



CANADIAN SOUTHERN BAPTIST
SEMINARY & COLLEGE

COLLEGE STUDENT HANDBOOK

(Revised August 2015)

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LETTER TO STUDENTS

It gives me pleasure to welcome you as a student to the Canadian Baptist College. You are joining a vibrant and growing student body. This campus community will be a strategic part of your school experience. The friends you make today will be your cherished colleagues tomorrow. The faculty members who mentor you in the months ahead will remain your steadfast partners in ministry in the years ahead. God will use these men and women to refine your character, clarify your call, and enhance your competency.

For more than a quarter-century we have been entrusted with the vision of training and theologically educating pastors and other church workers in order that they fulfill the Great Commission of our Lord Jesus Christ in and through local churches throughout the world. To that end we work to provide you with training for ministry that is both biblically accurate and relevant to our context. We believe that it is not enough for us simply to impart knowledge. It is our mission to train God-called men and women for twenty-first century leadership in tough places. We want to foster in the next generation of leaders a desire to go into difficult places and to face courageously the challenges that confront us there.

Thank you for inviting us into your spiritual journey. Together we will experience God extending His Kingdom.

Rob Blackaby, Ph.D.

President
Canadian Southern Baptist Seminary and College

ACADEMIC INFORMATION

The school year is divided into two semesters of approximately 15 weeks each. Students must be enrolled for a minimum of twelve credit hours per semester to be classified as full-time students. The January and summer sessions (J-Terms) consist of a variety of intensive classes, typically from one week in length.

ACADEMIC CATALOGUE

The Academic Catalogue for the school contains program and course descriptions and is available on the school's website.

The degree requirements listed in the Academic Catalogue at date of enrollment must be met for graduation. Should a student not complete these requirements within four years, he or she will be subject to the degree requirements under the catalogue in effect at the beginning of the fifth year

FACULTY ADVISOR

At the beginning of their studies, each student is assigned to a faculty advisor who will assist with registration and give guidance in the proper selection and sequence of courses. Although academic guidance is provided through the faculty advisor, *it is the responsibility of each student* to know that he or she is following the academic plan that allows completion of all required courses.

Professors are typically available for appointments Tuesday through Friday from 8 a.m. to 4 p.m. when school is in session. Students are encouraged to make appointments with professors ahead of time.

TEXTBOOKS

Students are responsible for purchasing their own textbooks and are expected to have them in hand on the first day of class.

E-PORTFOLIOS AND MID-PROGRAM REVIEW

All students enrolled in a degree program are required to maintain an e-portfolio in order to qualify for graduation. Responsibility for maintaining the e-portfolio will rest entirely with each student. Instructions on how to set-up and maintain an e-portfolio are located in Appendix C. The current list of artifacts per degree required for graduation is listed in Appendix B. Students will report on the progress of their e-portfolio as part of the mid-program and final reviews.

Each student is required to meet with their advisor at least three times during the course of his or her studies for 1) an initial interview during the first semester, 2) a mid-program review, and 3) a final review in the last semester of study. In these meetings the advisor will offer counsel concerning course selection, course load, progress on e-portfolio, and other academic concerns. The advisor will also give spiritual and personal encouragement and guidance as appropriate. At each of these meetings the student will complete an interview form and a self-evaluation of his or her progress toward the outcomes and competencies of the respective degree program. Both the Faculty Advisor and the student will sign the completed forms, and the student will upload them into his or her e-portfolio as they are required artifacts.

Students should arrange for the mid-program review through the Registrar once approximately 50% of the credit hours of the respective degree program have been completed. Students must meet this requirement prior to resuming the second half of their program of studies.

*Although neither the Samuel Program, the Certificate of Christian Studies, nor the Diplomas of Christian Ministry and Christian Studies lead to the awarding of a degree, students in these programs are asked to maintain e-portfolios in case they decide later to enroll in a full degree program.

CAPSTONE MINISTRY FOR BACHELOR & DIPLOMA OF CHRISTIAN MINISTRY

In the Capstone Ministry the student learns from actual experience under the supervision of qualified persons. The goal is to apply, in a ministry setting, the knowledge and skills gained in the classroom to help prepare the student for effective ministry. Four credit hours of Capstone Ministry are required for each degree program for a total of two consecutive terms of study (i.e. semesters or summer term). A minimum of eight hours of ministry each week is required during the semester and sixteen hours per week for the summer terms. The Capstone Ministry experience is guided by the learning covenant which will be signed by the student and the Capstone Ministry supervisor and handed in to the Director of Capstone Ministry at least two weeks prior to the beginning of the Capstone Ministry experience.

Students should request, from the Director of Capstone Ministry, a digital copy of the Capstone Ministry Handbook which gives details for the program and guidelines for developing the learning covenant. Students are bound to the requirements for the Capstone Ministry program as set out in the Capstone Ministry Handbook.

Capstone Ministry may be taken at any time during the course of study after the completion of 24 academic credit hours. Students wishing to enroll in Capstone Ministry should contact the Director of Capstone Ministry *during the semester prior to the anticipated starting date*. It is the **student's responsibility** to initiate and complete the Capstone Ministry requirements.

CHRISTIAN SERVICE REQUIREMENT FOR BACHELOR & DIPLOMA OF CHRISTIAN STUDIES

Ongoing Christian Service is considered to be an essential component of a Christian education at CBC. For this reason, active church involvement is required of all students enrolled in any degree program. By the end of the first semester of study, students must inform faculty advisors of their choice of a church home during their years of study, and should keep the advisor updated should a change of church home occur. Each student's level of involvement will be verified annually through a questionnaire completed by a pastor or leader of the church. All students are strongly encouraged to engage in significant and ongoing service through the ministries of the church and/or in the community at large throughout their years of study at CBC.

Additionally, the BCS degree includes a degree requirement of two semesters (a total of 6 credit hours) of supervised Christian service, a requirement that is satisfied in the courses Christian Service I and Christian Service II. Each semester will include a minimum of three hours of weekly service in a supervised environment, over a period of no less than twelve weeks. Other requirements for these courses include two class sessions per semester (an orientation class at the beginning of the semester and a debriefing class at the end), a final reflection paper, and a supervisor evaluation of the student's service. Christian Service I and II may take place in different service settings. While they do not have to be taken in consecutive semesters, they may not be taken concurrently.

The setting(s) for Christian Service I and II are the choice of the student, with the approval of the Director of Field Education. The Director of Field Education will maintain a list of approved settings. Students may choose from this list, or they may propose a different setting, to be approved by the Director. Each student is responsible for initiating the process of selecting and seeking approval of a ministry setting. Approval of the setting is required for the completion of enrollment in each Christian Service course. Therefore, students should consult with the Director of Field Education by mid-term of the semester prior to enrolling in Christian Service I or II.

DIRECTED STUDIES

The option of taking a course as a directed study may be available to students due to exceptional circumstances or need. A directed study should generally serve as an opportunity for the student to explore areas of study not regularly covered in the curriculum or that speak to a special interest or need. **Directed studies are not provided for the convenience of student schedules or as an alternative to scheduled classes that were not taken when offered.**

The following guidelines will be followed:

1. A maximum of one directed study for each full year of study (30 credit hours) will be allowed (example: 3 directed studies for BCMin.) and may not exceed three credit hours for any directed study.
2. **The student must have a minimum 3.0 cumulative grade point average before a request for a directed study can be considered.**
3. Students must complete a Directed Study Request Form and return it to the Registrar before a request can be considered. **Students may not make requests directly to individual professors or advisors.** The appropriate professor and advisor will be notified when a request is received.
4. Requests must be evaluated and approved by the Academic Dean and, if approved, must receive the agreement of the professor before proceeding with the request.
5. Requests should be made in the normal cycle and time frame of registration for a semester and are subject to the same deadlines and expectations for any other course. Exceptions to this policy will be considered only in cases of extreme emergency or hardship. **It is the sole responsibility of the student to initiate the written request and to comply with all requirements and deadlines.**
6. Upon approval of the request, the professor and the student will draft a learning proposal (contract) that will reflect the focus and requirements for the course. The proposal must be submitted to the Academic Dean for final approval. The proposal must reflect a quality and discipline of work equal to that expected for regular classes. A copy of the request, proposal, and certification of completion will be placed in the student's permanent file.
7. **A Directed Study Fee of \$50 per semester hour will be charged in addition to normal tuition fees.**

FREEDOM OF INQUIRY

Canadian Baptist College is firmly committed to upholding freedom of inquiry as an indispensable principle for good theological education in every aspect of its institutional life and in relationship with its public. Of particular importance is the student's freedom of inquiry. The school will uphold the freedom of inquiry necessary for genuine scholarship and as articulated by its statement of faith and in adherence to biblical teachings and principles. Students are encouraged to follow established grievance procedures or file an ABHE Standards complaint if they feel freedom of inquiry is not provided. In like manner, the school expects students to treat fellow students, faculty and staff with respect for their opinions and with behaviour reflective of Christian values.

GRADUATION

Graduation is for those students who have fulfilled all of their course requirements and who have paid all of their fees, rents or other financial obligations to the school. Participation in the graduation ceremony is required of all graduates. Exception requests must be submitted to the Academic Dean at least 60 days prior to graduation.

Graduation exercises will be held on the Saturday immediately following final exams in the Spring semester.

The Registrar and Academic Dean give overall leadership and provide general planning for graduation events.

SCHOOL ACTIVITIES

CHAPEL

Chapel services are conducted during specified times and days of the week. The purposes of chapel are to worship, to engage in Bible study, to be encouraged, and to receive instruction in the Christian ministry. Students are expected to attend all chapel services. Required chapel attendance for all enrolled students is as follows:

- Samuel program – 2 semesters
- BCMin – 2 semesters
- DCMin – 2 semesters
- BCS – 4 semesters
- DCS – 2 semesters

FELLOWSHIP

Friday mornings from 10 – 11 am is set aside for a time of fellowship in the fireside area. The school encourages students and their families to gather for the purpose of building community.

SPIRITUAL EMPHASIS WEEK

At the beginning of the academic year, a week of extended chapel time is set aside for spiritual renewal. This week sets the tone for the school year by allowing the school family the opportunity to make sure their heart, mind and life are in harmony with God's will. Various topics related to the Christian faith are covered. Everyone is expected to take part in Spiritual Emphasis Week.

JOURNEY GROUPS

Faculty members lead a Journey Group of students each year. These groups meet regularly during each semester. This is a time for faculty and students to build relationships and strengthen their walk with God. Students will be given the opportunity to join a Journey Group of their choice at the beginning of each semester.

Required Journey Group participation is as follows:

- Samuel program – Experiencing God Life Group I & II
- BCMin – 2 semesters
- DCMin – 2 semesters
- BCS – Experiencing God Life Group I & II plus 2 semesters
- DCS – Experiencing God Life Group I & II plus 2 semesters

CSBS&C AND THE LOCAL CHURCH

One of the expectations for every fully enrolled student is that each one will be actively involved in church life and ministry during their studies. This not only provides a context within which to appreciate what is learned in the classroom but also enriches students with experience that prepares them for future ministry. Faculty advisors will request an annual church involvement report from each student's pastor or church leader who will verify that he or she is indeed taking advantage of this "classroom-outside-the-classroom." Students must keep the church contact information updated in Sonisweb.

SEMINARY DAY

The first Sunday of Spring Break is Seminary Day, when selected college and seminary students travel to speak in participating churches across Canada. Seminary Day is a key element of training God-called men and women for twenty-first century leadership. It represents a valuable opportunity for on-site training under the watchful eye of current pastors.

The student's experience most often involves preaching the morning message, but alternately may involve working in various other roles and always includes sharing a report about the college and seminary. The weekend comes laden with insightful conversations from experienced pastors about church leadership and ministry life.

Travel costs are covered by the seminary's *Friends of Mike and Nancy McGough Seminary Day Fund*. Food, lodging, honorariums and local transportation are supplied by the hosting church. Students are encouraged to apply.

SPECIAL EVENTS

The Student Services Director will work with the students in planning and scheduling special events. Any event must be cleared through the school calendar and a building use request form must be completed.

If these events involve a change in the normal academic schedule of classes, special authorization should be secured well in advance from the Academic Dean.

STUDENT COUNCIL

The key role of the Student Council is to promote community life for students in the seminary family (whether resident or non-resident). In order to function to its maximum potential, this council operates as a team, with a chair person selected to ensure there is consistent progress. The Student Council is intended to serve the student body in three highly significant and unique capacities:

1. Represent students to administration.

While school is in session, the president, the Student Services Director, and a representative from the faculty will meet with the Student Council no less than once per month. The council will be strategic in helping to maintain good morale among the student body. It will also provide student representation in discussions related to policies and procedures that affect the members of the student body.

2. Provide an appropriate peer advocate.

Through highly visible promotion, the Student Council will be identified as a peer advocacy group. This would be the most appropriate group with whom a student can register concerns. This would also be the group most suited to represent administration, faculty, and staff to students.

3. Coordinate and execute strategic social events for students.

There are strategic times throughout the year when social functions need to be coordinated in order to minister to the general student body. Such functions include the BBQ to begin the school year and welcome new students, a Christmas event, and graduation. Also important is the coordination of Friday Fellowship hours, scheduled each Friday while classes are in session.

Other Issues: Because the Student Council has a significant role in seminary community life, it is advisable that the election of new members be held early in April, so that the new council can begin meeting during the summer in preparation for the commencement of fall classes. It would further be advisable that the council be comprised of junior and senior class members, rather than first year students.

Elections: The mode of election should be as follows: Each member of the student body has the right to nominate one person for inclusion on the Student Council. After all nominations are submitted, the current council will weigh the names and select a list of council members. That list of members will be voted on by the general student body by mid-April, and the new council will be introduced at the Awards Chapel during the final week of classes.

POLICIES AND PROCEDURES

CLASS ATTENDANCE POLICY

Students are expected to attend all meetings of all classes in which they are enrolled. Unless previously approved by the professor, a student absent for more than two class hours per credit hour for the course will not receive credit for the course. For instance, students may not miss more than two hours of class time for a one-credit-hour course; four hours for a two-credit-hour course, or six hours for a three-credit-hour course.

Additionally, students are expected to begin and end each class according to the established time schedule for that course. Students are required to arrange work and personal commitments so that they do not interfere with the normal class schedule. No allowance will be made for non-emergency late arrivals and early departures, particularly in relation to quizzes/exams and other scheduled class activities.

SEVERE WEATHER POLICY

In the event of extreme weather conditions that make either travel to the school or the conducting of classes unsafe or unreasonable, the following policy will apply:

When severe weather conditions occur or are predicted, a decision regarding class cancellations or delays will be made by the Academic Dean or other authorized person no later than 6:00 am of the day in question. Notification of class cancellations or delays will be via a pre-recorded message on the school phone system (extension 800) and posted on the school website. Closing notifications will be in place by 6:30 am. The absence of closing announcements through these media will indicate that the class schedule has not been altered and that all school services will be in operation, though possibly delayed or scaled down. **Due to a number of uncontrollable variables, the closure of schools or other institutions in the Calgary/Cochrane area will not necessarily determine the status of the school's operations.**

It is neither the intent nor desire of the school's administration to place students, faculty or staff at risk due to severe weather conditions. Recognizing that weather and driving conditions can vary significantly over the region, we encourage every person to make his or her own decision regarding the advisability of traveling in severe weather. We would rather one delay arriving for work or class or miss a day than be placed at an unusually high level of risk. In such circumstances, the reasonable and courteous action expected of students would be to notify the school by phone of their situation at their earliest convenience. In the case of such absences, student and employment policies regarding absences or late arrival will be in force.

USE OF ELECTRONICS IN THE CLASSROOM

Recording of an instructor's lectures or conversation without the express prior permission of the instructor is prohibited.

Use of a computer in the classroom is a privilege and not a right. Computers are to be used for classroom activities only. They are not to be used for internet surfing, emailing or other activities without the permission of the instructor.

COPYING AND COPYRIGHTS

Copying machines are available for personal copying on a charge basis. These machines are intended only for production of a limited number of copies. Individuals with a large amount of copying work should yield the use of the copying machine to those with short runs, as a matter of courtesy.

The school complies with all current copyright laws and regulations and expects students, staff and faculty to do the same. Copyright regulations are posted by all copiers and the full policy is printed in the library handbook.

When students are required to provide multiple printed copies of papers or other documents for all or part of the class as a requirement for an assignment, the student is responsible for the duplication and expense of those copies. A photocopier is available in the library for student's use.

ACADEMIC HONESTY POLICY

CSBS&C is committed to high academic standards and expects students to achieve these in a manner marked by integrity and honesty. The school expects all students to uphold this principle and considers any act of academic dishonesty such as plagiarism, impersonation or cheating as a serious offence that will be subject to disciplinary action.

CHEATING

Cheating is the purposeful and concealed use of unauthorized aids, assistance, materials or methods on examinations, assignments, reports or other work used to evaluate student performance. Examples include the following:

- Providing information to another student or obtaining it during an examination
- Use of unauthorized or concealed materials on an examination
- Obtaining by improper means examination papers, test or quizzes; use or distribution of such materials to others
- Copying from another student's work
- Allowing one's own work to be copied
- Submitting another person's work as your own
- Providing papers, essays, or take-home examinations for another person to submit as their own
- Submitting an assignment when a major portion has been previously submitted or is being submitted for another course without prior permission of all instructors involved

IMPERSONATION

Impersonating another student or allowing oneself to be impersonated for purposes of taking exams or carrying out other assignments will not be tolerated.

PLAGIARISM

Plagiarism is the act of presenting someone else's ideas, writing, work or other intellectual property as one's own.

To "plagiarize" is to submit someone else's work as your own. In submitting material for credit, all forms of plagiarism are prohibited. Copying another student's work, citing printed material without acknowledging the original source, and taking information off the internet without giving credit are considered plagiarism.

Examples include the following:

- Presentation of all or part of another person's work without properly quoting and citing the source within the text of the paper.
- Failing to cite the correct source of a quotation
- Not acknowledging images, designs, digital, audio and video files whether published, unpublished or posted electronically or on the web
- Substantially paraphrasing without acknowledging the source even though you have used your own words

All forms of plagiarism will not be tolerated and could result in a failing grade for the assignment. Plagiarism could also result in further academic disciplinary action, including dismissal from the school.

ACADEMIC DISCIPLINE

Penalties for academic dishonesty may include but are not limited to the following:

- Resubmission of the assignment or examination with grade penalty
- Failing grade in the assignment, examination or test
- Failing grade for the course
- Disciplinary probation for the remainder of the student's program of study. This will include a note in the student's file and a notation may or may not appear on the student's transcript indicating a breach of academic honesty has occurred.
- Suspension from the course or program of study for a period not less than one semester. While suspended, courses taken elsewhere are not eligible for transfer credit.
- Dismissal from the school

PROCESS OF ACADEMIC DISCIPLINE

If a student is deemed to have committed academic dishonesty, the student may be subject to academic discipline. The following outlines the process used in such cases:

1. The instructor will assess the severity of the alleged infraction and initiate a disciplinary process.
2. The instructor will meet with the student to discuss the alleged infraction and provide opportunity to the student for explanation or confession. At this point the instructor may choose to impose an academic penalty consisting of resubmission of the academic work, a written reprimand, or submission of a failing grade for the academic work.
3. If this is a first offence, the instructor is responsible for notifying the student of the offence and securing the student's acknowledgement that they have committed the offence.
4. If the outcome is not deemed satisfactory by the instructor, the instructor will refer the complaint with accompanying documented evidence to the Academic Dean who will submit the complaint to a Faculty Subcommittee on Academic Integrity.
5. The Committee will investigate the complaint and recommend a resolution. Any course failure, suspension or dismissal resulting from academic dishonesty will be the action of this committee.
6. A student may apply in writing to the Academic Dean to appeal the decision or to have a notation expunged from his/her academic record on the following grounds:
 - a. There is evidence available that was not considered in the decision.
 - b. There is evidence of prejudicial treatment in the decision.
 - c. The appropriate process, as outlined was not followed.

The full faculty has final jurisdiction in matters of academic dishonesty.
7. All cases of academic dishonesty will be reported to the Registrar and the Academic Dean.

CHRISTIAN CHARACTER AND BEHAVIOUR POLICY

Students attending Canadian Southern Baptist Seminary & College are expected to conduct themselves in such a way as to demonstrate genuine Christian conversion and a maturing Christian faith. Students should live in such a way as to bring honour to the Lord Jesus Christ and to reflect positively on the school. The Apostle Paul's instructions to the church at Corinth serve as an excellent goal for students, faculty, and staff alike. "Therefore, whether you eat or drink, or whatever you do, **do everything for God's glory.**" (1 Cor. 10:31)

Naturally, Christians from different cultures and various traditions have applied this scriptural principle in different ways. The following guidelines are ways in which the CSBS&C family seeks to implement this principle and live according to biblical teachings in a few specific areas.

OUTWARD APPEARANCES

Students are expected to dress in a way that reflects modesty and neatness. This is particularly important for female students attending class and living in close proximity to male students. Being considerate of each other reflects the values of Christ. This also includes proper attention to personal hygiene and grooming. Some in our community consider it inappropriate for men to wear a hat indoors and especially in a worship service. The CSBS&C environment includes housing, classrooms, offices, and places for recreation and worship. Keep in mind that apparel in some settings may not be appropriate in others. Maintaining an appropriate outward appearance shows respect for fellow classmates and instructors and also contributes to a positive learning environment.

QUESTIONABLE AND ILLEGAL SUBSTANCES

The CSBS&C campus is an alcohol-, tobacco-, and drug-free environment. The storage and consumption of the aforementioned is not permitted on school property. This is particularly important for our school, where safety is a high value and where there are so many little ones in our community. The Bible is also clear about prohibiting drunkenness and commanding self-control in all things. Substance abuse, even of legal drugs, can lead to life-destroying addictions. As an exercise in spiritual discipline and consideration for fellow Christians, students are expected to refrain from the use of alcoholic beverages, tobacco, and illegal drugs while they are enrolled at CSBS&C. Such a limitation of personal freedom maintains and preserves the unity and integrity of our community and sets a safeguard for the immature and under-aged among us. Remember that believers are God's sanctuary and His Spirit lives within us.

WHOLESOME SPEECH

Not only should students guard what goes into their mouths; they must also be vigilant about what comes out. The Bible has much to say about the use of our tongues. Profanity, vulgarity, gossip, racial or ethnic slurs, bullying, or harassment of any kind (including electronic communications) are just some of the ways that what we say can damage another. In contrast, the maturing believer must seek to communicate in such a way as to build up others rather than tear them down. Treat others with respect, care, and dignity, recognizing the value of every human being as created by God in His image.

SEXUALITY

How believers treat members of the opposite sex is extremely important, especially in a Christian co-ed educational environment. The Bible is clear about standards for sexual intimacy. This is reserved for a husband and wife within the exclusive context of a life-long marriage covenant. Single students are expected to keep themselves morally pure, and married students are expected to remain faithful to their spouses. Preparation for marriage as well as marriage strengthening can be valuable elements of students' experience at CSBS&C. Avoiding the temptations of any form of pornography—which is degrading, dehumanizing, and exploitive—is an essential safeguard that must be in place. Those who might struggle with this addiction are encouraged to seek godly counsel and help. Christians must be on guard against all types of visual temptations including inappropriate forms of entertainment whether on TV, movies, or the internet. Students are expected to make wise choices in the use of their leisure time.

DISCIPLINARY ACTION

If a student does not live up to the Biblical standards of Christian character and behaviour, it is appropriate for the school to speak into his or her life through godly counsel. Usually the student's faculty advisor would initiate this step. When such behaviour persists, or in cases of egregious incidents, the school reserves the right to take remedial action, which could result in suspending or expelling the student.

The decision to *suspend* or *expel* is in the hands of the Faculty under the leadership of the President. *Suspension* is for one semester, after which the student may receive approval to resume enrollment in courses. A student who is *expelled* may not resume his or her studies for a period of one year, and must apply for readmission to the school and resubmit personal references and a church endorsement (for degree programs in which this requirement applies). The school will not accept courses for transfer from another institution or grant a degree for a student who is under expulsion.

BUILDING USE

The student lounge and fitness room are available for your use between 7:30 am and 5:00 pm Monday through Friday. Access outside these hours is possible through the library during business hours.

Equipment in the exercise room is off-limits to children under the age of 14 years. Older children who may want to use this equipment must be supervised by an adult at all times. Please refer to the policy posted in the Fitness Room for more information.

Children are to be under parental supervision at all times throughout the building and grounds.

REFRESHMENTS

We recognize the desire of students to bring food and beverages into the classroom, especially during multiple-hour classes. As a general rule, professors will communicate whether that is appropriate in their classes. Please note that in every case food and beverages are not permitted in the classroom except in closed containers. Students are expected to be self-policing in this regard. They are responsible for immediately cleaning up spills and keeping the lunch room tidy.

Food is not permitted in the library. **Covered** beverage containers are permitted, but not at computer stations.

LIBRARY USE

All fully-enrolled students are issued a student i.d. card at registration. This card also serves as a library card and is required in order to check out materials from the library. Occasional students, who are not issued student i.d. cards, must see the library director to acquire a library card. For detailed information on all library policies, please see the Library Guide. Here are some highlights:

- To borrow visual material (videos/dvds) an annual fee is required.
- All students must set up a copy/printing account in the library with a minimum of \$5.00. Copies/prints are 10 cents each.
- There are designated computers in the library for student use for word processing, database searching, and internet/email use.
- Spouses may acquire a library membership card free of charge.
- The library has an extensive Fiction section and small Children's Books collection that families are welcome to borrow. However, please be aware that we are not able to accommodate children in the library for an extended period of time.
- Covered beverage containers ONLY are allowed in the library. Students can eat in the student lounge area in the academic building.

GRIEVANCE POLICY

If a student feels that he or she is being treated unfairly in a class, whether in the matter of a grade received or for some other matter, the student should follow the normal grievance procedure:

1. The student should first talk directly with the professor of the course involved.
2. If no resolution is made, the student should take the matter to his or her faculty advisor.
3. If still no resolution is attained, the student may then take the matter up with the Academic Dean. Completion of a complaint form will be required at this point.
4. As a last resort, the student may petition the full faculty to consider the grievance. Faculty has final jurisdiction in matters of student grievance.

In matters concerning the appeal of a grade, students may only appeal the final grade for a course (not grades on individual assignments). The student bears the full burden of proof for demonstrating that a grade should be changed. The appeal along with all documentation must be submitted in writing to the Academic Dean within 6 weeks of the end of the semester in which the grade was received.

For items pertaining to the accreditation of the institution, students have a right to register their complaint directly with ABHE, 5575 S. Semoran Blvd., Suite 26, Orlando, FL 32822-1781.

SEXUAL HARASSMENT POLICY

The school is committed to providing a professional work and study environment that fosters respect and dignity for each person, one characterized by the high Christian ideals given in the New Testament. Our intent is to meet both the biblical and legal mandates in our work and study environment policy. In keeping with that goal, neither sexual harassment, misconduct, nor false accusation will be tolerated.

All employees have a right to a workplace free from sexual harassment. All students have the right to study free from sexual harassment. Sexual harassment is unprofessional, unchristian and disrespectful. It is illegal and contrary to every human rights statute in Canada. Most of all, it is immoral and contrary to the biblical instruction given by God.

This sexual harassment policy encourages the reporting of any incident of sexual harassment experienced by any individual as a result of their association with the school. In return, the school is committed to taking all reasonable measures to prevent such incidents and to deal promptly and fairly with any report of sexual harassment in a confidential and discreet manner. Where an allegation of sexual harassment is substantiated, the perpetrator will be sanctioned in accordance with this policy regardless of his or her status with the school. See Appendix A for full policy.

APPENDIX A

SEXUAL HARASSMENT POLICY

The Canadian Southern Baptist Seminary & College (CSBS&C) is committed to providing a professional work and study environment that fosters respect and dignity for each person, one characterized by the high Christian ideals given in the New Testament. Our intent is to meet both the biblical and legal mandates in our work and study environment policy. In keeping with that goal, neither sexual harassment, misconduct, nor false accusation will be tolerated.

All employees have a right to a workplace free from sexual harassment. All students have the right to study free from sexual harassment experienced by any individual as a result of their association with the school. In return, the school is committed to taking all reasonable measures to prevent such incidents and to deal promptly and fairly with any report of sexual harassment in a confidential and discreet manner. Where an allegation of sexual harassment is substantiated, the perpetrator will be sanctioned in accordance with this policy regardless of his or her status with the school.

DEFINING SEXUAL HARASSMENT

What is Sexual Harassment?

Sexual harassment is any unwanted sexual advance, request for sexual favour, or other verbal or physical conduct of a sexual nature, or which is demeaning to a person because of their gender, when submission to or acceptance of that conduct is made explicitly or implicitly a condition of a person's employment, the basis for employment decisions affecting that person, when the conduct creates an intimidating, hostile or offensive work environment or when a student experiences unwanted sexual advances by someone from a place of authority, such as a professor or administrator.

Examples of sexually harassing behaviour include, but are not limited to:

- Demands for sexual favour in exchange for employment advantages, promises of employment advantages, the threat of withdrawal of those advantages; or the granting of grades or academic privileges;
- Displays of sexually suggestive posters, graffiti, or objects;
- Unwanted comments about a person's sexuality, or sexual conduct;
- Unwanted flirtation, sexual propositions, or advances;
- Unwanted touching, pinching, or fondling;
- Sexist jokes, anecdotes, or comments that are insulting, demeaning, or derogatory toward a person because of gender, even when not of an overtly sexual nature (which are either obviously offensive or continue after the speaker is informed that those comments have caused offence).

Where Does the Policy Apply?

The prohibition against sexual harassment includes conduct on campus, in offices, as well as at other locations where school work is conducted. Sexual harassment through indirect methods of communication, such as telephone calls, electronic communication, or in writing, is also covered by this policy.

Who Does the Policy Cover?

This policy prohibits any work-related act of sexual harassment by anyone serving under the auspices of the school, including, but not limited to, any employee, full-time, part-time, and volunteer staff; full-time adjunct and visiting faculty, or any officer or trustee of CSBS&C [hereafter, "CSBS&C workers"]. We regard our co-workers as dwellings of the Holy Spirit and seek to develop mutual respect for each other as brothers and sisters in Christ. Sexual harassment is contradictory to the desire to "walk by the Spirit" (Galatians 5:16-21) and is damaging to both the victim and the offender. This policy applies to all sexual harassment, including that by men toward women, by women toward men, between men, and between women. Any person who has been sexually harassed by anyone covered by this policy may initiate a complaint under this policy. The school recognizes that CSBS&C workers may be sexually harassed in the course of their work by persons outside the reach of this policy. The school will seek to provide whatever support and assistance to the complainant that is required in the circumstances.

Consensual Relationships

Fraternization or consensual social relationships are not examples of sexual harassment so long as the relationship remains consensual on the part of both parties. We, as Canadian National Baptists, interpret the Bible to teach that sexual intimacy is a gift from God which is expressed appropriately only within the bounds of marriage. Sexual relationships outside of marriage are considered the sins of adultery or fornication, and constitute sexual misconduct.

Retaliation

"Retaliation" includes, but is not limited to, threatened or actual action to a person's job, title, or salary.

Any act of retaliation against a person using this policy to report an allegation of sexual harassment, or against a person who is assisting in an investigation of an incident of sexual harassment under this policy, will be viewed as an act of sexual harassment in and of itself.

It is necessary to the effectiveness of the policy that people feel encouraged to report and assist in any investigation of a charge of sexual harassment. Retaliation is seen as an attempt to undermine the expressed purposes of this policy. Proven charges of retaliation will attract the same range of sanctions as proven charges of sexual harassment.

RESPONSIBILITIES

Responsibilities of the School

It is the President's responsibility to publicize this policy and to ensure that all CSBS&C workers and students are educated about this sexual harassment policy. It is the responsibility of all persons to take all reasonable steps to provide a working environment that is free from sexual harassment.

The President will educate the administrators and faculty advisors of the provisions of this policy. These shall be available, along with the President, to serve as Advisors.

If the complainant is a student, he/she may approach his/her faculty advisor. If the student is not comfortable in approaching his/her faculty advisor, he/she may approach another faculty advisor with whom the student feels more comfortable. A student may also approach the Academic Dean.

If the complainant is a staff person, the complainant will approach his/her immediate supervisor. If the complainant does not feel comfortable with his/her immediate supervisor, he/she may approach the Services Director or the President and, if these are not acceptable, the Board of Trustees. If the complainant is a faculty member, he/she may first approach the Academic Dean. If the complainant is not comfortable with the Dean, he/she may approach the President and, ultimately, the Trustees Board.

Advisors are charged with receiving complainants; informing complainants of the various forms for complaints and the option of having legal counsel; communicating with alleged harassers; recording the complaint, the investigation, and the outcome; as well as serving as liaison to the President, the other Advisors, and to the Trustees Board, if necessary.

The President and the Advisors will make every effort to ensure confidentiality and discretion of the greatest extent possible and will maintain a record of all reports of sexual harassment, the procedure taken to deal with each report, and the sanction, if any, imposed. These records will be secured in the care of the President. Any access will be deemed necessary, recorded, and by two or more Advisors. The President, and/or the Advisor involved, will impose an appropriate sanction for every substantiated charge of sexual harassment regardless of the status of the offender in the school. Recognizing the inherent problem that would exist in sanctioning the President, members of the Trustee Board, or elected officers of the school, the Trustee Board would meet in any such case and develop an appropriate sanction.

Retaliation against persons who have been sexually harassed will not be permitted. Finally, complainants will be promptly notified of the resolution of the complaint.

Responsibilities of CSBS&C Workers

The school encourages all persons to report any sexual harassment of which they are aware to the Advisor of their choice. The school reiterates its commitment to deal with such information confidentially to the greatest extent possible. Persons who are covered under this policy are responsible for keeping their own behaviour free from sexual harassment as it is defined in this policy and understood from the moral guidelines

contained in the Bible. Complaints of sexual harassment which, following investigation, are determined to be frivolous or false, will be treated as defamation of character, slander, and gossip, and subject to legal action.

PROCEDURE

Complaints

The school recognizes the difficulty a complainant faces in coming forward with the information required to launch a formal complaint and accepts the responsibility to ensure the following:

- The complainant's confidence is kept to as great an extent as possible;
- The complainant is kept informed of the progress and resolution of the complaint;
- The complainant's input into the processing of the complaint is sought to the extent practical in the circumstances.

Informal Resolution

On occasion, sexual harassment can be dealt with directly and informally by the complainant confronting the harasser with a clear message that the attention or action at issue is unwanted. However, it is recognized that there may be situations that make a confrontation awkward or impossible. Therefore, although informal resolution is encouraged, one who has been sexually harassed is not required to confront the alleged perpetrator as a prerequisite to making a sexual harassment complaint under this policy.

Reporting of Complaints

Complainants are urged to report any sexual harassment promptly after it occurs. However, delays in reporting will not automatically preclude the taking of action in a given situation.

Role of Advisor

Complaints may be made to an Advisor or to a worker's direct supervisor. Any person to whom a complaint is made must handle complaints in a sensitive, discreet, and confidential manner. Supervisors may not have had the training that Advisors have been given regarding this policy, but, if contacted, will attempt to resolve the complaint informally. Supervisors are urged to consult with an Advisor. If an informal resolution is accomplished, the supervisor will reduce to writing a confidential report to be filed with the President. If an informal resolution is impossible, the supervisor should similarly reduce to writing a report and refer the complainant to an Advisor of the complainant's choice. The report should be transmitted to the Advisor chosen. The Advisor will instruct the complainant that the President will be informed of all allegations of sexual harassment. After discussing the matter with the complainant, the Advisor will give a written opinion to the president on whether the facts as recited constitute sexual harassment. Whatever the opinion, the complainant may still pursue a formal complaint pursuant to this policy. Where the facts do suggest sexual harassment but the complainant does not wish to pursue the matter, the Advisor may do so without the connection of the complainant. If the complainant wishes to make a formal complaint, the Advisor will ask the complainant to reduce the allegations to writing and sign the complaint.

All formal complaints received by the Advisors will be promptly and thoroughly investigated. The Advisors will forward to the President for filing, a record of all formal complaints, the investigation conducted, and the resolution. Advisors will inform complainants and alleged harassers of their right to legal counsel, as well as the right to withdraw from participating at any point and their options of handling the complaint through the courts or through provincial human rights bodies.

Complainants should keep their own detailed record of all incidents of harassment, but should be aware that if a civil action is initiated, any written records may be compellable as evidence in that proceeding.

Steps in the Investigation Process

Once a formal complaint is made, the school is committed to pursuing a complete investigation of the charge. A complainant will be kept informed at all stages of the investigation and resolution. Necessary steps in conducting an investigation are: confirm names and status within the school; confirm as many details of the alleged harassment as possible, including the frequency and type of alleged harassment, and the dates and locations of the incident(s); determine if there were witnesses, and how the complainant responded at the time(s) of the alleged harassment; determine who was told about the alleged harassment, their response, and whether anyone else is known to have reported similar behaviour by the same person(s); study the professional relationship and any power imbalance between the alleged harasser and the complainant; and when first speaking to the alleged harasser, remind that person of the policy against retaliation.

Resolution

Both the complainant and the alleged harasser will be informed in writing of the findings and intended actions as soon as the investigation is concluded.

Sanctions

Where the investigation leads to the conclusion that sexual harassment has occurred, the school will act promptly and fairly in imposing an appropriate sanction as determined by the President and/or the Trustee Board. The sanctions available range from a reprimand and written report to that person's file to discharge from employment or from service at the school. Seniority or status with the school will not affect the decision as to the appropriate sanction in the circumstances.

Appeals

Where either the complainant or the alleged harasser is dissatisfied with the outcome of the school's investigations, a right of appeal lies with the Trustees Board. That appeal should be made within 45 days of the date of the written resolution. The appeal must be in writing and should indicate the grounds on which the investigation or resolution is felt to be inadequate or inappropriate.

CONCLUSION

There is no place for sexual harassment in a workplace that strives for equality and respect for one another as brothers and sisters in Christ. We have adopted that goal at Canadian Southern Baptist Seminary & College, and we will do our utmost to ensure that we achieve it.

APPENDIX B

REQUIRED ARTIFACTS FOR E-PORTFOLIOS (*COURSES*)

BACHELOR OF CHRISTIAN MINISTRY:

- Initial Writing Sample (Orientation)
- Spiritual Formation Covenant
- Faculty Advising Initial Interview Form
- Faculty Advising Mid-Program Review Form
- Faculty Advising Final Review Form
- Writing sample #2 (*English 102*)
- Bible Study (*Old Testament Survey* and/or *New Testament Survey*)
- Bible Interpretation Assignment (*Bible Interpretation*)
- Gospel Presentation Outline/Summary and Rubric (*Living & Sharing the Gospel*)
- Theological Reflection Paper (*Capstone Ministry II*)

BACHELOR OF CHRISTIAN STUDIES

- Initial Writing Sample (Orientation)
- Spiritual Formation Covenant
- Faculty Advising Initial Interview Form
- Faculty Advising Mid-Program Review Form
- Faculty Advising Final Review Form
- Writing sample #2 (*English 102*)
- Bible Study (*Old Testament Survey* and/or *New Testament Survey*)
- Christian Worldview Reflection Paper (*Christian Worldview*)
- Christian Service Reflection Papers (*Christian Service I & II*)

APPENDIX C

E-PORTFOLIO INSTRUCTIONS

CSBS ePortfolio System

Each student will receive a user name and password to be used for gaining entry to the ePortfolio system.

The url for the system is <https://efolio.csbs.ca:2001/>

Login to the System

Once you reach the entry page of the site, the login area is on the right side of the page. Type in your username and password and click the login button.

The first time you login you will be asked to change your password. After you change the password, you will be directed to main page of the site. Every time you login after the first time, you will be directed to the main page.

ePortfolio Main Page

On the Main page, you will see four tabs: Dashboard, Content, Portfolio, and Groups.

Dashboard - This is the Main page where you are directed after you login.

Content - This is where you supply the content for the eportfolio

Profile - Input information about yourself

Profile Picture - You may upload up to **five** profile pictures here and choose one to be displayed as your default picture at any one time

Files - Upload your images, documents or other files for inclusion in pages. This is where you will upload required documents.

Journal - You can keep a journal here. It is not required.

Résumé - The résumé area allows you to build an online résumé (also called Curriculum Vitae [CV]). You will setup the résumé in another area.

Plans - You can build learning plans. Not required.

Notes - These are the html notes you have created inside text box blocks on your pages. Pages are built in another area.

Portfolio - This is where you can build and manipulate pages

Pages - You can build and/or edit pages.

Collections - A collection is a set of pages that are linked to one another and have the same access permissions

Shared by Me - Pages shared with others by the user.

Shared by Others - Pages shared by others with the user.

Export - This tool exports all of your portfolio information and pages.

Import - Here you can import your portfolio content from another site if you have the Leap2A file. (Not Used)

Groups - This is where you can form groups

My Groups - List of groups you own or of which you are part.

Find Groups - Area where you can search for groups

My Friends - List of user's friends

Find Friends - Area where you can search for friends

Institution membership - If you are a member of any institutions, they will be listed here. You may also request membership of institutions and accept or decline pending membership invitations.

Topics - Recently updated topics in your groups.

Instructions

Further instructions for using the ePortfolio system can be found on SeminaryLink.com.