



STUDENT HANDBOOK

Fall 2026 – Spring 2027

2100 44th Street SW
Grand Rapids, MI 49519
616-988-5531



Contents

OUR MISSION	9
INTRODUCTION TO THE STUDENT HANDBOOK.....	9
Accreditation and Membership	9
Association for Biblical Higher Education (ABHE)	9
Alliance for Assemblies of God Higher Education.....	9
Michigan Department of Higher Education	9
Veterans Administration.....	9
Title IV	9
MACRAO.....	10
ACADEMIC CALENDAR 2025 2026	10
Fall 2026.....	10
Spring 2027	10
DIRECTORY	12
Directory of Services	12
THE ASSEMBLIES OF GOD STATEMENT OF FAITH.....	13
SPIRITUAL LIFE AND CHRISTIAN MATURITY.....	16
Chapel	16
Days of Prayer and Fasting.....	17
Emotional Health	17
Internship Program	17
Life Groups	17
Ministry Participation Program.....	17
Music.....	18
Personal Devotions	18
Short-Term Missions	18
COMMUNITY LIVING.....	19
Community Night.....	19
Housing	19
Internet Usage	19
Video Games/Movies.....	19

Sports and Recreation.....	19
Sports and Physical Fitness	19
The Commons	20
Life in the Grand Rapids Community	20
Partnership with Grand Rapids First	20
Code of Conduct	20
Standards of Conduct.....	20
Honor Code Pledge	21
Church Attendance	22
Student Use of Northpoint Technology and Email	22
Dress Code	23
General Appearance	23
Telephones.....	23
Lost and Found.....	23
Physical Fitness	23
ACADEMIC LIFE	24
Student Educational Rights and Privacy of Records	24
Access to Records	24
Challenge Hearings	25
Records Inspection.....	25
Academic Probation.....	25
Curricula	26
Curriculum Philosophy	26
Academic Programs Offered.....	26
Numbering and Progression of Courses	27
Graduation Requirements	27
The Baccalaureate Degree	27
The Associate of Arts Degree	28
Graduation Ceremony Participation	28
All financial and academic obligations must be met before any degree, certificate, or reference letter will be released by Northpoint College.....	28
December Graduates	28
Attendance at Graduation	29

Academic Advisors	29
Credit Hours	29
Academic Load	29
Add/Drop Courses.....	29
Transferring Credits into Northpoint	30
Life Experience	30
Military Education.....	30
Michigan School of Ministry (MISOM).....	31
Procedure for Withdrawing from College.....	31
Grading.....	31
Grade Points.....	31
Change of Grade	31
Grading Scale	32
Technology Access	32
Populi	32
Attendance.....	33
Absences	33
Tardiness	33
Leaving Class Early	33
Late Registration	33
Chapel Attendance.....	33
Assignments and Examinations	34
Written Work	34
Late Test Policy	34
Late Paper Policy.....	34
Reading Assignments	35
Examinations.....	35
Exams Taken by Students with Disabilities	35
Phone Usage	35
Plagiarism.....	35
Cheating	36
Classroom Policy and Discipline.....	36
Attire	36

Food and Beverages.....	36
Recording Lectures.....	36
STUDENT SERVICES	38
Library	38
Library Mission.....	38
Library Hours.....	38
Checkout Policy.....	38
Number of Books	38
Contact Person.....	38
Library Fine Schedule	38
Late Fees	38
Lost Books	38
Damaged Books	39
Online Data Bases	39
Searching the Library	39
Printing.....	39
Additional Resources	40
Food and Drink.....	40
Sound Levels	40
The Commons	40
Student Concerns and Feedback	40
Tutoring.....	40
Eligibility of Student Volunteer Tutors.....	40
Guidelines for Tutors	41
Students in Need of a Tutor	41
STUDENT ORGANIZATIONS.....	41
Alumni Association.....	41
Life Group Leaders	41
HEALTH, SAFETY, AND SECURITY	42
Sickness	42
Accidents.....	42
On-Campus Health Services.....	42
Anti-Hazing Policy	42

Weapons	43
Fire Emergency Procedure	43
If You Find a Fire:	43
If the Alarm Sounds:.....	43
Fireworks.....	43
Evacuation.....	43
Sexual Harassment.....	44
Student ID Cards	44
Calling to Make a Report.....	44
Door Safety	45
Personal Safety	45
Vehicle Safety.....	45
Emergency Notification System	45
Lockdown Procedure	45
Parking and Traffic	46
INTER-PERSONAL RELATIONSHIPS	46
Dating	47
Engagements.....	47
DISCIPLINE.....	48
Probation	48
Suspension	49
Dismissal	49
Grievances.....	49
FINANCES	51
Tuition	51
Student Accounts.....	51
Enrollment Agreement	51
Deferment Plan	51
Terms and Conditions	52
Forms of Payment.....	53
Re-Enrollment	53
Refund Policies.....	53
Federal Financial Aid	54

Applying for Federal Financial Aid	54
Return of Title IV (R2T4) Funds	54
Student Classification.....	55
Financial Aid – Satisfactory Academic Progress (SAP) Policy.....	55
Student Federal Aid Affected.....	55
Requirements for Satisfactory Academic Progress (SAP)	55
Appeal Process.....	57
Factors Affecting Financial Aid Status.....	57
Library Fines	58
Employment.....	58
Health Insurance Coverage	58
Solicitation	58
SCHOLARSHIPS, AWARDS, AND HONORS.....	59
Awards and Honors.....	59
The Dean’s List	59
Distinguished Servant Leader Award.....	59
Graduation Class Speaker	59
Graduation Cords.....	59
Sigma Chi Pi Honor Society	59
Valedictorian and Salutatorian	60
Scholarships and Grants.....	60
NxtGenNow Scholarship	60
Victor Plymyer Scholarship	60
General Council Scholarships.....	60
LOCAL INFORMATION.....	61
Emergency Rooms	61
Counseling.....	61
Libraries.....	61
Postal Services.....	61
Buses	61
Trains.....	61
Banks.....	61
Hotels.....	62

Airports 62

OUR MISSION

Northpoint College 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 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 guides the student in 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 College is accredited with the Association for Biblical Higher Education (ABHE). The ABHE is recognized by the Department of Education in Washington D.C. and is a member of the Council for Higher Education Accreditation (CHEA). CHEA is the umbrella organization for Regional, Specialized/Professional, and National Accrediting Associations.

Alliance for Assemblies of God Higher Education

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

Veterans Administration

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

Title IV

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

MACRAO

Northpoint College is a member of the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO).

ACADEMIC CALENDAR 2025 | 2026

Fall 2026

Life Group Leader Retreat.....	August 28-29
Northpoint Housing Move-in Day.....	September 1
New Student Orientation.....	September 3
First Day of Classes.....	September 8
First Tuition Payment Due	September 8
Bonfire.....	September 8
Life Groups	September 8
Last Day to Add/Drop.....	September 23
Called Conference	September 25-26
Pastors and Pancakes.....	September 28
Life Groups	October 12
Community Night.....	October 12
Life Groups	November 9
Day of Prayer and Fasting	November 10
Evening Worship Service.....	November 10
Discover Day (<i>Classes continue as scheduled</i>)	November 16
Graduation Planning Meeting.....	November 24
Thanksgiving.....	November 26
Registration for Spring Courses Opens	November 30
Life Groups	December 7
Final Exams.....	December 14-15
Northpoint Christmas Party	December 15
Winter Break	December 16
Fall Semester Final Grades Due	December 21

Spring 2027

New Student Orientation.....	January 4
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First Tuition Payment Due	January 4
First Day of Classes.....	January 4
Life Groups	January 4
Community Night.....	January 4
Martin Luther King Jr. Day (<i>Classes will be in session</i>).....	January 18
Last Day to Add/Drop.....	January 20
Life Groups	February 8
Day of Prayer and Fasting	February 9
Evening Worship Service.....	February 9
Michigan Ministry Network Credentialing Interviews.....	February 24
Life Groups	March 1
Community Night.....	March 1
Spring Break	March 8-9
Week of Prayer and Fasting	March 15-21
Acts Chapel.....	March 22
Easter	March 28
Bible, Theology, and Ministry Leadership Exit Exam	March 29
Registration for Fall Semester Opens	March 29
Life Groups	April 12
Final Exams.....	April 19-20
Academic Dean's Graduation Breakfast	April 19
End of Semester Celebration	April 20
Spring Semester Final Grades Due.....	April 26
Baccalaureate Service	April 30
Commencement Ceremony.....	April 30

DIRECTORY

Northpoint College Office616-988-5531

Office of the President

Trent Roberts, President troberts@northpointcollege.edu

Office of the Academic Dean

Brian Lidbeck, Academic Dean blidbeck@northpointcollege.edu

Heather Klein-Wassink, Registrar hkleinwassink@northpointcollege.edu

Lindsay Pulsifer, Librarian lpulsipher@northpointcollege.edu

Office of the Admissions Director

Kristen McElhenny, Admissions Director kmcelhenny@northpointcollege.edu

Office of the Communications Director

Fred Betcher, Communications Director fbetcher@northpointcollege.edu

Mike Fusaro, Information Technology mfusaro@northpointcollege.edu

Office of the Financial Aid Department

Rocky Christensen, Financial Aid Specialist rchristensen@northpointcollege.edu

Kayla Roberts, Financial Aid Assistant kroberts@northpointcollege.edu

Office of the Student Life Coordinator

Sarah Gant, Student Life Coordinator sgant@northpointcollege.edu

Directory of Services

Office of the President Trent Roberts

Board of Trustees

College Goals and Policies

Donations, Endowments, Gifts, Bequests

Ministry Placement

Scholarships

Office of the Academic Dean Brian Lidbeck

Academic Affairs

Academic Development

Christian Service Internships

Course Offerings & Educational Programs

Faculty Employment

Library

Office of the Registrar Heather Klein-Wassink

Populi Support	
Student Enrollment	
Degree Audits	
Transcript Requests	
Office of the Financial Aid Specialist	Rocky Christensen
Processing Financial Aid Applications	
Reporting and Data Analysis	
Awarding and Disbursing Financial Aid	
Office of the Financial Aid Assistant	Kayla Roberts
Populi Support	
Tuition and Fees	
Federal Financial Aid	
Office of the Admissions Director	Kristen McElhenny
Applications	
Campus Visits	
Office of the Communications Director	Fred Betcher
Media and Marketing	
Promotion	
Security	
Technology	
Office of the Student Life Coordinator	Sarah Gant
Housing	
Chapel	
Life Groups	
Student Care	
Student Life	

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 enduement 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 CHRISTIAN MATURITY

Northpoint College's mission document commits Northpoint 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 College affirms the Assemblies of God statement of faith and supports its mission.

Northpoint 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 College is also shaped by our commitment to biblical precepts. Northpoint shares the Assemblies of God's conviction that Christian colleges and universities should form their students both academically and spiritually. Northpoint helps stimulate students' appreciation for the Holy Scripture and encourages students to pursue spiritual maturity and excellence. Northpoint is dedicated to strengthening our students' appreciation of and attachment to the Christian Church, especially the Pentecostal tradition and the Assemblies of God. Students are 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 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 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).

Chapel

On Monday morning the Northpoint 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 represent diverse backgrounds and include pastors, missionaries, and various ministry leaders who bring a wealth of practical ministry experience to the chapel service. 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.

Students will check in to Chapel when they arrive on Monday morning. 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. Several courses at Northpoint focus on maturation in this area, and some courses also integrate emotional health assessments for students to identify areas of strength or weakness.

Internship Program

In addition to the Ministry Participation Program (see below), Northpoint also requires that Ministry Leadership 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 to fulfill the requirement, 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, foreign language and cultural experiences, worship, and psychology/counseling. Students may serve in their local congregations or take advantage of the many opportunities provided by Northpoint's partner agencies.

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 when they check in to 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 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 relationships 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

Northpoint has an arrangement with an apartment complex near the school to provide housing for new students. Students may contact the Admissions Director or the Student Life Coordinator for more information. There are also 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.

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 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 mealtimes and recreational games.

Life in the Grand Rapids Community

Students at Northpoint have an opportunity to represent Christ to the Grand Rapids community, therefore 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 regarding public conversation, tipping in restaurants, proper conduct in the workplace, and all interaction with the public.

Partnership with Grand Rapids First

The vision for Northpoint 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 times 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 quarters in areas inconsistent with one's 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 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 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 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 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 College, which is a prerequisite for matriculation and becomes part of my permanent file.

I will prayerfully keep this HONOR CODE. Registration at Northpoint 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 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 mfusaro@northpointcollege.edu, and issues related to use of Populi are to be reported to hkleinwassink@northpointcollege.edu.
- Students attempting to access Northpoint 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 use cell phones on campus; however, the use of cell phones is not permitted in the classrooms or in Chapel (except for note taking).

Lost and Found

Report any lost items via email to sgant@northpointcollege.edu. Sarah will notify you if they are found.

Physical Fitness

The gym at Northpoint 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.

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 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 Life Group Leadership, Northpoint Traveling 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 and could be dismissed.

Curricula

Curriculum Philosophy

Northpoint 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 that addresses contemporary needs. Students will also choose a Minor in Biblical Languages, Missions, Pastoral Ministry, Psychology, or Worship.

The curriculum design of Northpoint College contains four major components: Bible and Theology, Ministry Leadership, a Minor course of study, and 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 a love for God and obedience to his will. The focus of this integral division provides the essential data to enable each student to form a Christian worldview, develop an effective Christian life, acquire a sound philosophy, and interpret and skillfully utilize the Scriptures. Emphasis is placed on understanding the broad themes and structure of complex truths.

The purpose of the Ministry Leadership focus 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 Minor programs are an extension of the Ministry Leadership focus. Each minor provides a more in-depth study of a specific discipline, sharpens ministry skills in that field, and prepares students for the pursuit of a master's degree related to the minor.

The purpose of the General Education segment is to provide an introduction to a broad range of disciplines, aid the student in developing critical thinking skills, and develop communication skills that will better enable the student 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

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 are also required to choose a minor in Biblical Languages, Missions, Pastoral Ministry, Psychology, or Worship.

Northpoint also offers a dual enrollment program with Kuyper College in which approved students may pursue a Bachelor of Arts in Ministry Leadership at Northpoint and a Business Leadership degree at Kuyper. Contact the Admissions Counselor for details.

Numbering and Progression of Courses

The letters that precede each subject indicate the discipline in which the subject is found. The first digit indicates the year in the curriculum sequence. The second digit indicates the number of credits applied to the course. For example, NT2321 Synoptic Gospels, is a New Testament course at the 200 or sophomore level, and it is a three-credit course.

Undergraduate courses range from 100 (freshman) to 400 (senior) level courses. They generally follow a sequence, and many courses have specific courses that are required to be taken as prerequisites. Freshman courses tend to be introductory in nature, as reflected in the title of MI1212: Introduction to Global Missions. Sophomore courses often introduce students to foundational courses in a specific discipline. For example, PS2374 Developmental Psychology is one of the first courses offered in the Psychology Minor, and it introduces the student to the life stages of humans. The pace of the courses begins to increase at this stage, greater analytical skills are employed, and a higher level of reading is required to handle more technical textbooks.

Third and fourth-year courses are more in-depth and assume that the student has already acquired a basic knowledge of the field. Students are expected to employ advanced research skills in the library and to use a variety of academic tools. Fourth-year courses often involve a capstone project that requires students to draw from various courses and to synthesize their knowledge. For example, TH4385 Biblical Theology requires a final paper in which students draw on their knowledge of all their Old Testament, New Testament, theology, and hermeneutics courses to develop a biblical theology of a particular thread or theme in Scripture. Throughout the program, assessments require greater levels of writing skills, processing and analyzing information, interacting with advanced ideas, and creative thinking.

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 124 prescribed semester hours of academic credit in the student's course of study. A cumulative grade point average of 2.0 or higher is required to graduate from the Bachelor of Arts degree program.

The Associate of Arts Degree

Completion of the 64 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 expected unless the student immediately transfers into the Baccalaureate program.

Graduation Ceremony Participation

Commencement and baccalaureate services are held late in April or in May. Graduating seniors may walk in the processional line at Commencement provided they have completed 118 credits toward their bachelor's degree (119 for those in the Biblical Languages Minor, 121 for those in the Psychology Minor, 120 for those in the Worship 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. 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 next school year and will participate in the Commencement exercises in the spring of that year.

Students in the Associate of Arts program must complete all required credits prior to graduation.

The student must demonstrate doctrinal understanding of the beliefs held and taught by Northpoint 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 and complete an application for graduation.

The student must demonstrate Christ-like character and should consistently exemplify integrity, honesty, and morality above reproach.

The Academic Excellence Committee and the Board of Trustees must approve the student as a candidate for a degree.

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

Attendance at Graduation

Graduation ceremony participation is expected 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; flip-flops and tennis shoes are prohibited.

Academic Advisors

Students are assigned an Academic Advisor upon acceptance into Northpoint. The Academic Dean, the Registrar, and members of the Academic Excellence Committee serve as Academic Advisors to students to assist in designing a course of study. It is recommended that students meet with their advisor at the beginning of each semester to plan and confirm their schedules and courses of study. Students can see their assigned Advisor on Populi.

Credit Hours

Academic work is measured according to the semester credit hour. A semester credit hour represents 37.5 hours or more of academic engagement in instructor-designated learning activities for the average student. One credit hour is equivalent to one fifty-minute class session per week for the length of the semester (fifteen weeks) supplemented by two hours of preparation for each hour of instruction. 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 and an Associate's degree in a two-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 may add or drop a class through Populi until the add/drop period ends. A \$20.00 fee will be charged to the student's account for every course dropped from his/her schedule. After the add/drop period ends, students should see the Registrar for assistance.

Students can check the status of their request on 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 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 add/drop period the student must fill out a "Withdrawal from Class" form in order to withdraw from a class. The form is available in the "Forms" section on Populi. The student is to attend the class until the withdrawal is officially approved by the Office of the Academic Dean.

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.

Classes missed due to late registration in a course or adding a course will be counted as absences.

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 and the Financial Aid office will be notified as 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. No transfer credits will be considered for courses taken at another institution once the student has matriculated into Northpoint.

Life Experience

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.

Military Education

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.

Michigan School of Ministry (MISOM)

Northpoint grants up to 22 transfer credits from MISOM. Only courses that have been completed prior to acceptance at Northpoint are considered. Credits are only granted for completed levels of MISOM. Up to six credits may be transferred for completion of the Certification level. Up to eight additional credits may be transferred for completion of the License level. Up to eight more credits may be transferred for completion of the Ordination level.

Procedure for Withdrawing from College

An official "Withdrawal Form" is available on Populi. 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 on Populi. Students should also verify the accuracy of grades recorded on Populi.

Grading Scale

Grade points are granted on the following basis:

A		93–100	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 “0” grade. Please see the section “LATE WORK” for policy and procedure.

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

Technology Access

Populi

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

Attendance

Absences

Faithful class attendance is an important key to a student's performance and success in the classroom. Consequently, students are expected to attend all classes. Any student who is absent for more than 27% of a course will automatically receive a failing grade. Northpoint classes typically meet for two to four hours. Attendance is taken for each hour, and each hour of absence is counted in the percentage of total absences. For example, a student in a three-credit course who misses five full classes will have missed 15/45 hours (33%) and would automatically fail the course. Students should consult course syllabi for grade reductions resulting from excessive absences that total 27% or less.

Tardiness

Students are considered tardy if they arrive after the scheduled start time. Three instances of tardiness count as an absence. Students who are more than ten minutes late for class are considered absent.

Leaving Class Early

Students who leave class early will be marked absent for that class period. The student may request special permission in advance from the professor to leave class early, but if the early departure is more than ten minutes, it will still result in an absence. An absence of ten minutes or more from any portion of the class counts as a class absence.

Late Registration

Students are responsible to register for classes on time. Missed classes due to late registration count as absences.

Chapel Attendance

Northpoint 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; and the opportunity to serve in music ministry, prayer, preaching, and other capacities.

Full-time students are required to attend chapel, 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 traveling ministry team, and leading small groups.

Assignments and Examinations

Written Work

All research papers are to use Turabian format (except in the psychology minor courses). 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 “Late Test Policy” below.

Late Test Policy

Permission to make up a missed quiz or examination is at the discretion of the course instructor and office of the Academic Dean. Absences due to a school activity must be cleared with the professor in advance, and arrangements for making up assessments for the same reason must be made in advance. No missed assessments may be made up for absences resulting from oversleeping, lack of discipline, or similar items. Professors have the option of allowing make-up assessments for reasons such as illness, a funeral, a wedding, or a family emergency; however, instructors are under no obligation to grant permission to make up any exam.

When an instructor grants permission to make up an exam, the exam 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.

The student is to take the make-up exam at the time the professor designates on Populi. Failure to take the exam by the extended due date will result in a grade of zero on the exam.

Students may make an appeal to a professor to take an exam outside of the scheduled time in the case of other extenuating circumstances.

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.

Reading Assignments

The typical reading requirement for an undergraduate course is 250 pages per credit hour. Audio books may not be used as a substitute for textbooks in fulfilling this requirement. Students may only use audio books when the professor specifies their use for a particular assignment or as an additional supplement to the required reading.

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.

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.

The use of automatic intelligence (AI) in writing papers, composing speeches, taking assessments, or similar is strictly forbidden. The conventional use of electronic grammar and spell checks is permitted. Northpoint has technology systems for detecting the implementation of automatic intelligence.

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.

Classroom Policy and Discipline

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” above.)

Food and Beverages

Northpoint 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.

Recording Lectures

In order to protect the privacy of other students, and because not all material presented in the classroom is intended for general distribution, recording classes is prohibited without express permission from the instructor and the Academic Dean.

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.

STUDENT SERVICES

Library

Library Mission

The purpose of the Northpoint Library is to provide students with academic resources to equip them to participate in the continuing work of Jesus.

Library Hours

The library hours are posted on Populi. They are typically 9:00 a.m. to 9:00 p.m. on school days and 9:00 a.m. to 5:00 p.m. on weekdays. The library closes at noon on Saturdays. It is closed on Sundays and holidays.

Checkout Policy

Books may be checked out during business hours on Mondays and Tuesdays. Books are due on Monday or Tuesday of the following week.

Number of Books

Students may check out a maximum of three books at a time from the General Stacks. Reference books must remain in the Library at all times.

Contact Person

If you need assistance with matters related to the Library, contact Lindsay Pulsipher at lpulsipher@northpointcollege.edu.

Library Fine Schedule

All library users must sign a library fine schedule prior to checking out any books and agree to pay any fines incurred while using the library.

Late Fees

Books must be returned by or on the Tuesday following check out. After this a fine of \$1.00 per day late is incurred. For example, a book returned 23 days after the due date will incur a fine of \$23.00. After 30 days the student will be charged for late fees, the replacement cost of the book, and an additional \$25.00 processing fee. If the book is not permanently lost, it must still be returned to the library.

Fines may be paid with a card or check in the administration office. Students may not check out any books until all fines are paid. 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.

Lost Books

If a borrower (whether student, faculty, or staff) loses a book, the borrower should notify the librarian as soon as possible in order to reduce the amount of late fees. The borrower will be

charged for any late fees, the replacement cost of a new book, and an additional \$25.00 processing fee.

Damaged Books

If a book is damaged to the point that the librarian deems it unsuitable for circulation, the borrower must pay for the replacement cost of a new book plus a \$25.00 processing fee.

In the case of major damage such as a torn cover or water damage, there will be a \$10.00 fine.

The fine for minor damage such as a missing barcode or label, torn page, or similar is \$3.00.

Online Data Bases

Students have access to Northpoint's periodical databases. Northpoint's library subscribes to two databases in EBSCOhost: Religion & Philosophy Collection™ and eBook Religion Collection.

The Religion and Philosophy Collection allows the person to search for journal articles and then save or print any articles he or she wishes to use in research. Searches can be refined by date, language, publication type, etc. Search terms may also be refined so that only citations from scholarly peer reviewed articles are returned. Specific Scripture references may also be searched. The eBook Religion Collection contains over 4000 religious and theological books, and students can also search it in a variety of ways. These databases are accessible through Populi. Go to Populi and click on the "Library" tab on the black bar. Follow "Links" to the data bases.

Students at Northpoint may also search the Michigan eLibrary (MeL) for resources. MeL grants access to students who are on Northpoint's campus by recognition of the Northpoint I. P. address. Students can access MeL via the "Library" and "Links" tabs on Populi. EBSCOhost collections can be searched by going to <https://www.mel.org/welcome> and following the eResources tab "Browse All eResources" and clicking on "Academic Search Complete."

Searching the Library

Northpoint organizes its books according to Library of Congress numbers. To search the library electronically, follow the "Library" tab on Populi. Under "Catalog," choose "Search Resources." Type in a topic, author, title, or other identifying characteristic to search for books. The book can then be found on the library stacks by call number.

Printing

A copier/printer is available in the library for student use. Instructions for use are located near the machine, and it is available for use during posted library hours. Documents must be saved as a PDF to a USB flash drive and inserted in the USB port of the machine. Printer use increases between classes, and it is recommended that all students print documents in a timely manner before they are due.

A technology fee applied at the time of registration provides the student with 250 prepaid copies.

Additional Resources

Students have additional access to resources at other local libraries, including the Hekman Library at Calvin College and Theological Seminary. Check-out cards are available for a modest fee and include in-house computer access to databases and journals, as well as borrowing privileges. The Hekman Library has over 500,000 printed books and over 1,000,000 total resources. Students may also purchase a library card from the Miller Library at Cornerstone University. Purchase of a card at Cornerstone enables students to access their resources for one year. Students who use these libraries are subject to their library policies.

Food and Drink

Food is not permitted in the Northpoint Library, and violation of this policy may result in a temporary dismissal from its premises. Any drink must be in an enclosed container.

Sound Levels

Please remember that the library is a place for quiet study and should not be used for large group or noisy discussions during regular library hours.

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.

Student Concerns and Feedback

The Staff members at Northpoint would like to hear from you! The College has provided a “Student Concerns” tab on the website; this tab is available under “Current Students”. Feel free to comment there on concerns you may have about the College or to suggest improvements. A Staff person will respond to your concern.

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 meet for fellowship.

Life Group Leaders

Life Group Leaders are selected by the Student Life Coordinator to provide assistance and leadership to the student body. They meet with the Coordinator once per month for instruction, prayer, and discussion. Life Group Leaders lead the monthly Life Groups to help ensure that students have social connections, maintain a strong spiritual life, and are accountable to others. They also assist Northpoint in caring for incoming students during the summer months.

The President also meets with the Life Group Leaders at least twice throughout the school year. The Leaders assist the President in providing care and oversight of the student body. They also serve as representatives of the student body, help ensure that students' social needs are met, 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 a serious or prolonged illness. This allows Northpoint to provide proper care, prayer, and encouragement. See the Attendance Policy for additional information.

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 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 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 College Board of Administration and disciplinary action will be taken if found guilty.

Weapons

It is a violation of Northpoint 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.

Evacuation

In the event where an imminent threat exists and it is determined by the appropriate officials that an evacuation is necessary, Northpoint 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 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 College Identification badge (ID) upon registration. The cost of an ID Badge 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, go to Populi and click on the Links button in the grey menu panel of the homepage. Then click on "submit a ticket" under the Northpoint Helpdesk heading. Fill out the form in its entirety. You should receive a confirmation email that your ticket has been submitted. You will be notified when your ticket has been completed and will receive instructions for picking up your new ID.

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 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 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, Student Life Coordinator, 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. Students who are participating in Northpoint's housing arrangements should consult the housing contract for possible impact of a suspension on housing.

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

Tuition

Because Northpoint exists to create a cost-efficient, educationally and spiritually dynamic community where students are equipped to participate in the continuing work of Jesus, Northpoint maintains an affordable tuition price. The tuition at Northpoint is \$450.00 per credit hour.

Semester	Tuition	Books	Technology Fee	Student Assessment	Total
<i>Fall</i>	\$7200.00 (based on 16 credits)	\$250.00 (estim.)	\$145.00	\$100.00 (annually)	\$7695.00
<i>Spring</i>	\$6750.00 (based on 15 credits)	\$250.00 (estim.)	\$145.00		\$7145.00
<i>Total Average Annual Cost</i>	\$13,950.00	\$500.00	\$290.00	\$100.00	\$14,840.00

The above figures represent a typical school year for a full-time student. There is an additional \$150.00 application fee for students who apply after August 25 for the fall semester or after December 21 for the spring. Students in the Music Minor have a lab fee of \$100.00 per music course and may also incur expenses for private lessons.

Student Accounts

All Northpoint students are required to follow the payment policies outlined below.

Enrollment Agreement

Students must sign an Enrollment Agreement (populated by Populi) before they may attend classes. This signed Enrollment Agreement represents the student's agreement to pay the tuition and fees invoiced and agreement to Northpoint's payment policy.

Deferment Plan

Student balances are due in full for the current semester by the first day of classes. These balances will reflect the amount owed after financial aid has been applied to the student account.

Northpoint offers a deferment plan that covers all current semester charges on the student account after financial aid has been applied. Past due balances cannot be included in the deferment plan and must be paid on or before the payment due date. There is a \$50.00 non-refundable fee to utilize the deferment plan. The account balance will be divided into four monthly installments each semester (September–December in the fall and January–April in the spring). Bills are issued on the 1st of each month (with the exception of September, which will be billed the first week of classes). Payments are due on or before the 15th of each month. A \$25 late fee will be assessed for each late payment. Payments will not automatically come out of the student account, as Northpoint does not save financial information for security reasons.

Students must set up a deferment plan using the Deferment Form found on the Populi Dashboard. All deferment plans must be made before the beginning of the current semester. If no deferment plan is set up by the payment due date, each student with an outstanding balance will be assessed the normal \$25 late fee and contacted by Northpoint staff to set up a deferment plan. The \$50 non-refundable deferment plan fee will still apply.

Terms and Conditions

1. A \$50 service fee will be assessed for each semester a student is placed on a deferment plan. This fee is non-refundable.
2. Students on academic probation or in jeopardy of suspension are not eligible to participate in the deferment plan.
3. Rights to participate in future Northpoint deferment plans will be lost if an installment is not paid when due.
4. Students will not be allowed to register for future semesters if the student account is not paid in full or a deferment plan is not made.
5. If the student account is not paid when due, students will be responsible to pay all late fees, collection costs, and attorney fees. Delinquent accounts will be sent to a collection agency and placed on the student's credit report.
6. All deferment requests are subject to approval by Northpoint.
7. If a student defaults on payments, Northpoint may disclose that they have defaulted, along with other relevant information, to credit reporting agencies.

Any charges unpaid by the statement due date will result in a hold on the student account and prevent registration activity. Late fees in the amount of \$25 will be assessed each month on the past due balance. Delinquent accounts will be sent to a collection agency and will be placed on the student's credit report. Students will be responsible to pay all late fees, cost of any collection agency (which may be based on a percentage at a maximum of 35% of the debt), and all costs and expenses, including reasonable attorney's fees we incur in such collection efforts. All payments that are returned by the bank are subject to a \$20 returned check fee. Returned payments made towards tuition or a past semester charge could result in class cancellation if not paid in a timely manner.

Forms of Payment

Electronic

Students may pay using a credit/debit card via Populi Financial Dashboard with a 3% Convenience Fee.

Check or Money Order

Students may pay by check or money order made payable to Northpoint College at the Offices or by mail to:

Northpoint College
2100 44th St. SW
Wyoming, MI 49519

Please note your name or student ID on the memo line. All payments that are returned by the bank are subject to a \$20 returned check fee.

MESP/529 Plan

Northpoint accepts checks from MESP/529 plans. The parent/guardian who owns the fund would contact the institution that handles their plan and give them this information:

- The student's first and last name
- The dollar amount of the request
- The mailing address for Northpoint (listed above)

Please allow enough time between requesting the check from the MESP/529 plan and the payment due date to ensure payment is made on time.

Re-Enrollment

All previous account balances must be paid in full before a student may re-enroll for the following semester. Please refer all questions to the Student Billing Office.

Refund Policies

Students may add or drop a course before the fourth week of the semester without incurring a tuition fee for the course (See the specific Add/Drop dates on the Academic Calendar above). There is a \$20 administration fee for every 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 Financial Aid

Applying for Federal Financial Aid

Northpoint students may apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA). When completing the FAFSA, students must include Northpoint College's federal school code: **043139**.

The **priority deadlines** for submitting the FAFSA are:

- **March 30** for students beginning in the fall semester
- **December 1** for students beginning in the spring semester

FAFSAs will still be accepted after these dates; however, the availability of some aid types may be limited. To complete the FAFSA or for more information, visit www.studentaid.gov.

Return of Title IV (R2T4) Funds

Students who receive federal financial aid and completely withdraw from the College before completing more than 60% of the semester may be required to return a portion of the aid received. Federal regulations state that students "earn" Title IV financial aid based on the percentage of the semester they attend. This percentage is calculated by dividing the number of days the student attended by the total number of days in the semester, excluding scheduled breaks of five consecutive days or more.

- If a student withdraws before the 60% point, a Return to Title IV (R2T4) calculation is required, and any unearned aid must be returned.
- If the student earned more aid than was disbursed at the time of withdrawal, the student may be eligible for a post-withdrawal disbursement.

The Financial Aid Office will perform this calculation and notify the student of any amounts owed or additional eligibility.

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 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 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 or upon completion of 30 or more credits in the Associate in Arts 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 *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.

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 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.

Library Fines

All fines are due immediately and past due after seven days. Fines may be paid with a check 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.

Solicitation

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

SCHOLARSHIPS, AWARDS, AND HONORS

Awards and Honors

The Dean's List

The Dean's List is published on the College website after the close of the fall semester and then after the close of the spring semester. Full-time undergraduate students (12 credit hours or more) who receive a 3.5 or higher GPA in a given semester are placed on the Dean's List. Students must complete courses on time in order to be placed on the Dean's List for that semester. Students who qualify for the honor but do not desire to have their name published must contact the Academic Dean.

Distinguished Servant Leader Award

Each year two students from the graduating class are selected to receive the Distinguished Servant Leader Award. Recipients of the award are selected by the Academic Excellence Committee and must have a cumulative, resident GPA of 3.0 or better to be eligible. In addition to modelling academic excellence, recipients must make a significant contribution to the health and vitality of the Northpoint community by serving, leading, and exhibiting spiritual and relational health.

Graduation Class Speaker

The class speaker at graduation is chosen by the Northpoint President in consultation with the Academic Dean and staff. The selection is based on a combination of skill, academic achievement, and leadership qualities. Priority is given to the person (or persons) who clearly embodies the values and mission of Northpoint. This person may or may not also be the valedictorian or salutatorian.

Graduation Cords

Graduates receive honor cords at graduation based on academic standing and according to the following resident GPA ranking:

- Cum Laude (3.5—3.69), green cords
- Magna Cum Laude (3.7—3.89), burgundy cords
- Summa Cum Laude (3.9—4.0), gold cords

Sigma Chi Pi Honor Society

The Alliance for Assemblies of God Higher Education seeks to encourage and honor outstanding academic scholarship, approved Christian character, and leadership. Qualifications for the award include a scholastic grade point average of not less than 3.5, approved Christian character, and diligent leadership. The Academic Excellence Committee nominates a student for this award.

Valedictorian and Salutatorian

Each year the student with the highest resident GPA in his or her graduating class is awarded the title of valedictorian. The student with the second highest resident GPA is the class Salutatorian. Each receives a medal to wear at graduation in recognition of the accomplishment. Students graduating with a bachelor's degree are eligible for the award. In the event of a tie, the student with the most credits completed at Northpoint will be given priority. The Exit Examination serves as an additional tie breaker.

Scholarships and Grants

NxtGenNow Scholarship

The NxtGenNow Scholarship is offered for Northpoint students by Grand Rapids First church. This scholarship exists to financially empower eligible Northpoint College students to participate in a world-class ministry preparation experience that is both academic and practical. 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.

Each scholarship awarded is for a duration of one school year and can cover a significant amount of a student's tuition. Please visit the Northpoint website for details about the NxtGenNow Scholarship.

Victor Plymyer Scholarship

Northpoint College is committed to supporting and promoting Christian missions by providing scholarships to qualified individuals pursuing higher education in fields related to cross-cultural missionary work. This scholarship aims to equip students for effective Christian missionary work by reducing the financial burden of their education. The amount of the award varies depending on the availability of funds. Applicants must have completed 60 credit hours of college and be pursuing a missionary calling to be eligible. Details and application form are available on the Northpoint College website.

General Council Scholarships

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

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

Counseling

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/>

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

Buses

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

Trains

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

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

Springhill Suites Grand Rapids West
4274 Parkway Place
Grandville, MI 49418

Hotels

Hyatt Place Grand Rapids-South
2150 Metro Way
Wyoming, MI 49519

Comfort Suites Grandville-Grand Rapids SW
4520 Kenowa Ave SW
Grandville, MI 49418

Hampton Inn and Suites Grandville
4755 Wilson Ave SW
Grandville, MI 49418

Airports

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

