



STUDENT HANDBOOK
NBC|GR

A Campus of Northpoint Bible College
Haverhill, MA

Fall 2019 – Spring 2020

Grand Rapids Campus
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Grand Rapids, MI 49519
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MISSION STATEMENT

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

INTRODUCTION TO THE UNDERGRADUATE STUDENT HANDBOOK

This *Student Handbook* has been designed to provide students with necessary information pertaining to school activities and policies. It also provides an understanding of the student's opportunities, privileges, and responsibilities as part of the Northpoint community.

The *Student Handbook* also provides a guide to effectively utilizing the Northpoint educational environment in a way that facilitates academic advancement, applied learning, and spiritual transformation.

Northpoint reserves the right to alter or institute policies as necessary to permit the efficient administration of the College.

Accreditation and Membership

Association for Biblical Higher Education (ABHE)

Northpoint Bible College holds accreditation with the Association for Biblical Higher Education. The ABHE is a national accrediting body, recognized by the Council on Higher Education Accreditation in Washington, DC (CHEA). Northpoint Bible College is authorized by the ABHE to offer the Master of Arts in Practical Theology degree, the Bachelor of Arts in Ministry Leadership degree, and the Associate of Arts in Ministry Leadership degree in Grand Rapids, MI.

Alliance for Assemblies of God Higher Education (Formerly COCHE)

Northpoint Bible College is a member of the Alliance for Assemblies of God Higher Education and is an endorsed Assemblies of God college.

Michigan Department of Higher Education

Northpoint Bible College is approved by the Michigan Department of Higher Education to grant the Master of Arts in Practical Theology, the Bachelor of Arts in Ministry Leadership and the Associate of Arts in Ministry Leadership degrees.

Veterans Administration

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

Title IV

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

ACADEMIC CALENDAR 2019|2020

Fall 2019

| | |
|--------------------------------------|----------------|
| New Student Orientation..... | August 23 |
| First Tuition Payment Due | September 9 |
| First Day of Classes..... | September 9 |
| Bonfire..... | September 9 |
| Life Groups | September 9 |
| Last Day to Add/Drop..... | September 25 |
| Master of Arts Fall Synergy | September 26 |
| Community Night..... | October 7 |
| Mission Chapel..... | October 14 |
| Life Groups | October 14 |
| Second Tuition Payment Due..... | October 15 |
| Community Night..... | November 7 |
| Mission Chapel..... | November 11 |
| Life Groups | November 11 |
| Evening Worship Service..... | November 12 |
| Thanksgiving..... | November 28 |
| Final Tuition Payment Due..... | December 1 |
| Mission Chapel..... | December 9 |
| Life Groups | December 9 |
| Late Library Night..... | December 9 |
| Exam Week | December 16-17 |
| NBC GR Christmas Party..... | December 17 |
| Winter Break Begins | December 18 |
| Fall Semester Final Grades Due | December 20 |

Spring 2020

| | |
|--|-----------|
| New Student Orientation/Registration | January 6 |
| First Tuition Payment Due | January 6 |
| First Day of Classes..... | January 6 |
| Community Night..... | January 6 |

| | |
|--|-------------|
| Mission Chapel | January 13 |
| Life Groups | January 13 |
| Martin Luther King Jr. Day (<i>Class will be in session</i>) | January 20 |
| Last Day to Add/Drop..... | January 22 |
| Community Night..... | February 3 |
| Mission Chapel | February 10 |
| Life Groups | February 10 |
| Gender Games (<i>Classes continue as scheduled</i>) | February 17 |
| Evening Worship Service..... | February 25 |
| Second Tuition Payment Due..... | March 1 |
| Spring Break | March 2-3 |
| Senior Exit Writing Sample Due | March 9 |
| Mission Chapel..... | March 9 |
| Life Groups | March 9 |
| Discover Day (<i>Classes continue as scheduled</i>) | March 16 |
| Community Night..... | March 23 |
| Bible, Theology, and Ministry Leadership Exit Exam | March 23 |
| Easter | April 12 |
| Mission Chapel..... | April 13 |
| Life Groups | April 13 |
| Late Library Night..... | April 13 |
| Final Tuition Payment Due..... | April 15 |
| Exam Week | April 20-21 |
| End of Semester Celebration | April 21 |
| Spring Semester Final Grades Due..... | April 24 |
| Commencement Ceremony..... | May 8 |

THE ASSEMBLIES OF GOD STATEMENT OF FAITH

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

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

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

16. **The New Heavens and the New Earth.** “We, according to His promise, look for new heavens and a new earth, wherein dwelleth righteousness” (2 Peter 3:13; Rev 21,22).

SPIRITUAL LIFE AND EMOTIONAL HEALTH

Northpoint Bible College’s mission document commits Northpoint Bible College to the formation of Christian character and vibrant spiritual life and the preparation of leaders for service in the kingdom of God.

The Board of Northpoint Bible College affirms the Assemblies of God statement of faith and support its mission.

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

Student life at Northpoint Bible College is also shaped by our commitment to biblical precepts. Northpoint Bible College shares the Assemblies of God’s conviction that Christian colleges and universities should form their students both academically and spiritually. Northpoint Bible College helps stimulate students’ appreciation for the Holy Scripture and encourages students to pursue spiritual maturity and excellence. Northpoint Bible College is dedicated to strengthening our students’ appreciation of and attachment to the Christian Church, especially the Pentecostal tradition and the Assemblies of God. Each student is required to be involved in a local church ministry throughout their sophomore, junior, and senior years.

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

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

Chapel

On Monday morning the NBC|GR community gathers together for a time of worship. The student worship team leads the service with an enthusiastic and meaningful time of praise. Various speakers add to this encouraging and transformative atmosphere of God’s presence by challenging students to draw nearer to Christ, develop a heart for God’s mission, walk in purity, and pursue the call of God. These speakers include pastors, missionaries, and various ministry

leaders who bring a wealth of practical ministry experience to the chapel service. Some of the seniors also have the opportunity to preach and share their spiritual journey with the Northpoint community. Messages are tailored to address an annual chapel theme.

Chapel services at Northpoint are characterized by a strong sense of loving fellowship and an openness to the moving of the Holy Spirit. It is not unusual for services to conclude with times of intimate personal communion with God and prayer for one another.

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

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

Days of Prayer and Fasting

Northpoint views communion with God as a fundamental priority with transformative power in the life of the believer. Throughout the academic year, the community observes several days of prayer and fasting. Students are encouraged to fast on the designated days and attend a corporate time of prayer. These special seasons of prayer and fasting assist the community in maintaining proper priorities and perspective during a busy time of life.

Emotional Health

The Northpoint family is interested in helping prepare all students and graduates to become healthy leaders who are life-giving followers of Jesus. All Northpoint students have the opportunity to participate in an Emotional Intelligence Assessment (EQ-i). This assessment has been designed by professional psychologists to evaluate each person's emotional and relational strengths. Upon completion of the assessment, students attend tailored workshops focusing on specific areas for personal growth and development. The workshops are hosted by a professional psychologist and leave students with simple, daily actions they can implement throughout the year.

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

Internship Program

In addition to the Ministry Participation Program, Northpoint also requires that students complete a sophomore (two credits) and senior (three credits) internship as part of the degree program. Psychology Minor students do a junior and senior internship, and Worship Minor students do four semesters of Applied Lessons and a senior internship. Students may choose from a variety of options of credible ministries to gain experience in their particular field. Internships include emphases in pastoral ministry (including youth and children), missions, worship, and psychology/counseling. Internships are held during the summer months, and students may serve in their local congregations or take advantage of the many opportunities provided by partner agencies with NBC|GR.

Life Groups

Life Groups play a vital role in the holistic development of students' academic, emotional, and spiritual life. Focusing on relationships, academics, overall health, time management, spiritual development, ministry leadership, and accountability encourages our students to grow across all facets of everyday life in ministry. Life Groups meet once per month following chapel service, and students enjoy a lunch provided by Northpoint.

Ministry Participation Program

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

Music

Students who are interested in music ministry may audition in order to participate on the chapel worship team. Students have the opportunity to develop their talents in singing, playing, instruments, and using technology in order to lead others in worship. There are also occasional opportunities to participate in the travelling worship band.

Personal Devotions

Northpoint is concerned with the personal and spiritual development of every student as well as academic progress. For this reason, Northpoint encourages every student to establish a lifestyle of daily devotions. Genuine ministry preparation and long-term success begin with practicing the presence of God on a daily basis.

Short-Term Missions

Northpoint Bible College arranges and conducts various short-term mission trips to international areas of ministry. These trips have a transformative impact on the student as he/she gains exposure to various cultures, feels the acute need of unreached people groups, and develops a heart for the lost.

COMMUNITY LIVING

Community is an essential element in Northpoint's intention to create an educationally and spiritually dynamic community where students are equipped to participate in the continuing work of Jesus. One of the great joys of attending Northpoint is growing through building healthy relationship with other students and with staff members. Life-long, life-giving relationships are established at Northpoint.

Community Night

Community nights are regularly scheduled at Northpoint and serve as a refreshing time to connect with peers outside of the classroom. These nights include sports, activities, projects, Christmas parties, bonfires, and more. Community nights provide an excellent opportunity to build relationships with other students.

Housing

There are a number of apartment complexes within walking distance of the campus. These are available in a variety of configurations and at a reasonable price for students who want to live near the school. There are also a limited number of host families who provide housing for students. Some of our good friends at Grand Rapids First have made their homes available for students at a minimal cost. Northpoint also has a relationship with the Hyatt Place hotel that allows students to have special hotel pricing.

Internet Usage

WiFi is available throughout the campus.

Video Games/Movies

Northpoint desires to maintain a wholesome environment where students can interact with each other and build strong relationships, therefore the school encourages all students to exercise wisdom and appropriately limit use of all forms of media/entertainment while on campus. Movies and video games with content that is inconsistent with the values of Scripture (e.g., pornographic entertainment, adult only games, etc.) are not permitted on campus. Students are expected to develop and practice high ethical standards in daily life, as is fitting for believers who proclaim the good news of Jesus Christ.

Sports and Recreation

Sports and Physical Fitness

Opportunities for physical exercise and recreation are provided through the The Commons, the Life Center, and the gymnasium. A pool table and foosball table are available in The Commons. The Life Center has ping-pong tables, pool tables, foosball tables, a dodgeball court, a GaGa court, basketball court, and volleyball court. Students may use this facility during scheduled

community times of fellowship. The gymnasium is available during school hours for students to enjoy between classes.

The Commons

Students enjoy times of leisure and interaction with one another in The Commons, a student lounge located on the second floor of the educational facility. This area is furnished with kitchen facilities for meal times and recreational games.

Life in the Grand Rapids Community

Students at Northpoint have an opportunity to represent Christ to the Grand Rapids community. The presence of Northpoint is particularly felt through our Monday outreach activities in the community. With this in mind, it is important that Northpoint students set an example in the community as a testimony to the love of Christ. Please be mindful of this in regard to public conversation, tipping in restaurants, proper conduct in the work place, and all interaction with the public.

Partnership with Grand Rapids First

The vision for Northpoint Grand Rapids began with the Grand Rapids First congregation, and Northpoint has prospered largely as a result of this partnership. Because Northpoint is housed on the property of Grand Rapids First and desires to honor the exceptional relationship the school has enjoyed, students are asked to please treat the property respectfully at all time and be mindful that the church holds functions simultaneously with Northpoint classes.

Please drive slowly on the premises and be aware that small children are present as a result of a functioning daycare. Do not take shortcuts through the roundabout. Be extra cautious during winter driving conditions. Do not leave vehicles parked overnight except for during school functions.

Students should also take special care to stay in the Northpoint designated areas of the building. Alarms will sound if anyone passes into an area restricted to children and their caregivers.

Code of Conduct

Standards of Conduct

Although it is sometimes difficult to measure non-academic growth and development, Northpoint places much value on ethical, moral, interpersonal, and attitudinal behaviors. The awarding of certificates and degrees reflects more than academic achievement; spiritual maturity and personal integrity are reflected as well.

Northpoint has established a framework of guidelines and regulations which require cooperation and self-discipline on the part of each student. Northpoint realizes that spirituality cannot be forced on anyone, however, the College does expect the student to be amenable to

counsel and guidance. A consistent, personal devotional life, along with the faithful fulfillment of responsibilities, is a prerequisite to spiritual growth. Northpoint seeks to help the student cultivate personal habits that will bring honor to the name of the Lord Jesus Christ.

Behaviors which involve suggestive dancing, alcohol, tobacco, vaping, abuse or recreational use of non-prescription drugs, pornography, gambling, and using restrooms, showers, or sleeping in areas inconsistent with your God-given gender at birth would be viewed as a serious breach of Christian standards and ministerial commitment. Such behaviors would assume a responsibility on the part of the school administration to impose serious consequences on the student. Students who have experienced past addictions may seek counseling on-site or be referred to an off-site counselor if the need is expressed.

All students attending Northpoint Bible College must sign the Honor Code Pledge at the time of application. These rules apply at any time during which the student is under the jurisdiction of the school in any capacity. Please note that students are considered enrolled even while not physically present at the College, on weekend or holiday breaks, between semesters, and during the summer.

Honor Code Pledge

I fully understand that the purpose of Northpoint Bible College is to prepare men and women to take the gospel of Jesus Christ to the ends of the earth. I accept my responsibility to be a person of integrity in word and deed, and with forethought and commitment I pledge the following:

I PLEDGE to live for the Lord Jesus Christ, who is my personal Savior, and seek to do nothing that would bring dishonor to His name.

I PLEDGE to apply myself in my academic pursuits and to give my very best for the glory of God.

I PLEDGE to do as Jesus instructed, to love others, and in so doing seek to build wholesome relationships. I will be truthful, not allowing myself to participate in gossip, destructive conversation, or the use of profanity. My conduct will be honorable.

I PLEDGE to abstain from immoral or illegal acts whether I am on or off campus. I further agree not to be involved in any way in the use of alcohol, tobacco, or illegal drugs including the abuse of prescription and non-prescription medication. I will not support or participate in lewd or illicit sexual acts including sexual relations between a man and a woman outside of marriage, lesbian, bisexual, and homosexual behavior as well as transgender and gender identity activity. Gender identity is identifying with the gender other than the way you were born. I will conduct my life in compliance with all rules and regulations set forward by the College.

I PLEDGE to seek God with diligence in order to grow in my personal relationship with Him, know His will, and attain His fullest potential for my life.

I PLEDGE to attend class, chapel, the church or ministry to which I am assigned, and special events as required.

I PLEDGE to be a responsible steward in all my financial matters. I will seek to maintain an attitude of compliance and demonstrate a character of integrity. I understand and agree that Northpoint Bible College is my first priority until all outstanding balances are satisfied. I understand that if no progress is made three months after graduation or termination of my student status that the College will forward my account to an outside agency for collection.

I PLEDGE to abide by the rules and regulations and understand that the College reserves the right to dismiss a student at any time if such action is deemed necessary and in the best interest of the College. I also understand that any falsification on this application is grounds for dismissal from the College. I am aware of my right to withdraw if at any time I cannot comply with its policies. I realize to attend Northpoint Bible College is a privilege and not a right. I understand that my signature represents my acceptance of the CODE OF HONOR and completes a contract between myself and Northpoint Bible College, which is a prerequisite for matriculation and becomes part of my permanent file.

I will prayerfully keep this HONOR CODE. Registration at Northpoint Bible College is not complete until students have formally signed the CODE OF HONOR PLEDGE. The CODE OF HONOR is in effect as long as the student is enrolled at Northpoint (including summer and breaks).

Church Attendance

All students are required to regularly attend a church congregation and are encouraged to participate in its ministries. Sophomores, juniors, and seniors are required to participate in a ministry on a regular basis.

Student Use of Northpoint Technology and Email

In accepting an account to access Northpoint's student email systems, learning management system, social media pages, or internet, or in using any of the computer equipment at Northpoint, the Student user agrees to the following terms and conditions:

- Any attempt to interrupt or damage the operation of any of the systems shall result in the termination of the user's access and appropriate disciplinary action.
- Any attempt to acquire information stored on the systems other than that declared as public information or information stored by the permitted users shall constitute a violation of the laws of the State of Michigan regarding privacy of information.
- No material should be placed on the system or retrieved from the systems without the permission of the College. Users should be aware that it is a criminal offense to copy any software protected by copyright.

- Students are prohibited from posting on or transmitting through the Northpoint systems any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, or racially or ethnically objectionable material of any kind.
- Northpoint Bible College reserves the right to block internet traffic from all file sharing or other non-educational sites.
- Issues related to internet connectivity are to be reported to fredb@northpointgr.org, and issues related to use of Populi are to be reported to jamiec@northpointgr.org.
- Students attempting to access Northpoint Bible College's wireless networks must have a valid and up-to-date antivirus program with all updates being current to within the last 7 calendar days.
- IT does not support student computers, software installed on student computers, or network cables. Please refer to the software or hardware manufacturer.

Dress Code

As Northpoint is a professional environment where men and women are preparing for a lifetime of ministry, students should dress in a manner that reflects that culture. Students are to dress appropriately for the classroom and chapel. Students arriving to class improperly attired will be asked to leave the classroom to change. They will incur an absence for each hour missed.

Students should avoid wearing clothing that is immodest or has inappropriate or vulgar words, graphics, or logos. Students may dress in a casual/business casual manner, but should avoid lounge clothing, pajamas, and similar items. Everyone should work to maintain an appropriate level of propriety in the classroom.

The Administration reserves the right to determine what is or is not consistent with the intention of the policies in the handbook.

General Appearance

We request that all students pay close attention to their general appearance. Regular laundering of clothing and daily personal hygiene is appropriate for community living.

Telephones

Students may own and use cell phones on campus, however, keep in mind that the use of cell phones is not permitted in the classrooms or in Chapel (except for note taking). Note: Office phones are not available for student use.

Lost And Found

Report any lost items via email to sarahg@northpointgr.org. She will notify you if they are found.

Fitness Room

The gym at Northpoint Grand Rapids is located on the first floor of the educational facility. This large gym features two basketball courts and serves as a multipurpose room for numerous recreational activities.

Publications

The Northpoint Press is a collaboration between students and faculty advisor and is a platform for students to communicate through writing. If you are interested in writing or editing the Northpoint Press please contact Erin Colago at erinc@northpointgr.org.

ACADEMIC LIFE

Student Educational Rights and Privacy of Records

The Family Educational Rights and Privacy Act of 1974¹ deals with the protection of the right of privacy of students and governs access to and release of student records. In brief, the statute provides that educational institutions must provide students access to official records directly related to the student requesting access, and an opportunity to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. Educational institutions must obtain written consent of students before releasing personally identifiable data about students from records to other than a specified list of exceptions (see Access to Records noted below). Students must be notified of their rights as enumerated by this document, and that the Department of Health, Education, and Welfare will investigate complaints of alleged violations of this act.

Access to Records

Section 433 (d) states: “. . . whenever a student has attained eighteen years of age, or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.”

“An institution is permitted by section 438 of the Act and this part to disclose information pertaining to an eligible student to the parents of the eligible student with the prior written consent of the eligible student or with the prior written consent of the eligible student if that student is a dependent as defined under section 152 on the Internal Revenue Code of 1954.”

In the absence of an official request, information contained in a student’s records remains confidential between the student and Northpoint Bible College and will not be released to third parties without the consent of the student, with the following exceptions: information for school directory (this includes name, address, telephone number, major fields of study, participation in officially recognized activities, dates of attendance and degrees and awards received), information needed by school officials within the College, information requested by officials of other schools to which the student is seeking admission, information requested by Federal or State educational authorities, information needed in connection with the receipt of financial aid, information released pursuant to state law or subpoena, information requested by accrediting organizations, and information requested by parents of dependent students. Any information released to a third party shall contain a statement informing the party of the requirement that the information provided may not be released without the written consent of the student.

¹ This Act is Section 438 of the General Education Provisions Act of 1974 (Title IV, Public Law 90-247; added by Section 513, Public Law 93-380) See Also Part 99, Title 45 C.F.R.

Challenge Hearings

To ensure that records are not inaccurate, misleading, or otherwise in violation of a student's rights of privacy, the student may challenge the alleged inappropriate data at a hearing requested through the Office of the Chief Academic Officer. An impartial hearing officer will be appointed thus affording the student full opportunity to present evidence in support of the challenge. The hearing officer shall render a decision within a reasonable time after the hearing.

Records Inspection

Requests for record inspection should be directed to the Chief Academic Officer. The student has the right to a copy of the record so inspected, with the cost of the reproduction assessed to the student. The student may challenge an inaccurate record and request a hearing concerning any alleged inaccuracy contained therein. Any challenge must be established by a preponderance of evidence that the record is inaccurate. If desired, the student may submit a written explanation of a record's content, which then becomes part of the record. The College will comply with a request to inspect and review educational records within a reasonable period of time; not exceeding forty-five days after the request has been made.

Academic Probation

Students must maintain a minimum average of "C" or 2.0 on the grade point scale each semester. When a student falls below the minimum for a semester, he/she is placed on academic probation for the following semester. The Office of the Chief Academic Officer will notify the student of his/her academic status. It is the College's desire that the student endeavor to raise his/her grades to a satisfactory level. For this purpose, a graduated two-semester plan has been instituted.

In the first semester of academic probation status, the student will take on these parameters:

- Student will have at least one meeting with an academic advisor for assistance.
- Student will not be permitted to participate in travelling ministries such as the travelling worship team and Northpoint promotional teams.
- Student will be encouraged to consider reducing the course load.

In the second semester of academic probation status, the student will take on these parameters:

- Student will have at least one meeting with an academic advisor for assistance.
- Credits reduced to 12 hours
- No ministry teams (including President's Cadre, Chapel Ministry Teams, etc.)
- No class absences allowed (absences will only be allowed for sickness, for which a sick note must be submitted to the Chief Academic Officer's office)
- Counseling, if necessary
- Additional recommendations may be added

Each student's progress will be assessed at the end of each semester that student is on probation.

If a student is on academic probation for three consecutive semesters, the student will automatically be required to take a one-semester suspension from school.

Curricula

Curriculum Philosophy

Northpoint Bible College offers the Bachelor of Arts Degree in Ministry Leadership. This degree has been designed to train effective leaders for today's complex world. The ability to engage Scripture meaningfully lies at the core of ministry training. Other skills help students apply and communicate Scripture in a manner which addresses contemporary needs. Students may also incorporate a Minor in Psychology or Worship into the Ministry Leadership degree.

The degree that a student applies to on the initial application is the program the student is officially enrolled in. To change this, a student must complete a Change of Program form from our campus registrar at least two semesters prior to the completion of the initial program.

The curriculum design of Northpoint Bible College contains three major components: the Division of Bible and Theology, the Division of Ministry Leadership, and the Division of General Education. The purpose of the Bible and Theology division is to challenge the student to approach life and learning from a biblical perspective, and to stimulate an appreciative love for God and obedience to his revealed will. The focus of this integral division provides the essential data to enable each student to form a Christian worldview, to develop an effective Christian life, acquire a sound philosophy, and to increase his/her understanding of how to interpret and skillfully utilize the sacred Scriptures. Emphasis is placed on understanding the broad themes and structure of complex truths.

The purpose of the Ministry Leadership division is to enable the student to formulate a biblical and practical philosophy of ministry that will be implemented in various areas of Christian service. The program fosters both spiritual formation and the development of the practical skills necessary for the student to fulfill his or her call with integrity and excellence.

The purpose of the General Education division is to provide an introduction to a broad range of disciplines and to aid the student in developing critical thinking skills, as well as communication skills that will better enable him/her to share the gospel of Christ. The General Education curriculum examines various subjects of study in light of biblical truth in order to prepare the student to effectively and intelligently participate in the Mission of God. The curriculum is designed to help each student gain an understanding of selected knowledge in the areas of science and the humanities, and to relate this understanding to a Christian worldview.

Academic Programs Offered

One-Year Certificate

Northpoint offers a One-Year Certificate in Bible and Theology.

Associate of Arts (AA)

The AA degree is offered in Ministry Leadership.

Bachelor of Arts (BA)

The BA degree is offered in Ministry Leadership. Students also have the opportunity to choose an additional minor in Psychology or Worship.

Master of Arts (MA)

Northpoint offers an MA in Practical Theology. Students choose between a Pastoral Leadership concentration and a Preaching concentration.

Graduation Requirements

The eligibility of students for graduation is determined based on the following academic qualifications and completion of the required steps in the graduation process.

The Baccalaureate Degree

Students must complete at least 126 prescribed semester hours of academic credit in the student's course of study. All graduates from the Bachelor of Arts degree program require a cumulative grade point average of 2.0 or higher.

The Associate of Arts Degree

Completion of the 62 prescribed semester hours of academic credit with a cumulative grade point average of 2.0 or higher is required. Students matriculating into this program will graduate with the AA degree at the completion of the program. Participation in the graduation ceremony is required unless the student immediately transfers into the Baccalaureate program.

The One-Year Certificate

Completion of 31 hours of the prescribed academic courses with a cumulative grade point average of at least 2.0. Students matriculating into this program will graduate with the One-Year Certificate at the completion of the program. Participation in the graduation ceremony is required unless the student immediately transfers into the Associate of Arts or Baccalaureate program.

Graduation Ceremony Participation

Graduating seniors may walk in the processional line at Commencement provided they have completed 120 credits toward their degree (122 for those in the Psychology Minor) with no more than six credits outstanding, and have received permission from the Academic Dean. The one to six outstanding credits must be completed within one year of the graduation date, and the tuition for the outstanding courses must be paid prior to graduation. The completion date must not exceed six years of total schooling for full-time students. Those who exceed the one-year limit will be subject to a degree review and may need to take additional courses. Seniors who have over six credits owing at the end of the spring semester will need to re-enroll for the fall semester and will be considered a December graduate; he/she will participate in the Commencement exercises the following spring. Associate of Arts students may walk only if all credits are complete.

Students in the Associate of Arts or One-Year Certificate programs must complete all required credits prior to graduation.

The student must demonstrate doctrinal understanding of the beliefs held and taught by Northpoint Bible College and the General Council of the Assemblies of God.

The student must complete the senior assessment examinations prior to the end of the spring semester.

The student must demonstrate Christ-like character and should consistently exemplify integrity, honesty, and morality above reproach. Please note that graduation may be delayed or prevented for violations of the Code of Conduct. The conferring of a degree signifies more than the successful completion of classes; it implies the student has developed a level of character consistent with his or her calling to Christian ministry.

The Faculty and the Board of Trustees must approve the student as a candidate for a degree or certificate.

All financial and academic obligations must be met before any degree, certificate, transcript, or reference letter will be released by Northpoint Bible College.

December Graduates

A student who completes his/her program in the fall semester is considered a December graduate; however, since there is no December commencement ceremony, the student will participate in the May commencement.

Academic Advisors

The Registrar, the Academic Dean, and the Admissions Director serve as Academic Advisors to students to assist in designing a course of study. It is recommended that students meet with one of these Advisors at the beginning of each semester to plan and confirm their schedules and courses of study.

Credit Hours

Academic work is measured according to the semester credit hour. One credit hour is equivalent to one fifty minute class session per week for the length of the semester (fifteen weeks). A class may be worth one to four credit hours and will accordingly meet for that number of hours per week for the length of the semester.

Academic Load

Fifteen to sixteen credit hours per semester is the typical academic load required for a full-time student to complete his/her degree on time. Any request to take more than eighteen credits must have special permission in writing from the Chief Academic Officer.

Add/Drop Courses

Students should seek the advice of their Academic Advisor before requesting to drop or add courses. The College has designed each class schedule to allow students to graduate with a Baccalaureate degree in a four-year period, the Associate degree in a two-year period, and the One-Year certificate in a one-year period. Deviating from the class schedule could add additional semesters to one's course of study. During the first three weeks of the semester the student, with the advice of his/her Academic Advisor and the approval of the Academic Dean, may adjust his/her schedule by adding or dropping courses. Students must fill out an official Add/Drop form, available at the Registrar's Office. A \$10.00 fee will be charged to the student's account for every approved course added to or dropped from his/her schedule.

Students are to continue attending the class they are dropping until they have received official notification from the Office of the Registrar that permission has been granted to drop said course. Students are not to attend an added class until notified the course added has been approved. Students can check the status of their request on Sonis or Populi – if a class has been dropped it will no longer appear on the schedule, if added it will appear on the schedule. A course dropped with approval within the first three weeks of a semester will result in that course being permanently deleted from the student's schedule and transcript.

After the three week add/drop period the student must fill out a "Withdrawal from Class" form if he/she wants to withdraw from a class. The form is available in the Registrar's Office and requires the approval of the Academic Dean. Again, the student is to attend the class until officially withdrawn.

Approved withdrawal from a course after the three-week period will have a grade of either WP (withdraw passing) or a WF (withdraw failing) dependent upon the student's overall grade at the time of withdrawal. Should no grades be recorded at the time of withdrawal, then a grade of W will be reflected. A withdrawal grade appears on the student's transcript; it does not affect the student's GPA; however, it does affect the completion rate for Satisfactory Academic Progress in determining financial aid.

Courses added after the first week of the semester will receive a prorated number of "cuts." (See "Class Attendance Policy" and "Prorated Absences for Added Courses").

Transferring Credits into Northpoint

The student should request an official transcript from all colleges he/she attended. The official transcript from a CHEA accredited college or university should be submitted to the Office of the Registrar at the time of application. Only courses in which a grade of C or better was earned will

be considered. Once the transcript is evaluated the student will be notified, as will the Financial Aid office, to the number of credits being transferred into Northpoint. Only credits that go toward a student's program will be transferred. Students must complete their last thirty (30) hours of credits through Northpoint in order to graduate with a degree. In general, no transfer credits will be considered for courses taken at another institution once the student has matriculated into Northpoint.

Transfer students are classified according to the number of credit hours transferred and applied to the chosen program at Northpoint. In order to receive a degree from Northpoint, students must have the prescribed credit hours for each program that corresponds to Northpoint's curriculum. All transfer credits are calculated in determining a student's Satisfactory Academic Progress (SAP) which determines financial aid eligibility.

Credit for life experience is evaluated on an individual basis. Students must demonstrate through substantial documentation that they have fulfilled the objectives and course description included in the course syllabus. A minimum of ten years of experience is required to be considered for life experience credit.

Credits earned by military personnel will be examined on an individual basis. The content of prior educational experience will be evaluated to determine how it correlates with the College's academic program and objectives and whether the training is equivalent to the course descriptions in the student's program.

Procedure for Withdrawing from College

An official "Withdrawal Form" can be obtained from the Registrar's Office. The form must be completed and submitted to the Office of the Academic Dean. The student is required to meet with the Academic Dean prior to withdrawal for an exit interview; this will usually occur within a day or two of the date the form was submitted. However, the date the student reports as the withdrawal date on the official withdrawal form will be the date used for tuition refund purposes (see Refund Policy below). Failure to officially withdraw from school will result in an "F" for the term. A student is not to assume that by not attending classes that he/she has withdrawn. Unless an official withdrawal form is completed, the student will continue to be enrolled in the class and will receive an "F" for the course.

A student who must withdraw from school after the fourth week of the semester will receive a grade of "WF" (Withdrawn Failing) or "WP" (Withdrawn Passing) on his/her official record (dependent on the student's grades up to that point).

Grading

All written and oral class work is evaluated according to the grading system described below. A passing grade in each subject is 60 percent.

Grade Points

In order to graduate, a student must earn a sufficient number of grade points to equal twice the number of semester credit hours attempted. A student's grade point average (GPA) is computed by dividing the number of grade points earned by the number of semester hours attempted. A cumulative average of two grade points (2.0) per semester hour is necessary for graduation.

Change of Grade

It is the student's responsibility to monitor all grades recorded on Populi in the event an error in calculating or reporting a grade has been made. Students should notify the professor of any errors. In the case of such an error in the final grade, the student should immediately present his/her case to the professor. If warranted, the professor will then initiate a change of grade in the Office of the Registrar. The deadline for a grade change request is four weeks after the close of a semester. The Academic Dean must approve all change of grades. Official final grades and attendance can be found through the College website under the student login link to Sonis.

Grading Scale

For those students who have matriculated **prior to the Fall 2019 semester**, grade points are granted on the following basis:

| | | | |
|-----|-----------------------|------------|------------------------------------|
| A+ | | 97–100 | 4.0 Grade points per semester hour |
| A | | 93–96 | 4.0 Grade points per semester hour |
| A- | EXCELLENT | 90–92 | 4.0 Grade points per semester hour |
| B+ | | 87–89 | 3.0 Grade points per semester hour |
| B | GOOD | 83–86 | 3.0 Grade points per semester hour |
| B- | | 80–82 | 3.0 Grade points per semester hour |
| C+ | | 77–79 | 2.0 Grade points per semester hour |
| C | AVERAGE | 73–76 | 2.0 Grade points per semester hour |
| C- | | 70–72 | 2.0 Grade points per semester hour |
| D+ | POOR | 67–69 | 1.0 Grade points per semester hour |
| D | | 63–66 | 1.0 Grade points per semester hour |
| D- | | 60–62 | 1.0 Grade points per semester hour |
| F | FAILURE | 59 & Below | 0.0 Grade points per semester hour |
| F* | REPEATED FAILED CLASS | | Not computed into G.P.A. |
| P | PASS | | Not computed into G.P.A. |
| W | WITHDRAW | | Not computed into G.P.A. |
| WP | WITHDRAW PASS | | Not computed into G.P.A. |
| WF | WITHDRAW FAIL | | Not computed into G.P.A. |
| INC | INCOMPLETE** | | Not computed into G.P.A. |
| AUD | AUDIT*** | | No Credit |

For those students who matriculate ***beginning in the Fall 2019 semester or after***, grade points are granted on the following basis:

| | | | |
|-----|-----------------------|------------|------------------------------------|
| A+ | | 97–100 | 4.0 Grade points per semester hour |
| A | | 93–96 | 4.0 Grade points per semester hour |
| A- | EXCELLENT | 90–92 | 3.7 Grade points per semester hour |
| B+ | | 87–89 | 3.3 Grade points per semester hour |
| B | GOOD | 83–86 | 3.0 Grade points per semester hour |
| B- | | 80–82 | 2.7 Grade points per semester hour |
| C+ | | 77–79 | 2.3 Grade points per semester hour |
| C | AVERAGE | 73–76 | 2.0 Grade points per semester hour |
| C- | | 70–72 | 1.7 Grade points per semester hour |
| D+ | POOR | 67–69 | 1.3 Grade points per semester hour |
| D | | 63–66 | 1.0 Grade points per semester hour |
| D- | | 60–62 | 0.7 Grade points per semester hour |
| F | FAILURE | 59 & Below | 0.0 Grade points per semester hour |
| F* | REPEATED FAILED CLASS | | Not computed into G.P.A. |
| P | PASS | | Not computed into G.P.A. |
| W | WITHDRAW | | Not computed into G.P.A. |
| WP | WITHDRAW PASS | | Not computed into G.P.A. |
| WF | WITHDRAW FAIL | | Not computed into G.P.A. |
| INC | INCOMPLETE** | | Not computed into G.P.A. |
| AUD | AUDIT*** | | No Credit |

* All failed Core courses must be retaken and the student must receive a passing grade before he/she can graduate. Once the course has been retaken the original Failure will be marked as “F*” and will remain on the transcript but will NOT affect the student’s G.P.A. It will, however be used in calculating Satisfactory Academic Progress.

** An INCOMPLETE grade is given when a student, due to illness or an emergency situation beyond his/her control, is unable to complete his/her final project or final exam before the end of the semester. Work must be turned in within two weeks from the close of the semester; otherwise, the student will receive a failure “F” for the incomplete work. The final grade will be adjusted according to the average of the course work and the final “O” grade. Please see the section “LATE WORK” for policy and procedure.

*** Permission to AUDIT a course must be submitted in writing to the Dean of Academics.

Technology Access

Sonis

Upon registration, the IT Office in Haverhill, MA will provide students with login and password information to the Sonis website. This site is available from the College’s home website page

and provides the student with access to his/her schedule, attendance, grades, and course requirements sheet.

Populi

At the time of registration the student will receive login information for Populi, the learning management system used by Northpoint Grand Rapids. Students will use Populi for academic activities including communications with professors, taking exams, consulting syllabi, etc.

Assignments and Examinations

Written Work

All research papers are to use Turabian format. Students are to purchase the Turabian 9th Edition book by Kate Turabian and adhere to it. A link to instructional videos for using Turabian format and for assistance in proper writing practices are available to students on Populi. All work is to be turned in on the due date as specified in Populi. Assignments turned in late will be subject to the Late Paper Policy (see “Late Paper Policy” below). For an extension on special projects and major papers, please see “Extension Policy” below.

Extension Policy

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

Late Paper Policy

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

Examinations

Electronic exams given in class will require the use of Populi. The student will be required to

bring a laptop or other electronic device to the exam in order to take the exam or quiz. Should a student be sick on the day of an examination, he/she can make up the exam provided he/she follows the procedure noted below.

Make-up Exam Policy

All exams must be made up within seven days of the date of the original exam (excluding weekends). For example, if the exam is given at the 8:00 a.m. class on Monday, it must be made up before 8:00 a.m. on Wednesday of the following week.

Unless a student has an excused absence (see extension policy above), there is no provision for a make-up exam.

Exams Taken by Students with Disabilities

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

Phone Usage

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

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

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

Plagiarism

Copying or paraphrasing a source without citation is considered plagiarism. Any material, whether published or unpublished, quoted from another author, must be identified by use of quotation marks or block quotations. Documentation with specific citation of the source and paraphrased material must likewise be attributed to the original author, for both formal papers as well as other assignments. See also the 9th Edition of Turabian for a full explanation of plagiarism: 4.2.2-4; 7.9; 7.9.1-4; 7.10; 15.1; 15.2; and 15.2.1

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

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

Cheating

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

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

Sharing of information with students from other sections prior to their taking an assessment is cheating. Inaccurately reporting reading and homework assignments is also cheating.

Attendance

Class Attendance

Students are expected to attend all class periods. The only excused absence granted is for school-sponsored activities where the student is requested to attend. An absence from class for any reason will be recorded as a class absence. (See Absence Due to School Business section). Absences are recorded for every credit hour missed. To accommodate sickness and emergencies, the student should reserve all absences for such. (See Maximum Allowed Absences/Penalties below).

Maximum Allowed Absences/Penalties

To allow for those times when a student is sick, in an accident, or has an emergency, the school allows the student to take a cut without jeopardizing his/her grade, provided he/she does not over-cut (See the table below). For each specific course, the student is allowed a maximum number of absences, depending upon the credit hours of the course. The following chart shows the maximum allowed absence(s) and the penalty for excessive absences. When a student is absent for a class that meets for two or more consecutive hours, the student will receive an absence for each hour missed. NOTE: These built in “cuts” are to be used for sicknesses and emergencies – they are not “in addition” to cuts for personal reasons, oversleeping, or just skipping class.

| | | | |
|-----------------|------|----------|-------------------|
| 1-credit course | 1 | absence | Allowed |
| | 2 | absences | 1 letter grade |
| | 3 | absences | 2 letter grades |
| | 4 | absences | Automatic failure |
| 2-credit course | 3 | absences | Allowed |
| | 4 | absences | 1 letter grade |
| | 5-6 | absences | 2 letter grades |
| | 7 | absences | Automatic failure |
| 3-credit course | 5 | absences | Allowed |
| | 6-7 | absences | 1 letter grade |
| | 8-9 | absences | 2 letter grades |
| | 10 | absences | Automatic failure |
| 4-credit course | 6 | absences | Allowed |
| | 7-8 | absences | 1 letter grade |
| | 9-10 | absences | 2 letter grades |
| | 11 | absences | Automatic failure |

Note: When two or more sessions of a particular class period are scheduled back-to-back (i.e., two consecutive class periods), one additional absence is granted.

Caution: If tempted to “cut” a class session, the student should exercise wisdom, seriously considering the possibility of a later illness or family emergency. Class sessions missed later due to illness could put the total number of absences in excess of the maximum allowed, resulting in a grade penalty or failure of the course.

1. Absences Due to School Business

Attendance records will be sent to the Office of the Registrar on a weekly basis. When a student is absent because of school business which was at the request of the College and approved by the Academic Dean, the student’s attendance records will be adjusted accordingly.

2. School Breaks and Double Absences

The College establishes a schedule of breaks. Students leaving early for or returning late from any school break will incur a “double cut” for each class missed. If a student cuts a class scheduled on the day a school break begins or ends, the student will incur double cuts (that is two cuts for each credit hour) for the missed class.

3. Prorated Absences for Courses Added

Classes added to a student’s schedule in the second week of the semester will have one less cut per credit hour. Classes added in the third week will have two less cuts per credit hour.

4. Absence Memo

The Office of the Registrar will send a memo to any student whose name is not on the roster for a particular class. The student must go to the Office of the Registrar and verify that they are indeed registered for that course. Students whose attendance is never verified as enrolled in a specific course will not receive credit for that course.

5. Tardiness

Students arriving late to class will be marked tardy, which is equivalent to 1/3 of an absence. Three tardy marks convert into one absence. A student is considered tardy when he/she arrives one to ten minutes after the starting time of class. Arrival to class later than ten minutes is an automatic absence for the class session. Leaving a class early without the permission of the professor will be counted as an absence. (Refer to the above section: Maximum Absences/Penalties.)

6. Personal Absences

Whenever a student must leave campus due to a wedding, funeral, or other reason, which necessitates him/her missing class or chapel, he/she must submit a written notice of the reason for the absence to the Office of the Registrar. The student should remember that all cuts are calculated into the allowed cut schedule noted above and should use caution in taking allotted cuts to allow for unforeseeable events requiring an absence.

Chapel Attendance

Northpoint Bible College is more than an academic institution; it is a community of believers who are experiencing God together. Thus we view the weekly chapel service as integral to the student's spiritual development and personal growth. Students benefit from corporate worship; the ministry of chapel speakers who are seasoned leaders; the opportunity to serve in music ministry, prayer, preaching, and other capacities; and the experience of reaching out into the community once per month.

Full-time students are required to attend and part-time students are strongly urged to attend when possible. Students should arrive on time and register via Populi. Two absences are allowed per semester without penalization; after that a \$50.00 chapel fine will ensue per excessive absence. Any fines must be paid by or at the time of registration for the following semester or prior to graduation for seniors. In addition, excessive chapel cuts will potentially disqualify students for ministry opportunities such as serving on the worship team, participating on the travelling ministry team, and leading small groups. The guidelines for excused absences are the same as for class attendance and such absences should be reported to the office of the Academic Dean.

Attendance at Graduation

Graduation Ceremony participation is required for all graduating students. Students who graduate in December should make plans to attend the following spring's commencement exercises.

Graduates should wear business attire. Men should wear a long-sleeve dress shirt, tie, dress pants, and dress shoes. Women may wear a pant suit, dress, or skirt and blouse. Appropriate footwear should be worn; no flip-flops or tennis shoes.

Classroom Policy and Discipline

Food and Beverages

NBC|GR enjoys many benefits as a result of partnering with Grand Rapids First. The staff and congregation of GR First have invested a significant amount of time, energy, resources, and finances in providing a beautiful location for Northpoint. Consequently, we want to honor their generosity and demonstrate good stewardship of the facilities provided. With this in mind, please refrain from eating meals and snacks outside of the designated areas. The areas designated for eating include the Commons and the outside picnic tables.

Beverages should also be limited to the designated areas unless they are kept in a covered container. Students may enjoy their beverages in the classroom under this condition.

Attire

Dress appropriate for this environment: professional, modest, neat, and clean. Students arriving to class improperly attired will be asked to leave the classroom to change. They will incur an absence. (See "Dress Code" below.)

STUDENT SERVICES

The Commons

The Commons serves as a fellowship and dining area. It is furnished with a sink, refrigerators, and microwave ovens. It also has pour-over coffee equipment. Because this is a community facility, please keep this area clean for all to enjoy. Anyone found leaving a table unclean will be asked to clean the entire area at the next break. Food and drink are limited only to the Commons or outside picnic tables; however, beverages are permitted in the classroom if the beverage is in a container with a lid on it.

Tutoring

Eligibility of Student Volunteer Tutors

Students who are eligible to serve as tutors at Northpoint should have the following qualifications:

- Completed at least 60 credits toward their undergraduate degree program.
- Achieved a cumulative GPA of 2.7 or higher.
- Obtained a B or better in the specific course or courses that will be tutored.
- Be in good standing both academically and spiritually.
- Demonstrate an aptitude for the specific discipline in which they tutor students.

Guidelines for Tutors

- Tutors should limit the number of total tutoring hours to 10 or less per week.
- One-on-one tutoring should be done by a tutor of the same gender as the student.
- Tutors should make a schedule of available times for tutoring (preferably on Monday or Tuesday while students are on campus) and pass the schedule along to the Academic Dean's assistant.
- The Dean's assistant will notify tutors of requests for assistance.
- Tutors should also submit a list of areas of expertise for tutoring.

Students in Need of a Tutor

A student may consider seeking the assistance of a tutor especially when:

- The student has one or more classes below a C average.
- The student is having great difficulty with a particular course or assignment.
- The student is falling behind in a course due to academic difficulty.

The student in need of a tutor should make a request to the Academic Dean's assistant. The student should offer some suggested times for tutoring, and the assistant will make the arrangements and notify the student when the appointment is established with a tutor. Please be aware that this service is offered on a first-come, first-served basis, so students should plan ahead as much as possible once a difficulty is encountered.

STUDENT ORGANIZATIONS

Alumni Association

Northpoint graduates and students who have completed one year or more may participate in the alumni association. This association provides a means by which students can network, maintain relationships, continue to support the vision of Northpoint, and occasionally meet for fellowship.

President's Cadre

Two student representatives per cohort from each class meet with the school President on a monthly basis. These students develop their leadership skills under the supervision of the President and assist the President in providing care and oversight of the student body. They also serve as representatives of the student body and help to ensure that students' social needs

are met. The student representatives also review school policies and bring student concerns to the attention of the President.

HEALTH, SAFETY, AND SECURITY

Sickness

Students should notify a staff member at the school in the event of an illness. Follow the procedures under “attendance” when the illness results in an absence. Notification of the staff is especially appreciated when the illness is of a serious nature. This allows Northpoint to provide proper care, prayer, and encouragement.

Prolonged Illness

If any student is approved to go home due to prolonged illness, we request notification of the status of your sickness. When returning to the school, a doctor’s note should accompany the student stating that the student may return to normal activities and/or special needs that the student may have.

Note: When comprehensive or long-term testing or treatment is needed, the Administration may require the student to return home.

Accidents

In the case of an emergency on campus, notify a staff member immediately. Students should exercise judgment concerning emergency treatment at a hospital. A staff member can help with this judgment. However, students should call 911 if there is:

- Severe bleeding
- An altered state of consciousness
- A protruding object, i.e. bone
- Difficulty in breathing
- Chest pain

Students must file an accident report in the main office for any injury occurring on College property or during College activities.

On-Campus Health Services

The College does not provide professional medical assistance or transportation to and from medical appointments. Northpoint Bible College adheres to HIPAA Privacy Policies. The following was taken from the U.S. Department of Health and Services website regarding HIPAA: “The HIPAA Privacy Rule establishes national standards to protect individuals’ medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information, and sets limits and conditions on the uses and disclosures that may be made of such

information without patient authorization. The Rule also gives patients rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections.” For more information regarding HIPAA Privacy Policies, visit: <http://www.hhs.gov/hipaa/index.html>.

Anti-Hazing Policy

In compliance with the hazing laws of Michigan, Northpoint Bible College does not permit any form of hazing, whether by organizations or individual students. Hazing has been defined as *any conduct or means of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person*. In accordance with this law, any student found guilty of hazing will be subject to a hearing by the Northpoint Bible College Board of Administration and disciplinary action will be taken if found guilty.

Weapons

It is a violation of Northpoint Bible College policy for anyone other than those expressly permitted by the College to possess a firearm or dangerous weapon on property owned or operated by the College or by Grand Rapids First. *Any firearms or weapons found on campus will be immediately confiscated and the owner or possessor of the weapon will be subject to dismissal. In addition, the responsible student may be subjected to prosecution by the State of Michigan*. Paintball or airsoft weapons may only be used and stored off campus.

Fire Emergency Procedure

If a fire alarm is activated, an alarm will sound off throughout the building until the emergency is under control by emergency personnel. In the event of a fire alarm, **EVERYONE** is to evacuate the building.

The unwarranted pulling of a fire alarm will result in a \$500.00 fine.

If You Find a Fire:

1. Sound the alarm by activating the nearest fire alarm pull station and call the Fire Department at 911 from a safe location.
2. Alert your neighbors only if you can do so without delaying your exit.
3. Leave the building immediately, close doors behind you as you exit the building, and proceed to the designated emergency evacuation meeting location.
4. If you have information on how the fire started or how the alarm was activated, report it to the Fire Department.
5. Do not try to put out the fire; your safety is more important than property.

If the Alarm Sounds:

1. Do not delay evacuation or assume that this is a false alarm. Immediately begin to exit the building.

2. If you can safely leave the room, close the door behind you and evacuate by the nearest clear exit. Do not use the elevator.
3. If you encounter smoke on your way out, stay low and crawl if necessary. You are more apt to find breathable air close to the floor. Cover your nose and mouth with a wet towel or wet cloth if possible.
4. So that you may be accounted for, go to the emergency evacuation meeting location.

Fireworks

Fireworks are prohibited on campus.

Drones

The possession and/or use of drones or unmanned aerial vehicles by students on campus without faculty or staff permission and supervision are prohibited. *Any drone or unmanned aerial vehicle found on campus will be immediately confiscated and the owner or possessor of the drone or unmanned vehicle may be subject to disciplinary action.*

Evacuation

In the event where an imminent threat exists and it is determined by the appropriate officials that an evacuation is necessary, Northpoint Bible College will immediately convey an emergency notification to all faculty, staff, and students, unless doing so would compromise efforts to mitigate the emergency. When an emergency notification is issued, you are to proceed to the nearest exit and evacuate the building. Do not use the elevators. Once outside, move a safe distance away from the building and do not return to the building until notified by emergency personnel. Assist anyone having difficulty or disabilities with evacuation.

Sexual Harassment

Sexual harassment of any type, verbal and/or physical, to any affiliate of the Northpoint Bible College community is strictly forbidden. Sexual harassment is a form of discrimination as defined by Federal law and will not be tolerated. Disciplinary action, including suspension and dismissal, will be taken against any person found in violation of this policy. Any member of the Northpoint community may bring a complaint forward. The complaint should be filed by filling out a form available at the desk of the President's assistant. Upon receipt of the complaint, the President will review the specific incident and a satisfactory resolution will be sought. This policy complies with Federal Law.

Student ID Cards

You will be issued a Northpoint Bible College Identification badge (ID) upon registration. The cost of an ID Badge is \$15 which is included in your tuition fees and any replacements will be \$25. Your ID will provide you access to facilities such as building and library services. You are required to possess your ID at all times and must ensure that your ID is readily accessible. If your ID is lost, stolen, or misplaced you are required to immediately contact Fred Betcher: fredb@northpointgr.org to deactivate your ID and issue a replacement.

Calling to Make a Report

Security is everyone's business – *if you see something, say something*. If you observe any suspicious or dangerous activity you may contact the office at any time by calling (616) 988-5531. If you observe a member of the campus community victimized by crime you should contact the office immediately. If you are the victim of a crime you may make a confidential report in the office. With your permission, the President or a designee of Northpoint Bible College can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Reports may be made any time by calling the office at (616) 988-5531 or by visiting the office during business hours. In the event of a medical emergency such as but not limited to: chest pains, shortness of breath, seizure, unconsciousness or profuse bleeding, immediately call 911 and then call the office at (616) 988-5531.

Door Safety

To ensure the safety of our community, entry doors to Northpoint buildings remain locked during school. Staff and students are issued a proximity card which allows access to Northpoint buildings. Security cameras are located throughout the campus and are monitored by security. Never give access to anyone to enter the building. If someone without a proximity card requests entry, they may ring the doorbell for assistance. For visitors, the main office must be notified 24 hours in advance and they must sign in with the main office.

Personal Safety

You are encouraged to make note of the office phone number (616) 988-5531 and save it in your cellular phone or device. It is strongly advised that when you travel by foot both on campus and in the community, that you do so with friends in populated, well-lit areas as opposed to alone. Maintain situational awareness when walking or jogging on campus and in the community – avoid texting. If you are being followed by someone you do not know, travel to a well-lit area and call for assistance. You should not take walks or go jogging before or after daylight hours.

Vehicle Safety

When walking to your vehicle you should have your keys in hand and ready. To reduce your vulnerability you should walk to your car with someone you know and trust, especially after dark. Lock vehicle doors at all times including while driving and conceal items within the vehicle to discourage theft. Report any unrecognized or suspicious vehicles to the office at (616) 988-5531.

Emergency Notification System

In compliance with federal laws, Northpoint has a system for notifying students, faculty, and staff in a timely manner when warnings are necessary and when emergency situations arise.

Students will receive a text message and email message through Populi containing pertinent information. To this effect, cellular phones are permitted in vibrate mode during class. The notification system allows the staff to contact the Northpoint community regarding any threats, extreme weather patterns, car removal requirements, church/class cancelations, etc. It is imperative that you provide Northpoint with your accurate contact information at the time of registration. If at any time your contact information changes, it is your responsibility to provide the staff with your up-to-date telephone number and email address or simply change it yourself on Populi.

Lockdown Procedure

If an imminent threat exists and it has been determined by the appropriate officials that containment within school buildings is necessary, Northpoint will immediately convey an emergency notification informing the community that it has engaged in the *Lockdown Procedure*:

1. If not in a building already, find the nearest and safest building;
2. Lock all possible doors, if a door cannot be locked, attempt to barricade it with available means (furniture or equipment);
3. Close all windows, curtains, blinds and doors and then proceed to stay away;
4. Turn off all AC/heater units, fans, and lighting if possible;
5. Silence cellular phones (no sound – no vibration) and do not use them unless there is a vital emergency;
6. Arm yourself with what is available (desks, chairs, laptops, unplugged fans or heaters, etc.);
7. Remain calm and quiet until the *All Clear* is given, and
8. If intruder enters the room, attack all at once – *fight to win and do not quit*.

Parking and Traffic

Northpoint provides ample free parking for students having motor vehicles with proper registration and insurance coverage. Park on the south end of the building near Entry G. Do not park on the east end near the children's ministries and nursery area. Please do not park in fire lanes, loading zones, handicap spaces, lawns, sidewalks, assigned areas, or those areas marked No Parking. Do not leave vehicles outside of school hours/functions. No disabled vehicles are permitted on campus. If your vehicle is disabled, you are responsible for the removal of the vehicle.

Please drive slowly; children are on the premises. During winter it sometimes takes the plows time to get to all areas, so exercise caution. Do not take a shortcut through the roundabout. Avoid hanging out in the parking lot, except for on the far south end, which is approved for skateboarding and other activities.

INTER-PERSONAL RELATIONSHIPS

The students play a significant role in fulfilling Northpoint's Mission to create an "educationally and spiritually dynamic community where students are equipped to participate in the continuing work of Jesus." Northpoint places a high value on relationships that are characterized by honor for one another. In keeping with this, Northpoint expects students to show appropriate respect for faculty and staff at all times. Students are encouraged to use appropriate titles for instructors but may use first names when the individual prefers it.

Because all people are made in the image of God and Christ died to create one body for himself, Northpoint students are expected to model a lifestyle of love and acceptance for people of various backgrounds. Northpoint strives to maintain and grow a culture characterized by patience, tolerance, and appreciation of others in the body of Christ.

It is unavoidable that conflict will occasionally arise in a community setting. Northpoint follows the guidelines of Matthew 18 in handling offenses. The appropriate way to resolve conflict is to lovingly and privately confront the individual who has caused the offense in hopes of restoring the relationship; it is not to engage in destroying another's reputation or to allow ill will to fester. Violence is absolutely forbidden. If assistance is required to resolve a conflict, staff members are available to offer guidance.

Differences in doctrinal positions should be discussed respectfully both in and out of the classroom. Belittling of others over such matters is completely out of place.

Northpoint desires to send out people who have been transformed by its positive, Christ-centered community. Please help us maintain and grow such a culture!

Dating

Northpoint rejoices in the fact that many happy marriages have resulted from students meeting at the school. Northpoint is a great place to meet that special someone! In order to ensure that relationships are life-giving and respectful, Northpoint places a high value on the biblical concept of the *Imago Dei*, image of God. In short, God has made people in his image, therefore any behavior toward another that devalues or objectifies the individual is a sin against the Creator. In keeping with this biblical principle, students should behave honorably toward the opposite sex and refrain from sexual activity outside of marriage and from any behavior that might compromise one's testimony to the gospel of Jesus Christ.

While students demonstrate their honorable treatment of the opposite sex in private, they should also be cognizant of the community atmosphere at Northpoint and avoid public displays of affection such as kissing and any other overtly intimate behavior. Even if a dating relationship does not end in marriage, both persons should be able to honestly say that they were treated honorably and grew closer to the Lord through the relationship.

Engagements

We recognize and appreciate that Northpoint Bible College is an ideal place at which to choose a lifelong partner. In order to prepare an engaged couple for a successful marriage, Northpoint highly recommends that the couple attend pre-marital counseling.

DISCIPLINE

In the event of the violation of a school policy or other moral failure, the President, Academic Dean, Admissions Director, Registrar or other staff or faculty member that might be needed will serve to advise, discipline, and bring restoration.

Issues that may require disciplinary activity are based on but not limited to the following infractions:

- Possession or use of non-medicinal marijuana or any illegal drug, mind altering substance, and/or drug paraphernalia
- Sexual immorality, including the following and similar: use of pornography, adultery, fornication, oral sex, homosexuality, lesbianism, bisexuality, transgender and gender identity activity, visiting sexually perverse businesses, sexting, and engaging in unwanted sexual advances.
- Use of profanity
- Stealing, cheating, or plagiarism
- Causing division in the Northpoint community

Discipline may come in the form of temporary restrictions, loss of privileges, suspension, or dismissal from the College.

Northpoint views discipline as redemptive, an opportunity for growth, and unifying in nature. Each infraction is reviewed on a case-by-case basis. The following criteria assist in determining the appropriate discipline:

- The severity of the infraction
- The context of the infraction
- The ramification of the infraction
- The responsiveness of the accused to confrontation
- Confession to someone in leadership
- The degree of genuine repentance

Probation

Violations of school policies may result in a student being placed on disciplinary probation in addition to other restrictions which may be imposed. Failure to abide by these restrictions may result in dismissal from school. Those students placed on chapel, church, academic or disciplinary probation may be subject to the following:

- Ineligibility for ministry positions and tours
- Scholarships cancelled
- Mandatory counseling as deemed necessary by the staff

All students readmitted after suspension for disciplinary reasons are placed on disciplinary probation for the first semester after their return. Further violations could result in termination. This would be determined by the President.

Suspension

Should the Administration deem it necessary, a student in violation of regulations will be suspended from Northpoint for a period of time. The suspension time may vary according to the severity of the violation and at the discretion of the President. The student is automatically deprived of all campus and extracurricular activities. The student will be required to return home for the duration of the suspension. The suspended student will incur the credited absences for class and chapel during this time. The College reserves the right to determine the duration of the suspension and to determine the student's overall standing with the College.

Dismissal

A student terminated from the College, unless an exception is made, may be temporarily or permanently ineligible to return. The College reserves the right to terminate any student whose academic standing is too low or whose general conduct and influence are not considered to be in the best interest of the College. Rebellion, stubbornness, disloyalty, immorality and/or persistent disregard of the College's rules and regulations will be just cause for dismissal from the school. Such action may be taken by the College at any time without making public any specific explanation. Students facing the possibility of dismissal during the academic year may, upon request, receive a hearing before the Board of Trustees.

Terminated students are not welcome on campus unless given special permission from the President. Those without permission are viewed as trespassers subject to arrest and prosecution.

Grievances

Northpoint endeavors to "keep the unity of the Spirit in the bond of peace" (Eph. 4:3b). The biblical precedent for handling conflict is set forth in Matthew 18:15-17: "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector" (Matt. 18:15-17 ESV). Northpoint uses this model in all its relationships.

Because the Scriptures so heavily emphasize the welfare of the community and truthful communication, Northpoint invites the students to share concerns or grievances with the

appropriate person and through proper channels. We welcome the opportunity to work toward finding solutions to any problems. This becomes part of the educational process and one's spiritual development.

In keeping with Matthew's teaching, begin the process by first approaching the person or persons concerned. If the matter is not directly a relational matter, go to the person who has responsibility for the issue concerned. Whenever you approach a situation that involves confrontation, do so prayerfully and in a spirit of self-control. Do not allow the issue to remain unresolved, but address it as soon as possible.

If resolution is not reached, discuss the matter with the next higher authority. This may be the administrative officer of the College in charge of the specific area involved. Inquire if necessary, about the proper person to see about the problem. If the issue involves a conflict with another student, request that a member of the staff serve as a moderator.

If the department head is unsuccessful in helping you resolve the matter, it should be brought to the President, stating the problem or request. The President will either make a decision or present the matter to the Board of Trustees.

If the problem remains unresolved, students are free to contact the Association for Biblical Higher Education, PO Box 780339, Orlando, FL, 32878-0339.

FINANCES

Federal Financial Aid Programs

Northpoint Bible College participates in the following Federal Financial Aid Programs: Pell Grant, Supplemental Educational Opportunity Grant, Direct (Subsidized and Unsubsidized) Loans, and the Parent Loan for Undergraduate Students (PLUS).

The first step to take to determine eligibility for these programs is to complete the FAFSA (Free Application for Federal Student Aid). The application can be completed online at www.fafsa.gov. Upon completion, submission, and calculations based on this application, a student will be notified through an Award Offer about the financial aid he/she is eligible to receive.

Library Fines

All fines are due immediately and past due after seven days. Fines may be paid with cash or card in the administration office. No student will be allowed to enroll for the next semester until all fines have been paid. For graduating or terminating students, all transcripts will be held until fines have been cleared. A posting fee will be assessed for each overdue fine requiring special handling.

Employment

It is understood many students need to work in order to pay for their education. However, in light of the academic load carried by full-time students at Northpoint, we recommend that students limit their work hours to twenty per week and strongly advise that they do not work more than thirty hours.

Health Insurance Coverage

All students are required to provide proof of qualified health insurance coverage.

Refund Policy

Student Withdrawals

Students may add or drop a course before the fourth week of the semester without incurring a tuition fee for the course. There is a \$10 administration fee for every add/drop form completed.

A student who withdraws from Northpoint prior to the fourth week of the semester will receive a partial refund of tuition (there is no refund of required fees, miscellaneous fees, etc.), provided the student completes the withdrawal process. The refund schedule applies to all students at Northpoint, whether receiving federal student aid or not.

| Time of the Withdrawal | Refund Amount |
|-----------------------------------|----------------------|
| Before classes start | 100% |
| During the first week | 90% |
| During the second week | 50% |
| During the third week | 25% |
| During the fourth week and beyond | None |

Refunds for students who are first time, first semester students will be calculated on a pro rata basis—based upon the actual number of weeks attended up to four weeks.

In the event a student is dismissed, a refund of tuition will follow standard refund policies applicable to any student withdrawal.

Federal Student Aid

Students receiving federal financial aid who withdraw completely from the College during the first 60% of the semester will owe a portion of their federal aid. A student “earns” Title IV Financial Aid in direct proportion to the length of time he/she remains enrolled. This means the percentage of time the student remained enrolled is the percentage of disbursable aid for that period that the student earned. This percentage is derived by calculating the number of days

the student attended verses the number of days in the semester. The Financial Aid Office will assist students in determining this calculation. Unearned aid which has already been disbursed to the student will be returned to the government. Aid the student has earned and has not yet been disbursed will be a post withdrawal disbursement.

Solicitation

Solicitation of any kind on campus (i.e., selling of merchandise or collecting donations) must be approved by the Office of the President.

Student Accounts

Upon acceptance of a prospective student's application, the Recruiting Office will send to the student a packet consisting of: A letter stating Northpoint's payment and collection policies; information on loans/grants available to Northpoint students; and a fee schedule.

Payment of student fees will be as follows:

- 50% of the total semester's tuition and fees at registration (plus any prior outstanding balance)
- 25% of the total semester's tuition and fees due October 15 for the Fall semester or March 1 for the Spring semester
- Remainder of account balance due December 1 for the Fall semester or April 15 for the Spring semester

Students with a balance of \$1,000 or more will not be permitted to re-enroll for the following semester until payment is made. Under no circumstances will a student be permitted to enroll with a balance carried from a prior academic year.

Students with an outstanding balance at semester end electing not to re-enroll for the following semester have until the beginning of the following semester to pay their balance in full.

Otherwise the account will be turned over to a professional agency for collection. Such action could seriously impair a student's credit rating and can be avoided by paying their balance in full.

A student will not be considered for further registration activity until a copy of this policy is signed by the student, witnessed by a representative of the Northpoint Finance Office.

The basic requirement for all students attending Northpoint is to have any previous account balance paid in full and to have the specified down payment at the beginning of each semester. Please refer all questions to the Registrar.

Student Classification

The following indicates the student classification for financial aid.

| YEAR | Credit Hours |
|--------|---------------------|
| First | 0-29 credit hours |
| Second | 30-59 credit hours |
| Third | 60-89 credit hours |
| Fourth | 90-128 credit hours |

The chart above indicates the student classification for financial aid. Financial aid is adjusted between semesters, so if a student's status changes between semesters he/she should inform the Financial Aid director. Credits from another college are only transferrable into the program the student matriculates, thus it is important to receive your transcript evaluation to determine your financial status.

Financial Aid – Satisfactory Academic Progress (SAP) Policy

The Higher Education Amendment of 1976 mandates institutions of higher education to establish standards of "satisfactory academic progress" for all students receiving financial aid. Northpoint Bible College will make the following standards applicable to all federal funds awarded to students.

Student Federal Aid Affected

Federal Pell Grant

Federal Supplemental Educational Opportunity Grant (SEOG)

Federal Work-Study (FWS)

Federal Direct Subsidized and Unsubsidized Loans

Federal Direct Parent Loan for Undergraduate Student (PLUS)

Note: The Satisfactory Academic Progress (SAP) standard affects state grant programs.

Requirements for Satisfactory Academic Progress (SAP)

Northpoint Bible College's SAP policy, according to 34 CFR 668.34, includes both a *qualitative* measure (such as the use of a cumulative grade point average) and *quantitative* measure (such as a maximum time frame for completion which cannot exceed 150% of the published length of the program). Therefore, for a student to be maintaining satisfactory academic progress, he/she must, in general, have a C average or its equivalent 2.0 upon completion of 60 or more credits in the Bachelor of Arts program, completion of 30 or more credits in the Associate in Arts program, or upon completion of 30 credits in the One-Year Certificate program.

The student must complete 67% of cumulative credits attempted (including repeated and transfer credits). For example, a student who attempts 30 credits but actually completes 19 would only have completed 63% of all credits attempted. This is not satisfactory academic progress.

The student may attempt, including transfer credits, a maximum of 192 credits before financial aid eligibility will be terminated.

The following *qualitative* chart applies to all full and part-time students in the Bachelor of Arts program:

| Credits Completed | Cumulative GPA |
|-------------------|----------------|
| 1-29.5 | 1.60 |
| 30-59.5 | 1.80 |
| 60 and thereafter | 2.00 |

The following *qualitative* chart applies to all full and part-time students in the Associate of Arts program:

| Credits Completed | Cumulative GPA |
|-------------------|----------------|
| 1-15.5 | 1.60 |
| 16-30.5 | 1.80 |
| 31 and thereafter | 2.00 |

The following *qualitative* chart applies to all full and part-time students in the One-Year Certificate program:

| Credits Completed | Cumulative GPA |
|-------------------|----------------|
| 0-16 | 1.80 |
| 17-33 | 2.00 |

The following *quantitative* chart shows the minimum completed credit hours to maintain 67% satisfactory academic progress:

Full Time Bachelor of Arts Students, 6 Years = 150%

| Years Completed | 1 | 2 | 3 | 4 | 5 | 6 |
|-----------------|----|----|----|----|-----|-----|
| Credits Accrued | 20 | 40 | 64 | 86 | 108 | 128 |

If attending on a $\frac{3}{4}$ time, $\frac{1}{2}$ time or less than $\frac{1}{2}$ time basis, hours and semesters will be prorated accordingly. For $\frac{3}{4}$ time, a student must complete his/her program in 9 years; for $\frac{1}{2}$ time, in 12 years and less than $\frac{1}{2}$ time in 18 years to meet the 150% completion period.

Full Time Associate of Arts Students, 3 Years = 150%

| Years Completed | 1 | 2 | 3 |
|-----------------|----|----|----|
| Credits Accrued | 20 | 40 | 60 |

If attending on a $\frac{3}{4}$ time, $\frac{1}{2}$ time or less than $\frac{1}{2}$ time basis, hours and semesters will be prorated accordingly. For $\frac{3}{4}$ time, a student must complete his/her program in 5 years; for $\frac{1}{2}$ time, in 8 years and less than $\frac{1}{2}$ time in 15 years to meet the 150% completion period.

Note: While the above requirements are minimums, it should be clearly understood that after a student's first semester, fifteen credit hours is a normal academic load for a full-time student recommended for a student to complete his/her degree on time.

The satisfactory academic progress of freshmen and/or transfer students enrolled in the Bachelor of Arts or Associate of Arts program will be reviewed by the Registrar at the end of the students' first year.

The satisfactory academic progress of students enrolled in the One-Year Certificate program will be reviewed at the end of the students' first semester.

Students who are not making SAP will receive a warning letter from the Registrar. The following semester, though on warning, the student will retain his/her federal aid.

If a student fails to achieve SAP at the conclusion of the warning period, he/she will be issued a notification letter from the Financial Aid Director placing him/her on financial aid suspension. The student has the opportunity to appeal for reinstatement of aid if there were mitigating circumstances.

Mitigating circumstances are:

- Family emergency (death or other extenuating circumstances)
- Extended illness (physical or mental), injury or hospitalization
- Documented learning disability

Appeal Process

If extenuating circumstances have affected the student's progress, an appeal may be submitted. To file an appeal, the student must contact the Financial Aid Office to obtain the "Appeal for Reinstatement of Financial Aid Eligibility" form. The student must submit, along with this form, any requested documentation necessary to support his/her claim of mitigating circumstances. Additionally, the student must explain why he/she failed to make SAP and what has changed that will allow him/her to make SAP at the next evaluation.

Note: The deadline to file an appeal is no later than 30 days before the start of the semester. If a student's appeal is approved, the student will receive a letter from the Financial Aid Director notifying him/her of the SAP Committee's decision. The student will be placed on "probation" and will retain federal aid eligibility. If, following the semester of "probation," the student fails to make SAP, as outlined in the charts; he/she will lose federal aid eligibility.

Factors Affecting Financial Aid Status

Academic Amnesty: Northpoint Bible College does not practice academic amnesty. A student may not regain eligibility by withdrawing for a semester or more.

Audited Courses: Audited courses are ineligible for federal aid since they do not earn credits.

Incomplete Courses: Incomplete courses will not count toward satisfactory academic progress until a grade is submitted to the Registrar. Incomplete courses will receive a grade of “F” if the course is not completed by the institution’s deadline.

Remedial Courses: Six hours of remedial courses are allowed for determining full-time status and hours completed and will be eligible for federal aid. These hours will not be included in the quantitative assessment.

Repeated Courses: Students who repeat previously *failed* courses to earn a passing grade may receive aid for repeating a failed course until it is passed. Students who repeat a previously *passed* course can do so only *once* and receive financial aid. Repeated coursework will count toward the enrollment status (full or part-time). For a four-year degree program, a maximum of 25 credits or 10 repeated courses will be allowed in determining the number of credits completed in the overall program.

Returning Students: Students who were on warning or probation prior to withdrawal during a semester will return at the same status. Students who withdrew at the end of a semester will have their status recalculated based on credits earned in the last semester of attendance.

Summer Courses: In determining SAP, credits earned during the summer will be evaluated with the previous semester’s progress report.

Transfer Courses: Credits transferred in are counted as credits earned in the quantitative measurement. Credits earned are not factored into the grade point average (GPA). Only credits that apply to the student’s program are transferred. Transfer students enter at a satisfactory academic progress level.

Withdrawals/Dismissals: Whenever a student withdraws (officially or unofficially) or is dismissed, the courses neither earn credit nor affect the grade point average; however, they will affect the quantitative completion rate (credits attempted but not earned). Students may retake any courses from which they have withdrawn; the credits will count in the enrollment status (full or part-time) determination and will be eligible for federal aid.

SCHOLARSHIPS AND AWARDS

Institutional Scholarships and Grants

Discover Day Scholarship

Northpoint hosts an annual open house event called Discover Day. New students who attend Discover Day in the spring are eligible to receive a \$250.00 scholarship that is automatically applied to the student's bill in the fall. In order to qualify, students must simply attend Discover Day during the semester before enrollment, have all application documents submitted prior to May 1 of that year, and enroll with a deposit.

Donor Scholarships

NextGenNow Scholarship

Qualifying applicants will receive a cash scholarship directly applied to their account in the amount of the difference between their Pell Grant and actual tuition cost. Eligible applicants will demonstrate financial need as well as academic and ministry promise. They will also express a desire to participate in a ministry internship through Grand Rapids First.

Process:

1. Submit the application form in its entirety before the due date (refer to the website).
2. Complete the application process for Northpoint Bible College before the due date.
3. Interview with the appropriate intern director prior to the due date
4. Recipients of the NextGenNow Scholarship will be notified by the Scholarship Committee.

Criteria:

1. A demonstrated vibrant faith in Jesus Christ.
To be verified by:
 - Pastoral reference from Northpoint application process
 - Personal essay from the NextGenNow Scholarship application form
 - Interview with appropriate representatives from Northpoint and Grand Rapids First
 - Regular attendance and involvement at Grand Rapids First or the student's home church
2. A demonstrated passion and potential for participation in the ongoing work of Jesus.
To be verified by:
 - Pastoral reference
 - Personal essay articulating passion and involvement
 - Interview with appropriate representatives from Northpoint and Grand Rapids First
3. A demonstrated ability to be academically successful.

To be verified by:

- High School GPA of preferably 3.00 or higher
 - ACT or SAT scores preferably at the 75th percentile [21/1250] or higher
 - Educator reference from Northpoint application process
 - Phone interview with appropriate representative(s) from Northpoint
 - Maintenance of 2.75 GPA or higher during the first year at Northpoint and a 3.0 thereafter
 - Full-time participation in the student's scheduled Northpoint cohort
4. Availability to participate in the appropriate Grand Rapids First ministry on Wednesdays for the duration of the scholarship period; one day per week.
 5. A demonstrated financial need and a commitment to financial responsibility.

To be verified by:

- Review of completed FAFSA packet
- Confirmed through the interview process and references
- Avoidance of unnecessary loans and a commitment to debt-free graduation

District Scholarships

Bridge Scholarship

This scholarship is for credential holders in the Michigan District of the Assemblies of God, although some credential holders with other organizations may also qualify. The Bridge Scholarship program offers all credential holders a guaranteed scholarship equal to the difference between the maximum Federal Pell Grant award and the minimum part-time or full-time credit cost. For many in ministry this can amount to a completely tuition free education.

Out of state students who attend Assemblies of God churches within Districts that provide scholarships may explore their eligibility with their District Office.

General Council Scholarships

There are also several scholarships available through the General Council of the Assemblies of God. Go to <https://colleges.ag.org/Scholarships> for more information.

IMPORTANT CONTACT INFORMATION

NBC|GR Offices616-988-5531

Office of the President

J.P. Dorsey, Presidentipdorsey@northpointgr.org

Sarah Gant, Assistant to the President.....sarahg@northpointgr.org

Office of the Academic Dean

Brian Lidbeck, Academic Dean.....brian@northpointgr.org

Jamie Carter, Assistant to the Deanjamiec@northpointgr.org

Kristin McElhenny, Assessment and Information Liaison.....kristin@northpointgr.org

Admissions Coordinator

Erin Colagoerinc@northpointgr.org

Media and Marketing Coordinator

Fred Betcherfredb@northpointgr.org

Recruiting Coordinator

Bryce Johnsonbrycej@northpointgr.org

Registrar/Student Liaison

Jamie Carterjamiec@northpointgr.org

LOCAL INFORMATION

Emergency Rooms

Metro Health Emergency
5900 Byron Center Ave
Wyoming, MI 49519
(616) 252-7200

Spectrum Health Butterworth Adult
Emergency
100 Michigan St NE
Grand Rapids, MI 49503
(616) 391-1774

Mercy Health Emergency Saint Mary's
200 Jefferson Ave SE
Grand Rapids, MI 49503
(616) 685-6789

Counselors

Beacon of Hope (Biblical Counseling
Ministry)
225 West 30th Street
Holland, MI 49423
616-594-5380 ext. 101
Email: beaconofhope.holland@gmail.com
<http://www.beaconhope.net/>

Casilda R. Maxwell, Phd, DLLP
Areas: Anger management, anxiety
disorders, mood disorders, panic disorder,
PTSD/trauma/sexual abuse
Pine Rest Christian Mental Health Services
Campus Clinic
300 68th Street SE
Grand Rapids, MI 49548
616-258-7429
<https://www.pinerest.org/clinician/casilda-maxwell/>

Libraries

Grand Rapids Public Library
111 Library St NE
Grand Rapids, MI 49503
(616) 988-5400

Hekman Library, Calvin University
3201 Burton St SE
Grand Rapids, MI 49546
(616) 526-7197

Kent District Library- Wyoming Branch
3350 Michael Ave SW
Wyoming, MI 49509
(616) 784-2007

Postal Services

United States Postal Services
2929 Michael Ave SW
Wyoming, MI 49509
(800) 275-8777

The UPS Store
1740 44th St SW Ste 5
Wyoming, MI 49509
(616) 530-4650

Banks

Chase Bank
1825 44th St SW
Wyoming, MI 49519
(616) 771-7600

Fifth Third Bank & ATM
2828 Michael Ave SW
Wyoming, MI 49509
(616) 406-2053

Huntington Bank
3434 Century Center St SW

Grandville, MI 49418
(616) 222-3771

PNC Bank
220 28th St SW
Wyoming, MI 49548
(616) 771-8702

Buses

The Rapid: (616) 776-1100
Greyhound Bus Station: (616) 456-1700

Trains

Amtrak-Grand Rapids, MI:
<https://www.amtrak.com/michigan/grand-rapids>

Hotels

Hyatt Place Grand Rapids-South
2150 Metro Way
Wyoming, MI 49519
(616) 72401234

Comfort Suites Grandville-Grand Rapids SW
4520 Kenowa Ave SW
Grandville, MI 49418
(616) 667-0733

Hampton Inn Grand Rapids-South
755 54th St SW
Wyoming, MI 49509
(616) 261-5500

Airports

Gerald R. Ford International Airport
5500 44th Street SE
Grand Rapids, MI 49512
(616) 233-6000