

TRUE NORTH COLLEGE

.....
IDENTIFY. EQUIP. RELEASE.
.....



I have read the True North College Student Handbook and I agree to abide by
its rules, principles, and guidance

Printed Name

Signed Name

Date

Table of Contents

Core Commitments	3-4
Mission	3
Strategy	3
Expectation	3
Statement of Faith	4
Student Services and Course Management	5-7
Academic Advising	5
General Course Policies	5
Audit Option	6
Course Hours	6
Drop, Add, Withdrawal, Unofficial Withdrawal	7
Incomplete Grade Request	7
Grade Repeal Process	7
Repeating a Course	7
Payment and Registration Schedule	8
Library	8
Key Fobs	8
General Policies	9-10
Academic Standing	9
Academic Dishonesty	9
Graduation Requirements	10
Personal Conduct	10

Core Commitments

TRUE NORTH COLLEGE Mission

We look to identify leaders through making available a training program in which they can enroll and be equipped through study and practice in route to graduating into leadership positions in the Church and in the wider scope of society.

TRUE NORTH COLLEGE Strategy

Leaders are reproduced and mobilized by:

TEACHING students about leadership - Students learn leadership principles from what is taught in the classroom where the process of teaching/leading is modeled by the instructor.

TRAINING students how to lead – Students practice leadership (self-leadership and leadership of others) as they complete their assignments.

EQUIPPING students to be resourced leaders – Students go forth with leadership tools (including teaching materials used to teach them) that they can use to teach/lead others.

TRUE NORTH COLLEGE Expectation

It is understood that students are “learners.” It is also understood that, in order to learn, students are “doers.” Thus, ministry students should be involved in ministry as part of their learning. True North College holds an expectation of its students that they would be planted in the local church by being active in serving and in community.

TRUE NORTH COLLEGE

Statement of Faith

- I. We believe that the Bible is the inspired Word of God, inerrant in the original writings, complete in its revelation and final in its content.
- II. We believe in the Trinity. God is One and He has revealed Himself in three Persons: Father, Son, and Holy Spirit.
- III. We believe in the Deity of Jesus Christ, the God-Man, who was born of a Virgin, lived on this earth in the flesh, died on the cross for our salvation, rose from the dead, is seated at the right hand of the Father, and who will come again to judge the living and the dead.
- IV. We believe that all men have sinned and are completely and hopelessly lost if not for God's divine intervention. This intervention has as its climax in the death and resurrection of Jesus Christ who is God's unique and free provision for salvation. No man can be saved outside of this provision which is received by faith.
- V. We believe that the Church is the body of Christ and that the ministry of Christ continues through His people by the power of the Holy Spirit. This power is designed to assist His people in both word and deed and has as its ultimate purpose the glorifying of the name of Jesus and the drawing of others to that name.
- VI. We believe the supreme purpose of each believer must be to glorify God. This is done through knowing God and making Him known. These are both very real, personal, and intimate processes which feed upon each other.

Student Services and Course Management

Academic Advising

Upon acceptance into the College a faculty or administrative advisor will be assigned to a student. The advisor will meet with the student in order to provide initial direction with respect to which program to pursue and which courses to take based on the student's goals. At any time after being matriculated into the College, students can request further advising to ensure that they stay on track and program goals are being met.

Advisors and students should use the Program Planning Sheets, Recommended Two Year Tracking Sheets, Course Calendar and Course Descriptions to set a track, adjust a track, and stay on track.

General Course Policies

- Students are encouraged to attend all class sessions for courses in which they are enrolled. In any case, a student must attend at least 60% of the classes to receive credit for the course. Students should not assume they will be dropped if they stop attending class. The student is responsible for withdrawing by the announced date (no later than the ninth week of the semester) to avoid receiving a "UW" (unofficial withdrawal) and a grade of "F." Students should report promptly to class. Instructors are authorized to refuse to admit students who are late to class.
- When a class session or any part of a class session is missed, it is the student's responsibility to obtain class notes from classmates if so desired.
- Assignments are to be done in a timely manner. An assignment that is not handed in on time can be submitted up to one week late with a 10% penalty to the grade. After one week a zero grade will be assigned to that assignment.
- All exams are taken in class. Exams cannot be missed unless there is an emergency. Make-up exams will be given at the convenience of the instructor if a student submits documented evidence of an emergency. Otherwise, a student will receive a "0%" grade on an exam that is missed.
- Help is available to support students through the entire writing process with regard to doing papers. The primary source of help is The Writer's

Handbook. Students should take advantage of this “how to resource” that explains both process and technical issues pertinent to doing research papers. Students can also take advantage of the library and its Writing Center in order to get personal one on one help with their writing assignments.

Audit Option

True North college students may choose to audit a course. When auditing a course, the student does not do the course assignments nor does the student receive academic evaluation or credit for the course (to receive audit credit a student only needs to meet the college’s minimum attendance requirement for any course).

A student may audit a course any time after taking and successfully completing at least one other true North College course for credit (new students cannot audit the first course they take at True North College). The exception to this requirement is with regard to students who have applied and have been accepted to True North College and have successfully completed at least one True North Church Masterclass prior to their first semester as a True North College student (in that case, the first course taken as a True North College student can be a course taken for audit).

Students may audit as many courses for self-enrichment and academic exploration as they like. Credit for those courses will not be applied to their program. If the student needs to take that course in the future to satisfy program requirements, the course will need to be retaken for credit.

A 50% tuition rate will be applied to audit registrations. Course fees will be applied as normal. Financial aid and/or discounts will not be applied to audited courses.

Course Hours

Semesters run for 16 weeks. One 3 credit hour course includes approximately 40 hours in the classroom and 70 hours of assignments outside of the classroom. Students should budget their time accordingly. Each 3 credit hour course taken during a 16 week semester will necessitate approximately 7 hours of the student’s time each week (2 ½ hours in class and 4-5 hours outside of class). Thus, a student taking a full load of courses in a semester (5 courses or 15 credit hours) will need approximately 35 hours of time each week for class and assignments combined.

Drop, Add, Withdrawal, Unofficial Withdrawal

The Drop/Add period runs through the second week of the semester. During this two-week time period enrolled students may register for courses, complete their payment and then enter class ("add" a course). A \$40 late registration fee will be assessed when registering for an additional course(s). They may also "drop" a course during this time period with no academic penalty and with a 75% refund. Drop/Add forms are online.

A student may "withdraw" from a course anytime between the third week and ninth week of a semester with no academic penalty. A grade of "W" (Withdrawal) will be placed on the student's transcript for that course (this grade will not impact a student's GPA). No tuition refund is given for that course. Withdrawal forms are online.

Students who do not show up for class and do not request to drop the course or withdraw from it will be considered "unofficially withdrawn" (UW). Students who attend less than 60% of the classes will also be considered UW and will receive an "F" for the course. No refund will be given.

Incomplete Grade Request

Students may request a grade of I (Incomplete) only in extreme circumstances in which they are unable to complete course requirements in the time allotted. Requests should be made online via the Incomplete Request form. If the request is granted the student will have one month from the last day of the semester to complete their course work.

Grade Appeal Process

Students who wish to dispute a final grade must first discuss the matter with the course instructor. If the matter cannot be resolved then the student may appeal to the President's office and a final decision will be made.

Repeating a Course

Students are permitted to repeat a course they have failed. The grade will be updated upon successful completion of the course. That grade will supersede the failing grade for purposes of GPA calculation.

Payment and Registration Schedule

Students must pay in full for tuition and fees prior to the start of classes. This date also serves as the registration deadline. A student is not registered for a course until full payment is made. Payment can be made online or at the Academic Services Administrator's office during office hours. If full payment cannot be made prior to the beginning of classes, a payment plan may be applied. Students must contact the Registrar's office in advance of the beginning of classes in order to set up a payment plan.

2020-2021 Fall Semester = registered for classes and tuition paid in full no later than 8/25/20

2020-2021 Spring Semester = registered for classes and tuition paid in full no later than 12/28/20

2021-2022 Fall Semester = registered for classes and tuition paid in full no later than 8/29/21

2021-2022 Spring Semester = registered for classes and tuition paid in full no later than 1/10/22

Course registration made after these deadlines and before the end of the Drop/Add period will incur a \$40 late registration fee.

A student may drop a course with a 75% refund of the tuition if the course is dropped after these deadlines and before the end of the Drop/Add period.

Library

The Library houses the True North College book collection. Some of this collection is made up of reference books that cannot be checked out. Most books in the collection can be checked out for two weeks at a time. A fine of \$1 per day will be charged for overdue books. Library fines must be paid in full before additional books can be checked out of the library. Students may only check out books during a period in which they are currently enrolled in a course.

Key Fobs

Students will be assigned a key fob under their student number which allows entry access to the True North Church building only during designated class times. The key fob is issued to the student only and may not be used by anyone other than the student. The student will be required to review the rules and regulations regarding the key fob and will be required to sign in acknowledgment of review and issuance of same.

General Policies

Academic Standing

Students who earn at least a 3.5 GPA from at least 12 credits earned in a semester will be placed on the Dean's List for that semester.

Students who do not maintain a 2.0 GPA will be placed on academic probation. Students on academic probation will not be permitted to take more than 9 credits in a semester until their GPA is brought back up to a 2.0. At that time they will be removed from academic probation and no such notice will be placed on their transcript.

Students pursuing the Diploma in Ministry Leadership or the Diploma in Practical Theology must complete all required courses in no more than five years from the time of their acceptance into True North College (students may complete these programs in as little as two years).

Students pursuing the Certificate in Biblical Studies must complete all required courses in no more than three years from the time of their acceptance into True North College (students may complete their program in as little as one year).

Academic Dishonesty

Students are expected to complete all academic work with integrity. Students must do their own work with regard to taking exams and writing papers.

Dishonesty in the completion of assignments, papers, presentations, examinations or any other academic work is contrary to biblical principles of Christian living and is unacceptable at True North College. Plagiarism is the deliberate presentation of another person's ideas or words as your own and/or the failure (intentional or unintentional) to cite the source of your ideas.

Cheating includes, among other acts, the intentional attempt to get an answer on a test in any other way than by using your own knowledge. Cheating, plagiarism, or other violations of academic integrity will be reported to the Office of the President who will assess the situation and determine an appropriate penalty (which may include receiving a failing grade on the assignment or test, receiving a failing grade for the course, or other form of academic discipline that could include expulsion from the College).

Graduation Requirements

The following requirements must be met in order to graduate from True North College:

- Fulfillment of all program requirements
- A minimum cumulative GPA of 2.0
- Payment of all financial obligations to the College

Personal Conduct

All students attending True North College are expected to display Christian character in all their interactions with other students, faculty, and staff. The following standards provide students with appropriate guidance as to their interactions with fellow students, faculty, and staff both in the classroom and in other College settings. True North College reserves the right to put on probation or expel students whose behavior is in conflict with these standards.

- Display Christian character toward students, faculty, and staff.
- Interact graciously in discussions with fellow students, faculty, and staff.
- Admit inappropriate behavior, repent, and seek forgiveness from offended parties.
- Conform to academic integrity, cheating and plagiarism policies.
- Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor, staff or other students.
- Refuse to be involved in any demeaning written or oral comments regarding race, color, national or ethnic origin or physical handicap.
- Reject any involvement in inappropriate sexual advances or intimidations in person, by email or on social media.