



*Heritage*  
THEOLOGICAL  
SEMINARY

---

# Student Handbook

---

Revised March 2021

Welcome to a new term at Heritage!

We want you to be well informed about all the opportunities you have and the procedures to follow so that your experience this year will be the best possible.

Please take some time to read this handbook and become familiar with school policies.

If you have any questions about the material, you find here please visit Student Services or the Registrar's office.

God bless you in the year ahead,  
Heritage Student Services  
Department

---

## Contents

A.	NAMES TO KNOW AND WHERE TO GO .....	3
B.	COMMUNITY LIVING: LIFESTYLE & COVENANT .....	5
C.	ACADEMIC POLICIES .....	12
D.	STUDENT LIFE AND ACTIVITIES.....	18
E.	SUPPORT SERVICES .....	19
F.	OTHER MATTERS .....	24
G.	STUDENT GOVERNMENT .....	25
H.	APPENDIXES.....	35

## **A. NAMES TO KNOW AND WHERE TO GO**

### **Senior Administration**

*The names listed below form the senior administration of Heritage. It is at this level that overall guidance is given to planning and budgeting under the authority of the President who reports to the Board of Directors.*

#### **President's Cabinet:**

Dr. Rick Reed – President  
Chuck Schoenmaker – Vice President of Student Life and Enrolment  
Dr. Stephen Yuille – Vice President of Academics, Academic Dean – College

#### **Administrative Council:**

*\*Members of the President's Cabinet are also members of the Administrative Cabinet. \**

Theresa Beach – Registrar  
Dr. Barry Howson – Academic Dean – Seminary  
David Kiff – Director of Finance  
DJ Mudde – Dean of Student Services  
Dan Schell – Marketing and Graphic Design Manager  
Russ Shouldice – Information and Technology Manager  
Godfrey Thorogood – Director of Ministry Partners

---

### **Academics**

*Listed below are those people who work full time or significant hours at Heritage and who are involved in Seminary academic programs. We also have a number of adjunct professors who teach occasional courses.*

Dr. Stephen Yuille – Vice President of Academics, Academic Dean – College  
Dr. Barry Howson – Academic Dean – Seminary  
Chuck Schoenmaker – Vice President of Student Life and Enrolment  
Theresa Beach – Registrar  
Karyn Mowbray – Assistant to the Registrar – Seminary  
Lucille Baxter – Seminary Administrative Assistant

#### **Core Faculty**

Dr. Ian Vaillancourt – Professor of Old Testament & Hebrew  
Dr. Barry Howson – Professor of Theological Studies  
Dr. Wayne Baxter – Professor of New Testament & Greek  
Franklin Vander Meulen – Director of Intercultural Studies  
Dr. Rick Reed – Professor of Homiletics  
Dr. David Barker – Professor of Biblical Studies

#### **Part-Time Core Faculty**

Dr. Michael Haykin – Professor of Church History  
Dr. David Robinson – Graduate Certificate in Biblical Counselling

#### **Professor Emeritus**

Dr. Stan Fowler

#### **Program Directors**

Dr. Linda Reed – Heritage Centre for Women in Ministry/Graduate Certificate for Women in Ministry  
Dr. Bob Parks – Graduate Certificate in Biblical Preaching  
Dr. David Robinson – Graduate Certificate in Biblical Counselling

#### **Internships**

Godfrey Thorogood – Director of Ministry Partners and Internships  
Natalie Price – Administrative Assistant to the Director of Internships

### Library

Heather O’Krafka – Library Technician

### Chapels

Bob Parks – Seminary Chaplain

---

### **Corporate Services**

David Kiff – Director of Finance

Kirsha MacLeod-Fitzgerald – Office Assistant & Financial Advisor

Carolyn Burgess – Receptionist & Database Manager

Ariel Mudde/Cassie Talabis – Bookstore Manager

### Information Technology

Russ Shouldice – Information and Technology Manager

Matt Collins – Media and IT Assistant

### Maintenance and Cleaning Services

*These are contract services scheduled through Mr. Mark Ducommun in the Main Office.*

### President’s Office

Dr. Rick Reed – President

Deanne Antoine – Executive Assistant

Robin Antoine – Office of the President

Marina Coldwell – Volunteer – Prayer and Alumni Support

### Institutional Advancement

Chuck Schoenmaker – Vice President of Student Life and Enrolment

Emily Iles/Hannah Popma – Admissions and Marketing Coordinator

Dan Schell – Marketing and Graphic Design Manager

Jeff Swan – Seminary Admissions Counsellor

Karyn Mowbray – Seminary Admissions

### Room Reservations and Booking

Sandi Brubacher – Academic (“A”) Building

Ariel Mudde/Cassie Talabis – Heritage Community Centre (HCC)

### Cafeteria

Lily Ruth Catering – Cafeteria Service

---

### **Student Life:**

#### Student Services

Chuck Schoenmaker – Vice President of Student Life and Enrolment

DJ Mudde – Dean of Student Services

Ariel Mudde/ Cassie Talabis – Administrative Assistant – Student Services and Bookstore Manager

Dane & Katie Allen – Residence Directors

Dan & Heather-Lynn Schell – Residence Support Staff

*For Counselling Services, please contact Administrative Assistant.*

#### Student Activities and Government

See separate section following Student Handbook pages.

## **B. COMMUNITY LIVING: LIFESTYLE & COVENANT**

### **I. THE COVENANT & APPLICATION**

#### **i. The Idea Behind the Covenant**

By coming to Heritage, you have chosen to enter a new community. In addition, this is a place where the idea of community is taken seriously. Why? It's because God has spoken in His Word about the kind of relationships, we should have with each other. The Bible speaks of caring for each other, seeking the good of the other person before our own, giving up our rights, serving each other and growing together in Christ. This certainly isn't always easy. Heritage is committed to creating an atmosphere where such learning can take place. Learning here isn't just academic. It also happens in our spiritual, social, and emotional lives.

Our culture says that the rights of the individual stand supreme. The community of God rejoices in the individual but serves and worships as a body of believers. Sometimes the "rules" (covenant, residence policies, student constitution, and academic regulations) will pinch more than a bit. Pray about these. If you still feel strongly about an issue or a policy then come and talk it over. Let's grow together.

**What is maturity?** It's not just age or experience. It comes with reflection and has an attitude that is not centered on self. As the Apostle Paul said, "But one thing I do: Forgetting what is behind and straining toward what is ahead, I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus. All of us who are mature should take such a view" (Philippians 3:13-15). There are rules on campus. An immature person may need the rules to help guide his or her growth. The mature individual may not need the rules but, because of his or her maturity, will work within the rules in order to help others and to be appropriately obedient to authority. That's also scriptural.

**Community Standards:** The seminary has developed a set of lifestyle expectations for all students. Different seminaries have different expectations. Those we uphold are those seen as valuable by numerous Christian communities and by many of the churches to which our students belong.

#### **ii. The Heritage Community Covenant on Lifestyle and Conduct**

Heritage has prepared the following statement so that students may have guidance and training in the scriptural principles that are to shape the life of the Christian and so that we may live lives of integrity within the context of a vital community. The initial statement is followed by a personal covenant by which each individual pledges before God and this community his or her decision to lead a life dedicated to God as exemplified by the specifics of the three core commitments.

Each individual who chooses to attend Heritage does so with the understanding that this covenant will apply during each semester in which he or she is enrolled in studies here. In addition, each person is asked to consider how the guidelines and statutes of this covenant might apply throughout one's entire life.

In many cases, aspects of the commitments listed below overlap. Each of the three headings attempts to capture some part of what it means to be a Christian in the Heritage community and together they reinforce our understanding of how to integrate our faith with our lives. Issues not dealt with below, but which are matters of community, academic, or lifestyle concern, are contained within the student handbook, the Academic Calendar, or issued statements of policy and practice. The covenant, and any guidelines which interpret it, is your commitment to the values and purposes of the institution and the community. If at any time you find yourself in disagreement with those values, then you are also charged to seek resolution of your concerns or a new place of study more in keeping with your beliefs.

**I have chosen to enroll at Heritage Seminary, and I covenant to affirm and practice the following statement and commitments:**

#### ***Community Statement on Lifestyle and Conduct***

*We believe that the Bible is to be our authority in matters of faith and practice and that we can interpret it in a manner which supplies specific guidance for our lives. We believe that the Bible clearly states that there are standards of ultimate truth and morality that are to guide our conduct. Moreover, we further believe that in*

*matters not clearly defined, we are to submit our actions and attitudes to general biblical principles interpreted in light of both personal conscience and community responsibility.*

*We believe that a student is called of God. We further hold that, as a student, one must make specific commitments to the academic and community life of the institution to which she or he is called. We list these personal commitments below.*

### **1. A Commitment to Discipleship**

*I believe that each person who claims the name “Christian” is called to become a disciple of Christ. This means a commitment to continual learning and growing in knowledge and faith. It calls me to maintain an attitude of humility and teachability.*

*I agree to a:*

- Commitment to local church worship and participation
- Commitment to participation in official community times of worship (chapels) as defined and structured by Heritage when on campus
- Commitment to spiritual growth including the disciplines of personal prayer and the reading of Scripture within my life
- Commitment to honest effort in the pursuit of academic studies
- Commitment to developing a good witness with my friends, my family, my neighbors, and to the larger secular world
- Commitment to seeing the biblical principles of justice and mercy applied to our world in a practical manner
- Commitment to care for my physical body
- Commitment to submit to appropriate authority.

### **2. A Commitment to Integrity**

*I believe that the life of a disciple of Christ is to be marked by a unity of knowledge, belief, and action, and that an education that is truly Christian has implications for every aspect of my life. And so I make a:*

- Commitment to careful stewardship of my time and my resources
- Commitment to academic honesty
- Commitment to discernment in my choices of entertainment and to the application of biblical values to my leisure time activities
- Commitment to discernment in employment and to the selection of employment in which God may be honoured
- Commitment to the laws which govern us, unless such laws conflict with my personal conscience. In such a case I'll be ready to openly acknowledge any non-adherence to the law and I will be fully prepared to accept the consequences of my stand.
- Commitment to the training and exercise of my personal conscience.
- Commitment to maintain the biblical design for purity in matters of human sexuality

### **3. A Commitment to Community**

*I believe that I am part of a gathered community of Christians and that I am to uphold standards of right relationship, mutual support, and mutual teaching, as a part of this “body of Christ.” I hold that the believer is to think first of the needs of others and of responsibilities to the community before claiming personal rights. I believe that community is built upon a commitment to others and upon an openness to hear and consider the ideas and practices of others in light of the truth of Christ and upon submission to biblical instructions. I agree to a:*

- Commitment to join in appropriate community activities as possible, both formal and informal, which will enhance my relationships with my “sisters and brothers” in Christ
- Commitment to giving and receiving appropriate spiritual guidance and correction and to accepting and upholding the institution's official disciplinary and restorative procedures
- Commitment to upholding the lifestyle guidelines contained in the student handbook

- Commitment to personal speech and action which upholds the dignity of persons, including issues related to race, gender, theological or philosophical persuasion, and physical or psychological characteristics
- Commitment to the development and maintenance of right attitudes and to the personal development of those qualities that are biblically termed the “fruits of the spirit”– love, joy, peace, patience, kindness, goodness, faithfulness, humility, self-control.

*By signing this covenant, I am signifying my intent to join the Christian community at Heritage. I am covenanting before God to serve and live both according to the terms of this agreement and to those of the institution’s academic policies, community and residence life policies, and general administrative guidelines.*

## **II. APPLICATION OF THE COMMUNITY COVENANT TO STUDENTS**

### **i. General:**

The following guidelines are provided to give you guidance in applying some specific implications of the covenant to your life. The signed covenant affirms your commitment to the spiritual values of discipleship, integrity, and community. These values must be reflected in specific standards of behaviour which are grounded in the Bible. In some cases, the Bible itself sets the specifics. In other cases, it presents principles which must be interpreted before guidelines may be established. While it is recognized that not every student may have personal convictions which are completely in agreement with the following standards, all students are responsible to uphold them, to practice them, and to maintain the integrity of the commitments which they have made.

1. The following practices are recognized as sinful in scripture and are not to form part of a Christian lifestyle. We seek to help students who face all kinds of temptations and encourage them to follow Christ’s example.
  - Sexual sins including: pre-marital sex, adultery, homosexual, bisexual, or transsexual behaviour, and the viewing of pornography. Common law partnerships are not deemed to be marriages. (Romans 1:26-27; 1 Corinthians 6:12-20; 1 Thessalonians 4:3-8) [Please see the college brochure entitled “Sexuality and Relationships.”]
  - Issues of gender identity: The act of altering one’s birth-gender identity through medical transition or transgender expression is prohibited. This commitment to gender identity also applies to, but is not limited to, the use of bathrooms, locker rooms, student housing, and participation in gender-specific school groups, clubs, and organizations. (Genesis 1:26-28)
  - All forms of dishonesty and deceit including: lying, stealing, cheating and plagiarism (Ephesians 4:25; Colossians 3:9; 1 Timothy 1: 9-10)
  - Involvement in occult practices including: witchcraft, divination (such as the use of Ouija boards) and astrology (Leviticus 19:26; Deuteronomy 18:9-12; Acts 16:16-18)
  - Participation in activities which deny the sanctity of human life: abortion, suicide and assisted suicide, violent behaviour and the glorification of violence (Exodus 20:13; Psalm 139:13-16; 1 Timothy 3:3; 1Peter 2:23)
  - Sins of speech: profanity, swearing, gossip, harassment, and verbal attack (Romans 12:9-21; Ephesians 4:29-30; James 3:1-12)
  - Breaking the law (Romans 13:1)
2. The following practices, while often considered to be matters of personal conscience, are also matters which affect the spiritual health and well-being of others in the community. In accord with the principles of Romans 14 and 1 Corinthians 8, the following practices are not to form part of the lifestyle of a Heritage student during the course of a semester in which one is enrolled. The Student Services Department is available for consultation on any of these issues and welcomes discussion:
  - All forms of substance abuse.

- Students are not allowed to use, purchase, share, or possess any illegal drugs on or off campus. Students are also prohibited from recreational drug use (including cannabis), misusing legally prescribed medications, or using synthetic street drugs.
- Students with substance addictions wishing to enroll must be in consultation with the Dean of Student Life before their registrations are valid. Normally Heritage will seek to enroll or ensure that an individual is receiving treatment or counseling for addictions. This includes smoking cigarettes.
- Heritage is designated a “smoke-free” campus and students are advised to inform guests of this fact. The term “smoke-free” means the following are prohibited on campus: cigars, cigarettes, pipes, hookahs (water pipes), electronic smoking devices.
- Gambling
- Co-ed living arrangements or temporary sleeping arrangements for unmarried students
- Participation in social dancing in an unhealthy atmosphere (for example: in a club setting in which alcohol is consumed and/or the selection of music or style of dance promotes non-Christian values)
- On Campus: In order to maintain a campus atmosphere, which reflects the principle of respect for conscience, Heritage does not authorize dances on campus
- Immodest dress or behaviour (including intimate or overly obvious public displays of affection) or the wearing of clothing or personal adornments which may be deemed inappropriate or offensive. (See next section for application to this campus.)
- Viewing, for entertainment purposes, productions or materials which diminish one’s moral sensibilities or which promote ungodly behaviours or attitudes (See brochure “Arts & Entertainment Standards”)

### **III. SPECIAL STATEMENT ON RESPECT FOR PEOPLE AND PROPERTY:**

As a loving community of Christians, Heritage expects that all students will demonstrate the highest standard of respect for people and property. Scripture is full of exhortations to look out for the welfare of others and to build up each other, to be good protectors and wise stewards of that which God has given to us and to be honest and keep our word. Heritage is committed to foster respectful interpersonal relationships regardless of gender, race or age.

#### **i. Care of Heritage Campus**

It is our goal to do our best to maintain the campus at Heritage. It is our desire to provide a healthy and clean campus. We ask you to take special care in using garbage receptacles and cleaning up after activities. Also, please walk on the designated paths on the campus. Thank you for partnering with us in keeping our campus clean and attractive.

#### **ii. Unacceptable Behaviours:**

The following are examples of behaviours that are not acceptable in the Heritage community. When a student willfully engages in these, they may be cause for disciplinary action. When appropriate, these may be reported to civil authorities for legal action:

- **Dishonesty:** Heritage regards both lying and misrepresentation as unacceptable behaviours
- **Injurious or Offensive Action:** Physical assault; infliction of psychological injury; the spreading of malicious rumours; prejudicial treatment based on gender, race, age, physical challenge, or national origin; profane or obscene language which may give offence are unacceptable
- **Harassment or Intimidation:** This may range from verbal abuse through to any forced sexual involvement or activity. Any actions or communicated attitudes that create inappropriate fear in another, or which coerce another to act in a manner not freely chosen, are unacceptable. (See Brochures on Harassment and/or Sexuality)
- **Excessive Disruptive Behaviour:** While upholding the need for academic freedom and freedom of speech, acts by individuals or groups which substantially interfere with the rights of others or

interfere with the normal activities of Heritage are unacceptable. Civility should be exercised at all times

- **Stealing or Destruction of Property:** Theft of or damage to the property of another person or of Heritage is unacceptable
- **Purposeful Violation of Institutional Policies:** Purposeful violations include refusal to comply with contractual arrangements with seminary offices or services and unwillingness to abide by established policies in Heritage housing for students living in residence

#### Notes

1. *Heritage will seek to uphold the principles of freedom and conscience described above by designing activities which meet the intent of the standards. All activities on the campus are subject to these guidelines. For example, we will neither hold nor authorize lotteries or dances on campus by any group. Students seeking further guidance on these issues are advised to consult with the Dean of Student Services.*
2. *Deviation from the standards above will provide cause for intervention of staff or the expressed concern and admonishment of fellow students. In all cases, willful or purposeful disregard for these standards will lead to the stated processes of guidance and discipline.*

#### iii. Restricted Activities

- Due to Insurance regulations, we are not permitted to allow skateboarding on campus.

#### iv. Restricted Goods

In addition to illegal substances, the following items are not permitted on the Heritage campus:

- Explosives (including fireworks), firearms, other items that may be deemed weapons.
- Paintball guns, air soft guns, etc. (Anything you question must be approved by the Dean of Student Services)

### IV. DRESS AND APPEARANCE

The philosophy of dress and appearance and its practice at Heritage College & Seminary reflects equal expectations for both men and women. Modesty and community acceptable dress are both matters for each gender to work through and commit to in relationship to the Heritage community and the manner in which each person represents the college and seminary.

#### i. Philosophy:

Heritage believes that its students should exercise cleanliness, appropriateness, and modesty in the selection of their attire and personal appearance. Modesty is indicative of dress and appearance that does not draw undue attention to oneself in the context of the local community. At Heritage, standards of appearance are informed not only by individual choice or general societal standards but also by a concern for the impressions given to important others - friends, faculty and staff, home churches, and the supporters of the institution. Appropriateness is maintained through an understanding that different contexts warrant different dress and appearance, and by practicing accordingly. We all need to recognize that our dress and appearance sends out messages to those who view us and that the message we mean to send is not necessarily the one being received.

#### ii. Practice:

While using the above philosophy to guide dress and appearance, we also require students to dress according to the following guidelines:

- Heritage students dress in a fashion that is not offensive or overly casual in classroom or formal settings. Articles of clothing such as short shorts, varieties of sweatpants and tank tops (overlarge, too small, or displaying the body), pajamas or halter-tops or crop-tops, visible underwear, spaghetti straps, or t-shirts with inappropriate messages/logos, and other similar attire, are not acceptable in public situations.
- Men are to leave their shirts on when outside the residences except they may choose to remove their shirt in the workout room if women are not present. Men are to remove hats during worship in the chapel. Women are also asked to remove their hats unless it is a part of their

spiritual tradition.

- Matters such as piercings and tattoos may be dealt with on an individual basis if necessary. This is not a ban, but it is a caution that discretion be used in these matters.
- We may ask students to remove piercings or cover tattoos which may be deemed offensive in specific situations. It is important that as a Heritage student you are aware of the dress expectations for certain venues and dress appropriately. This includes special events at Heritage and when attending a local church.

## **V. GUIDANCE AND DISCIPLINE**

*Heritage College & Seminary will communicate the mechanism of any decision to the student or his/her representative in writing.*

### **I. Background**

Some of the more confusing issues to the average Christian are those of community discipline and the freedom of the conscience. At Heritage, our understanding of conscience and freedom is developed from such biblical texts as Romans 14-15, and 1 Corinthians 8-10. In each case, believers are told that they have personal rights that are matched by community responsibilities. Our understanding of guidance and discipline is developed from such texts as: Matthew 18:15-15, Hebrews 12: 1-13, James 5:13-20. The word discipline is closely related to “disciple” and it has to do with teaching. These verses suggest that guidance and discipline operate on two levels. Discipline doesn't mean “punishment.” The desired end of discipline is the rehabilitation and restoration of the individual within the community.

You are responsible for your relationships with your brothers and sisters on campus. If you, through your actions or attitudes, harm them, or they you, then it is at the level of individuals involved where the problem must be confronted. Because of this principle, matters of personal offence will not generally be considered by the Student Services Office unless this biblical principle has been practiced. That doesn't mean that the community may not need to get involved. Certain cases or issues as determined by those in authority, or problems that seem beyond the ability of individuals to resolve will be considered by the community through Student Services and, in serious issues, the Judicial Committee of the seminary.

Secondly, Scripture clearly indicates that, as members of a community, we have a certain measure of responsibility for the spiritual development of each other. If we have knowledge of a brother or sister struggling spiritually, we should seek to encourage him or her and, if necessary, indicate to those who may give better help (i.e. Dean of Student Services, a member of the Counselling Department, Faculty, and Residence Directors), the name of the student, and his or her problem.

### **II. Non-Academic Discipline**

#### **General Procedure**

For more detail, see the Brochure “Disciplinary Procedures at Heritage”. (Students may also consult the Residence Handbook for matters of residence discipline.) If a student has difficulty in living within the guidelines of the seminary it may be necessary to begin the process of community discipline. This is the responsibility of the Student Services team to oversee. Generally, issues which cannot be resolved at a lower-level move through the following levels of consideration: Student Services team members, the Director of Student Services, the Student Services department, the seminary Judicial Committee (composed of: the VP of Student Life, a member of the Counselling Department, two students and a chair appointed by the seminary faculty).

#### **Means of Discipline**

It is our attempt to have means of discipline that are most applicable to the situation. The following are various means of discipline that may be administered to a student:

- **Mentoring or Counselling Relationships:** As the purpose of Christian discipline is restorative, the VP of

Student Life may arrange for mentoring or counselling arrangements with a variety of people who might assist the individual under discipline to enter into renewed or restored relationships with God and/or the community.

- **Personal Evaluations:** There are times that a student will be asked to consider how he or she sees themselves with relationship to the community philosophy, guidelines, and regulations of Heritage. With the recommendation of the VP of Student Life, a student may be asked to complete an evaluative assignment that specifically relates to his or her situation. The purpose of such is to allow the student to come to a personal assessment and understanding of his or her role in the community.
- **Dean Discussions:** A student may occasionally be asked to meet with the Dean of Student Services to discuss their actions as they relate to their life at Heritage. Such a meeting may only be for means of clarification, or for a recommendation of future action to be taken.
- **Restrictions/Probation:** The Judicial Committee may, upon reviewing attitudes and actions of a student, place that student on disciplinary probation. This will be accompanied by removal from institutional teams as well as by possible other terms determined to be helpful in the restoration of the student. Refusal to abide by the terms of the decision, or any further difficulties requiring discipline, will result in the dismissal of the student.
- **Suspension/Dismissal:** If, at any time, the administration of the school believes that the continual presence of a student may be detrimental to the Heritage community or that the student may benefit from having time away from the seminary, that student may be asked to withdraw from Heritage either temporarily or permanently. The VP of Student Life has the authority to suspend an individual from classes, on campus accommodations, or the campus for up to three days before the Judicial Committee must be convened. During any suspension, normal academic policies will continue to apply. Issues leading to suspension will be noted on the student's permanent file.
- **Dismissal:** If a student demonstrates an unwillingness to cooperate with faculty, staff and/or fellow students, and with the stated policies and objectives of Heritage, the student will be subject to dismissal. Dismissal will take place only after prayerful consideration of the welfare of the student, the student body and the seminary. The terms of any dismissal will be clearly stated. Issues leading to dismissal will be noted on the student's permanent file.

*Note: Some offenses are so serious in nature that a first offense may result in suspension/dismissal.*

### III. Appeals, Complaints, Grievances

For more detail, please see the appendix entitled "Appeal & Grievance Procedures."

#### 1. Appeals of Disciplinary Decisions

A student may appeal any disciplinary action taken. The appeal will normally be directed to the Dean of Student Services unless the Dean rendered the decision being appealed. In such a case, an appeal would be directed to the chair of the Judicial Committee for consideration.

#### 2. Appeals of General Seminary Decisions and Policies

Getting a Hearing: Appeals will only be heard on the following grounds:

1. There was an error in procedure during the rendering of the initial decision.
2. There is evidence of personal bias or serious personality conflict influencing the rendering of the initial decision.
3. New evidence has arisen which changes the grounds upon which the original decision was made.

In cases where the student believes that Heritage Seminary is not adhering to the guidelines contained in the Association of Theological Schools (in Library Reference Collection) then an appeal may be made directly to the ATS. Note that this is an extremely serious step and may only be made if a decision conflicts with the guidelines contained in that book.

## Complaints about other Students

Students who have concerns or grievances with others in the Heritage community should first try to resolve their conflicts with those involved. In most cases, discussion on a one-to-one basis works best. There are times, however, when a student may feel such an attempt at clarification was inadequate or misunderstood, leaving the conflict unresolved. If this situation occurs, the student may make an appointment with the appropriate Student Services team member or with the Dean of Student Services, who will discuss the complaint with the student and help her/him resolve the problem. NOTE: Certain issues may require the direct involvement of staff. Matters of harassment and intimidation (whether of a sexual or other nature), forced sexual interaction, theft, and other serious issues will be heard immediately.

## Grievances concerning Faculty or Staff

If a student believes that a faculty or staff member has acted improperly and acted either in a sexual, harassing, or discriminatory fashion, a grievance should be brought to either the Dean of Student Services or the Dean of the Seminary.

## C. ACADEMIC POLICIES

This is not a complete listing of academic policies. For full information concerning any of these policies, students are advised to consult the Registrar's Office. Students will be held responsible for making themselves aware of all appropriate academic policies. Another source of Academic Policy information is the Academic Catalog. Students are advised to keep a copy for reference. Academic notices will be published during the year. Students are responsible to make themselves familiar with the content of those notices.

Although many policies cannot be adjusted, if you have a difficulty with your academic requirements which cannot be resolved through discussion with your Instructor or with the Registrar's Office then you may, in writing, direct your concerns to the Academic Dean of the seminary.

### I. ACADEMIC DEFICIENCIES

#### Course Completion and Retakes

- **Retake of a Course:** Students with a "D" or "F" will be allowed to retake a course in order to raise their grade. The new grade will be the permanent grade for that course. The previous grade of "D" or "F" will not be included when calculating the AGPA, but will be retained on the student's permanent record.
- **Subsequent Failure in Retaken Courses:** If the course is a core one, the student shall retake the course until successful completion. The "F" shall continue to be shown on the student's record but the AGPA will reflect the final passing grade.
- **Academic Warning:** A student who receives a GPA under 2.0 in one semester will be placed on Academic Warning and will be required to meet with his/her faculty advisor to determine ways in which the student might improve grade results.
- **Academic Probation:** A degree program student who receives a G.P.A. of less than 2.0 in two consecutive semesters, will be placed on Academic Probation. A degree program student who receives a GPA of less than 1.3 in any single semester will be placed on Academic Probation. This status will restrict the student from participating in official co-curricular activities (sports teams, school music groups, student council office) and may limit the number of credit hours in which they may enroll during the subsequent semester. Students with an AGPA below 1.75 will be restricted to 12 credit hours, those below 1.50 will be restricted to 9 credit hours.
- **Academic Suspension:** A student with an AGPA below 1.00, having taken 21 hours or more at Heritage, will be required to withdraw for at least one semester. Application to return must be made through the office of the Academic Dean.
- **Graduation Requirements:** A full list of requirements is available from the Registrar. However,

all degree program students must have at least a 2.0 AGPA to graduate. MTS students must achieve a minimum AGPA of 2.5 to graduate. GCBP students must achieve a minimum AGPA of 2.70 to graduate.

## **II. ACADEMIC MISCONDUCT**

**Definition:** Academic misconduct is a serious offence which both undermines the value of the education process and reveals a lack of integrity. It may involve either cheating or plagiarism. Cheating includes all methods of obtaining or increasing academic credit or grades through methods not permitted by the institution. Plagiarism is a specific form of cheating which takes and uses the ideas or language of another person and represents them as one's own original work. A more detailed statement concerning these issues will be found in **appendix entitled "Academic Misconduct"**.

**Penalties:** The penalty shall be determined by the seriousness of the offence and may range from the assignment of additional requirements within a course up to expulsion. Academic offenses may be noted on the student's official transcript and so may affect the willingness of other institutions to accept the student for coursework or employment.

## **III. ADVISING AND ASSISTANCE**

At Heritage we want all students to succeed academically. To this end, each student is assigned to a faculty advisor who will help counsel the student for the duration of his/her academic program. The faculty advisor works closely with the Academic Dean and the Registrar with reference to the student's academic concerns.

## **IV. APPEALS**

A student may appeal academic decisions to the Academic Dean. Both parties may forward the matter to the Administrative Committee subject to the terms listed under appeals in Section C.

## **II. ASSIGNMENTS, EXAMS, & COURSE REQUIREMENTS**

### **Course Requirements**

At the beginning of each term, the Instructor will give each student a copy of the syllabus. The syllabus will detail the responsibilities of the student and students will be held accountable based upon that information. For example, consider late work. Professors will communicate to students at the beginning of each term as to what their expectations are regarding work being handed in on time and subsequent penalties if not handed in when due. A request may be made to extend the course requirements due to extenuating circumstances using the "Course Extension" form.

If a student has a question regarding course requirements, he/she should contact the professor concerned. If a student has an issue with course requirements that cannot be satisfied through discussion with the Instructor, the student is advised to initiate a process of Investigation and Appeal according to the procedures outlined in the **appendix "Appeals and Grievances at Heritage"**.

### **Tests and Exams**

Students are expected to take scheduled tests/exams on assigned dates. Please consult with the Instructor if you have an unavoidable and severe scheduling conflict and supply a formal written request. Not all requests will be granted. The Instructor may need to consult with the Academic Dean or Registrar before a decision is rendered. Please see the Academic Calendar and your course syllabus for further information on requirements.

### **Papers**

Papers for all courses will follow the Turabian method shown in *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th edition unless your professor asks you to use another system. Copies may be ordered at the bookstore. The seminary produces a document called "Survivors' Secrets" that helps you with the form and formatting of your papers and other work.

### III. ATTENDANCE STANDARDS

#### **Class Attendance**

To receive credit for any course a student must normally attend 75% of the classes. Absenteeism beyond that point will result in the student receiving a failure for the course. Additional standards for attendance may be established in each course by the professor, who will indicate in the course requirement the attendance expectations and any subsequent penalties. In cases of family or health emergencies, a student should contact either the Instructor or Student Services.

#### **Class Lateness**

An Instructor may choose to develop specific standards related to lateness up to and including the assignment of an absence. Note that it is the student's responsibility to inform the instructor after class that he/she was late but present if he/she wishes to ensure accurate records of attendance are maintained.

### IV. COURSE RELATED INFORMATION

#### **Registering for Courses:**

Please follow these steps for course selection:

1. Log on to your myHeritage account and go to your "registration" tab. Enroll in the courses you need to take for the relevant term. Be sure to click save!
2. Meet with your faculty advisor to review and confirm your courses. If you do not remember who your advisor is, you will find that information on your myHeritage account under your "student" tab.
3. Your advisor will lock your registration after your meeting. If you wish to make changes to your course selection after your registration has been locked, you will need to meet with your advisor, complete the Course Change form with your advisor's signature, and submit the form to the Registrar's Office.
4. Once you are registered, you will receive further payment deadlines and instructions from the Finance Office.
5. You must register online by the stated deadline for each term. The deadline will be published by the Registrar's Office.
6. If you miss the published deadline, you must complete the Late Registration & Course Change Form and submit to the Registrar's Office for late processing – you will not be able to use online enrollment if you miss the deadline.
7. There will be a \$100 late registration fee if you miss the published deadline.

#### **Changing Courses:**

In order to change courses, you must submit a Late Enrollment and Course Change Form and submit it to the Registrar's Office for processing. Please note that administrative fees will apply after the published pre-registration deadline for each term. Information about refunds can be found in section F (Finances) in the handbook and in the Academic Catalogue published annually.

The withdrawal from a class will be reflected on the transcript according to the week in the term:

- Withdrawal in weeks 1 to 3: no record is kept;
- Withdrawal in weeks 4 to 4: a W (for withdraw) is noted;
- Withdrawal after 7 weeks: fail.

#### **Transfer Students:**

Students desiring to transfer into Heritage Seminary from another seminary must arrange for a complete, official transcript to be sent from each post-secondary school previously attended. These transcripts must be sent directly to the Registrar, Heritage Seminary, 175 Holiday Inn Drive, Cambridge, Ontario, Canada, N3C 3T2.

Transfer students must have received an honourable dismissal from all other schools and may receive transfer credits from other recognized institutions for equivalent courses in their chosen program provided that they have earned a "C" grade or above. All transfer credits are subject to the discretion of the Registrar in consultation with the Academic Dean.

In order to be eligible to graduate from Heritage Seminary, transfer students must complete a minimum of 30 credit hours at Heritage Seminary, or one-half of the degree, whichever is less.

### **Advanced Standing:**

Heritage Seminary considers awarding Advanced Standing to students who have attained an undergraduate degree in Bible, Theology, Religious Education, or Religious Studies (e.g., B.Th., B.R.E). Advanced Standing means that a student is given credit for previous academic work and is not required to take some of the prescribed courses for a degree. Several factors are weighed when considering whether or not an applicant is eligible for Advanced Standing. These include number of hours completed at the undergraduate level, AGPA, grades in individual courses, and the program to which a student has applied.

### *General Policy Statements*

1. In order to be eligible for Advanced Standing, students must apply in writing to the Registrar's Office.
2. Eligibility will be considered by the Registrar in consultation with these policies, the Academic Dean, and the seminary faculty.
3. A student may receive no more than 21 hours of Advanced Standing in the Master of Divinity program (7 courses) and no more than 15 hours in the Master of Theological Studies program (5 courses). The Certificate of Theological Studies does not allow for any Advanced Standing, except as described in #5.
4. In order to be eligible for Advanced Standing, students must achieve an AGPA of 3.00 or more in their undergraduate program and a GPA of 2.00 ("C") in any individual course under consideration.
5. In addition to reduced hours required in a program (see #3), a student may also be eligible for the "waiving" of a course. "Waiving" means that if a student has taken the exact or a very similar course previously, the requirement may be "waived" and replaced with an appropriate elective as determined by the Registrar's Office.
6. Students will be required to pay a fee on a per course basis for evaluations that involve testing by a professor (\$100/course).
7. A student must have completed all testing no later than 4 months from the start of the first course in which they are enrolled. It is highly recommended that students complete the application and testing process prior to enrolling in any courses. This should prevent potential course scheduling conflicts at a later date.

### **Grading System:**

Heritage Seminary issues both a numerical and a letter grade for each course. The following should be viewed as the standard for grade determination at Heritage Seminary.

- A** This grade represents an honours-level outstanding academic achievement on the part of the student. It indicates consistency of excellence for work in the given course and reflects the student's ability for independent work, thoroughness, creative and effective use of knowledge, and the ability to view the subject matter with discernment.
- B** This grade represents academic achievement that is above the accepted standard. Reception of this grade points to serious work habits, the ability to understand, evaluate, and retain the subject matter, the ability to apply the knowledge gained to different situations, and above average initiative.
- C** This grade represents a satisfactory degree of academic achievement. A "C" is the acceptable standard for graduating with a degree from Heritage. It demonstrates the student is familiar with and understands the course content, has adequately completed assignments, and has been involved in class discussions.
- D** This grade represents an inadequate level of academic achievement. It is not transferable to other institutions and, as an accumulated grade point average, is inadequate for graduation from a degree program. This grade shows the student's work has met only the very minimal standards of the course. [A student receiving this grade may retake the course for the purpose of grade improvement.]
- F** This grade represents an unacceptable level of work. The student has not met the minimal requirements and standards of the course. [A student receiving this grade may retake the course for

the purpose of grade improvement.]

Each letter grade has a certain quality point value employed for determining the student's grade point average.

Grade	Letter Quality	Points
95-100	A+	4.0
86-94	A	4.0
80-85	A-	3.7
77-79	B+	3.3
73-76	B	3.0
70-72	B-	2.7
67-69	C+	2.3
63-66	C	2.0
60-62	C-	1.7
57-59	D+	1.0
53-56	D	1.0
50-52	D-	1.0
0-49	F	0.0
	W	0 = Withdrew

A student's grade point average (GPA) is determined by dividing the total number of grade points achieved by the total number of credit hours attempted. A student's GPA is derived only from courses taken at Heritage Seminary. The following table demonstrates how GPAs are computed.

Course	Grade	Quality Points	Credit Hours	Grade Points
Biblical Introduction	91 A	4	3	12
Hermeneutics	78 B+	3.3	3	9.9
Synoptic Gospels	87 A	4	3	12
Theological Foundations	75 B	3	3	9
	<b>Total</b>		<b>12</b>	<b>42.9</b>
	<b>GPA</b>			<b>3.58</b>

## V. GRADUATION

### **Application:**

When a student expects to complete a program sometime in the twelve months after the last graduation ceremony (annually, at the end of the winter term), the student must apply in writing using the appropriate form to apply to graduate. The Registrar's Office will then conduct a program audit to determine what course work and/or other items must be completed before the student is eligible to graduate.

### **Eligibility Requirements**

In order to be eligible for graduation from Heritage Seminary, a student must:

1. Show evidence of maturing Christian character and spiritual development.
2. Successfully meet the following requirements.
  - a. Complete all of the required courses for the M.Div. program with an accumulated grade point average (GPA) of no less than 2.0 ("C"). Exception: Students in the research specialization must achieve a minimum of 75% on all Bible and theology courses, and in the thesis, OR
  - b. Complete all of the required courses for the M.T.S. program with an AGPA of 2.5 or better, OR
  - c. Complete all of the required courses for the C.T.S. program or the Diploma in Pastoral Studies and Leadership with an AGPA of no less than 2.0., AND
  - d. Complete all courses taken at other institutions for transfer to Heritage. An official transcript of all courses completed at other institutions must be received by the Registrar's Office no later than two weeks prior to graduation.
3. Satisfy all financial obligations to the seminary three weeks prior to graduation.
4. Complete a minimum of 30 credit hours at Heritage Seminary.
5. Be approved for graduation by a vote by seminary Faculty.

### **Graduation Honours**

AGPA	Honours
3.50 – 3.74	<i>Cum Laude</i> (with praise)
3.75 – 3.90	<i>Magna Cum Laude</i> (with high praise)
3.91 – 4.00	<i>Summa Cum Laude</i> (with highest praise)

Students who have completed a degree program at Heritage Seminary who have excelled academically and have maintained at least a 3.50 AGPA during their course of study may graduate with the following academic honours.

### **Withdrawal From School**

Students may interrupt their studies at Heritage in good standing by informing the Registrar's office of their intent to withdraw either by a written letter or by email. To resume studies, a student should request permission from the Registrar via a "Return to Studies" form. A student who has been out of school for five terms must request permission from the Registrar via a "Return to Studies Form." A letter of reference will also be required from his/her pastor before a determination to readmit is made.

If the degree or certificate program the student was registered in before the student withdrew from studies has not changed in requirements, the student may re-enter and continue in the program. If the program requirements have changed, the student who has been out of school for more than five terms will be required to meet the new requirements. If the program has been discontinued, the student will be given the opportunity to choose a new program.

## **D. STUDENT LIFE AND ACTIVITIES**

### **I. ATHLETICS AND RECREATION**

Both the college and the Student Council sponsor athletic and recreational opportunities in which seminary students are welcome to participate. Speak to either the Dean of Student Services or to the Student Council Athletics Chair about participation or about ideas you may have for changing or expanding our programs.

#### **Intramural Sports**

These are held at various times throughout the week. Sports selected are based upon student interest and are planned by student government. See your Student Council Chair and watch for announcements. **(See Information Services)**

#### **Gym**

A gym schedule is kept outside the gym doors for your convenience. Generally, the gym is open for free use at the times posted. Heritage students may invite a maximum of three non-Heritage students to use the gym. The Heritage student must be present at these times. Larger group use may be scheduled through the Student Services Administrative Assistant if it is part of a defined outreach program of Heritage. Otherwise, the gym may be booked according to a set fee schedule.

#### **Recreation Equipment**

Some equipment is available for student use whenever the gym is open for free activity. Specialized equipment is kept in storage and may be obtained by asking: the Dean of Student Services or Student Council Athletics Chair. (See **Weight and Fitness Room**)

#### **Team Sports**

Heritage offers a variety of varsity sports teams each year. Options may include: co-ed volleyball, hockey and co-ed indoor soccer. Student Council also may sponsor teams. See your Student Council Chair for more information.

#### **Weight & Fitness Room**

This facility is located at the end of the hallway with the change rooms. Normal operating hours and procedures are posted. This facility is open to all students. Some fitness machines may require advance sign-up.

### **II. RESIDENCE POLICIES**

These are detailed in the Residence Handbook. General information can be obtained in Student Services or from either the Residence Directors or student Residence Assistants. Non-resident students may stay in apartments for a limited overnight stay according to policy.

### **III. SPIRITUAL LIFE**

Our goal is to, "become more and more in every way like Christ" (Eph. 4:15), but this doesn't just happen automatically. Every year we have both planned and spontaneous events that encourage spiritual growth. Seek to take advantage of these opportunities.

First, the seminary is not your church. All community members - faculty, staff and students - are expected to have a local church in which to worship God. Take several weeks to visit some churches and then ask God to assist you in choosing the right one.

Second, we all need guidance, and the Heritage community is to be one where students find help through advisors or mentors in addition to classroom or chapel settings. Faculty, staff, or student leaders are willing to assist you in assessing your spiritual life and practices as you seek to grow in God.

#### **Chapels**

Twice a week (Tues., & Thurs.) we come together as a Heritage community to worship and pray. On Tuesdays we join in an all institution chapel. On Thursdays we meet as a more intimate seminary community. This is where we have a chance to worship and pray as a seminary. We also enjoy a simple toonie soup & bread lunch each week following seminary chapel. Both of these begin at 11:30 am.

Each year there are opportunities to become involved in leading musical worship in seminary chapel. If this is something that you are interested in please see the Seminary Chaplain for more information.

### **Special Events**

Several times each year special days of worship and discipleship are scheduled. For this year, the designated events are: Spiritual Emphasis Days in September; Outreach Emphasis Days in November, Missions Emphasis Days in February, and Arts Emphasis Days in March. Other optional events may also be offered.

### **IV. STUDENT LEADERSHIP**

The Institutional Student Council represents the interests of students both in the college and in the seminary. All students are able to nominate and/or stand for positions on the Council. In addition to general chairs on the Council, seminarians have a specific seminary chair that can only be filled by a seminarian. See the Student Council Constitution and By-laws or speak to a representative of the Student Council for more information.

## **E. SUPPORT SERVICES**

### **BOOKSTORE**

The Bookstore, located at the lower-level entrance in the Administration building, supplies required texts and reference materials. Lists of required texts with prices will be available at the beginning of each semester. You will need the course name and course code to select the correct books and it is only in operation at the beginning of each semester. The Bookstore is always open online through my Heritage. Order online and pick-up in the reception office. Shipping services are also available for an additional cost.

**Payment:** Payment may be made by cash, cheque, or debit.

#### **Refunds:**

- a. A sales receipt *and* course drop slip must be provided with all textbook returns. Merchandise must be in saleable condition, unmarked, in original shrink-wrap (if applicable), with sealed CD-ROM pocket. It is advisable not to open or mark textbooks until you are certain about your course selection. Refunds are not made on non-returnable textbooks.
- b. Refunds will be given up to 3 weeks from the first day of classes for full semester courses. Refunds for books for courses running less than a full semester (modular, weekend only, bi-weekly, etc.) will only be available up to and including the first day of that class.
- c. Manner of Refund: Cash or Debit purchases will be refunded by cheque within 2 weeks. Purchases made by cheque will be refunded by cheque of your original cheque clearing the bank.

### **THE STUDENT LEARNING CENTRE**

Our Student Learning Centre, located in the bottom level of the Academic Building, is a bright common space available for study groups, tutorial workshops, and one-on-one tutoring sessions. Public computers are available for student use. There are always workshops and tutorials offering in the learning center through the Student Services Department.

### **COUNSELLING AND ACADEMIC SUPPORT**

The mission of Counselling and Academic Support Services is to assist students to define and accomplish personal, academic, and vocational goals. Help is provided by a dedicated Director of Counselling Services, in addition to the Dean of Student Services, faculty members, or through referral to outside services.

**Personal Counselling:** Personal Counselling is available through Student Services in areas of personal concerns, educational challenges, interpersonal relationships, career development, vocational choice, crisis intervention, and family and social problems. Group sessions are available as needed.

**Faculty Advisors:** Students are assigned Faculty Advisors to assist regarding specific academic problems such as choosing courses and workload. The Registrar's office will assist with respect to registration, transfers to and from other educational institutions, and other related issues. To find out who your Faculty Advisor is, students are encouraged to visit MyHeritage.

**Career Counselling:** Career Counselling is available in the form of information, assessments, and individual counsel to foster self-understanding and decision making, and to aid students in developing skills for job searching and future employment.

If you are looking for a ministry position, there is an employment board with available positions all over Canada for both seminary and college students. Job postings are received and posted immediately. Also, check out the Christian Job Search link on the Heritage College & Seminary website.

## **EMPLOYMENT**

**On Campus:** A limited number of positions for student employment are available in: the bookstore, cafeteria, residences, library, offices, and maintenance. Employment opportunities are posted on myHeritage as well as in Heritage Happenings.

**Off Campus:** This is an important part of the financial plan of many students. There are several businesses within walking distance of Heritage for students to apply to.

**Career Information:** Students looking for full or part-time community and ministry jobs should begin their search on the bulletin boards and with their advisors.

**Church/Ministry Related Jobs:** Students interested in a church related internship should contact the Director of Internships. Students will be assisted to determine which churches will be most helpful to them as they seek to fulfill requirements.

## **FINANCES**

**Accounts:** All fees are due prior to the start of class. Payment agreements (extensions) are established at the discretion of the Director of Finance and will carry an administrative fee for \$45.00. Student accounts must have a zero balance before students can register for the next term, receive grades, graduate or before transcripts will be issued. A finance charge of 1% per month will be applied to all account balances at the end of each month.

**Change Fee:** A \$10.00 change fee is applied to the student's account for each change in course selection or program after registration day.

**Methods of Payment:** Acceptable methods of payment are cash, cheque, debit, e-mail transfer, online bill payment and money order. \*\*Heritage College & Seminary no longer accepts Visa or MasterCard as forms of payment.

### **Financial Assistance:**

1. Student Loans: For information on specific Canadian provincial programs you may want to consult the links on the National Student Loans Service Centre website.
2. Heritage College & Seminary is recognized by the Ontario government as a degree-granting school. Students attending the college or seminary qualify for financial assistance from the government. Application forms for Provincial Student Assistance Programs can be obtained online at OSAP.gov.on.ca. Students wishing to utilize this source of funds should apply early. Students who submit complete and accurate applications by mid June generally receive a reply by September. OSAP seminary approved programs are the Master of Theological Studies and Master of Divinity.
3. Seniors: Those 55 or older are eligible for a bursary equivalent to 25% of the comprehensive fee. This applies to courses taken for credit. Other associated fees are as stated in the fee schedule. This is applicable to Heritage courses taken on campus in Cambridge and does not apply to distance learning courses.
4. Spouses: Spouses of a full-time student are eligible to apply for a bursary equivalent to 50% of the comprehensive fee. "Full-time" refers to a student taking at least 3 hours (minimum 9 credit hours). The spouse eligible for the discount is considered to be the one taking the fewer credit hours. The course(s) must be taken for credit. The spousal discount is offered when both spouses are registered in the same semester or session and applies only to Heritage courses taken on campus in Cambridge.
5. WSIB: Heritage has qualified in certain cases as a retraining program under the WSIB. An individual considering this should speak with his or her WSIB Counsellor.

6. First Nations: Heritage is recognized by the First Nations as a degree granting institution of post-secondary education. Qualifying students may be eligible for funding assistance from their band council.

7. Heritage Bursaries: Heritage awards bursaries as funds are donated for student assistance. Applications are available for returning students at the Registrar’s Office.

**N.S.F. Cheques:** A student whose cheque is not honoured by the bank must, within 48 hours, pay the outstanding amount by cash or certified cheque. There will be a \$20.00 charge to the student account. Student accounts must have a zero balance before students can register for the next semester, receive grade reports, graduate, or before transcripts will be issued. A service charge will be applied to all outstanding balances at the end of each month. A student who has an outstanding amount owing to the school from a previous term will not be allowed to return for further studies.

**Refunds:**

1. If a student finds it necessary to leave school during the semester, a refund will be issued based on the refund schedule for the balance of the semester, minus an administrative fee. (See Add/Drop form from the Registrar’s Office). Residence fees will not be refunded. Students who decide to leave residence after the Fall Semester are required to pay a \$500 administrative fee in lieu of winter semester rent.
2. For students with outstanding federal or provincial loans, all refunds will be forwarded to the student's lender. Heritage will inform the lender that the refund is to be applied against the student's loan account. Residence fees will not normally be refunded.
3. Incidental fees are non-refundable. The comprehensive tuition fee will be refunded according to a schedule in which refunds decrease following specified dates. This structure is mandated by OSAP regulations and applies both to withdrawal from school and withdrawal from individual courses. (Add/Drop form from Registrar’s Office.)
4. Refund Schedule:

Week 1	100%	Week 7	45.5%
Week 2	90.9%	Week 8	36.7%
Week 3	81.8%	Week 9	27.2%
Week 4	72.7%	Week 10	18.1%
Week 5	63.6%	Week 11	9.1%
Week 6	54.6%	Week 12	0%

**FOOD SERVICES**

The Cafeteria is operated by Lily Ruth Catering and works closely with the Student Services Department. The Cafeteria provides a variety of meal, snack and beverage options for students and visitors. The Cafeteria operates weekdays for breakfast, lunch and over the dinner hour Monday-Thursday. On Friday, the Cafeteria is open for breakfast and lunch. The Cafeteria is not open on weekends. Specific hours will be posted each semester and are subject to change for special events that affect the majority of students.

All residence students are required to participate in a meal plan each semester. This meal plan operates on a declining balance account. Please note that outstanding meal plan balances will not be refunded at the end of the school year.

### **Cafeteria Plan**

Seminary students are welcome to purchase a pre-paid account of any amount (in increments of \$25) at the cafeteria. The cafeteria is open to individuals who purchase meals from the cafeteria as well as those who bring their own food. A microwave is available in the cafeteria for general use.

### **HEALTH SERVICES**

Heritage does not have regular health services. If a student requires medical attention, Student Services will help the student to find a medical doctor. A walk-in clinic is located on 20B-600 Hespeler Road (First Line Walk In Clinic).

### **IDENTIFICATION CARDS**

Student ID cards will be available through Student Services until September 30<sup>th</sup> using your myHeritage photo. While student cards are not necessary for any campus activities, you may require student ID for proof of enrollment or discounts. Some businesses and agencies will accept your library card as your student ID card. Please contact Student Services if you need additional proof of identification.

### **INFORMATION SERVICES**

All announcements, posters, leaflets, etc. for activities not sponsored by Heritage must have approval from Student Services or the Business Office.

### **Announcements**

Oral announcements are very limited in chapel. All-institution chapel announcements must be approved by the Dean of Student Services and must concern official school functions which are of interest to the general community.

### **Bulletin Boards**

Bulletin boards with important information are located throughout the buildings. Boards at the HCC entry and across from Student Services offices are to keep you updated on current events, activities, chapels, etc. If you would like to have something posted, please seek permission from Student Services and have your item initialed by a Student Services staff member.

### **Messages (Phone)**

Only in emergencies will attempts be made to contact the student personally.

### **Posters**

Posters for use in the residences or Community Center are to be approved by Student Services. The only approved methods of affixing posters to walls are through the use of sticky tack. Tacks are to be used on bulletin boards. Student posters are not to be placed on walls (also ceilings, floors, etc.) in the "A" Building.

### **Publications**

"Heritage Happenings" is published on Monday Afternoon and is posted on myHeritage. Official announcements, reminders and a variety of Heritage-related general information will be included here. All students are encouraged to read this as a way to stay up to date with current events on campus. Student announcements must be brought to Student Services by 12:00 noon on Monday for distribution the following Tuesday.

"Bits & Bites" is a seminary publication that comes from the Seminary Dean's office. It includes announcements pertaining to the seminary as well as a weekly blog by one of our faculty.

### **THE LIBRARY**

#### **Cards**

Cards are issued without charge to students upon request, are required for borrowing or booking library materials, and are not transferable. Books may be borrowed for two weeks and overdue items are subject to a

fine.

**Hours:**

**Fall and Winter Terms**

Monday to Thursday – 8:00am – 10:00pm

Friday – 8:00am – 5:00pm

Saturday – 11:00am – 4:00pm

Sunday – CLOSED

**Third Term**

Monday to Friday hours as posted

Saturday to Sunday CLOSED

**June and July – CLOSED**

**Catalogue:** Our catalogue is available online through the library website.

**Policies and Procedures:** These may be found in the “Library Handbook” available at the Circulation Desk.

**Electronic Databases and EBooks:** As a student of Heritage College & Seminary you are entitled to remote access to the following electronic databases: ATLASerials, SocIndex, and Christian Periodical Index as well as our eBook collection. The databases act as an index to scholarly journals and, in some cases, also provide the full text of the articles searched. Please contact library staff, through our website, for the access information.

**KEYS & PASSCARDS**

All students require a pass card for entry into the Academic and the Community Centre (HCC). Students will be required to make a \$10 refundable deposit at the main office prior to obtaining a pass card.

KEYS: Those who receive special keys for committee use or for personal functions are responsible for the full replacement costs for lost security. This means that losing a key will normally also involve the re-keying of locks. Issues keys are not for duplication. Duplicating a key is a breach of integrity and may result in disciplinary action. Residents issued with security cards are responsible for care of the card. Bent or abused (e.g. used as key chain) cards may need replacing and will involve a processing fee. Lost cards will be charged at \$10. Application for replacement or keys is made at the General Office.

**Lock-Up - Residence Buildings:** These operate under a posted schedule. Access to the buildings is gained with a Pass card given to residents. A buzzer system is employed for guests.

**Lock-Up – Other Buildings:** *These are subject to posted changes.*

**Monday to Thursday:**

Administration Building  
Community Centre (HCC)

Open from 7:30am – 10:00pm  
Open from 6:00am to 1:00am

**Friday:**

Administration Building  
Community Centre (HCC)

Open from 7:30am – 4:30pm  
Open from 6:00am to 1:00am

**Saturday:**

Administration Building  
Community Centre (HCC)

11:00am – 5:00pm (Open 9:00am if Saturday classes)  
Open from 6:00am – 1:00am

**Sunday:**

Administration Building  
Community Centre (HCC)

CLOSED  
Open from 6:00am – 1:00am

Pass card security tracking: All pass card use is monitored.

Restricted access: If a door is locked or area is designated closed or off-limits (whether locked or not), entry is prohibited. Unauthorized entry will result in disciplinary action.

## **F. OTHER MATTERS**

### **Policies**

Heritage has many policies which affect students. These have been developed over the years in accordance with legal requirements, community and professional standards, and a focus on providing the best service which we can within the constraints of limited resources. The annual Academic Calendar (available online), this Handbook, and the Residence Handbook, are the main published materials. In addition to these, each of the offices on campus (Business, Registrar's, and Student Services) has many established policies which apply to students. Please contact the appropriate department with any questions.

## G. STUDENT GOVERNMENT

Welcome to the Heritage Institutional Student Council pages. Your Student Council is elected by the students to plan activities and to help represent the student voice to the college and seminary and to the larger world. Student government only works when students care.

On this page you'll find an overview of the Council. Every single one of the committees and programs here needs student planning and input.

On the other side of this page is a nominating form. You can use it in September to nominate someone for college class leadership or by-elections. Or, you can wait until spring and nominate someone for next year's Council. And then.... on the pages following is the Student Council Constitution. Please take time to read it through and speak to a Council member for details.

**STUDENT BODY:  
All College & Seminary Students**

**INSTITUTIONAL STUDENT COUNCIL  
Class Presidents, Appointed Chair Representatives**

**CABINET EXECUTIVE  
President; Vice-President; Chief Administrator; Chief Financial Officer**

<b>Arts Chair</b>	<b>Athletics Chair</b>	<b>Global Outreach Chair</b>	<b>Local Outreach Chair</b>	<b>Seminary Chair</b>	<b>Yearbook Editor</b>	<b>Bean Café</b>
-------------------	------------------------	--------------------------------------	-------------------------------------	---------------------------	----------------------------	----------------------

## Official Nomination Form

We, the undersigned, have read the job description for the position and have prayerfully and carefully considered the needs of our Student Council.

We believe that the person whom we nominate would make an excellent candidate

\_\_\_\_\_ for the position of \_\_\_\_\_

We are (print) \_\_\_\_\_ Sign \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

---

### CANDIDATE ACCEPTANCE

I prayerfully accept this nomination and agree to abide by all terms and conditions arising from it.

Print \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

\*Use as is or copy as often as needed.

## CONSTITUTION:

---

### **Article I: Name**

The name of the organization shall be the Institutional Student Council of Heritage College & Seminary.

### **Article ii: Purpose**

Section 1 The purpose of the organization is:

- a. To promote a Christian environment in which Christ-likeness is encouraged in each individual as well as in the entire student body.
- b. To provide a voice for student needs and concerns.
- c. To organize events, activities and publications, which address student interests and concerns.
- d. To assist the institution with its larger mission.

### **Article III: Institutional Relationship**

Section 1 The Student Council is an integral part of the Heritage community and its terms of governance are subject to the governing authorities of the Institution. It will seek to function autonomously in matters, which are purely of student concern and will function cooperatively with the Institution in all other matters.

Section 2 In general, the responsibilities, duties, and limits of the Student Council's relationship with the Institution are set down in the Constitution & By laws of the Institutional Student Council.

Section 3 As a member of the Heritage community with rights and privileges granted by that community, the Student Council will grant right of review and approval of constitutional changes to the governing authorities of the institution.

Section 4 The Student Council may, from time to time, enter into cooperative relationships with other organizations, which further the purposes of the Student Council and/or the Institution.

### **Article IV: Membership**

Section 1 All college and seminary students shall be members of the student body.

Section 2 All students taking 5 or less credit hours per semester, who are registered in an official academic program of the college or seminary, shall be considered members of the paying student body unless they make a formal request to withdraw to the Chief Administrator by the second Tuesday of the semester.

Section 3 Membership shall be constituted by payment in full of the correct designated fee as outlined in the college's Official Statement of Fees.

Section 4 Only paying members of the student body shall be eligible to hold office and vote.

### **Article V: Fees**

Section 1 The Student Government fees shall be determined for the succeeding year by a plurality vote of the Student Council upon a recommendation from the Student Council Executive and levied on registration days in the fall and winter.

Section 2 Student Council fees for college and seminary students will be based on a rate per credit hour and will be subject to review annually by the council and the governing authorities of the institution.

### **Article VI: Structure**

Section 1 The governing structure of the Institutional Student Council shall be constituted in the following manner. There shall be an elected Council composed of an Executive and the Chairs of standing Committees. All members of the Student Council shall have the right to attend meetings of the commons and to comment upon matters before the commons at times selected by the Chair. Each class of students will have its own President for matters relevant

to that class (By-Law 3).

Section 2 At times it may be necessary for a Council position to be appointed according to Article VII, Section 8.

Section 3 The Class Presidents shall act as a body of reference and deliberation.

Section 4 The Council shall advise the Executive, manage individual portfolios, prepare individual budgets for approval, and manage individual budgets as duly approved.

Section 6 The student body, acting in session at a duly called Business Meeting, is charged with the following duties:

a. Approval of the Annual Budget and approval of financial initiatives outside of the annual budget that exceed 10% of the total budget.

b. Approving mayor constitutional changes.

c. Hearing and reviewing the Candidates for office at an annual Candidates meeting.

d. Receiving reports and voting upon issues referred by the Council.

Section 7 At any time the Council may direct that a general vote be taken among the student body to determine budget, constitutional, and other issues, pursuant to the conditions of Article VIII, sections 8 and 9.

### **Article VII: Officers**

Section 1 The officers of the student body, comprising the Executive Committee, shall be:

a) President b) Vice President c) Chief Administrator d) Chief Financial Officer.

Section 2 The officers of the student body comprising the Council, shall be:

a) The Executive Committee b) the Chair of each standing Committee of the student body c) the Class President.

Section 3 All officers of the Student Council shall be elected by secret ballot with a plurality vote during the month of March on a day or days to be determined by the Executive, with the exception of the Class Presidents which will be appointed by the executive at a later date under the guidance of the Director of Student Services.

Section 4 Terms of Office shall be one calendar year, commencing on the day after graduation prior to the new school term. Those officers will have only such authority as is granted them by the sitting Executive until assumption on the day after graduation. The new Council shall hold office until the following graduation day.

Section 5 Terms of office for the Executive Committee shall be two calendar years, commencing the day after graduation prior to the new school term.

Section 6 The candidates for office shall be nominated in the following manner:

a) A Nominating Committee, which is not deemed to be a Standing Committee of the student body, shall be, appointed by the President of the Student Council and the Director of Student Services (or representative) shall meet no later than one month after the registration of the Fall term. The Vice-President shall be a member of the Committee. The committee, with the advice of the President of the Student Union and the Director of Student Services (or representative), shall seek to nominate no fewer than two candidates for vacant positions, and then post nominations.

b) The nominating Committee appointed in the fall shall, in the same manner, nominate the candidates for the spring election at least two weeks in advance of the set date.

c) The chairperson of the Nominating Committee shall be responsible for presenting the names to President of the Student Council and the Director of Student Services for interview and approval.

d) Additional nominations for an office may be made by a member of the student body during the first five days the nominations are posted. Each nomination, thus made, shall be accompanied by four signatures and submitted to the Nominating Committee.

e) Names of all additional candidates nominated by the student body members shall be presented to the Director of Student Services and the President of the Student Council for interview and approval prior to being posted. Candidates will normally be approved unless there are serious issues related to academic, disciplinary, or personal and spiritual concerns. The meeting will also determine if the nominee understands the requirements of the position. If a potential candidate is not approved he or she may ask for an appeal to the student cabinet through the Vice-President. Such an appeal must be lodged within 24 hours of the initial decision and must be heard on the next available weekday. An appeal must receive a 60% vote in favor if a disqualification is to be overturned.

f) The duties and responsibilities for each Student Council position shall be made available to all candidates and student body members at least 1 month prior to elections.

g) The final list of candidates, thus nominated, interviewed and approved, shall be posted at least one week prior to the election.

Section 7 No officer shall hold the same office for more than three consecutive academic years.

Section 8 Officers of the Student Council must:

- a) Not be on Academic Probation.
- b) Uphold biblical standards of behaviour, live in harmony with the policies of Heritage College & Seminary, sign an agreement of confidentiality, and manifest a Christian spirit towards others.
- c) Be registered in an Academic Program of the college or seminary and unless completing their degree shall be enrolled in a minimum of 9 credits at the school during the year in which they serve on Council and shall be enrolled in at least one course at the school during each semester in which they serve on Council unless they are in their final year of a degree program. In such a case they may serve as an officer during a semester in which they are not enrolled in 3 credits of courses at the school if requested to do so by a majority vote of the Council. Failure to meet these qualifications will result in removal from office pursuant to Article X.

Section 8 In the event of an office becoming vacant:

- a) The Vice-President shall fill the office as acting officer until a by-election can occur.
- b) By-elections shall be held no later than three weeks following the date of the office becoming vacant.
- c) Nominations will be held pursuant to Article V, Section 5.
- d) In the event of the Vice-Presidential office becoming vacant, the President shall follow Article V, Section 10, b) and c), and fill the office until a replacement is elected.
- e) In the event that both presidential and vice-presidential offices become vacant, the Director of Student Services shall call a by-election following the procedures described in this Article. The remaining officers shall carry out the responsibilities of the offices upon the direction of the Council which shall select an Acting Executive Officer and which shall render such assistance as needed.
- f) If a Council vacancy occurs at any time following February 1, the Council may choose to declare the position vacant for the remainder of the year or may choose to appoint an individual to serve in an acting capacity for the remainder of the year. Normal review procedures shall be followed before any individual is appointed to fill a Council vacancy.
- g) If a position for the upcoming year remains or becomes vacant between elections and the September by-election then the Council, with the approval of the Director of Student Services (or designate) may appoint an individual to serve in an acting capacity until the by-election, Such an individual must meet all the normal requirements of office before her/his name may be added to the ballot at the bi-election.

Section 9 Candidates for the Office of President shall be restricted to those individuals who have served, or who are currently serving, as members of the Student Leadership.

## **Article VIII: Government**

Section 1 The administration of student government shall be vested in the Executive Committee through the student body.

Section 2 The Executive Committee shall be in charge of setting up the voting poll(s), which will be open according to Article VII, Section 9, after which the ballots will be counted by a representative of the Executive and the Director of Student Services or designate.

Section 3 The Student Council shall meet at least two times per month, the Executive shall meet separately at least two times per month. All other Cabinet and/or Executive Committee meetings shall be at the request of either the President or a majority of the remaining members of Council.

Section 4 A simple majority of the Student Council Executive Committee shall constitute a quorum for all Student Council Executive Committee meetings.

Section 5 A simple majority of the Student Council shall constitute a quorum for all Student Council meetings.

Section 6 A quorum for all Institutional Student Council business meetings shall consist of thirty percent of the Student Council members. Meetings will be postponed if a quorum is not present.

Section 7 Announcements of Student Council business meetings shall be clearly posted and shall either be published in available campus newsletters or advertised through notes placed in each student's mailbox at least one week in advance of the meetings.

Section 8 For the purpose of obtaining a vote on any specific issue or issues, the Council may determine that a vote may be taken through secret ballot outside of a Student Council Meeting. Notice of such a vote must be given to each student through individual advertisements placed in student mailboxes at least one week prior to the voting

and shall be accompanied with a clear explanation of the reasons for holding a separate vote and a clear presentation of the issue which is to be voted on. For a ballot vote to be declared valid, at least 30% of student body members must have submitted ballots.

Section 9 Ballot votes (as described in Article VI, Section 8) shall be held over a minimum 2 day period with a voting station in a clearly visible location in a location frequented by the majority of student body members and which shall be manned during a minimum of 1 hour per day during the lunch hour(s). The ballots shall be counted by a Committee consisting of at least one Executive Committee member and the Director of Student Services or his/her designate.

Section 10 The standing committees shall be the: Athletics Committee, Global Outreach Committee, Local Outreach Committee, Seminary Committee, Arts Committee, and Yearbook Committee.

Section 11 Members of the standing committees shall be selected by the chairpersons and approved by the Students' Council Executive Committee at the beginning of each term.

Section 12 Each standing committee will accept the appointment of a faculty or staff member to serve as advisor to each standing committee for the academic year. The advisor will be an ex officio member of the committee and shall be granted full right of review of all committee activities and publications prior to the holding of an event or the issuance of a publication or communication. The purpose of such review shall be to advise and not to direct. However, the advisor may choose to bring concerns with the performance of a Committee or a Committee chair to the Director of Student Services who will then consult with the Executive.

Section 13 In like manner, the Director of Student Services will serve as advisor to the Student Council and to the Executive Committee of the Council.

Section 14 Accurate minutes shall be kept of all Executive, Council, and student body Business Meetings. From time to time the Executive or the Council may choose to meet in private session. In such cases the minutes of such sessions shall be recorded and maintained in a secure fashion. Minutes posted publicly shall carry the notation: *The Executive (or Council) went into Executive Session for discussion at this point.*

#### **ARTICLE IX: Constitution, Bylaws & Operating Policies**

Section 1 The constitution may be significantly amended at any regularly called student body business meeting by a two-thirds majority vote on all present providing that:

- a) A quorum is present.
- b) Suggested changes have been posted one week in advance of the meeting; or through a ballot vote following presentation of proposed constitutional changes at a duly constituted meeting of the Student Council. Such a vote must still meet the requirement of obtaining a two-thirds majority of votes cast.
- c) Alternately, a ballot vote as described in Article VIII, Sections 8 and 9 may be employed.
- d) In each case the proposed changes shall have been reviewed by the Institution.

Section 2 Minor revisions to the constitution may be made at any regularly called Student council meeting by a two-thirds majority vote on all present providing that:

- a) A quorum is present.
- b) Suggested changes have been discussed and recorded in the notes one week in advance of the meeting.
- c) The proposed changes have been reviewed by the Institution.

Section 3 The constitution of the Institutional Student Council shall come under review a minimum of every two years.

Section 4 The constitution of the Institutional Student Council may be added to in the form of Bylaws.

Section 5 Interpretation of the Constitution and Bylaws shall be carried out with reference to the *Student Council Manual*. This document will contain the operating policies of the Student Council in addition to Job Descriptions reference materials relevant to Council functioning. It shall be reviewed annually by a committee consisting of the Executive Committee of Council and the Director of Students. Recommendations for changes to the manual shall be made to the Student Council, and shall be voted on by the Council in normal session.

#### **ARTICLE X Removal from Office**

Section 1 In the event that a council member is not satisfactorily meeting the requirements of her/his position, that person may be removed from office in the following manner.

a) Committee chairpersons will be asked to meet with the Director of Students and President. After this meeting, he/she may immediately be suspended from office by a majority vote of the executive committee upon recommendation of the Director of Students and President. The Executive Committee shall then bring the matter to the attention of the Council for a majority vote on removal from office. If removal is not deemed necessary at either stage, there may be granted a one-month probationary period during which his/her performance will be examined by the executive. After this time a review by the executive committee may result in removal from office once again requiring a majority vote by the Student Council. If performance has improved to a satisfactory level no further inquiry is required.

b) Executive Committee members may also be removed from office on recommendation from the Director of Students to the Council. The procedure described in Part a) shall apply.

Section 2 If a member is disqualified from office the remainder of their scholarship (Bylaw #7) will be withheld and given to the replacement member.

Section 3 In the event of removal from office the executive committee shall act in accordance with normally constituted procedures for election to office in the Student Council.

### **BYLAWS OF THE INSTITUTIONAL STUDENT COUNCIL**

#### **BYLAW #1 DUTIES OF THE EXECUTIVE OFFICERS**

Section 1 The Student Council Executive Committee will act as the Constitution Revision Committee pursuant to Article IX,

Section 2 In addition to duties described elsewhere, the President shall

- a) Preside at all Executive Committee, Council, and student body meetings
- b) To ensure that all members of Council are aware of and are fulfilling their duties and responsibilities in an appropriate manner,
- c) Serve as the chief liaison officer with senior institutional administration and, when appropriate, with the Board of Trustees,
- d) Serve as chief external Public Relations Officer for the Student Council.

Section 3 The Vice-President shall

- a) Fulfill the duties of a vacant Council position in an acting capacity until other arrangements can be made,
- b) In the absence of, or at the request of the President, the Vice-President shall preside at meetings of the Executive, the Council, or Business Meetings,
- c) Serve as a member of the Nominating Committee,
- d) Oversee the general and class balloting and elections processes in consultation with the Director of Student Services,
- e) Assist the President in the performance of her/his duties,
- f) Oversee the process of creating clubs sponsored by the Student Council, and serving as liaison with such clubs (Bylaw #6).
- g) Oversee Student Council chapels and class chapels.

Section 4 The President and the Vice-President shall normally be the Student Council representative to Institutional Committees called for the purposes of: student discipline or institutional planning, In the event that they cannot serve, other members of the Executive may be appointed on an ad hoc basis.

Section 5 The President, Vice president and the Chief Financial Officer shall serve as signing officers and shall approve all Student Council expenditures. A bank account shall be established which requires two authorized signatures on disbursement cheques.

Section 6 The Chief Administrator shall:

- a) Maintain accurate minutes of all official meetings;
- b) Conduct all necessary correspondence;
- c) Maintain a general ledger of the Student Council;
- e) Maintain the Student Council bulletin board and ensure that up-to-date copies of minutes are posted,
- h) Ensure that the Annual Budget is clearly posted or distributed to all students and that it is voted on at a duly called Business Meeting or ballot vote by the end of September. A plurality vote is required with the normal quorum of 30% required.

Section 7 The Chief Financial Officer shall:

- a) Manage all sales and service operations of the Student Council,
- b) Work with the Executive Administrator to ensure that all financial records and budgets are accurate and up to date,
- c) Review the expenditures of each Committee on a monthly basis,
- d) Ensure that all financial expenditures are carried out according to established policy,
- e) Review all proposed contracts with suppliers and prepare recommendations concerning such contracts for the Executive and the Council,
- f) Serve as advisor and signing officer on all proposed Class Organization contracts.

## **BYLAW #2 DUTIES OF THE STUDENT COUNCIL AND STANDING COMMITTEES**

Section 1 Though not restricted to the following, the duties of the Student Council shall be:

- a) To promote the spiritual interests of the student body,
- b) To propose the annual budget,
- c) To establish procedures governing the rental and/or leasing of Student Council properties and equipment,
- d) To review and propose the student body membership fee prior to March 15th and request the Heritage Accountant to assess the fee on behalf of the Student Council for the upcoming year,
- e) To establish procedures for the carrying out of policy,
- f) To initiate and propose Bylaws as required meeting the needs of the Student Council,
- g) Work cooperatively with the Institutional Administration to plan the events of Orientation and other major outreaches and efforts which will advance the work of the Institution.

Section 2 The duty of each standing committee chairperson shall be:

- a) To submit a written report of its activities each month, including financial statements, to the Student Council,
- b) To report all planned events to the Executive Committee and to present a calendar of events to the Executive Administrator within two weeks of the beginning of each semester,
- c) To maintain a diary of events and procedures for presentation to the incoming committee chair for the next academic year.

Section 3 The standing committees are required to meet monthly.

Section 4 The standing committees shall carry out their responsibilities in cooperation with their faculty/staff advisors.

Section 5 The duty of the Athletic Committee shall be to work in cooperation with the Athletic Director in providing an athletic program for the students. The Committee shall be responsible for the direct planning and oversight of the intramural program and shall assist in the organizing of varsity sports and fitness programming.

Section 6 The duty of the Global Outreach Committee shall be to promote mission awareness by organizing mission related activities including regular chapels and an annual Missions Conference as scheduled by the Institution. The Committee shall also: assist in the hosting of missions personnel visiting the campus, seek opportunities to promote, plan, or sponsor missions trips for individuals or groups of students, maintain a file of missions organizations and opportunities for the Career Resource Centre, and shall work cooperatively with the Local Outreach Committee in the planning and scheduling of events.

Section 7 The duty of the Local Outreach Committee shall be to promote evangelism and service awareness by organizing related activities including: occasional chapels, at least one major outreach activity per semester for a larger group of students, sponsor regular groups participating in various forms of outreach, and work cooperatively with other Committees or the Institution in the planning of events or programs with an outreach component.

Section 9 The duty of the Yearbook Committee shall be to produce an annual book on behalf of the student body in cooperation with the Institutional Administration. The yearbook will seek external advertising, which must meet with standards set by the Executive and the Director of Student Services. The Chair of the Yearbook Committee shall be called the Editor.

Section 10 The duty of the Arts Committee shall be the promotion of the Arts on campus. The Committee also assists in the organizing of special chapels and in planning an Annual Arts Emphasis Week.

Section 11 All members of the standing committees shall be responsible to the Student Council through their chairperson. In the event that members are not fulfilling their responsibilities in a satisfactory manner, they may be removed from their position by the Student Council Executive Committee. Each Committee should appoint a Vice-

Chair who should be prepared to report to the Council as required in the absence of the Chair.

### **BYLAW #3 CLASS ORGANIZATION**

Section 1 In order to supply more intimate opportunities for fellowship and spiritual growth and to promote the development of leaders and the creation of communities of interest, the members of the student body shall also be members of Class Organizations governed by this By-Law.

Section 2 The Class Organizations shall be designated: Freshman, Middle-Class, and Senior. At the beginning of each year a determination shall be made as to which class organization and individual belongs.

Designation will normally be made upon the basis of academic credits completed except in the case of the Freshman Class.

- a. All entering first year students shall be members of the freshman class.
- b. Individuals who have attended Heritage, but who have not successfully completed a minimum of 9 academic credits, may elect to be members of the freshman class.
- c. Individuals who have attended Heritage for a full semester or more will be placed in the middle-class in the fall semester.
- d. Only those individuals who are or who will be enrolled in number of academic credits sufficient to allow them to meet degree requirements in a given year will be designated as members of the senior class.

Section 3 The duties of the Class Presidents are:

- a. To organize class chapel which may or may not have a business component,
- b. To plan one social or retreat each semester
- c. To assist the Yearbook by providing materials relevant to the class
- d. To represent the specific interests of the class to the Executive Officers.
- e. In the case of the senior class, to assist in the planning and coordination of events, programs, and services offered to those graduating.
- f. The current freshman president will mentor and train the newly appointed freshman president in the 2nd semester, as they enter their new role.

### **BYLAW #4 STUDENT COUNCIL OWNED EQUIPMENT**

Section 1 This Bylaw covers the operation and use of equipment purchased by the Student Council for the purpose of loan and/or rental to members of the student body or to individuals acting on behalf of Heritage College & Seminary.

Section 2 The Chief Financial Officer shall be responsible for legal, insurance and financial matters related to equipment and the proper care and handling of Student Council owned equipment. Any charges for use of equipment shall be set in the Executive, reported to the Council, and should be set in accord with amounts charged previously for similar usage.

Section 3 The use of this equipment shall be limited to Heritage College/Heritage Seminary activities and/or functions involving its students, or with the expressed permission of the Student Council.

Section 4 In case of necessary repairs or additions to equipment, proposals by the Chief Financial Officer shall be presented to the Student Council for approval.

### **BYLAW #5 SPONSORED CLUBS**

Section 1 At any time during the school year, either the Council, or a group of students, may elect to petition the Executive Team to form a sponsored group which will meet a student need and provide a venue in keeping with the Institution's ideals and values.

Section 2 The petition must contain: a budget (Including any financial assistance required), a brief outline of organizational principles, a statement of purpose, and a statement of benefits to the student body. The Executive Team may choose to sponsor the group, deny sponsorship, or seek further information.

Section 3 All sponsored clubs will have the privilege of selecting a representative to sit on the Council.

Section 4 The Executive Team shall determine the length of any sponsorship but may, at its discretion, renew such sponsorship on an annual basis without receiving a new application.

Section 5 Varsity athletic teams will not be considered clubs for the purpose of representation on the Council.

**BYLAW #6 SPENDING AUTHORITY**

Section 1 All individual expenditures over \$500 which have not been approved in the annual budget must receive special approval through a vote of the Council.

Section 2 All individual expenditures over \$1000, or any expenditures which raise the total annual budget to over 120% of the total originally approved by the Student Council must receive special approval by the Student Council at a Business Meeting.

**BYLAW #7 REMUNERATION, BURSARIES, SCHOLARSHIPS**

Section 1 Officers of the Council shall receive no remuneration for duties. However, an annual scholarship for Officers of the Council may be given.

Section 2 The scholarship program for Officers of the Council shall be funded through the annual budget of the Council.

Section 3 The Student Council shall propose the amount of the student leadership scholarship for the following year. Agreement must be received from the Director of Student Services and the membership of the Student Council.

Section 4 Scholarship amounts may be uniform for all members of Council or they may be differentiated upon the basis of membership in the Executive Committee.

Section 5 Any remuneration for duties performed on behalf of the Council by Heritage students shall be subject to the terms and provisions contained in the Student Council Manual.

Section 6 The annual scholarship shall be payable at the completion of the academic year unless used to purchase items which shall enhance ones abilities to perform ones duties as a member of Council. Any amount paid in advance shall not normally exceed a maximum of 25% of the total scholarship.

Section 7 The receipt of one's scholarship shall be subject to the following terms:

- a. The Council member receives a satisfactory rating on performance evaluations carried out in December and April by both the President of the Student Council and by the Director of Student Services (or designate). The President shall be evaluated by the Vice-President and the Director (or designate). Serious deficiencies in the performance of duties (attendance at meetings, paperwork, and improper representation of the Council or its members to others, bringing reproach upon the Council, performance of duties) may make the individual subject to a reduction in bursary as determined by the evaluators.

The amount of the scholarship for each individual member of the Council shall be reduced by 50% for each member if specific budget targets are not met: fund raising goals, ending the year with a surplus.

## H. APPENDIXES

### 1. ACADEMIC MISCONDUCT

#### I. What is Cheating?

Most academic misconduct falls under the definition of plagiarism (see below), but sometimes we refer to misconduct as cheating. The following is a list of several examples of cheating:

- Allowing another to prepare an assignment for you or preparing an assignment for another.
- Having another take an examination for you or taking an exam for another.
- Obtaining information about an examination or assignment that is not authorized by the instructor.
- Altering an answer to an examination after it has been turned in, whether it has been graded or not.
- Looking at another's paper during an examination or allowing another to look at your paper.
- Collaborating with another during examination or on an assignment where the work is to be done independently.
- Bringing materials or information to an examination that are not permitted by the instructor.

#### II. What is Plagiarism?

Plagiarism is taking someone else's work from any source, i.e., someone's ideas, writings, or inventions, and using it without acknowledgement. As long as you give credit to the originator of the material, you are not guilty of plagiarism. Merely enclosing statements or sentences in quotation marks is not sufficient; you must cite the source. The following is a list of several examples of plagiarism:

- Copying phrases, sentences, sections, paragraphs, or graphics from a source and not giving credit by citing the source.
- Turning in a paper from a previous class.
- Having another person write an assignment (for pay or for free) and putting your name on it.
- Modifying or paraphrasing another's ideas or writings and submitting them as your own.
- Having someone make substantial editorial changes to your paper and submitting the final version as your own.
- Turning in someone else's solution to an exam or a question on an exam as your own.

The following examples are not plagiarism:

- Asking someone to read your assignment and suggest possible general improvements, unless specifically forbidden by the instructor.
- Getting together with other students to discuss an assignment, unless specifically forbidden by the instructor.
- Asking your instructor for help with an assignment.
- Quoting extensively from another's work but giving credit.
- Not citing sources for information that are in dictionaries or your course textbook.

#### III. How can I Avoid Plagiarism?

Always make very clear reference to the source of the material you use and put the material taken in "quotation marks," no matter where you find it. This is perfectly acceptable and legitimate. DO NOT try to rewrite or change another person's work and pass it off as your own – this is very difficult to do and is easily detected.

#### IV. When Can I Use Other People's Work?

You can always use published writings as long as you give a formal reference and acknowledgement of the source. If the information comes from a conversation with a professor or another student, give their name and recognition that it is their thought. Again, never take another person's writing or speech or message or Internet data and put it in your work without acknowledgement. It is important to always make sure in your career that everyone who makes a contribution gets credit, no matter how small their part has been! If you have questions, please check with your instructor.

## **V. Where Can I End Up if I Cheat or Commit Plagiarism?**

The penalties for cheating and plagiarism at Heritage vary depending upon the severity of any incident. Minimal and careless plagiarism may simply result in a poor grade or failure on the assignment. Indications of purposeful plagiarism or cheating would normally lead to failure on the course and a formal reprimand. Evidence of continued academic misconduct is ground for suspension or dismissal from Heritage.

Who is harmed when you cheat or plagiarize? Well, you have stolen the work of someone. You have broken your commitments to integrity and honesty. You have short-circuited the learning process and have not gained the knowledge you have paid for and which you hope to use. And, you have taken the opportunity which God has given you to learn and grow in a Christlike fashion and traded it for a quick and underhanded solution to a problem which you face. Who's been harmed?

## **VI. We Do Not Want You to Fail!**

Please see your Faculty Advisor or come to the Counselling Department for help in your studies. Getting the grades which you want and need may be a struggle at times, but remember:

*"No discipline seems pleasant at the time ... but later on, however, it produces a harvest of righteousness and peace for those who are trained by it." – Hebrews 12:11*

*"Whatever you do, whether in word and deed, do it all in the name of the Lord Jesus." – Colossians 3:17*

*"I can do everything through him who gives me strength." – Philippians 4:13*

For more detailed information: read the Heritage academic tips manual, "Survivor's Secrets."

## **2. APPEAL AND GRIEVANCES POLICY**

### **I. Basic Information**

Students have the right to appeal a variety of Heritage policies and decisions which affect their lives. However, any appeal must be made in accord with established policy.

#### **a. Some Definitions:**

Definitions are judgments which are based upon established policy and which apply to individuals. For example, academic decisions might range from a mark given on a paper through to a decision to expel based upon Academic Misconduct. Policies are ways in which Heritage has decided to organize its affairs and which apply to groups of individuals. For example, non-academic policies would include such matters as: chapel attendance, residence fees, or the Community Covenant.

#### **b. What Makes an Appeal of a Decision Possible?**

Appeals will only be heard on the following grounds:

- There was an error in procedure during the rendering of the decision.
- Or there is evidence of personal bias or serious personality conflict influencing the rendering of the decision
- Or new evidence has arisen which changes the grounds upon which the decision was made.
- These grounds will be applied at each successive level of appeal.

#### **c. What Makes an Appeal of a Policy Possible?**

Appeals will only be heard on the following grounds:

- The individual making the appeal has already formally spoken with the senior staff or faculty member responsible for enforcing the policy.

- The policy will clearly create undue or unfair hardship upon the individual making the appeal. It will be the responsibility of the individual making the appeal to demonstrate that there is a compelling case for the special nature of his/her situation.
- Granting of an appeal will not lower the defined academic or spiritual standards of Heritage.

#### **d. The Nature of a Formal Appeal**

A formal appeal will be made in the form of a letter which clearly states:

- To whom the appeal is addressed
- The grounds supporting the appeal
- A statement of evidence

## **II. Appeals of Non-Academic Disciplinary Decisions**

### **a. What May Be Appealed?**

A student may appeal any disciplinary action.

### **b. Who Makes Non-Academic Disciplinary Decisions?**

These are usually made by staff ministering in or under the Student Services Department. These would include both the Residence Directors and student Residence Assistants in addition to the Director of Counselling Services and the Dean of Student Services. (Note that we are talking about the specific rendering of official decisions. All faculty, staff, and students, are able to advise, and upon occasion, ensure that individuals adhere to college policy. They may also inform Student Services of the need for disciplinary intervention).

In cases of severe or flagrant breaches of policy, the Judicial Committee may be asked to render a decision.

### **c. Who is the Appeal Directed to?**

The appeal should normally be directed to the Dean of Student Services. If the decision being appealed was rendered by the Dean then an appeal should be directed to the Chair of the Judicial Committee for consideration. Students may learn the name of the current Chair from the Student Services office. If the decision being appealed was rendered by the Judicial Committee, than an appeal should be directed to the Office of the President for consideration by the President's Cabinet.

### **d. Is There a Time Limit on Appeals?**

Decisions made by staff of the Student Services Department must be appealed within 7 calendar days. Decisions of the Judicial Committee may be appealed within 14 calendar days of the decision being rendered.

## **III. Appeals of Academic Misconduct Decisions**

### **a. Who Makes Decisions Regarding Misconduct and Discipline?**

Faculty members make decisions and apply discipline in relation to work done in courses which they teach. The Academic Dean may apply discipline in relation to breach of Academic policy. In cases of severe or flagrant breaches of policy, the Faculty as a whole may be asked to render a decision.

### **b. Who is the Appeal Directed To?**

An appeal is normally directed to the Academic Dean. If the decision being appealed was rendered by the Dean then an appeal should be directed to the Dean for Consideration by the Faculty. If the decision being appealed was rendered by the Faculty, then any appeal should be directed to the Office of the President for consideration by the President's Cabinet.

### **c. Is There a Time Limit on Appeals?**

Decisions made by individual faculty or the Academic Dean must be made within 7 calendar days of being rendered. Decisions of the Faculty in Committee must be appealed within 14 calendar days of the decision being rendered.

#### **d. Special Grade Appeal Process**

A student may contest a final semester grade by submitting a written appeal to the Academic Dean no later than 45 days after the close of the semester in which the grade was given. Any appeal must be based upon the qualifications stated in Section 1.b. of this policy.

The Academic Dean, the instructor and the student will meet to seek resolution of the problem. If satisfactory resolution cannot be obtained, then an *ad hoc* committee consisting of two faculty members and an administrator will be appointed by the Academic Dean to investigate the matter further and render a final decision. All proceedings shall be documented and placed into the student's file.

#### **IV. Appeals of Policy**

##### **a. Heritage Accreditation Standards**

**College:** In cases where the student believes that Heritage College is not adhering to the guidelines contained in the Association for Biblical Higher Education (ABHE) Manual (in Library Reference Collection) then an appeal may be made directly to the ABHE.

**Seminary:** The following statement is the policy of the Association of Theological Schools in which Heritage has candidate status: *"The Association has an obligation to the various publics it serves to give responsible consideration to complaints that may be made against any accredited school. The Commission on Accrediting maintains policies and procedures for reviewing and responding to complaints. The complaint must be filed in writing, together with substantial documentation as appropriate for the circumstance. The Commission will determine if the complaint has standing with reference to any membership criteria or accreditation standard of the Association. If the complaint has standing, the Commission will conduct an investigation. The Commission will communicate its conclusions and actions to the institution and the parties raising the complaints. The Commission or Accrediting assumes no responsibility for or obligation to adjudicate individual grievances. The Commission will not investigate a complaint while the complainant is engaged in a civil suit against a member school."*

A manual of the ATS accreditation standards is held in the library Reference Collection.

##### **b. How to Appeal**

A student wishing to complain about any lack of adherence to accreditation standards should submit a letter outlining complaint to the appropriate Dean (Academic or Student Services). The Dean will normally meet with the student within 7 days of receiving complaint. If the student is not satisfied with the results of the meeting he or she may request the complaint be forwarded to the President's Cabinet for further consideration. The President's Cabinet shall hear the complaint and respond in writing. A record of the complaint shall be maintained in the records of the President's Cabinet. If not satisfied, students may elect to continue the appeal to the appropriate accrediting body. Note that this is an extremely serious step and may only be made if a decision is in conflict with the stated standards of that body.

##### **c. General Policies**

If the grounds of appeal described in Section 1.c. of this appendix have been met, the student may, in writing, formally request of the Office of the President that the policy in question be reviewed by the President's Cabinet of Heritage. Such an appeal must be made within 7 days of having met with the Senior Administrator responsible for the policy. A formal review of a policy will not normally be made by the President's Cabinet if it has ruled on, or accepted, the policy within the 12 months preceding the appeal.

### **3. BULLYING AND HARASSMENT POLICY**

#### **I. Policy Statement**

When faculty, staff, students and volunteers choose to join Heritage College and Seminary (“Heritage”), they agree to stand by the Community Covenant. Heritage requires that biblical principles of lifestyle and conduct are following order to create a culture of a living-learning environment which complements the mission, “equipping people for life and ministry.”

Heritage is committed to providing a community in which all individuals are treated with respect and dignity. We consider the disrespect of a person to be a serious offence and will not tolerate bullying or harassing behaviour that may undermine the respect, dignity or productivity of any student, faculty, staff or volunteer. Attitudes and behaviour that undermine this goal are detrimental to everyone.

When possible, it is preferable to deal with complaints of bullying and harassment internally. However, the procedures set out in this policy do not preclude a person from exercising any other available legal rights if they feel unsafe or in danger.

This policy is not intended to constrain ordinary social or personal interaction between and among students, faculty, staff, and volunteers. It has been adopted to expressly communicate that disrespecting another person through bullying and harassment will not be tolerated at Heritage.

It is important that complaints are reported and resolved in order for Heritage to maintain a safe environment for working and learning. Breaches of this policy are considered to be a breach of Heritage’s Community Covenant.

#### **II. Significance of the Policy**

All complaints of bullying and harassment will be taken seriously and will be addressed in a confidential, impartial and timely manner. It is important that all students, faculty, staff and volunteers understand that any violation of this Policy will not be tolerated and may be a disciplinary offence.

If the investigation reveals evidence to support the complaint of bullying or harassment, the bully/harasser will be disciplined appropriately considering such factors as the severity of the bullying and harassment, whether such was intentional or unintentional, whether the incident is an isolated one, and any mitigating circumstances. Students, faculty, staff and volunteers violating this Policy may be subject to a range of disciplinary sanctions. This may include, but is not limited to, a letter of reprimand, removal of privileges, suspension, expulsion or termination of employment for cause. This incident will be documented in the harasser’s academic file. No documentation will be placed in the file of the person making the complaint where the complaint was filed in good faith, whether the complaint is upheld or not. The person filing the complaint will in any event be informed of the outcome of the investigation. No documentation will be placed in the file of the person accused if the complaint is not upheld.

#### **III. Spiteful Complaints**

If it is determined that a student, faculty, staff or volunteer has made a complaint with the intent to harm or discredit, Heritage College and Seminary may take formal disciplinary action against that person. Malicious complaints will not be tolerated and will be documented in the student’s file.

#### **IV. Confidentiality**

Every effort will be made to keep complaints confidential. However, ultimate responsibility for determining the resolution of a complaint lies with Heritage, and where there is any risk to other students, faculty, staff or volunteers, disclosure will be made to the extent necessary to remedy the situation. Furthermore, disclosure may be made to appropriate authorities where required by law.

#### **V. Application of the Policy**

The policy is not restricted to the Heritage College and Seminary campus. It applies where there is a relationship between the behaviour or comments, about which complaint is made, and the operation of Heritage as an institution. For example:

- a) Any location where classes or activities affiliated with Heritage are being carried out (e.g., offices, classrooms, grounds, cafeteria, meeting rooms and parking lots);
- b) Other locations and situations (e.g., related travel, seminars, field trips, conferences, employee parties, after hour get-togethers, etc.) where the unacceptable behaviour impacts on the educational/work relationships, environment or performance

Locations and gatherings where Heritage members meet in a context apart from their institutional responsibilities would not apply to this policy.

## **VI. Definitions**

### **What is bullying and harassment?**

Bullying and harassment must be defined within the context of Heritage College and Seminary as a distinctive evangelical Christian institution. The key principle at all times is to honour the upholding of a person's dignity within the parameters of the campus Christian community.

Within these provisions, then, bullying and harassment is defined by this Policy as conduct or comment, which is reasonably known to be objectionable or unwelcome, and serves no legitimate work or education-related purpose and which:

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

Bullying and harassment is further defined as, but not limited to, one or a series of incidents involving comments or actions based on an individual's characteristics or personal attributes (such as race, ancestry, physical disability, gender, etc.)

Bullying and harassment can take place between individuals of the same or different status; it can involve individuals or groups. Both men and women can be the subject of bullying and harassment by either gender. Physical and sexual assault, stalking or threats of violence directed towards a student, faculty, staff, or volunteer, his/her family and their possessions are criminal matters and should also be referred directly to the local police department.

Examples of bullying and harassment as a form of discrimination could include, but are not limited to, any of these actions:

- Persistent insulting or humiliating comments, jokes, slurs;
- Insulting or humiliating posters, pictures, cartoons, graffiti, drawings;
- Insinuations, taunting, singling out, belittling or ostracizing;
- Undermining a person's dignity by deliberately causing embarrassment, humiliation, discomfort or offence

Bullying and harassment does not include actions that occur through the appropriate efforts of managerial/supervisory rights and responsibilities. Students who are employed by the institution in some capacity are required to adhere to the wishes of their manager or supervisor as they relate to the duties and responsibilities of their position. Equally, the academic decisions of the faculty/staff/administrative member as it relates to the grades and effort of the student will not be considered to be bullying or harassment when administered appropriately according to the syllabus.

## **VII. When Conduct Constitutes Bullying and Harassment**

While this policy's examples of bullying and harassment are not exhaustive, it has attempted to be definitive in the types of actions and behaviour that will not be permitted in the Heritage community. In assessing whether conduct constitutes bullying and harassment, Heritage will adopt the legal standard of the reasonable person; that is, *"what would the reasonable person think?"*

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

## **4. SEXUALITY AND RELATIONSHIPS**

### **I. General Statement**

Sexuality is a primary aspect of what it means to be human and includes all that we are when we say "I am female" or "I am male." Our physical traits are the obvious part of our sexual identity; however, sexuality is not just physical. It includes all thinking, feeling, acting and interacting that is derived from our maleness and femaleness. This sexuality enriches human relationships in ways that are basic to God's own nature (Gen. 1:27).

In their enjoyment of these gifts God's people are to be responsible. Our standard is Scripture; our mode of interpretation is from within a conservative evangelical framework; our goal is appropriate expression which takes into account our needs, our desires, our weaknesses, and the influence which we have upon others. Yet while sexuality is an important component of our being, it is not the most important. Our society is preoccupied with sexuality. The repression of sex in earlier generations has been replaced now by an obsession with sex. The influence of culture, when combined with our natural drives, may seem an irresistible force.

Heritage recognizes that some issues are clear and easily defined while others seem more difficult to pin down. The fact that we all differ means that we will respond to our sexuality in differing ways. As a covenant community of believers, we choose to recognize the following principles:

- We will keep the clear word of the Bible wherever possible. Some issues are not truly debatable.
- Where the exercise of our freedom comes into conflict with our influence upon others, it should be our goal to do no harm nor cause temptation to our brother or sister in Christ.
- Where matters of interpretation consider to seem "gray", Heritage will attempt to reconcile differing viewpoints. However, the final decision about the appropriateness of different actions will rest with Heritage and established policies. Students who disagree are welcome to use the appeals process.

### **II. How Far Is Too Far?**

The very question suggests a desire to get as close to the line as possible without going over. This is a policy that inevitably leads to disaster. Instead, the question should perhaps be rephrased as: "How may my sexuality be expressed in a morally pure and holy manner?"

Our Covenant, as articulated in the Student Handbook, makes it very clear that pre- and extramarital sexual activity are expressly forbidden in Scripture and are violations subject to discipline and correction. But actions which are far prior to intercourse may also violate personal conscience and be destructive of relationship.

### **III. Public Displays of Affection**

It is difficult to not express the intensity of love which we feel for another. Part of that love may come out as physical expression. However, some acts should remain private (if they should be done at all). On campus, the standard of public affection should be limited to a quick kiss, a quick hug, or the holding of hands. Massage, lying together, sitting in each other's laps, etc., is not appropriate behaviour on our campus.

### **IV. Sexually Suggestive Material**

Not all sexually suggestive material may be defined as pornography. There have been great works of art containing nudity but it seems clear that these stand on one side of a divide from pornographic movies or *Cosmopolitan* magazines. It is difficult to maintain purity of thought while reading or viewing material that is expressly designed to arouse you or to lead you into sinful acts. Such material is not to be brought upon campus or to be part of one's personal library where one lives. Television programs, movies, and video games which depict and glorify unholy behaviour should be avoided.

#### **V. Sexual Harassment and Assault**

Sexual harassment is defined as flagrant or repetitious, unwelcome sexual conduct, and may include the following: unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature.

Sexual assault is distinguished from consensual sex because it is a form of violence. It is recognized that there have often been misunderstandings over when "no" means "no." This policy begins with the assumption that "no" means "no." To avoid a charge of sexual assault, affirmative consent is required, either verbally or by voluntary acts unmistakable in their meaning. No definition of "sexual assault" or "consent" is without controversy. However, within a community that prohibits extramarital sexual encounters, any confusion about consent should be lessened, and moral, sensitive and responsible behaviour should be the norm, not the exception.

Students who believe that they have experienced sexual assault or who believe that they are recipients of harassment are advised to bring their concerns to either the Dean of Student Services or the General Counsellor.

#### **VI. Living Together, Cohabitation and Overnight Visits**

Unless one is married, or the other individual is a family member, persons of the opposite sex are not to establish living arrangements in the same quarters (room, apartment, etc.) Overnight guests of the opposite sex are not to be entertained except under the following conditions:

- It occurs in the family home, separate sleeping arrangements are kept, and there are parents or other adult family members present
- A clear and present emergency has occurred (blizzard, traumatic news, severe illness, etc.) and the incident is reported to Student Services so that one's reputation may be maintained
- Other special circumstances as agreed upon in prior conversation with the Dean of Student Services

#### **VII. Marriage**

Heritage has no policy concerning marriage and the academic year. However, students are advised that getting married within a semester often leads to difficulties either with one's studies or one's relationship. Wisdom suggests waiting.

## **5. Disciplinary & Judicial Procedures at Heritage: Academic and Non-Academic**

### **I. Why Discipline?**

The Student Handbook points out that the Christian understanding of discipline relates to the process of being and becoming disciples of Jesus Christ. It has to do with learning and correction; it has to do with grace and justice. Without discipline, without standards, and without mutual accountability, we are left adrift as individuals in a world which seeks to mold us to *its* image.... not that of Christ. Check the handbook for more background information.

### **II. The Goals of Discipline**

Teaching, restoration, recovery, and restitution when possible. Sometimes this can be done quickly and easily. More often the process is difficult. Sometimes, with great sorrow, we must ask someone to leave so that they have the opportunity to reflect on what has happened.

In this race we call life (see Hebrews 12) we need to help each other to stay on course. We take to heart the words of Galatians 6:1, "*If someone is caught in a sin, you who are spiritual should restore him gently.*" But we also note such

passages as Titus 3:10 and 1 Corinthians 5:1-12 which warn us that sometimes we must even be prepared to expel someone from the church.... or, in our case, from Heritage.

### **III. What is the Standard**

Your Student Handbook, the Academic Calendar, and Scripture, are the measure of need for discipline. Personal attitudes and actions which are harmful to others clearly fall within the scope of this standard.

### **IV. Types & Levels of Discipline**

Some institutions have charts of rules and lists of specific penalties for infractions. Our view and our approach differs somewhat. We hope to have the discipline fit both the person AND the situation. That means that it takes much time and prayer to determine what is best. The Handbook gives more detail about the following measures:

- Discussions with the Dean.
- Establishing Mentoring Relationships.
- Establishing Counselling Relationships.
- Community Work/Restitution Hours.
- Personal Evaluation Assignments.
- Community Restrictions or Probation.
- Failing grades or academic restrictions for situations of Academic Misconduct.
- Reprimands and notes to permanent academic records.
- Suspension or Expulsion.

### **V. Procedures**

#### **a. Initial Proceedings**

An individual working on behalf of Heritage will receive information or allegations concerning the actions or behaviours of a student. The individual shall determine if there is cause to investigate further.

If there is cause the individual will verbally discuss with the student any charges or allegations or will pass these on to someone with the appropriate authority to do so. At this time the student will respond to any charges or allegations and the person representing Heritage will determine if there is cause to begin formal procedures.

Unless requested to do so by the student, Heritage will maintain confidentiality and will not normally contact parents or others concerning the process in accordance with our privacy policies.

#### **b. Next Steps**

If there is cause, the appropriate Dean (Student Services or Academic), will meet with the individual to determine a response. If the case is deemed serious by virtue of the behaviours themselves, or because of the results of those behaviours, the Dean may choose to bring advisors into the process. The Dean of Student Services may select a level of response up to, and including, a suspension of campus privileges for up to 3 academic days and may also choose immediate referral to the Judicial Committee. The Academic Dean may suspend an individual from classes for a period of up to 5 academic days and may choose immediate referral to a Committee of the Faculty for judgment.

Any determination by the Dean that an infraction will warrant suspension or dismissal will require an immediate referral to the appropriate Committee.

#### **c. Referral and Committee Process**

A letter outlining the reason for the decision to refer will be given to the student as soon as is practicable following the decision. A copy of the letter, along with an accompanying request to convene a meeting of the Committee, will be delivered to the Chair of the Committee. Normally, the Committee will then convene within 5 academic days.

The Chair will convene the Committee in the following manner:

- A letter stating the assigned time and place of a hearing will be delivered to the student as soon as is practicable.

- The letter will include a short statement which cites the reasons for the hearing, and which briefly states the facts supporting the accusation.
- The following voting members will be called to sit on the Judicial Committee to hear non-Academic cases:
  - The Chair (A member of the faculty)
  - Two student peers (in a case involving students of the college these will normally be the President and Vice-President of the Student Council or their delegates)
  - Another member of Faculty
  - A member of the Counselling Department.
  - The referring Dean will be invited to sit with the Committee in a non-voting capacity. Other persons may, by virtue of their expertise, also be invited by the Chair to sit with the Committee.
  - The Student will be invited to bring an advisor if he or she so desires but other than making a statement on behalf of the student, the advisor may not participate directly in the meeting. The student may also submit a request to reschedule the hearing for a valid reason.

**d. Hearing Procedures**

- Members of the committee will be excused if the case may involve a conflict of interest and the Chair may appoint temporary members to take their places.
- No student will be found guilty except on the vote of the majority of the voting members present at a hearing.
- A hearing may proceed in the absence of a student if the committee is satisfied that proper notice of the hearing was given and that there is no legitimate reason for the absence.
- A secretary will be appointed to make detailed notes of the proceedings.
- Because this is not a court hearing the committee is not bound by legal rules of evidence. However, every effort will be made to conduct hearings as fairly as possible.
- At the request of the accused student, the Chair may elect to admit parents or legal guardians to view the proceedings.
- The hearing will not be public, and information gained at the hearing will be treated as confidential information by all participants. Because this provision is for the protection of the student, she or he may choose to disclose the proceedings.
- The Hearing may be dismissed and reconvened at the discretion of the chair: to permit additional time for deliberation, for the gathering of further evidence, due to the need for further witnesses, or due to circumstances which disturb the course of the hearing.

**e. Purpose**

- I. Make a determination concerning the accuracy of any allegations
- II. Determine an appropriate response in the form of disciplinary measures.

**f. Appeals**

Throughout this process, a student has the right to appeal decisions according to the guidelines presented in the Student Handbook. (See Appendix 2)