposition will be included in the Director, Commission on Accreditation's report to the Commission on Accreditation.

HARASSMENT POLICY

Vanguard College is committed to providing a community in which all individuals are treated with respect and dignity, free from harassment. Vanguard College considers harassment a serious offence and will not tolerate harassing behaviour that may undermine the respect, dignity, self-esteem, or productivity of any student, faculty, and staff member.

The College insists that its members follow biblical principles of lifestyle and conduct and refrain from biblically prohibited practices. These principles are the basis of our biblical learning community and make possible the creation of a living-learning environment conducive to the accomplishment of the College's mission, which is to develop and mobilize Spirit-empowered leaders to be fruitful in God's mission.

Achieving a community free from harassment depends on mutual respect, co-operation and understanding among students and employees. Attitudes and behaviour that undermine this goal are detrimental to all.

WHAT IS HARASSMENT?

Harassment is defined as conduct or comment, which ought reasonably to be known to be objectionable or unwelcome, and serves no legitimate work or education-related purpose and which:

- detrimentally affects people within the work or educational environment; or
- has an adverse job or education-related consequence, such as reduced job security or a negative impact on a student's or employee's advancement

Harassment is further defined as unwelcome verbal or physical conduct based on an individual's characteristics or personal attributes (such as race, religious beliefs, colour, place of origin, gender, mental or physical disability, ancestry, etc.) when:

- such conduct might reasonably be expected to cause insecurity, discomfort, offence or humiliation to another person or group;
- submission to such conduct is made either implicitly or explicitly a condition of employment or education;
- submission to or rejection of such conduct is used as a basis for any employment or education-based decision including, but not limited to, matters of promotion, raise in salary, job security, grades, or benefits affecting the student, faculty, staff, or administrative member; or
- such conduct has the purpose or the effect of interfering with a person's work or educational performance or creating an intimidating, offensive, or poisoned environment.

THE HARASSMENT RESOLUTION PROCESSES

The Harassment Resolution Process includes the option of an informal or formal process with the goal to resolve situations of alleged harassment as quickly as possible, in a fair, constructive and respectful manner. In many instances, using **informal processes** such as *dialogue* or *mediation* offers the possibility of resolving any work or college-related issues that may be harassment or perceived as harassment in a satisfactory manner, acceptable to both parties. Such an approach has the advantage of addressing the parties' needs, concerns, and other interests rather than focusing on who is right and who is wrong. It empowers the parties to focus on solutions to meet their needs and often leads to the re-establishment of respectful working relationships.

MALICIOUS COMPLAINTS

Where, as a result of the investigation, it is determined that a student, faculty, staff, or administrative member has made a complaint in bad faith or with the intent to harm another, Vanguard College may take formal disciplinary action against that Complainant. Malicious complaints will not be tolerated.

HOW DO YOU ASSESS WHETHER CONDUCT CONSTITUTES HARASSMENT?

In assessing whether conduct constitutes harassment, Vanguard College will adopt the legal standard of the reasonable person; that is, "***what would the reasonable person think?***"

The question is not whether the alleged harasser intended to offend, but rather, what would be the effect of his/her conduct on the reasonable person. This test will take into account the broad Vanguard College community context.

The College encourages students and employees to bring concerns and complaints forward. Unless complaints are reported and resolved, it is very difficult for the College to maintain a harassment-free community. All reports of harassment will be taken seriously, promptly investigated and addressed.

Please follow the link to see the complete outline of Vanguard College's Harassment Policy and for further instructions on procedures.

[Harassment Policy & Procedures](#)

COUNSELLING SERVICES

ACADEMIC AND PERSONAL COUNSELLING

Students who encounter difficulties in their spiritual life, academic load, social relationships, etc., are reminded that Campus Pastors, Program Directors, and Faculty are available to provide counsel. As well, professional counselling with a registered psychologist or counsellor can be arranged at the discretion of the Campus Pastor.

Please note that faculty function as a care giving team. Mental health issues, academic issues, or any other issues may be shared amongst faculty as necessary, with the student's permission. If you have any privacy concerns, please speak to the Campus Pastor.

PROFESSIONAL COUNSELLING

In the event that a student requires professional counselling Vanguard College can make the appropriate referral to a registered counsellor or psychologist. Please contact the Campus Pastor for more information.

STUDENT FINANCIAL SERVICES

Payment for each term's tuition and fees is due in full no later than seven days after the first day of class, unless students make alternative arrangements with the Student Finance Administrator (see below).

Students who do not pay in full by the payment deadline and have not made alternative arrangements, will be automatically withdrawn from their courses.

Students unable to provide full payment for the term, may take advantage of the payment plan option and pay 50% by the payment deadline.

The tuition rate to take a course for audit is 1/3 the credit rate.

PAYMENT PLAN

Application for the payment plan must be made before the payment deadline, by contacting the Student Finance Administrator. If approved, the payment plan will be applied to the student's account and payment instructions will be given. Payment Plan Details are as follows:

- 50% by the term payment deadline, and two subsequent payments of 25% October 15 and, November 15 in the fall term, or February 15, and March 15 in winter term.
- A \$75.00 finance fee is charged per term.
- Available to program students in 6 credits or more.

The College reserves the right to withdraw a student from the College who appears to have no ability to make payment.

Failure to make payment will incur the following fees:

- A \$20.00 per incident charge will be applied to the student account the day following the missed payment.
- NSF cheques will be charged \$15.00. NSF cheques must be replaced with a certified check, cash, money order or credit card.

Failure to pay tuition and fees by the end of the term could result in:

- Final term marks will be withheld
- Student will be unable to graduate
- Interest will be charged at 1.5% per month following the end of the term
- Transcripts will not be released
- Student will be unable to register for further classes
- May not be able to participate in college sponsored ministry trips (i.e. Pursue overseas outreach)

T22O2A & T4A'S

T2202A's (Tuition Income Tax Receipt) and T4a's (for scholarships received) are made available to students online through their Populi account. Students will be informed when they are available and will be responsible to print them out.

TUITION REFUND POLICY

The Student Finance Administrator will apply a credit to a student's account upon notification from the Academic Department.

- Tuition refunds for course withdrawals will be processed according to the following schedule:
 - 1-7 calendar days after the First Day of Class - 100% refund on Tuition and Fees (Program Fees are non-refundable after 1-7 calendar days after the first day of class)
 - 8-14 calendar days after the First Day of Class - 75% refund on Tuition and Fees
 - 15-21 calendar days after the First Day of Class - 50% refund on Tuition and Fees
 - 22 days or more after the First Day of Class - 0% refund on Tuition and Fees

WITHDRAWING FROM A MODULAR COURSE

The Student Finance Administrator will apply a credit to a student's account upon notification from the Academic Department. The following refund schedule applies to tuition when a student withdraws from a modular course:

- Monday by 12 pm Noon – 100% refund on Tuition and Fees
- Tuesday by 12pm Noon – 75% refund on Tuition and Fees
- Tuesday by 4:30 pm – 50% refund on Tuition and Fees
- After Tuesday 4:30 pm – 0% refund on Tuition and Fees

CANADA STUDENT LOANS

Vanguard College is approved for Canada Student Loans through the Alberta Government. Students must apply for loan funding with their province of residence.

The College will instruct Student Loans to forward all funds, due for tuition and fees, directly to the College.

Students are asked to apply early for student loans in order to ensure money is disbursed quickly. Students are asked to sign and promptly send any documents sent by student aid to the address given.

For any additional inquiries, please stop by the Student Finance office.

STUDENT GENERAL INFORMATION

1. **Populi:** Is Vanguard College's learning management system. Each student is assigned an account, and all students are expected to regularly access information regarding courses, finances, correspondence, and community updates.
2. **Vanguard Account:** Upon acceptance to Vanguard College, each student will be issued a Vanguard Account. This account is essential to each student in order to access essential services, including Vanguard Mail, Populi, Library Printing, and Microsoft Office online. **Please note that all official college communication will be sent to Vanguard Mail, so it is advisable that students check this regularly.** Vanguard college will not send emails to any other email account. Vanguard accounts will be available only to active students of Vanguard College, and will be disabled following the completion of a student's studies.
3. **College Office:** The college office is open Monday – Friday, normally 9:00 a.m. – 4:00 p.m.
4. **First Aid:** First Aid Kits are located at the Main Office, Library, and Campus Life wing.
5. **Lockers:** Lockers can be requested through Campus Life. Personal belonging should be locked and secured at all times. However, please note that the lockers are the property of the college, and the college maintains the right to search a student's locker, if necessary. Please use the locker with this in mind. ***Lockers must be emptied and cleaned out by the last day.*** After that time, remaining items will be donated or disposed of.
6. **Loss of Property:** The College is not responsible for the loss or damage of a student's *personal property* that is left on school premises either during or after school hours. Reimbursement for loss or damage to personal property used for school purposes off campus will be considered on an individual basis by the Operations Council upon written request.
7. **Student Mail:** It is preferred that Students do not direct mail to be sent to the college address.
8. **Photocopying:** Students may use the photocopier in the library. Please enquire at the library information desk for applicable cost.
9. **Posters:** Announcements for posting on the *bulletin board* must be left at the general office for approval and posting. School-wide posters and program specific posters can be placed at appropriate locations.
10. **Public Telephone:** There is no public telephone on the premises, but if you need to make a call please speak to our Administrative Assistant at the Main Office.
11. **Student I.D. Cards:** I.D. cards are issued to every student early in the term. These facilitate access to the building, removal of books from the library, inter-school library use, discounts on book purchases at various Christian bookstores, and student admittance rates to various functions. Student ID Cards may entitle you to discounts at various venues. See the Campus Life Department for more information. Replacement cards are available to purchase from the populi bookstore.
12. **Vehicles:** Parking passes can be purchased on a term basis from the main office. Parking passes must be visible when parking in the Vanguard Parking Lot. Parking is permitted where specified. It is expected that all laws and motor vehicle regulations be observed. Please do not park in the parking stalls that have been reserved for faculty, staff, visitors or handicapped persons. Those who do, or park in the parking lot without a Vanguard College parking pass will be ticketed by the City of Edmonton.
13. **Visitors:** Visitors must sign in upon arrival. Visitors may be brought to classes, if space permits, and the appropriate faculty member gives approval. Young children are not permitted to enter the classroom, except with the permission of the instructor.

STUDENT MEDICAL INFORMATION

Hospitals in the Edmonton area:

- *Grey Nuns Community Hospital*, 3015 - 62 Street (780)-450-7000
- *Misericordia Hospital*, 16940 - 87 Avenue (780)-484-8811
- *Royal Alexandra Hospital*, 10240 Kingsway Avenue (780)-477-4111
- *U of A Hospital*, 8440 - 112 Street (780)-492-8822

Medi-centres (Walk-in Clinics, open 7 days a week)

- *Belvedere Medi-centre*, 12720 - 66 Street (780)761-8529
- *Castledowns Medicentre*, 15277 - 113A Street (780)-457-5511
- *Kingsway Medicentre*, 10507 Kingsway NW, Edmonton, AB T5H 4K1 (780)-784-5078
- *Northgate Medi-centre*, 13709 66 St NW #102, Edmonton, AB T5C 3E1 (780) 457-4250

Medical Clinics in the College Vicinity:

- *Inglewood Medical Clinic*, #104, 11817 - 123 Street (780)452-1354
- *Links Associate Clinic*, #104, 11910 - 111 Avenue (780)454-0351
- *Medical Clinic 97*, 10659A - 97 Street (780)428-8111

Dental Clinics in the Vicinity:

- *Northtown Dental Associates*: (780) 478-6131
295-9450 137 Avenue NW (In North Town Centre)
Edmonton, AB T5E 6C2
<http://www.norhtowndentalassociates.ca/>
- *Westmount Dental Centre*: (780) 454-1114
1121 Westmount Shopping Center
Edmonton, AB T5M 3L7
<http://www.westmountdental.ca/>

Pharmacies in the Vicinity:

- *Shopper's Drug Mart*
Kingsway Garden Mall
192, 1st Level
Edmonton, AB