STUDENT HANDBOOK
2013/2014
MCS
WE PICTURE CHANGE

Master’s College & Seminary - 780 Argyle St. - Peterborough, ON
705-749-0725 - www.mcs.edu
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“Our mission is to create a learning community that provides programs and services which equip Pentecostal leaders for ministry.”

*Master’s reserves the right to modify, at any time, the standards and procedures in this Handbook. It also reserves the right to follow its discretion in the interpretation and enforcement of all standards and expectations relative to college life and pursuits, however communicated in keeping with the ministry goals of the college.*
Welcome to Master’s.

This Handbook has been prepared by the Student Services Department to help orient you to Master’s College and Seminary. Along with providing an overview of basic information that all students need to know, this Handbook will also identify key personnel, services, policies and guidelines that will assist you in reaching your full potential as a student at Master’s. We encourage all students to familiarize themselves with this Handbook and to ask questions or provide feedback as needed.

A printed copy of this Handbook will be made available to all incoming first-year students at the Peterborough campus. An electronic copy is available on our website.

While you are a student at Master’s, regardless of what program you enroll in, or where you study at the Peterborough campus, at a Distance Education Site or via the Internet, our desire is that you will reach your full potential. Along with your academic pursuits, you will have opportunity to develop your ministry skills and to build lifelong friendships. We believe that Master’s has developed exceptional programs that can equip you for your own personal spiritual journey, as well as provide the skills and abilities that are necessary for vocational ministry. Our prayer is that you will enjoy your time as a student and that not only will this always be a memorable period in your life, but that it will be a time when you will be stretched to the point where you have to rely fully on God. It is only when we reach that point that God can truly use us.

We encourage all students to connect with administration, faculty and staff since we are committed to helping you to reach the goals that God has set for you.

Have a great year at Master’s.

Merv Anthony
Director of Student Services and Registrar
II. Frequently Asked Questions

Q. Where is the college located?
A. Our campus is located at 780 Argyle Street in the northern end of the beautiful city of Peterborough. Immediately behind the College is a huge park. We are surrounded by a residential area and it’s a short walk to the city’s downtown core where there are buses for transit that also connect to a Greyhound bus terminal, which now also includes GO bus services to Toronto.

Q. Is the transit system understandable, safe and reliable? What will it cost me?
A. The system is easy to understand but the bus routes will require you to look at a map since they are not grid-style like most major cities. Bus fare costs a low $2.25 per trip or you can purchase a monthly pass for $55. The most convenient way to get around Peterborough is busing if you don’t have a vehicle. The buses run about every 40 minutes so you need to make sure you are at the bus stop on time. A list of schedules can be found on their website.

Q. What activities are there at the college?
A. With a gymnasium available for use and a beautiful park right in the back, there will be many sports events going on. Not into sports? Well, there are also great events that occur every year. These include two all-year events, class events, movie nights, Male and Female events, Chapels, Retreats, BBQ’s, and more. Not to mention while you’re in Peterborough there are beautiful parks, bike paths, and a free zoo a short walk from the college. All in all, there’s lots to do while living on campus.

Q. What is there to do in Peterborough?
A. The easiest way to answer this is by showing you some of the attractions that are in Peterborough. Peterborough is home to the largest hydraulic lift locks in the world. Partner that with the Trent Severn waterway and the trail that accompanies it and you will have a long beautiful walk. There are also three malls in Peterborough. The campus is close to a bowling alley, movie theatre, restaurants, boutiques and more. For more information on what Peterborough has to offer, please see the Peterborough information site on the internet.

Q. How often should I expect to be at the college for classes? How much of my time will be spent on homework?
A. If you’re a full time student you can expect to be at the college at least three to four days a week. Part time students may only be at the college one to two days a week. The rule of thumb for homework is this: for every one hour you spend in class, you should expect to spend about two hours doing homework. Get started on assignments and readings right away. If you don’t, you will get bogged down towards the end of the semester. Good time management is essential. Good study habits are important as well. Don’t be afraid to ask for help from fellow students, faculty, the librarian and the Academic Success Centre.

Q. How many courses do Distance Education students typically enroll in?
A. Most DE students, (DE students includes all students who do courses away from the Peterborough campus, either at a Distance Education site or online) enroll in one to three courses since they generally are employed, many of them full-time. Depending on the learning style of the student, DE students can expect to spend approximately 10 to 12 hours per week per course doing their readings and written assignments.
Q. How do I connect with a church and/or ministry during my stay in Peterborough?
A. There are several PAOC churches to choose from in Peterborough. Please see a list of churches on page 13 of this document. For more information on how you can get connected or get involved:
   - E-mail: Owen Black (Owen.Black@mcs.edu)
   - Call the College: 1.800.295.6368
   - Ask other students for their advice.

Q. Am I able to access computers at the college? Should I buy a personal computer or a laptop?
A. Master's highly recommends that students purchase a computer, which they will find very beneficial in taking notes and doing their assignments. Once you’ve registered as a student, you will receive a D2L username and password to be used at the college. (You’ll also get an email account.)

Q. Is there anyone I can talk to throughout the year about college/mentoring/life in Peterborough/problems?
A. There are plenty of people around the college to talk with; you’ll find staff and faculty members are always ready to talk with you. More specifically, the Resident Assistant, Jesse Price, and the Resident Assistant, Allysin Wiedemann, are more than willing to help—that’s what they are here for.

Q. Can I be employed at all while I am doing my courses?
A. The answer depends on your workload and what you can handle. Many of our campus students have part-time jobs and work on the weekends. Others do not have a job so they can focus on their studies throughout the semester. Most DE students work, many of them full-time and therefore they typically do their studies on a part-time basis.

Q. Where are the student mailboxes located?
A. The mailboxes are on the basement floor below the cafeteria in the Student Fitness Centre. Mailbox keys will be issued in the first week. If you’ve lost your keys, see the Director of Student Development.

Q. What about outgoing mail?
A. A Canada Post Mailbox is located across the street.

Q. How do I get a Student ID Card? What do I do if I lose or break it?
A. Student ID Cards will be issued in the first week of the semester to all campus students. DE students can receive one by contacting the Assistant to the Director of Student Services and Registrar, who should also be contacted if a replacement card is needed. There will be a $10.00 fee to replace a Student ID Card.

Q. What do I do if my wireless Internet is not working?
A. All wireless Internet issues/support inquiries should be directed to Mark Haug (TVOA Facilities Manager). Should you need immediate assistance due to loss of wireless access, you can contact Mark directly by visiting the TVOA Office or texting Mark at 1-705-313-6413.
Q. Where do I buy a parking pass?
A. See the TVOA Business Lead (Shauna Case) at The Village on Argyle office.

Q. Do students have access to a photocopier?
A. All photocopying by students must be done in the library at a cost of .10 per page. Unauthorized use of faculty/staff photocopiers is strictly prohibited.

Q. When does the college have chapel? Is attendance mandatory?
A. Chapels are held every Wednesday morning at 11:30 following the morning class. All students are encouraged to take advantage of this opportunity for spiritual growth. Full-time students must attend a minimum of TEN Wednesday chapels per semester. Attendance will be taken.

III. Student Services

FINANCIAL SERVICES
Finances and Financial Assistance

Master’s recognizes that attending college can be expensive. Students will often have to rely on a combination of parental support, personal finances, government loans, scholarships and part-time employment to assist them in meeting their financial obligations. The following summary of our financial policies will assist you in developing your plan to finance your education.

Payment Options

Prior to receiving permission to attend class or to access Internet courses, students must choose one of the following payment options:

1. Payment In Full - Students who choose this option must make full payment for all fees on or before Wednesday, September 4th for Fall 2013, January 8th for Winter 2014 or April 16th for Summer 2014. This is the only option available for part-time students who are doing fewer than nine credit hours.

   International students from countries other than the United States of America must pay their tuition and all other fees for both the Fall and Winter semesters by August 1st.

2. Deferred Payment Plan – To be eligible for a Deferred Payment Plan, which is subject to a $75.00 fee per semester, a student must register for nine or more credit hours. The first payment of 40%, plus the deferred payment fee of $75.00, is due on or before the third Thursday of August for the Fall semester, December for the Winter semester and April for the Summer semester. The remaining balance for the Fall semester is due in three equal payments (20% each) on the last Thursday of September, October and November; for the Winter semester, the remaining balance is due on the last Thursday of January, February, and March. For the Summer session, the remaining balance is due in two equal payments on the second Thursday of May and June. Students who use the Deferred Payment Plan must provide the Finance Office with post-
the dates indicated. If a scheduled payment is more than five business days late, a student may be suspended from the college. Service charges will be applied to the Deferred Payment Plan if the required payment arrives after the payment date as specified above.

3. **Canada/Provincial Student Loans** - Students who receive their Canada/Provincial Student Loan documents by the first day of the semester can use their student loan to pay their tuition fees. Students should also note that they will need to pay their compulsory fees, and Distance Education fees if applicable, on or before the first day of the semester.

Students who have not received their Canada/Provincial Student Loan documents on or before Registration Day, or their student loan is not sufficient to cover all required fees, can either arrange personal interim financing or use the Deferred Payment Plan.

When students receive their Canada/Provincial Student Loan documents, they have five business days to pay any fees that have not been covered by their loan; otherwise they may be suspended from the college.

Any new charges (e.g., Drop/Add fees, fines) posted to a student’s account subsequent to a student selecting their payment plan are due immediately.

**Payment of Account**
Cash, cheque, money order, debit card, Visa Card or MasterCard can be used to make payments. A Service Charge of 1% per month is levied on accounts if students have not paid in full or their payments for the Deferred Payment Plan arrived late. Students who have outstanding accounts are not permitted to write final exams, register for courses, graduate, or receive an official transcript, grade report or a T2202A Form. Students who are delinquent on their accounts may also be suspended from the college.

**Financial Aid Options**
**Canada/Provincial Student Loan Programs**
Students at Master’s are eligible to apply for financial assistance from the Canadian and Provincial Student Loan programs. Students from Ontario enrolled in the Diploma or Degree programs offered at Master’s may be eligible for assistance under one or more of the following components of the Ontario Student Assistance Program (OSAP): Canada Student Loans Program and/or Ontario Student Loans Plan (OSL). Students from other provinces may also be eligible for assistance under their provincial student assistance program. Additional inquiries regarding student loans/grants should be directed to our Financial Aid Office or to the provincial Student Loans Offices.

**Entrance Scholarships**
Students are encouraged to apply for entrance scholarships on or before July 31st. Additional details are available at [http://mcs.edu/Registrar/scholarships.html](http://mcs.edu/Registrar/scholarships.html).

**Service Charges and Outstanding Accounts**
A Service Charge of 1% per month is levied on accounts if students have not paid in full or their payments for the Deferred Payment Plan arrived late. Students who have outstanding accounts are not permitted to write final exams, register for courses, graduate, or receive an official transcript, grade report or a T2202A Form.
TUITION REFUND POLICY

Tuition refunds are provided to students once a Drop/Add Form is submitted to the Registrar’s Office. The Drop/Add Form, which is available in the “Forms” section of the Registrar’s Office on our website, specifies the dates and the percentage refund that students are eligible to receive. Courses will be deleted from students’ schedules if they qualify to receive a 100% refund. The rebate is processed effective from the date the Registrar’s Office receives the written notice of withdrawal and the percentage of refund will be determined accordingly. Students are responsible to check their own schedules for accuracy. They may be held responsible for any associated costs that occur for any errors that are not corrected.

TUITION DISCOUNTS

TUITION DISCOUNT FOR DEPENDENTS OF CREDENTIAL HOLDERS (10%)

A tuition discount (10%) is available for dependents of credential holders in active ministry of the PAOC or PAONL who enroll in a minimum of 15 credit hours at the Peterborough Campus. A photocopy of the parent’s credential must be submitted to the Registrar’s Office to process this discount. Discount only applies to tuition since all students pay 100% of the compulsory fees.

FAMILY TUITION DISCOUNT*

Families who have more than one full-time dependent student (i.e. all students doing 12 or more credit hours) attending the Peterborough campus are eligible for a tuition discount. The student with the highest tuition pays 100%, the second student pays 80% and the third student pays 60%. Discount only applies to tuition since all students pay 100% of the compulsory fees.

SPOUSAL TUITION DISCOUNT (50%)*

A Spousal Tuition Discount (50%) is available for the spouse of a full-time student. The full-time student must be enrolled in a minimum of 15 credit hours per semester. The spouse eligible for the reduction is the one taking the fewer credit hours. Courses for both students must be completed at the Peterborough Campus. Discount only applies to tuition since all students pay 100% of the compulsory fees.

MATURE ADULT TUITION DISCOUNT (25%)*

A Mature Adult Tuition Discount (25%) is available for students who are 55 years old or older before September 30th for the Fall semester, January 31st for the Winter semester or May 1st for the Summer semester. To receive this discount, students should send confirmation of age (e.g. Birth Certificate, Driver’s License) to the Registrar’s Office via email (registration@mcs.edu), fax or mail if they have not done so previously. Discount only applies to tuition since all students pay 100% of the compulsory fees.

*Students can only qualify for ONE of the Family, Spousal or Mature Adult tuition discounts listed above.

COUNSELLING SERVICES

Although the College does not employ a full-time counsellor, counselling services may be available to students from our college community. A student, in consultation with the Director of Student Development, may be referred to a Christian Counsellor. The college may provide a portion of the payment, as agreed upon by the Director of Student Development.
FOOD SERVICES/CAFETERIA
Cafeteria hours are posted at the entrance to the cafeteria. All full-time residence students must purchase a meal plan. Students must swipe their Meal Cards in order for them to obtain their meals in the cafeteria. Part-time and commuter students can purchase meals directly from TVOA with cash or debit card using the MCS Student ID card to receive the MCS discount. Special effort is made to provide special dietary needs when confirmed in writing by a physician outlining specific requirements. Advanced notice of these requirements with the Student Development Department is mandatory. In such cases, the Director of Student Development and the Food Service Manager will make the final decision. No items such as dishes or cutlery are to be removed from the cafeteria, but students may request their meal in a Styrofoam container due to a meeting or ministry requirement. Special requests for a bag meal may be made to the Student Development Office 48 hours in advance for meals that will be missed due to work, sports or ministry involvement. Guests, commuter students and faculty/staff may purchase meals in the cafeteria. Any food comments or complaints should be directed through the Director of Student Development to the Food Services Committee.

LIBRARY SERVICES
The library has over 25,000 accessible volumes, including more than 1500 e-books and 20,000 storage items, which are available upon request with a 24-hour turn-around time. The study space in the library has high speed wireless connectivity. There is also a photocopier and some desktop computers for student use.

Students are encouraged to use the online catalogue, which is available 24 hours per day at http://mcs.edu/The-Library/home.html. After locating their materials and creating a list of desired resources, students should send the bookmarked list request, first to their own email addresses, and then forward that email to the Director of Learning Resource.

The library offers various services designed to assist students and faculty in study and research. Students can request an orientation to ATLA Religion Database, EasyBib for MLA format and the use of the public catalogue, by emailing the Director of Learning Resources. Registered students with D2L logins can access these items directly from the library link in D2L. Students can research ATLA Religions database, which has over 1600 academic research journals. Back issues of some Pentecostal journals and historical conference records can be researched on the computers in the library.

COMPUTER SERVICES
Master’s College and Seminary (MCS) provides computer services in the form of dedicated desktop PCs and printing resources in the library. See Appendix Five for additional information on the Student Information Technology Acceptable Use Policy and Procedures.
The mission of the Student Development Department at Master’s is to establish and maintain a positive living and learning environment so that students can reach their potential as they train for Christian service. The Student Development Team, which consists of the Director of Student Development, nine Resident Assistants, and the Student Council as well as a number of other student leaders, plans a variety of activities, with input from administrators, faculty and staff to ensure that the mission of this department is accomplished. Students studying at the Peterborough campus, Distance Education Sites or via the Internet are encouraged to contact any member of this team if they want to provide input, ask for clarification or want to be involved in a particular committee or activity.

**Student Council**

The major objectives of the Student Council are to:

- serve as the executive organization of the student body.
- act as a liaison between the student body, faculty and administration;
- interpret student opinion;
- assist in the orientation program for new students;
- provide activities in order for students to interact with each other and with faculty and staff.
- recommend to the proper authorities any action that it feels will contribute to the spiritual, social, and academic welfare of the college or student body;

The members of the Student Council are voted on or appointed in the Winter semester for the following year. To be eligible to serve on Student Council, students must maintain a minimum GPA of 2.25 each semester. Funding for Student Council is provided by the fees that are paid by students.

Students not serving on Student Council will be given opportunity to sit on various committees that may be of interest to them. These include committees such as yearbook, worship, missions, and sports.

Each class will have a faculty advisor who will participate in all class social events, class meetings and class chapels.

**Student Leaders for 2013-2014**

**Student Council**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Clayton Culham</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Katelyn Carroll</td>
</tr>
<tr>
<td>Secretary</td>
<td>Tamara Payne</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Lauren Jacobson</td>
</tr>
<tr>
<td>Social Convenor</td>
<td>Jessica Nelder</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Year Class Rep</th>
<th>Name</th>
<th>Faculty Rep</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Yr</td>
<td>To be selected in September</td>
<td></td>
</tr>
<tr>
<td>2nd Yr</td>
<td>Denis Begin</td>
<td>To be Selected</td>
</tr>
<tr>
<td>3rd Yr</td>
<td>Danielle Banninga</td>
<td>To be Selected</td>
</tr>
<tr>
<td>4th Yr</td>
<td>Jessica-Lynn Brazeau</td>
<td>To be Selected</td>
</tr>
<tr>
<td>Faculty Rep</td>
<td>Sue James</td>
<td>To be Selected</td>
</tr>
</tbody>
</table>
NEW STUDENT ORIENTATION

Each semester the First-Year Program Co-ordinator, along with the Student Development and Academic departments, provide orientation sessions for all new students. The primary focus of these sessions is to introduce the students to the people, policies and procedures of Master’s and to ensure that the students become an integral part of the Master’s community. During the Fall semester, part of the Orientation sessions occur at Camp Medeba, where the students enjoy times of worship and interaction with administration, faculty and staff, in addition to being provided with an overview of their academic requirements. Times for relaxation, as well as involvement in a variety of sports and fun activities, are also enjoyed by the students. In past years students have rated these orientations session very favourably. All new full-time students attending the Peterborough campus are required to attend these orientation sessions.

The Winter semester orientation session, which is generally done on a smaller scale due to the number of mid-term students that typically start in January, are nevertheless important in helping these students become acquainted with each other and to becoming members of the larger community.

OFF-CAMPUS STUDENTS

Students studying at the Peterborough campus but who have chosen to live off campus are considered integral members of the campus community. They are represented on the Student Council via the Off Campus Rep. They are encouraged to invest in the various campus organizations and activities. Distance Education students are also encouraged to participate in any campus activities if they are within commuting distance. This includes chapel services, retreats, sports or any other activity that have an interest in. All students are expected to hold to the same standards, regardless of where they have chosen to do their courses.

HOUSES

The “Houses” Initiative at MCS is a program in which the students are placed in houses of approximately 20 people (figurative houses) with a healthy mixture of the various class years. These houses are given one male leader and one female leader. The houses get together to promote things such as community, school spirit, mentoring, pastoral care, accountability, and leadership development.

STUDENT EMPLOYMENT

There are limited opportunities for student employment at the campus. On our website (D2L) under “Discussions” there is a link to Ministry Opportunities. A high percentage of these postings are available to both campus and DE students. Students may choose to find a part-time job during the college year. However it is recommended that students doing 15 or more credit hours per semester not work for more than 10 - 12 hours per week.
COMMUNITY WORSHIP

Master’s is committed to assisting students in their spiritual formation as it recognizes that holistic development is essential in ministry preparation. Though participation in the various activities that Master’s provides to enhance one’s spiritual health does not obviously guarantee spiritual growth, it can aid in its development. All students are expected to commit themselves to developing their relationship with God through practicing the individual spiritual disciplines, to participating in the weekly chapels and to attending church worship services.

Students are encouraged to connect with their RA, the Director of Student Services, the Director of Student Development or a faculty member if they are struggling spiritually. Students are encouraged to heed Paul’s advice to the Romans when he says, “So here’s what I want you to do, God helping you: Take your everyday, ordinary life – your sleeping, eating, going to work, and walking-around life - and place it before God as an offering. Embracing what God does for you is the best thing you can do for Him. Don’t become so well-adjusted to your culture that you fit into it without even thinking. Instead, fix your attention on God. You’ll be changed from the inside out.” (Romans 12:1-2, The Message).

Weekly chapels, retreats and other special events and services provide opportunities for students to:
- connect with God and each other as they engage in corporate worship;
- enhance their worship leading and preaching skills;
- be exposed to faculty, pastors and other competent Christians who are models for ministry;
- increase their awareness of what it means to live as Christians in today’s world.

Chapels are designed to offer variety in both style and content. Celebration, corporate as well as individual prayer, praise and worship, preaching, communion as well as other elements are commonly included in the chapel services.

SCHEDULE

CHAPEL SERVICES

Chapel services are scheduled for Wednesdays during the Fall and Winter semesters for all students attending the Peterborough campus. During the Wednesday chapel all offices, including the library, are closed so that students, staff and faculty can worship together once each week. Chapel services are also an integral part of the retreats that are held each semester. Everyone should arrive on time for chapel and stay until it concludes.

RETREATS

Two retreats are held each year for the students attending the Peterborough campus. Ignition Days are held at the campus in the Fall semester and Fusion Days are held at an off-site location during the Winter semester. All full-time students attending the Peterborough campus are required to attend both retreats.

ATTENDANCE

1. All full-time students (i.e. students doing 12 or more credit hours) attending the Peterborough campus must attend a minimum of TEN Wednesday chapels per semester.

2. All full-time students attending the Peterborough campus are required to attend Ignition Days and Fusion Days.
3. Please note the following regarding tracking attendance at Ignition/Fusion Days Chapels/Sessions:

* Missing ONE Ignition/Fusion Days Chapel/Session = TWO Wednesday Chapels
* Missing TWO Ignition/Fusion Days Chapel/Sessions = THREE Wednesday Chapels (Placed on Chapel Probation)
* Missing THREE Ignition/Fusion Days Chapel Sessions = FOUR Wednesday Chapels (Referred to Student Accountability Committee)

4. Attendance at chapel will be recorded by students scanning their swipe card in the gym at the beginning of the chapel period. (Attendance at Fusion Days, which is generally held off site, will be recorded by Resident Assistants.) Failure to scan the swipe card will be considered a skip. Therefore it is important that any lost or damaged swipe cards are replaced as soon as possible. To be given credit for attending a chapel service, a student cannot be more than 10 minutes late or leave a chapel service prior to the posted conclusion time of the chapel.

5. Chapel attendance will be recorded on the Student Life End of Program Form, which is provided to District officials when a student applies for ministerial credentials.

**CHAPEL EXEMPTIONS**

**FULL SEMESTER EXEMPTIONS**

Students who require an exemption from attending chapel services (e.g. due to employment conflicts, family duties, etc.) must submit a Chapel Exemption Form to the Director of Student Services within the first two weeks of the semester. If an exemption is warranted, a full or partial exemption will be granted. Exemptions from attending chapel services are only valid for the semester requested.

**EMERGENCY EXEMPTIONS**

If a student needs a chapel exemption for an emergency (e.g. family situation or personal situation) he or she must request permission from the Director of Student Development prior to the start of chapel. When possible, the request should be in writing or via email. A chapel exemption cannot be given after a student has missed a chapel.

**CONSEQUENCES FOR MISSING CHAPEL SERVICES OR RETREATS:**

- **PLACED ON CHAPEL PROBATION**

  Students who miss the equivalent of three Wednesday chapel services (See #3 above regarding how attendance at Ignition/Fusion Days is determined) will be placed on “Chapel Probation”. The Director of Student Development will meet with the student and provide them with a letter, indicating expectation for future compliance. Consequences that are listed below may also be placed on the student.

- **REFERRED TO STUDENT ACCOUNTABILITY COMMITTEE**

  Students who miss any chapel services after they have been placed on “Chapel Probation” will be referred to the Student Accountability Committee who may impose sanctions such as the following. The student may:

  - no longer qualify for student leadership positions
  - no longer qualify for worship, weekend assignments and travel teams
• no longer qualify for any Master’s-based scholarships or bursaries
• be restricted from participating in extracurricular activities (e.g. sports, committees)
• be placed on non-academic suspension: Students who are on Chapel Probation for two semesters will face possible non-academic suspension from Master’s as determined by the Student Accountability Committee.

**Sunday Worship**
All students are expected to attend weekly worship services throughout the year at a PAOC church. The following churches are in the Peterborough area:

- **Calvary Pentecostal Church**
  1421 Lansdowne St. W.
  Peterborough, ON
  705-876-1696

- **Millbrook Christian Assembly**
  71 King St.
  Millbrook, ON
  705-932-2031

- **Northview Pentecostal Church**
  Fairbairn St & Towerhill Rd.
  Peterborough, ON
  705-748-4573

- **Causeway Christian Assembly**
  1307 Yankee Line
  Ennismore, ON
  705-292-8477

- **Kawartha Community Church**
  599 Brealey Drive.
  Peterborough, ON
  705-740-9056

- **Norwood Pentecostal Church**
  247 Country Rd 40
  Norwood, ON
  705-639-2187

**Athletics and Recreation**
The use of the gymnasium is shared by Master’s and other students who live in The Village on Argyle (TVOA) residence. If the gym is not in use, students can use it when they choose. A schedule will be posted on the bulletin board in the glass case located across from the office of the Director of Recruiting and Communication to indicate if the gym is booked for a group event. Contact the following to arrange booking the gym for a group event:

1. Athletic Use: Athletics Coordinator
2. All-College Social Event: Social Convenor
3. All Other Events: Director of Student Development

These individuals will then contact the Assistant to the Director of Student Services and Registrar prior to confirming your booking.

Participation and competitions may be arranged in floor hockey, basketball, football, badminton, and low-impact aerobics. If students are interested in a particular sport, they are encouraged to discuss their interest with the Athletics Coordinator.

Students are encouraged to make use of the fully equipped fitness centre, which is located on the basement floor of the cafeteria building.
SOCIAL EVENTS
Social events are held throughout the year to provide connection points for students, staff and faculty. Some events are all-college events such as Fall Fair or Christmas Social; while others are for individual classes or for the various floors in residence. These socials provide great opportunities for students to get to know each other, as well as the faculty and staff.

TORCH
The Torch, the college yearbook, is prepared by a committee of students, under the direction of a student editor. The Assistant to the Director of Student Services and Registrar serves on the yearbook committee as the staff advisor. Each campus student who is enrolled in nine or more credit hours during the year pays a yearbook fee and they will receive a copy of the Torch in April. Distance Education students who want to receive the Torch should contact the Assistant to the Director of Student Service and Registrar to request one. They will need to pay the yearbook fee (see current Fee Schedule for cost of yearbook) and they are encouraged to submit pictures for inclusion in the Torch.

V. General Student Information

HEALTH SERVICES AND MEDICAL EMERGENCIES
Master’s does not provide health care services on campus and therefore students must have their own health insurance coverage, whether provincial or private, prior to starting their studies. All students should have their Health Care Card for presentation at the hospital and walk-in clinics. Students who need medical attention while at Master’s can arrange an appointment with Dr. de Luna, who has agreed to see college students. Dr. deLuna’s office is located at the Peterborough Clinic, 26 Hospital Drive, Peterborough. His office phone number is 705-740-6874. In the case of emergencies, students can go to the emergency department of the Peterborough Hospital, 1 Hospital Drive, Peterborough.

The Student Development Office should be notified of any student that has a serious illness or disease when coming in to the college or when a student is sick in the residence. If a student is sick and unable to go to the cafeteria, their roommate or a friend can arrange to pick up a meal tray from the cafeteria.

A list of staff and students who are trained in First Aid and CPR will be posted throughout the campus. First-Aid kits are available throughout the campus (i.e. Student Council Office, kitchenette on 1st and 2nd floor in residence and Sports Office in the gym) for use if injuries occur.

CHURCH ATTENDANCE
Master’s expects all students to attend and be involved in a local PAOC church while they are attending Master’s.
STUDENT DRESS CODE
Clothing styles are assumed to reflect inner attitude and character. Neatness, modesty, and appropriateness are expected at all times. Students are not permitted to wear sleepwear outside the residence. Appropriate footwear (i.e. no slippers) must be worn outside the residence. Any clothing, which is considered to be sexually provocative or displays inappropriate language or slogans, is not permitted.

PUBLIC DISPLAY OF AFFECTION
Couples are required to exercise discretion in the display of affection at all times.

STUDENTS CONCERNS AND ACCOUNTABILITY
Though living in harmony is the preferred goal at Master’s, it is not uncommon for people living in community to have complaints or grievances towards each other. Though not limited to the following, a concern or grievance can refer to any person, event, condition, policy or practice which students believe treats them unfairly and/or causes them undue stress or anxiety. The primary aim of this policy is to ensure that students are able to deal appropriately with any complaints or grievances that they may encounter so that an appropriate resolution may be achieved. In seeking resolution to the concern or grievance, the student is expected to abide by the principles of Matthew 18 in confronting the issue. If the issue cannot be resolved through informal discussion with the individual concerned, then the student is encouraged to follow the procedures as outlined in the Student Concerns and Accountability Policy in Appendix One.

RESIDENCE AND HOUSING
The residence at Master’s can provide accommodation for approximately 151 students, with 103 students in the east wing residence and 48 students in the west wing, where rooms are leased as needed from The Village on Argyle, the owner of the buildings. Separate floor accommodations are provided for males and females. Each room is designed for double occupancy. No students or guests are permitted in the rooms of the opposite gender.

Recognizing the positive impact residence life can have on the development of students, all first year students attending the Peterborough campus live in residence, unless they are married or live at home. Increasing levels of self-awareness and understanding of others, learning personal accountability, cultivating lifelong friendships, developing their maturity within a close knit community, as well as interacting more with faculty and staff are but a few of the benefits of residence living. Any student wanting an exception to this policy must make written application to the Director of Student Services.

OFF-SEASON RESIDENCE POLICY
Any student who wants to stay in a residence room during the off-season (i.e. Christmas Break, Summer) must submit an Off-Season Residence Form to the Director of Student Development. If provided with permission to stay in residence, students must pay the current residence fee in advance. Cafeteria services are generally not available during off-season periods. Residence Life Handbook and Student Handbook polices are in effect for any student staying in residence during the off-season.

COMMUTER GUEST ROOMS
Commuter students who want to stay in residence for one to three nights per week should check with the Director of Student Development to determine availability. If rooms are available, commuter students can submit a Residence Application Form, which is available in the “Housing Info” section of the “Student Life” section of our website: www.mcs.edu. While staying in residence commuter students must agree to adhere to the policies and guidelines in the Residence Life Handbook.
OFF-CAMPUS PLACES OF RESIDENCE

Students choosing to live off campus should acquaint themselves with the regulations governing rental agreement, damage deposit, official notice of terminating a lease, guest privileges, and rules set out by the owners of their dwelling place. It is the recommendation of Master’s that students should not visit or entertain members of the opposite gender alone in an apartment or place of residence. Such visits should include the company of other mature Christians and should conclude by 12:00 am on weeknights and 1:00 am on weekends.

Any co-ed habitation of dwellings by unmarried students (excluding siblings), whether off-campus or Distance Education, is strictly prohibited. Any known breach will result in disciplinary action. If there are questions or concerns please contact the Director of Student Development for clarification.

TELEPHONE NUMBERS

Master’s College and Seminary

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td>Phone Number</td>
<td>(705) 749-0725</td>
</tr>
<tr>
<td>Toll-Free</td>
<td>(800) 295-6368</td>
</tr>
<tr>
<td>Fax Number</td>
<td>(705) 749-0417</td>
</tr>
<tr>
<td>Director of Learning Resources</td>
<td>(705) 749-0725 ext. 247</td>
</tr>
<tr>
<td>Library Technician</td>
<td>(705) 749-0725 ext. 248</td>
</tr>
<tr>
<td>Business Lead TVOA (Shauna Case)</td>
<td>(705) 755-0204</td>
</tr>
<tr>
<td>Facilities Manager TVOA (Mark Haug)</td>
<td>(705) 313-6413 (cell) *</td>
</tr>
<tr>
<td>TVOA Security</td>
<td>(705) 755-0204</td>
</tr>
</tbody>
</table>

General Information - Telephone Numbers

<table>
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</thead>
<tbody>
<tr>
<td>Fire, Police, Ambulance</td>
<td>911</td>
</tr>
<tr>
<td>Non-emergency Peterborough Police</td>
<td>(705) 876-1122</td>
</tr>
<tr>
<td>Peterborough Regional Health Centre (Hospital)</td>
<td>(705) 743-2121</td>
</tr>
<tr>
<td>College Doctor (Dr. de Luna)</td>
<td>(705) 740-6874</td>
</tr>
<tr>
<td>Peterborough Medical Clinic</td>
<td>(705) 740-6880</td>
</tr>
<tr>
<td>National Suicide Hotline</td>
<td>1(800) 448-3000</td>
</tr>
<tr>
<td>Poison Control</td>
<td>1(800) 267-1373</td>
</tr>
<tr>
<td>Telehealth</td>
<td>1(866) 797-0000</td>
</tr>
</tbody>
</table>
STUDENT ID CARDS
Student ID cards will be issued to all students at the Peterborough campus and to all DE students who request one. This card will be required to enable off-campus students to receive their MCS discount on meals purchased at the cafeteria. If it is lost or damaged, there will be a $10.00 charge to replace it. Please see the Assistant to the Director of Student Services and Registrar to arrange a replacement of the Student ID card.

ROOM KEYS AND SWIPE CARDS
Upon arrival, each student will be issued a residence room key and a swipe card upon arrival that must be used to enter the administrative building and residences since these buildings will generally be locked. No deposit is required for the swipe card or room key. Replacement of a lost key or swipe card must be arranged through the TVOA Property Manager for a fee of $25.00 to $50.00 for a room key or $10.00 for a swipe card. If the swipe card and room key are not returned when students sign out of their rooms, the replacement cost for the swipe card and dorm key will be deducted from the Residence Room security deposit or charged to the student’s account. Students will also need to use their swipe cards to record their chapel attendance. Students who lose their swipe card and are unable to use it to sign into chapel will be considered absent from chapel unless they have notified the Assistant to the Director of Student Services and Registrar and are waiting for a replacement swipe card.

MEDIA
Any movie, music or computer game that depicts explicit sex, foul language, horror scenes, and/or satanic/occult activity is strictly prohibited. Movies shown in public spaces (e.g. lounges) should be rated PG-13 or less. Please consult with the Director of Student Development if you think something is questionable.

SOCIAL NETWORKING
Social networking activity is defined as activity and/or behaviour and/or communication in any shape or form through social networking sites, mobile texting and messaging, email, other instant messaging vehicles, online communication services, and Listservs. Social networking sites include but are not limited to Facebook, Twitter, YouTube, Tumblr, LinkedIn, Skype, Blogs and Learning Management Systems. See Appendix Three for the Social Networking Policy.

GUESTS/VISITORS POLICY
Visitors, which include Master’s off-campus students, are not permitted in the residences unless accompanied by a residence student. All visitors must agree to abide by the regulations of Master’s. Visitors must leave the campus by midnight, unless they have made arrangements to stay overnight (see below for additional information). It is expected that overnight guests will stay for a maximum of two nights per occurrence and no more than four nights in total per semester. Any additional nights must be approved by the Director of Student Development. No one is allowed to sleep overnight in any lounges, either in the residences, atrium or the student lounge.

Each overnight guest must complete the Overnight Guest Form before staying and pay a fee of $10.00 per night. Commuter students who want to stay overnight must submit the Application for Residence Form and select the part-time option. Students who permit a guest to stay overnight without completing the Overnight Guest Form will be levied a fine of $100.00. The same penalty will be applied to a commuter student who stays overnight without submitting the Application for Residence Form.
DAMAGE TO COLLEGE PROPERTY
If any property is damaged purposely or as a result of negligence, the student(s) known to cause the damage are responsible to completely pay for its repair or replacement. In cases where the damage is considered to have been done intentionally, the matter may be referred to the Student Accountability Committee.

PRANKS AND PRACTICAL JOKES
Students are to refrain from distasteful pranks and practical jokes involving other people’s possessions and college property; initiations and other practices that are demeaning; and water/snow fights within any building. Students are not permitted to be on the roof of any building on campus. With the exception of an emergency, students are also not allowed to use windows to enter or leave any building. Sports equipment such as balls or Frisbees can only be used outdoors or in the gymnasium. Roller blades and skateboards must only be used outdoors.

CLASSROOM USE AND ROOM BOOKINGS
When classes are not in session, classrooms may be booked for use by various student organizations. Students should book these rooms by contacting the Administrative Assistant to the Academic Office in Room 047.

COLLEGE COMMUNICATION
Public announcements may be made in chapel by video through “MCS News”, posted on the announcement board or made in classes, with the permission of the instructor. Weekly announcements will be sent out to all students by the Student Council. All posters and advertisements must be signed by the Director of Student Development before being posted on any bulletin board at the campus. Unauthorized posters will be removed.

ADMINISTRATIVE/FACULTY OFFICES
Administrative offices are located on the first level of the main building; while faculty offices are located on the lower level of the main building.

FACULTY SERVICES
Faculty members maintain office hours for consultation. They will be available for private meetings by appointment and students should e-mail or stop by their office ahead of time to set up an appointment. Office hours are posted on the bulletin board by the professors’ offices or will be communicated during class time.

There are many opportunities for faculty and staff to interact with the students in organized events such as sports, chapels, social events and retreats.

INSURANCE
The College requires all students enrolled in nine or more credit hours to have College Accident Insurance as part of the General Student Fee. All students need to have health insurance coverage, whether provincial or private insurance, prior to starting their studies at Master’s.

LOCKERS
Lockers, which are available for off-campus and commuting students on a first come first served basis, are located outside the first floor residence. Students must supply their own locks. Locks which are not removed by the end of the college year will be removed and items disposed of by Student Development personnel.
MAILBOXES
Mailboxes are located on the basement floor of the cafeteria building, which also houses the Fitness Centre. Students will be assigned a mailbox and issued a key at the beginning of the semester. Check with Student Development Director to arrange for a replacement key if needed. There will be a $10.00 charge for a replacement key or if a key is not returned at the end of the year. Students are encouraged to check their mailbox on a regular basis so that they can receive their assignments, grade reports, statement of accounts as well as mail received from family and friends.

SALES/SOLICITATION POLICY
Students or vendors are not permitted to solicit or sell in any area of the campus.

STUDENT LOUNGE
The Student Lounge is located on the lower level of the administrative building across from the Student Development Office. It has a large screen TV, tables, chairs and a foosball table. No gaming is permitted on the TV. The vending machine located just outside of the Student Lounge is operated by Student Life. The other vending machines located throughout the campus are operated by TVOA.

VI. Student Conduct & Accountability

PURPOSE OF STUDENT CONDUCT AND ACCOUNTABILITY POLICY
Master’s operates as a distinctly Christian community with the primary aim of training individuals for Christian ministry, credentialed as well as lay. Our mission is to create a learning community that provides programs and services which equip Pentecostal leaders for ministry. In achieving this mission, Master’s is committed to academic excellence, community life and spiritual formation. When students join the Master’s community, they are encouraged to reach their full potential. Our desire is that they will become godly, responsible individuals who are critical thinkers, compassionate towards those that they meet and deeply committed to influencing this world for Christ.

As with any community, Master’s has developed a set of guidelines and policies that are designed to enhance and protect the well-being of the community. Adherence to these polices may require limiting personal liberties and making sacrifices for the benefit of the community. Disagreement with a particular policy is obviously not a reason to disregard a policy. Master’s welcomes students to voice their objections to any policy to the appropriate individuals so that an explanation can be provided or a policy can be amended.

Though Scripture clearly teaches that discipline is necessary, it also teaches that restoration (e.g. Galatians 6:1 and James 5:19 – 20) is equally important. Therefore Master’s will discipline students in a caring and non-confrontational manner with restoration of the student being the ultimate goal whenever possible.

When students do not adhere to the various guidelines and polices as outlined in the Student Handbook and/ or College Catalogue, Master’s will hold them accountable to make the necessary changes in their behaviour. At times appropriate sanctions, which may range from a simple reprimand, to curtailing involvement in various activities, to disciplinary probation, suspension or dismissal, will be considered. When decisions are made that place limits and/or sanctions on a student’s behaviour, Master’s is committed to ensuring that the process is redemptive and that it will be for the ultimate benefit of the student and the college at large. Assistance will be provided to help students overcome the particular problem or concern that they are struggling with so that, when
possible, they will be fully restored to the college community. When students voluntarily confess their inappropriate behaviour to college personnel, their confession will especially be taken into consideration with regards to any disciplinary action. Records of any disciplinary action taken are placed in the student’s file, located in the Registrar’s Office.

**STUDENT ACCOUNTABILITY PROCESS**

Master’s recognizes students as being responsible members of the Christian community in varying stages of personal growth and spiritual maturity. Struggling with personal values and goals is common, particularly with college-age students and therefore due consideration will be given to this in any disciplinary process. A student’s attitude and reaction to the disciplinary process may at times be even more important than the actual infraction. Whether dealing with minor or major infractions, Master’s is committed to treating the student with care and respect. Master’s will prayerfully and objectively assess each situation and assist the student to accept responsibility for their behaviour and make any required adjustments. Master’s does, however, reserve the right to suspend or refuse re-admission to a student who, in its opinion, is unwilling to live up to their commitment to follow Master’s guidelines and policies.

**STUDENT CONDUCT CODE**

To be accepted at Master’s, students agree to abide by the Student Conduct Code as outlined below, as well as the other standards and regulations that are contained in the Student Handbook and College Catalogue.

We believe that a disciple who is being transformed into the image of Christ will make every effort, with God’s help, to . . .

1. Maintain Christ-like attitudes of humility, thoughtfulness, and kindness toward others, consistent with being part of a Christian community (Philippians 2: 4);

2. Respect the authorities which God has established (Romans 13: 1-7);

3. Maintain a high standard of sexual morality, refraining from immoral behaviour including, but not limited to, premarital sexual activity, adultery, homosexuality, incest, and involvement with pornography (I Corinthians 6: 9-10, Romans 1: 26-27);

4. Maintain ethical standards consistent with Biblical principles, including integrity in relationships, refraining from improper behaviour including, but not limited to, gossip, cheating, stealing, vulgarity, profanity, and all forms of harassment (Ephesians 4: 25-32);

5. Maintain evidence of a separated lifestyle, refraining from alcohol, tobacco, the abuse of drugs, gambling, and involvement with the occult, and any activity that would be offensive to the Christian community; (Romans 14: 13, I Corinthians 8: 9-13, Ephesians 5: 3-18);

6. Refrain from improper involvement with the print, electronic and broadcast media and other forms of entertainment that are detrimental to spiritual growth in oneself and others (Matt. 12:35, Rom. 12:1,2, and Philippians 4:8).

7. Maintain Christ-like attitudes and behaviour in relationship with the wider community, including courtesy, humility, respect and caring (Ephesians 5: 15-17, Colossians 4: 5-6).
We assume that every student enrolled at Master’s desires to become committed disciples and therefore will agree to live within the framework of this Conduct Code. While some may not have personal convictions in accord with these standards, agreeing to them obligates the individual to follow them while they are attending Master’s, including Christmas and summer breaks. If an Internship is terminated because of breach of this Conduct Code the student may be required to appear before the Student Accountability Committee. Any behaviour, either on campus or off, which indicates that student has little desire to live a life honouring God, or which gives evidence of disregard for Master’s College and Seminary’s standards, is sufficient reason for dismissal or refusal for re-admission of former students. Each student is responsible for his or her behaviour from the time of admission through to the actual completion of their program, which includes those times when they are actually enrolled in courses, as well as during periods between terms of actual enrollment. This Code of Conduct shall also apply to any student who withdraws from the college while a disciplinary matter is pending. Students should understand that Master’s operates under the Statement of Fundamental and Essential Truths of the Pentecostal Assemblies of Canada and the General Constitution and By-Laws of the PAOC.

**GOAL OF THE STUDENT ACCOUNTABILITY PROCESS**

To assist students in maintaining their commitment to follow the established guidelines and polices, the Student Accountability process has been developed. As explained below, this process will offer as much, or as little, assistance as required to help students. Master’s expects that most students will only need to use levels one and two of the accountability process and the other three levels will only be used for those students who require some additional assistance in helping them maintain their commitment. The ultimate aim of the student accountability process is to contribute to the student’s personal and spiritual growth within the context of the wider community. As a result of the student’s involvement in the accountability process, the following should occur:

- Students will appreciate their role in creating a positive community and understand how their behaviour impacts the community;
- Students will recognize the broader impact of their choices and make better decisions for their future;
- Students will view the personnel from Master’s who are involved in the accountability process as caring individuals who have their best interests in mind;
- Students will take responsibility for their actions and make the necessary adjustments in their behaviour.

The following guidelines will provide direction to personnel from Master’s as they meet with a student to deal with their failure to abide by a community standard(s):

- Prayerfully and objectively assess what has happened and indicate to the student which behaviour(s) has contravened the community standards;
- Demonstrate care and acceptance for the student, even though the behaviour is unacceptable;
- Ensure the student fully understands why their behaviour contravenes the community standards;
- Help the student accept accountability for their actions. When appropriate, various sanctions may be imposed on the student;
• Assist the student in determining what modifications are needed in their behaviour so that they can
demonstrate their original commitment to the Master’s community and that they will abide by the
guidelines and policies that are in place.

• Help the student understand that Master’s will balance their needs within the context of the greater
community.

Prior to the start of a formal investigation, if a student admits or confesses, in writing, to their failure to adhere to
a community standards that would ordinarily require disciplinary action, the student can request that the Director
of Student Services propose a corrective action plan that will deal with the infraction that has been committed. If
provided with a corrective action plan, the student can decide to accept it by agreeing, in writing, to waive their
right to a formal hearing and appeals process. If they choose to not accept the proposed plan, a formal hearing,
along with the appeals process will proceed.

FIVE LEVELS OF THE STUDENT ACCOUNTABILITY PROCESS

LEVEL ONE: SELF DISCIPLINE AND PEER ACCOUNTABILITY

Increased levels of self-discipline is one of the primary goals that Master’s desires for all students. When
students practice self-discipline, which may involve the assistance of one of their peers, no additional action is
required. Master’s believes that Christian character is best developed through self-discipline, rather than an
over-reliance on external rules and regulations. When students become less dependent on external factors, such
as peer pressure or rules and regulations and more dependent on their internal ability to govern their actions
and behaviour, there is a greater likelihood that community standards, which they have agreed to follow, will
be upheld. As a Christian institution, Master’s recognizes that this internal ability is dependent on God and the
strength that he provides. As students encounter difficulties in adhering to community expectations, they are
encouraged to consult with their peers, a faculty or staff member, or others who may be in a position to assist
them in meeting the community expectations.

If all students were able to practice self-discipline to the extent that they held themselves accountable, with the
assistance of a peer when necessary, to follow the rules and regulations that they had agreed to follow when
they were accepted at Master’s, there would be minimal need for any additional accountability or external
discipline. Though Master’s would welcome this, it recognizes that there may be occasions when students have
to be held accountable for their behaviour by others. At times this may mean a student will start the
accountability process at level four or five, but Master’s is committed to starting the student at the lowest level of
accountability possible.

LEVEL TWO: MUTUAL ACCOUNTABILITY

When self-discipline is not sufficient to help students adhere to community expectations, they are encouraged
to practice mutual accountability. If a student is concerned about the attitude or behaviour of another student,
he or she is encouraged to approach that student prior to involving others. By confronting in a spirit of love and
humility, they can assist their fellow students in following community standards. This stage is more appropriate
when dealing with minor breaches of the community standards.

LEVEL THREE: MEETING WITH STUDENT LIFE PERSONNEL

Students who commit minor infractions of the community standards (e.g. showing lack of respect, inappropriate
joking) generally meet with their Resident Assistant, the Director of Student Development or the Student Devel-
opment Committee (SDC), depending on the severity of the infraction as determined by the Director of Student
Development. The SDC is composed of the Director of Student Development (Chair) and two RAs. After investi-
gating the alleged incident, the committee will meet with the student and determine a course of action
which may involve requiring an apology, community service, becoming accountable to a leader in the college or other action as deemed appropriate by the committee. The committee will provide a written copy of its decision to the student within three business days. If this committee imposes sanctions, the Director of Student Development will inform the student verbally as well as in writing. Decisions by the SDC cannot normally be appealed, unless students can demonstrate to the Director of Student Services that the committee acted outside its authority. If students feel they have grounds to appeal the decision, they must do so in writing to the Director of Student Services within 48 hours of receiving a written decision of the committee. Within five business days of receiving the student's written appeal, the Student Appeals Committee will be convened to hear the appeal. See additional information regarding submitting an appeal in the Student Appeals Process below.

**LEVEL FOUR: FORMAL INVESTIGATION OF CHARGES**
When there are reports, rumors or complaints, written or unwritten, of repeated violations of the community standards or when the alleged violation is deemed more serious (e.g. habitual refusal to listen to authority, sexual misconduct, violence), the student will be informed that the allegations are being investigated by the Director of Student Development. The Director of Student Services may appoint a faculty member or an administrator to assist with the investigation. In doing the investigation, the principles of natural justice shall be observed. After the investigation is completed, a written report will be provided to the Director of Student Services. If the investigation concludes that there is insufficient evidence to conduct a hearing, the matter shall be dropped and no record of the investigation shall be kept in the student's file. If there is sufficient evidence to conduct a hearing, the matter will be referred to the Student Accountability Committee. The student will receive written notification of the results of the investigation, within five days of the investigation being concluded, which will indicate that no charges are being laid or that charges are being laid and that the student must appear before the SAC. When students are officially charged with an offence, their activities may be restricted by the Director of Student Services until the investigation is completed and a decision has been rendered.

**LEVEL FIVE: REFERRAL TO THE STUDENT ACCOUNTABILITY COMMITTEE**
Students will only be referred to the Student Accountability Committee (SAC) when all other attempts to address the concerns have not been successful. The Student Accountability Committee is composed of the Director of Student Services (Chair), two faculty members (one of whom will be from the Academic Office), the Vice President of Student Council and a third year student. Any person involved in doing the investigation of the student is not eligible to serve on the SAC. At times due to the nature of the infraction, the student representatives on this committee may be excused from the committee at the request of the Chair of the SAC or the student appearing before the committee. The committee members will be appointed by the Director of Student Services.

When requested to appear before the Student Accountability Committee, students will receive notification of the evidence which will be presented to the SAC and their right to invite one guest to accompany them to the committee hearing. The invited guest, who can be a relative or friend (but not legal counsel), is only present for the moral support of the student; they are not permitted to speak at the hearing. Students will also receive written notification of the time and location of the meeting as well as their rights and responsibilities. If a student chooses to not appear before the SAC, the committee will proceed with the meeting, even if the student officially withdraws from Master's.

The Director of Student Development and the faculty member or administrator, if one assisted in the investigation, will be invited to the SAC to present the details of the case. The student will be provided with an opportunity to address the details as presented. The committee members will be able to question the individuals regarding their presentations prior to them being excused from the meeting so that the committee can deliberate on the
The SAC will then review the evidence that has been presented and, if necessary, request additional time for further investigation or to call additional witnesses. A final decision will be reached through secret ballot. At least a two-thirds majority vote shall be required to determine guilt. If guilt has been established, discipline shall be administered prayerfully in accordance with the Scriptures and as set forth in this policy. The ultimate aim of this process is to restore the student to the Master’s community if possible. The Chair of the SAC will provide a written copy of the final decision to the student, as well as the appeal process that is available, within five days of the committee’s decision. A copy of the decision will placed in the student’s file if a guilty verdict is reached. No record of the hearing shall be included in the student’s file if the student is found not guilty.

**LEGAL CHARGES**

If a student has been charged under the Criminal Code, no disciplinary action shall be taken until the legal charges, including appeal, have been officially dismissed or dealt with by the courts. The Director of Student Services may, however, place restrictions on the student until the matter has been settled by the courts. If students have allegations made against them that could be a violation of the Criminal Code, an investigation shall proceed as explained above. If there is sufficient evidence to proceed with disciplinary action, the investigating officers, in consultation with the Director of Student Services, shall use their discretion in reporting the matter to the legal authorities, unless formal reporting is required by law. If the decision is made to file a report with legal authorities, as explained above, no disciplinary action shall be taken but restrictions may be placed on the student by the Director of Student Services until the matter has been resolved by the legal authorities.

**POSSIBLE SANCTIONS FOR VIOLATIONS OF COMMUNITY STANDARDS**

Though Master’s is committed to working with students to make the necessary adjustments in their behaviour, at times it will be necessary to levy some sanctions against students to preserve the general health and well-being of the community. The following list of sanctions is not meant to be exhaustive but rather representative and it does not limit the right of various committees or individuals to impose their own sanctions. If students commit criminal activity or there is reasonable grounds to suspect criminal activity, the matter will be referred to the appropriate authorities. Repeated violations will be considered in determining the appropriateness of the consequences. In addition, since Master’s places a high value on community, the welfare of the community will be balanced against the rights of the individuals when determining the sanctions that will be placed on the student.

1. Administrative Warning: An administrative warning is an official written warning informing students that they have been found in violation of a community standard. The administrative warning will provide the student with a clear understanding of what is expected of their future behaviour. Appropriate sanctions may also be included in the administrative warning. Students should understand that future violations could result in increased sanctions. When students receive an administrative warning they will have a meeting with their Resident Assistant and/or the Director of Student Development to discuss how they can change their behaviour. A copy of the administrative warning will be kept on file by the Director of Student Development.

2. Financial Penalty/Community Service: Fines/community service may be levied by the Director of Student Development or Director of Student Services for some infractions. Fines must be paid prior to the student being able to write final exams, graduate or receive grade reports/transcripts.
3. Conduct Accountability: A student will be required to meet with a designated faculty or administrator in an accountability relationship. The student and the accountability partner will develop a Personal Growth Plan that will assist the student in modifying their behaviour as needed. Specific guidelines, expectations and a timeline will be developed for this relationship. Bi-weekly reports will be submitted to the Director of Student Development to maintain and reinforce the student’s accountability to the college. Failure to meet the conditions of the Personal Growth Plan will likely result in the student being placed on disciplinary probation.

4. Restricting Activities: Students may be restricted from being involved in certain activities such as sports or social events for a specified period of time.

5. Counselling: Students may be required to have some counselling sessions with a faculty member, pastor or a professional counsellor. Students will generally have to pay any fees associated with seeing a professional counsellor.

6. Restitution: Students may be required to reimburse for any damage to, or misappropriation of, property. This may involve financial reimbursement, community service or other forms of compensation.

7. Disciplinary Probation: Student can be placed on disciplinary probation by the Student Accountability Committee for a specified period, normally for a maximum of two semesters. While on disciplinary probation, a student must strictly adhere to the conditions of the probation. Students on probation are not permitted to serve on any committees, student teams (e.g. worship, travel teams) or participate in any organized sport activities. Any violations of the probation may be cause for suspension from Master's.

8. Disciplinary Suspension: The Student Accountability Committee may recommend to the Lead Team that a student be placed on disciplinary suspension, usually for a maximum of one year. During this period students will generally not be permitted to visit the institution, unless provided with permission to do so by the Director of Student Services. Any exams or assignments that are due during this period will be counted as incomplete, unless special provision is made by the committee. The student will be informed as to what conditions must be met prior to them being eligible to re-enroll. Any courses completed at another institution while on suspension cannot be transferred to Master's. Final grades and any refunds will be calculated according to the current Drop/Add Policy. When students on Disciplinary Suspension return to the college, they will be accepted on Disciplinary Probation. Further violation of the community standards will be viewed very seriously and may result in the student being suspended or dismissed from the college.

9. Disciplinary Dismissal: The Student Accountability Committee may recommend to the Lead Team that a student be placed on disciplinary dismissal for an extended period (up to five years) or permanently. During this time the student is not permitted on college property unless he has written authorization from the Director of Student Services. In the case of disciplinary dismissal, final grades and any refunds will be calculated according to the current Drop/Add Policy.

INTERIM SUSPENSION
The President, Academic Dean or Director of Student Services may impose an immediate interim suspension if it is determined that a student poses a serious threat to others, property or the reputation of the institution. If an interim suspension is issued, a student will be prevented from continuing in any courses and must leave college property as soon as possible. The student will not be permitted on college property without written authorization. Final grades and any refunds will be calculated as per the current Drop/Add Policy. Within twenty-four hours of receiving an interim suspension, a student will receive written notification, detailing the conditions of their suspension and the appeals process that is available.
STUDENT APPEALS PROCESS
A student may appeal a non-academic decision made by a faculty, administrator, the Student Development Committee (see Level Three above for some restrictions regarding appealing a decision of the Student Development Committee) or the Student Accountability Committee. The appeal must be submitted in writing to the Chair of the Student Appeals Committee within five business days of the student having received a written copy of the original decision. Along with the appeal, a student must submit a $25.00 fee which will be reimbursed if their appeal is successful. Students can only appeal a decision providing they attended all previous meetings that they had been requested to attend with respect to the charges in question. If a student submits an appeal, he or she may engage in their usual college activities (unless otherwise stipulated) until an appeal decision has been granted.

Since appeals are not designed to reconsider factual evidence or to recall witnesses but to determine whether due process was followed in the original hearing, a student’s appeal must show evidence of the following:

• specific procedural errors which calls into question the decision of the original hearing,
• the discovery of new substantive evidence that could have had a significant effect on the decision of the original hearing;
• that the disciplinary action was disproportionate to the evidence provided.

The Student Appeals Committee, which is composed of three – five individuals, will be appointed by the Director of Student Services. Anyone who was involved in the previous proceedings will be excluded from the Student Appeals Committee. By virtue of their office, the Director of Student Services has the right to be present at the hearing, but if he or she was involved in the original decision, he or she cannot participate in the committee’s deliberations and must leave prior to the committee making a decision.

When a student submits an appeal, the Student Appeals Committee will ordinarily meet within five business days of receiving an appeal for an interim suspension and ten business days of receiving an application for all other appeals. The first order of business for the Student Appeals Committee is to determine if the grounds for the appeal have been sufficiently met. If the grounds for the appeal have not been sufficiently satisfied the original decision will stand. If the grounds for the appeal have been sufficiently satisfied, the committee will be provided with all appropriate documentation so that it can determine the merits of the case. The student, as well as the faculty member or administrator most closely involved in the original decision, will be asked to appear before the committee to provide an oral summary of their respective positions. Once they have completed their summaries, the committee will have an opportunity to ask them for additional information or any clarification. Both individuals will then be asked to leave, prior to the committee commencing its deliberations.

To rescind or modify the original decision, a two-thirds vote by secret ballot is necessary. Once the decision is rendered, the Chair of the Student Appeals Committee, along with the Director of Student Services, will meet with the student within five business days to convey the committee’s decision. The student will be provided with a written copy of the committee’s decision and a copy will also be placed in the student’s file.

The decision of the Student Appeals Committee is binding and cannot be appealed further.
ELIGIBILITY FOR RESTORATION
When the hearing process results in the suspension or dismissal of a student from Master’s, a program of restoration will be developed by the Student Accountability Committee so that the student clearly understands what must be completed prior to them being eligible to reapply to the college. Due to the uniqueness of the student and the particulars of the charges that were laid, the restoration program will be individually tailored for each student. The period of restoration shall ordinarily be for one year. For more serious charges as determined by the SAC, the restoration period may be extended. A student will be offered a maximum number of two restorations. When students satisfactorily complete the restoration program, they are eligible to reapply to Master’s. If accepted as a student, the student will be placed on disciplinary probation for one year. If a student is found guilty of child abuse, no restoration program will be offered and the student will not be eligible to reapply to Master’s.

EXCEPTION TO THE POLICY
The faculty and administrators of Master’s are in agreement with, and subject to, the beliefs and policies established in the Statement of Fundamental and Essential Truths and the Constitution and By-Laws of The Pentecostal Assemblies of Canada. Therefore no charge shall proceed from allegations against a faculty or administrator of Master’s where an investigation determines that the allegation has arisen from the proper performance of duty performed by persons carrying out disciplinary procedures as outlined in this policy.

VII. CAMPUS SECURITY & SAFETY

CAMPUS ACCESS
Residence student have 24-hour access to the campus buildings with the use of their swipe cards. All non-residence guests must leave the campus by midnight, unless they have been given permission by the Director of Student Development or a RA to stay overnight (See “Guests/Visitors Policy” on pages 17 & for additional information.).

SAFETY AND SECURITY
All concerns regarding safety and security should be promptly reported to the Director of Student Development or the RAs. All exterior doors that are left open should be closed properly. The use of candles, incense, open burners, electric heaters, and hot plates are NOT permitted in the residences. Students are also not permitted to have water fights, fire crackers, fireworks or firearms on the campus. Personal items (e.g. boots, mats, boxes) cannot be left in the hallway or stairwells.

NIGHT SECURITY
A night security officer, who is employed by TVOA, oversees the safety of the campus. All exterior doors are locked at 8:00 pm and students will need to use their swipe card to gain entry to the building after that time. The on-duty security officer can be reached by phoning (705) 868-7501.
FIRE SAFETY
Fire drills will be held throughout the year to ensure that everyone will be able to evacuate the buildings quickly. Anyone in the building at the time of an alarm is required to participate in the drill and leave the building immediately. As soon as you are aware of a fire, you should pull the alarm and exit the building at the closest exit as quickly as possible in an orderly fashion. If time permits, close, but do not lock, the door and windows. Provide assistance to disabled persons as needed. You should phone 911 to report the fire after you have exited the building. RAs will check their residence area to ensure everyone has evacuated. As soon as you are far away from the building to ensure that you do not interfere with any fire fighting personnel. Do not re-enter the building until instructed to do so by the appropriate authorities.

Any tampering with fire alarms systems or fire protection equipment is considered a serious offence and will result in disciplinary action and if necessary, referred to legal authorities.

PERSONAL CONTENTS INSURANCE
Master’s is not responsible for the loss of money or valuables of any person from within their room or anywhere within the building, or the loss of, or damage to, anyone’s property by fire, water, theft or other situations out of Master’s control. On campus residents as well as students who rent an apartment or house are advised to consider obtaining their own insurance if they are not covered by their parents’ policy. Residents are responsible for any theft or damages that may occur during their occupancy, whether caused by them or others. Students are strongly encouraged to ensure that their rooms are always locked when they are not occupied.

CAMPUS CLOSURE
Should the campus need to be closed for any emergency reasons (e.g. poor weather conditions), students can check Master’s website or phone the college. Announcements will be made on local radio stations as well.

VIII. ACADEMICS

Students who have questions regarding academic requirements are encouraged to check with the Academic Dean or the Registrar.

CLASSROOM ETIQUETTE GUIDELINES
Master’s College highly values the classroom learning experience. Because we learn together, there must be an attitude of respect, humility and servanthood toward one another. This means adopting attitudes and behaviours that enrich, rather than hinder, the learning environment in which we participate. In particular, this means that each student is expected to:

• honour the right of the instructor to oversee and regulate the learning environment of the classroom
• be aware of and make room for other students and different learning styles
• be prepared for and participate in classroom activities
• limit movement in and out of the classroom to scheduled breaks
• communicate openly and respectfully with others in the classroom
• avoid use of electronic devices for any activity not directly related to the classroom learning experience including: social networking (e.g. Facebook, texting, Skype), games, listening to music, surfing the internet, watching videos and other media, etc.
Students choosing to ignore the above guidelines by hindering the classroom learning experience should expect disciplinary measures at the discretion of the instructor, such as restricting the use of electronic devices, or asking the offending student to leave the classroom. Students who continue to disregard the above guidelines will be referred to the Student Accountability Committee.

INVITING GUESTS TO CLASSROOMS
Prior to inviting a guest to a classroom, students should check with the instructor. Anyone wanting to attend more than two classes should check with the Registrar regarding the possibility of auditing a course.

ACADEMIC LOAD
The academic year at Master’s is divided into three semesters Fall (September – December), Winter (January – April) and Summer (two six-week sessions (May – mid-June and late June – August)). During the Summer semester students can do Internet courses and possibly intensive courses at the Main campus or at selected Distance Education sites. At the Main campus, students normally register for five or six courses (16 – 19 credit hours), depending on their program requirements, while students who do courses via the Internet or at a Distance Education site generally enroll in 13 credits or less. Students must receive permission from the Registrar to enroll in more courses than are required in their program. In addition, students must complete their courses in sequence as outlined in the Program of Study as much as possible.

COURSE REGISTRATION
Students studying at the Main campus, at a Distance Education site or via the Internet, register for their courses by submitting a Course Registration Form that is available online, usually six weeks prior to the start of the semester. Check the Registrar’s Office link at www.mcs.edu for additional information. Course registration for Intercultural students occurs in each of the cultural groups at the beginning of the semester. Courses must be completed in sequence as much as possible to ensure that students are prepared to meet the demands of senior level courses. Students should also ensure that they are aware of their program requirements so that they can plan their program accordingly. Due to the nature of Internet courses, it is strongly recommended that students do a maximum of 13 credit hours during the regular Fall or Winter semesters. (Students should note that by only doing 13 credit hours, they may not qualify to receive Government Student Loans since some provinces require that a student do 60% or 80% of the required credits in a program to qualify for a student loan. If you have any questions regarding this, please contact the Financial Aid Office at Master’s.). During the Summer sessions Internet courses are taught in an intensive format (i.e. 12-week courses are taught during a six-week session) and students need to consider this in determining the number of courses they want to do during the Summer session. Special permission is required to do more than two courses in each Summer session.

DROPPING OR ADDING COURSES
Students at the Main campus, Distance Education and Intercultural sites can add courses to their schedule up to the end of the first week of the semester. Students can only add Internet courses as long as the Course Registration Form is available online or they have permission from the Registrar’s Office. Students can withdraw from any or all courses within the first four weeks of the semester without any academic consequences by submitting a Drop/Add Form to the Registrar’s Office. Please consider all course changes carefully since they may have implications for meeting your program requirements or your ability to qualify for student loans. The Tuition Refund Policy (see Financial Matters section or the Drop/Add Form) explains the amount of tuition refund a student is eligible to receive when they drop a course.

Courses officially dropped during the first week of the semester are removed from a student’s schedule. (See the current Course Registration Form for special regulations concerning the dropping and adding of Internet and Intensive courses). A grade of WNP (Withdrawal No Academic Penalty) is assigned to courses that are officially
dropped during weeks two to four. Though a WNP does not affect the calculation of the Grade Point Average, students should be aware that a large number of “WNP” grades may affect how an employer or other educational institutions view their transcripts. For courses dropped during weeks five to eight, a grade of WF (Withdrawal Failure) is assigned. Courses dropped after week eight will be assigned a grade of F (Failure). A final grade of WF or F will negatively affect a student’s GPA. See the current Calendar or Course Registration Form for specific dates related to the dropping/adding of courses and the assigning of final marks. Students are responsible to check their own schedules for accuracy. If there are any errors that are not corrected, students may be held responsible for any associated costs.

REPEATING COURSES
Students are permitted to repeat courses in which they have received a final grade of “D+” or lower. All previous grades will remain on the transcript but only the highest grade will be used in calculating the cumulative GPA.

AUDITING COURSES
Students can audit a course at the Main Campus, at a Distance Education or Intercultural site by indicating their intention when they register for the course. Students who audit a course are not required to complete assignments or write examinations. A Drop/Add Form must be completed to change a course from audit to credit or credit to audit and it must be submitted to the Registrar’s Office during the first week of the semester. Not all courses are available for auditing, due to the nature of the course or the size of the class. Full-time students are limited to auditing one course per semester. Students who audit courses will receive a grade of AUD (Audit) on their transcripts, providing they meet the attendance policy; otherwise they will receive a grade of NC (No Credit).

INDEPENDENT STUDY COURSES
Independent Study Courses (commonly known as Reading Courses) may be available to senior level students if they are unable to do a required course in a particular semester. These courses are designed to allow students to complete a course without attending regular class sessions. Not all courses are available by Independent Study due to the nature of the course. To be considered for an Independent Study course, students must have a minimum GPA of 2.50 and complete an Independent Study Course Request Form, available at the Registrar’s Office. Students are limited to doing two such courses in their program. An extra fee is charged to enroll in Independent Study courses (See current Fee Schedule).

LETTER OF PERMISSION
LETTER OF PERMISSION TO STUDY AT OTHER INSTITUTIONS
Students who want to enroll in courses at other institutions for credit towards their program at Master’s must apply for and be granted a Letter of Permission. Applications for a Letter of Permission must be made at the Registrar’s Office at least one month prior to the start of the term in which the student wants to do the course. Calendar course descriptions for the course(s) being requested must accompany the application. A Letter of Permission will not be granted for a course that is scheduled in the final semester of a program. Courses that are completed by Letter of Permission will be treated in the same manner as transfer credits; neither the course name nor grade will appear on the student’s record at Master’s. The student’s transcript will indicate that the student has received transfer credit for the completed course, providing a minimum grade of C has been achieved. These courses will not affect the student’s GPA. Students are responsible to ensure that an official transcript for courses taken by a Letter of Permission is sent directly to Master’s by the issuing institution. A Letter of Permission may be given for a maximum of five courses provided that there are compelling reasons for doing so.
Letter of Permission to Study at Master’s

If granted a Letter of Permission to study at Master’s by another institution, a student can be accepted as an Occasional Student, providing they submit an Occasional Student Application Form.

COURSE ATTENDANCE POLICY

Face-To-Face Full Semester Courses: Students are required to attend ALL classes. Any student missing a total of three three-hour sessions of class time in any course will be required to meet with the Assistant Academic Dean and show cause for continuance in the class; otherwise a “F” grade will be assigned.

Intensive Courses: Students are required to attend all classes. Any student missing more than one three-hour session in any intensive will be required to contact the Assistant Academic Dean and show cause for continuance in the class; otherwise a “F” grade will be assigned.

Internet Courses: Students are required to participate* in all weekly sessions in an Internet course. Any student missing a total of three weeks in a 12-week Internet course or one and half weeks in a 6-week Internet course will be required to contact the Assistant Academic Dean and show cause for continuance in the course; otherwise a “F” grade will be assigned. *Logging into the system does not qualify as participating in the course; a student actually needs to participate in the course’s weekly activities. [e.g. quizzes, assignments, readings, discussions].

LATE ASSIGNMENT POLICY

All assignments must be submitted to the instructor by the deadlines indicated on the syllabus. Permission to submit a Minor or Major Assignment after the deadline will not be provided for reasons such as poor time management, involvement in extra-curricular activities (including voluntary responsibilities for the college), work or Christian ministry scheduling conflicts, minor illnesses (e.g., a “cold”), or technology problems. Extensions for Minor or Major Assignments will only be granted due to hospitalization, physical or psychological illness/challenges (doctor’s note may be requested), family emergencies, or other significant extenuating circumstances that may prevent a student from submitting an assignment on time. Please note the details below.

Minor Assignments (i.e., all assignments that are not classified as “major assignments”): A Minor Assignment submitted after the deadline will receive a grade of “0” (zero), unless the student has received permission from the course instructor for an extension. Whenever possible, students are expected to contact their instructors prior to the assignment deadline in order to determine if there is sufficient reason for an extension (see list of legitimate reasons above).

Major Assignments (i.e., identified as such on the course syllabi): To be eligible to receive a passing grade in any course, a student must complete all major assignments as indicated in the syllabus. If a major assignment is submitted after the deadline the following penalties apply:

- Assignments received one to seven days late will be penalized 5% per day on the value of the assignment (maximum 35% penalty).
- Assignments received after seven days will receive a grade of “0.”

Instructors do not have the authority to grant extensions for major assignments. Therefore students must apply directly to the Academic Office (Academic Dean, Assistant Academic Dean or designate) to receive permission to submit a Major Assignment after the deadline without incurring the above noted penalties. The Academic Office may grant an extension based on the reasons listed above.
ACADEMIC PROBATION AND MAJOR ASSIGNMENTS
Students on Academic Probation MUST attach a properly completed ASC evaluation form to their major assignment or it will not be accepted. Refer to the Academic Probation Policy in the College Calendar for more information.

CHANGE OF PROGRAM FORM
To change programs a student must submit a Change of Program Form, available at the Registrar’s Office. When a program is changed, all requirements of the new program must be met.

LEARNING DISABILITY POLICY
Master’s is concerned about all students’ ability to achieve success and, recognizing the special needs of Learning Disabled students, has developed the following policy. Please note that this policy covers applicants with documented Learning Disabilities only; not applicants classified as developmentally delayed. Please see the Academic Catalogue at http://mcs.edu/Registrar/catalogue.html for additional information.

TRANSFER CREDIT POLICY
Master’s will recognize previous studies for transfer of credit or advanced standing provided such studies were completed at a recognized college or university (See additional information below for courses completed at non-accredited institutions). Applicants desiring advanced standing on the basis of previous work must submit a Regular Application Form and have official transcripts sent directly to the Registrar’s Office from the institution where the credits were earned. The following stipulations will be used in determining the number of transfer credits that will be provided:

- Evidence of honourable dismissal from all other schools is required.
- The student must have a minimum grade of C or its equivalent in the course(s) to be transferred.
- To be transferable, a course must be equivalent or near equivalent of Master’s course requirements, or fit within the maximum number of elective hours in the particular program selected.
- Students from ABHE (Association of Biblical Higher Education) accredited schools will receive full credit for equivalent courses provided grades earned were C or above and that the courses parallel requirements outlined in the program selected.
- If the school is non-accredited, a transfer student, upon successful completion of one year at Master’s (achieving a minimum GPA of 2.00 in their first 30 hours of study) may receive transfer of credit for their previous studies in which a grade of C or better was achieved. Such transfer of credit will depend upon a review of the course syllabi, faculty credentials, and other information that may be requested by the Registrar’s Office.
- Grades for credits transferred will not appear on the transcript; nor will they be considered in the calculation of a student’s GPA.
- Students wishing to graduate from Master’s must take at least 30 credit hours at this institution.

FINAL EXAMINATION POLICY
Final examinations are written in all courses (unless otherwise approved by the Dean) at the Main Campus and Distance Education sites in the week immediately following the conclusion of the courses. If a final exam is scheduled in a course, students must write it to be eligible to receive a passing grade in that course. The Final Exam Schedule for the Main Campus is generally available within the first three weeks of the semester. Final examinations at Distance Education sites are usually written during the same time slot on the day in which the
Students must have all outstanding fees paid prior to writing their final exams or have alternate arrangements made with the Business Office regarding these fees.

Students at the Main Campus who are unable to write a final exam because of an emergency situation (e.g. family crisis, sickness), should contact the Dean or Registrar as soon as possible to explain the situation. Students at a Distance Education site should contact the Site Director who will then contact the Dean or Registrar. Proper documentation (e.g. Doctor’s note) must be provided before a final decision can be made. Students may be given one of two options:

- A revised exam can be written at a later date. If all course requirements have not been completed, students must write the revised version of the final exam;
- The students’ final mark will be determined by averaging their term mark and the class average for the final exam.

**Exam Conflicts:** Students who have an exam conflict or three or more exams scheduled in consecutive time slots (e.g. Tuesday afternoon, Tuesday night and Wednesday morning), should complete the conflict form attached to the exam schedule and return it to the Registrar’s Office by the date specified. To request a change in the final exam schedule for other reasons, students must contact the Dean.

**Supplemental Exams:** A supplemental exam can be given to eligible graduates in their final semester, providing they:

- completed all course requirements,
- did not fail the course due to absenteeism,
- wrote the final exam, and
- have not failed more than one course in their final semester.

The highest mark a student can receive in the course by writing a supplemental exam is a “D”.

**Academic Integrity**

Academic integrity is expected of all students at MCS. Since cheating or plagiarism compromises academic integrity, such practices will result in disciplinary action. Impersonation of one’s identity in a classroom or an online course by another person will result in disciplinary action.

**Cheating:** Though not limited to the following, cheating includes copying or using unauthorized aids in any academic assignment. Students found guilty of cheating may receive a failing grade in the assignment or exam or face other disciplinary action. Their names will be placed on the Academic Misconduct List in the Dean’s Office.

**Plagiarism:** Students are guilty of plagiarism when they use materials and/or ideas from another source (such as articles on the Internet, books, journals, etc.), but present them as their own work. To avoid plagiarism, students must be careful to acknowledge the materials they use by properly identifying quotations, clearly referring to the original authors, using citations, and including a list of works that are cited in the assignment. All research papers at Master’s must adhere to the requirements of the MLA Handbook. The following penalties will apply if students are guilty of plagiarism:

- They will receive a maximum grade of 40% on their assignment if it was their first offence.
- Their names will be placed on the Academic Misconduct List in the Dean’s Office.
- For subsequent offences, they will receive a final grade of “F” in the course and possible disciplinary action such as suspension or termination from the College.
- Students who receive a failing grade as a result of being found guilty of plagiarism will not be permitted to write a supplemental exam in that course.
GRADING
Final grades for all courses are submitted to the Registrar’s Office, using the following letter grade scale. Credit is only granted for courses completed with a grade of D or better. The descriptions outline the quality of work associated with each letter grade.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE POINT VALUE</th>
<th>DESCRIPTION</th>
<th>PERCENTAGE RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
<td>Outstanding</td>
<td>90-100</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
<td>80-89</td>
</tr>
<tr>
<td>B+</td>
<td>3.50</td>
<td>Very Good</td>
<td>75-79</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Good</td>
<td>70-74</td>
</tr>
<tr>
<td>C+</td>
<td>2.50</td>
<td>Average</td>
<td>65-69</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Passing</td>
<td>60-64</td>
</tr>
<tr>
<td>D+</td>
<td>1.50</td>
<td>Poor</td>
<td>55-59</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Unsatisfactory</td>
<td>50-54</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failure</td>
<td>0-49</td>
</tr>
<tr>
<td>WF</td>
<td>0.00</td>
<td>Withdrawal Failure</td>
<td>0-49</td>
</tr>
<tr>
<td>FR</td>
<td>0.00</td>
<td>Failed/Repeated</td>
<td>0-49</td>
</tr>
<tr>
<td>AUD</td>
<td>0.00</td>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>INC</td>
<td>0.00</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>IPR</td>
<td>0.00</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>VS</td>
<td>0.00</td>
<td>Very Satisfactory</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>0.00</td>
<td>Satisfactory</td>
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</tr>
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<td>CR</td>
<td>0.00</td>
<td>Credit</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>0.00</td>
<td>No Credit</td>
<td></td>
</tr>
<tr>
<td>WNP</td>
<td>0.00</td>
<td>Withdrawal No Academic Penalty</td>
<td>Not Used in Calculating GPA</td>
</tr>
</tbody>
</table>

ACADEMIC STANDING
Academic standing is determined by the cumulative grade point average (GPA) that the student has achieved. A minimum GPA of 2.00 is required for graduation. Students are considered to be good academic standing, unless otherwise indicated on their grade report/transcript.

AcaDeMIC ProbaTION: Students are placed on Academic Probation (AP) when their cumulative GPA falls below 2.00. While on AP, students at the Main Campus:

- are required to submit ALL Major Assignments to the Academic Success Centre (ASC), prior to submitting them to the instructors. Instructors will not accept major assignments unless they have been checked by tutors at the ASC.
- are expected to make and attend appointments at the ASC for at least two hours per month and must bring academic work to the tutor. (Attendance will be reported to the Dean’s Office.)
- may not serve on school committees, the Student Council, or play on any intervarsity athletic team.
- must retake any compulsory courses that they failed as soon as they are available.
- can only enroll in five or fewer courses as determined by the Dean.
While on Academic Probation, students studying via Internet or at a Distance Education site:

- may be limited by the Dean to enrolling in four or fewer courses.
- must retake any compulsory courses that they failed as soon as they are available.

If students on Academic Probation do not improve their GPA, they may be suspended from Master’s for one or more semesters.

Academic Suspension: When students are placed on Academic Suspension, they are not permitted to enroll in any courses. Students who are studying via Internet or at a Distance Education site who would ordinarily face Academic Suspension may be provided the option of studying at the Main Campus so that they can avail of the services provided by the Academic Success Centre. Students who are suspended may apply for readmission by submitting the appropriate application to the Registrar’s Office (See Admission Section for additional information). If accepted, they will be placed on Academic Probation and must agree to meet any conditions that are stipulated.

The following sliding retention scale is used by the Dean to determine when students are suspended due to poor academic performance.

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below 15</td>
<td>1.00</td>
</tr>
<tr>
<td>15 – 44</td>
<td>1.25</td>
</tr>
<tr>
<td>45 – 59</td>
<td>1.50</td>
</tr>
<tr>
<td>60 – 74</td>
<td>1.75</td>
</tr>
<tr>
<td>75 – 89</td>
<td>1.90</td>
</tr>
<tr>
<td>90 and above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Academic Termination: If students consistently perform below the academic standards established by Master’s, they may be placed on Academic Termination by the Dean, meaning they will not be permitted to enroll in any courses for at least five years.

**GRADUATION**

Graduation Requirements: Students may be recommended for graduation by the College Council provided they:

- show evidence of mature Christian character as outlined in the Student Handbook
- complete a minimum of one year at Master’s;
- successfully complete all course requirements;
- successfully complete the practical ministry requirements of their program;
- have a minimum GPA of 2.00;
- have all outstanding fees paid;
- submit a Graduation Application Form to the Registrar’s Office by January 15th for the graduation in April or by October 1st for the Administrative Graduation in the Fall semester.

**Administrative Graduation Date:** Students who complete all graduation requirements as listed above in the Summer Session, may apply to receive their degree, diploma or certificate in October by submitting a Graduation Application Form to the Registrar’s Office by October 1st. Students who choose this option can participate in the April graduation ceremony, if they notify Master’s at least one month prior to that date.
Graduation with Honours/Highest Honours: Students who graduate with a cumulative GPA of 3.55 to 3.79 will have the words “Honours” added to their degree parchment and to their transcript. Students who achieve a cumulative GPA of 3.80 or higher will have the words “Highest Honours” added to their degree parchment and to their transcript.

ACADEMIC APPEALS
Students can appeal a final grade in a course or on a major assignment or penalties assessed due to class absences by completing an Academic Appeal Application Form, available at the Registrar’s Office.

Final Grades: Students who have concerns with the accuracy of their final grades should initially check with the Registrar’s Office to ensure that no clerical errors were made. If necessary, they can then discuss their concerns with their instructor. If their concerns are still unresolved, they can submit an Academic Appeal Application Form to the Registrar’s Office. Note the deadlines below for submitting Academic Appeal Application Forms.

Academic Appeal Application: To make an academic appeal, students must submit an Academic Appeal Application Form, along with a $25.00 fee, to the Registrar’s Office. These application forms are available from the Registrar’s Office or online at www.mcs.edu. If the application is successfully, the $25.00 fee will be returned. The Academic Appeals Committee, consisting of the Academic Dean (Chair), Registrar, appointed faculty members and a Student Council Executive Member will review the application. The decision of the committee is binding and cannot be appealed further. The student will be notified in writing of the committee’s decision.

Deadline for Academic Appeals:
- Fall Semester: March 15th of the following Winter Semester.
- Winter Semester: October 15th of the following Fall Semester.
- Summer Session: November 15th of the following Fall semester.

Appeals received after these dates will not be accepted.

RECORDING OF CLASS LECTURES
Students are not permitted to use any audio/video equipment to record any lectures or classroom discussions unless permission is provided by the instructor.

ACADEMIC SUCCESS CENTRE
The Academic Success Centre (ASC) is designed to offer students of all years and programs a place to receive assistance on managing time, writing skills, and study skills. Tutors work one-on-one with writers at any stage of the writing process, from pre-writing an outline to polishing a draft. In their sessions, tutors identify potential writing problem areas; through questions and conversation, tutors help writers to solve those problems. Tutors can also help students understand difficult reading and study for tests. The peer tutors who work in the ASC are generally students who have a GPA of 3.50 or higher and good relationship skills.

The goal of the ASC is to help students improve their academic skills in general, not to help students improve a particular piece of writing. While not trained specifically in grammar, tutors work to identify consistent patterns of errors and help students to create strategies to avoid such errors in future. Tutors also help to identify inconsistencies of voice, problems with unity and coherence, difficulties with an argument’s progression, weak thesis statements, and a myriad of other trouble spots. Further, creative writers are encouraged to bring their creations to the ASC to receive feedback from peers who are trained to give honest, pertinent reactions.
Students are encouraged to make an appointment to guarantee a time to meet with a tutor. The appointment sign-up book is located at the reception desk in the Main Office. Students must sign their name under the name of a tutor, and one-hour appointments are recommended. Tutors write confidential reports of tutoring sessions, and these are considered in the academic review of a student’s progress.

Attendance at the ASC is mandatory for students on Academic Probation, with special needs, and ESL needs. The ASC Director determines the frequency of these regular appointments in the ASC and also offers special seminars each semester. The ASC tutoring service is free to every student at Master’s. Many students will find the ASC a useful service to help improve their academic skills while at Master’s.

**ARTICULATION AGREEMENT WITH TYNDALE UNIVERSITY COLLEGE**

Master’s College and Seminary and Tyndale University College has an articulation agreement whereby students from Master’s are able to transfer up to two years of credits towards the completion of a Bachelor of Arts degree at Tyndale University College. Certain conditions apply. Students are encouraged to contact the Registrar’s Office at Master’s for additional information.

**DOCUMENTS AND STUDENT FILES**

Documents submitted to Master’s become the property of Master’s College and Seminary. These documents may not be returned to the student or sent to other institutions or organizations. Furthermore they will not be shared with third parties unless written permission is provided by the student.

**USE OF D2L BY CAMPUS STUDENTS**

Each MCS course has a page on MCS’s D2L website. Students can access this page from the mcs.edu website using their assigned D2L username and password. The course page will have course resources (syllabus, handouts, etc.), allow students to view their grades, and will allow instructors to contact the class via group or individual emails. Students are expected to access the course D2L site for this information. Instructors may also request that students submit assignments electronically to the D2L course dropbox along with, or instead of, hardcopy. Assignment submission details will be provided in the course syllabi.
Appendix One

Student Concerns and Grievances Policy

PURPOSE OF POLICY
Though living in harmony is the preferred goal at Master’s, it is not uncommon for people living in community to have complaints or grievances towards each other. Though not limited to the following, a concern or grievance can refer to any person, event, condition, policy or practice which students believe treats them unfairly and/or causes them undue stress or anxiety. The primary aim of this policy is to ensure that students are able to deal appropriately with any complaints or grievances that they may encounter so that an appropriate resolution may be achieved. In seeking resolution to the concern or grievance, the student is expected to abide by the principles of Matthew 18 in confronting the issue. If the issue cannot be resolved through informal discussion with the individual concerned, then the student is encouraged to follow the procedures outlined below.

EXCEPTIONS TO POLICY
• If a complaint is brought against a faculty member/administrator who is a credential holder with The Pentecostal Assemblies of Canada or the Pentecostal Assemblies of Newfoundland and Labrador that would contravene the constitution and by-laws of the PAOC or the PAONL, this policy does not apply. The complaint will be submitted to the President who will notify the Chair of the Board of Governors for referral to the appropriate District Superintendent or in the case of the PAONL, the complaint will be referred to the Superintendent of the PAONL.

• All complaints from students that result from criminal charges will be referred to the appropriate legal authorities by the Director of Student Services since this policy does not apply in those cases. If the complaint involves possible criminal activity, the Director of Student Services, in consultation with the President, will determine if the complaint will be referred to the appropriate legal authorities.

CONFIDENTIALITY
Unless it is deemed appropriate by the Director of Student Services and the direct supervisor of the faculty or staff member, if one is involved, to inform others, only those individuals directly involved will have access to the concerns expressed by the student.

TIMELINES
To file a concern/grievance under the provisions of this policy, a student is encouraged to submit a Student Concern/Grievance Reporting Form as soon as possible after the incident. If concerns are filed more than 30 days after the incident, the Director of Student Services and the director supervisor of the faculty or staff member if one is involved, has the right to not proceed with the case. The student will receive a written response within ten business days of a decision being reached.

RECORD KEEPING
All forms, minutes and findings of this process will be maintained in the Student Services Office.
PROCEDURES FOR DEALING WITH STUDENT CONCERNS/GRIEVANCES

STEP 1:
If a student has an issue with an administrator, faculty, staff or another student, the student should initially have a discussion with that person. Many concerns can be resolved at this level. If it is an academic concern regarding grading in a course, the student may need to file an Academic Appeal Application Form. Students can check with the Director of Student Services if they are unsure as to how they should proceed with their concern.

STEP 2:
If after discussing the issue there is no suitable resolution, the student can file a formal complaint by submitting a Student Concern/Grievance Reporting Form, available from the Director of Student Services. Once completed, this form can be submitted to the Director of Student Services. If the Director of Student Services is the subject of the complaint, the form can be submitted to the President’s Office, who will then designate a person to act in the place of the Director of Student Services.

STEP 3:
The Director of Student Services will assign the Director of Student Development, along with an administrator, faculty or staff member, assuming that an administrator, faculty or staff member is the object of the complaint, to do the initial investigation of the concern/grievance. If the object of the complaint deals with administration, an administrator will assist with the investigation; if it deals with faculty, a faculty member will assist with the investigation; if it deals with staff, a staff member will assist with the investigation; if it deals with another student, the Director of Student Services may select another person (e.g. administrator, faculty or staff) to assist with the investigation. The administrator will be selected by the Director of Student Services and the faculty or staff member will be appointed by their direct supervisor. Within five business days of the Student Concern/Grievance Reporting Form being submitted, the investigators will meet with the complainant and the object of the complaint, if necessary, to explain the process that will be followed and also to offer mediation for the concern if the complaint deals with other individuals rather than a policy or event. If mediation is successful, the student will be asked to sign a statement indicating their agreement with the outcome. If mediation is not successful, the investigator(s) will pursue their investigation.

STEP 4:
A written report will be submitted to the Director of Student Services and, if necessary, the direct supervisor of the faculty or staff member who served as an investigator, within five days of the conclusion of the investigation. Within five days of receiving this report, they will meet with the student and, when necessary, the object of the complaint to explain their decision, as well as provide a written copy of their decision to both parties. Their written decision will include an explanation of the appeals process. Students who are not in agreement with the decision can submit an appeal to the President; students who are in agreement, will be asked to sign a statement to that effect, which will then end this process.

STEP 5:
If students choose to make an appeal, they must submit a written appeal to the President within five business days of receiving a written copy of the original decision. Along with the appeal, the student must submit a $25.00 fee, which will be reimbursed if the appeal is successful. All appropriate documentation will be provided to the President to determine the merits of the case. The President, at his or her discretion, will decide if anyone involved in the previous hearings will be interviewed. Within ten business days of receiving the appeal, the President will provide the student and the object of the complaint, if applicable, with a written copy of his or her decision. A copy of this decision will also be provided to the Director of Student Services and the direct supervisor of the faculty or staff member if they were involved in the investigation.

The decision of the President is binding and cannot be appealed further.
SEXUAL HARASSMENT POLICY
It is the policy of Master’s College and Seminary to strictly prohibit any conduct that constitutes sexual harassment and to discipline any employee or student guilty of such conduct. Sexual harassment is sinful. We believe that women and men are equal before God. Sexual harassment is a violation of the integrity of persons through unequal power relationships, and usually because of gender. Sexual harassment degrades persons. Jesus emphasised mutuality and respect in relationships. Harassment leads to alienation, fear and mistrust and is contrary to the spirit of the Gospel.

Definitions:
Sexual harassment means unwelcome sexual advances, requests for sexual favours, verbal expression or physical conduct of a sexual nature. While the following is not an exhaustive list, harassment may include:

- sexual assault, including rape;
- other unnecessary and unwelcome physical contact, such as touching, patting and pinching;
- indecent exposure;
- verbal abuse or threats;
- indiscreet jokes, innuendoes or taunting about a person’s body, attire or marital status;
- physical gestures and/or actions about a person’s gender, designed to create a climate of intimidation, hostility or mistrust;
- the intimidation of another through insinuation and/or unsolicited sexual advances, with implied or overt threats. This would interfere with an individual’s academic or professional performance or create a hostile or offensive work and/or study environment;
- the display of pornographic, or other offensive derogatory pictures and items;
- practical jokes directed at a person’s gender which cause awkwardness or embarrassment;
- leering or offensive gestures, and
- unwelcome or persistent letters, phone calls or uninvited pressure for dates.

Procedure:
An individual who believes that he or she has been subjected to sexual harassment should make it clear to the subject of the complaint that the behaviour is offensive. If the behaviour continues, he or she is encouraged to report the situation in the following manner.

Step One - Informal Resolution
A person bringing a complaint of sexual harassment may first approach the Director of Student Services, or another member of the Lead Team. Their duty is to provide care and support to those persons involved. The above personnel may, with the consent of both parties, arrange a meeting or mediate between the complainant and the subject of the complaint. The purpose of this would be to facilitate open communication or mediation between the two parties on the matter in the hope of finding a satisfactory resolution. The complainant may proceed any time with the laying of a formal complaint.

Step Two - Formal Complaint
Credentialed Employees
Once a formal written complaint against a credentialed employee has been submitted, the Director of Student Services will inform the student that the complaint should be referred to the appropriate District Superintendent.
The action then shall follow the requirements of the General Constitution and Bylaws of the Pentecostal Assemblies of Canada.

Students
Once a formal written complaint against a student has been submitted to a staff or faculty member, the Student Development Committee shall be called upon by the administrator to investigate/mediate the situation. The Student Development Committee shall conduct a formal investigation as follows:

1. The Committee shall examine the written statement of the complainant that shall provide details of the time, circumstances and place of occurrence;

2. The Committee shall make informal inquiries of the complainant and the subject of the complaint, explain procedures, and attempt to mediate or conciliate the complaint;

3. If a satisfactory solution cannot be achieved then the matter shall be referred to the Student Accountability Committee who shall review the complaint and come to a final resolution of the complaint.

The Student Development Committee shall provide the Student Accountability Committee with copies of the complaint, any investigation report, any written materials received from the complainant and the person subject to the complaint, and any other relevant documentation received by the Student Development Committee. The Student Accountability Committee may request any additional information it may deem necessary and the Student Development Committee shall attempt to provide that information.

1. All submissions and reports from the Student Development Committee to the Student Accountability Committee would be made available to both the complainant and the person who is subject to the complaint. Each party shall be entitled to comment in writing, or, in the absolute discretion of the Student Accountability Committee, an interview. On its own initiative that Committee may interview parties and request written or oral submissions. The Committee shall make a decision on the complaint and shall notify the Dean and the parties of its decision immediately. The decision will include, where appropriate, the imposition of sanctions.

2. Any sanctions imposed by or other action taken by the Student Accountability Committee will follow those indicated in the Disciplinary Procedures as described in the Student Development Guidelines.

3. Students shall have the right of appeal. Such an appeal must be made in writing to the Dean within 30 days following the decision of the Student Accountability Committee. The College Dean or Delegate, may in absolute discretion, suspend or alter the operation of any sanctions imposed by the Committee pending the finalization of the appeal.

4. No record of the decision is to appear in the file of an individual until the appeal has been finalized.
Non-Credentialed Employees

Once a formal written complaint against an employee has been submitted to the appropriate College administrator, the President or designate shall be called upon to investigate/mediate the situation. The President may see fit to refer the matter to the Lead Team.

The President or designate shall conduct a formal investigation as follows:

1. The President shall examine the written statement of the complainant that shall provide details of the time, circumstances and place of occurrence.

2. The President shall make informal inquiries of the complainant and the subject of the complaint, explain procedures, and attempt to mediate or conciliate the complaint.

3. If a satisfactory solution cannot be achieved then the President shall refer the matter to the Lead Team for a formal hearing.

4. All submissions and reports from the President to the Lead Team would be made available for viewing in the meeting to both the complainant and the person who is subject to the complaint and opportunity given for those individuals to respond.

5. All sanctions that result from the decision of the Lead Team must be consistent with the disciplinary and grievance procedures established under Master’s employment agreements, personnel policies or regulations, or any other documents that governs the individual’s relationship to Master’s.

6. If an appeal is desired, such an appeal must be made in writing to the chair of the Board of Governors through the College Dean within 30 days following the decision of the Lead Team.

7. No record of the decision is to appear in the file of an individual until the final date of appeal application has ended.

NOTE:

A complainant may have a right to file a complaint with the Ontario Human Rights Commission if so desired. In cases where the nature of the sexual harassment violates the Criminal Code of Canada the complainant should contact police, requesting that a criminal charge be brought against the alleged offender.
SOCIAL NETWORKING POLICY

1. Definition of Social Networking Activity
At Master’s College and Seminary (MCS) social networking activity is defined as activity and/or behaviour and/or communication in any shape or form through social networking sites, mobile texting and messaging, email, other instant messaging vehicles, online communication services, and Listservs. Social networking sites include but are not limited to Facebook, Twitter, Youtube, Tumblr, Linkedin, Skype, Blogs and Learning Management Systems.

2. Identification of Institutional Objectives in using Social Networking
a. External Communication
   The goal of MCS is to use social networking for the purpose of promoting, recruiting and communicating institutional events and information for the advancement of the institution’s relationship with the general public.

   All official external communication on behalf of MCS is approved by the Director of Communications or their designate.

b. Internal Communication
   Social networking may be used by faculty and staff for the purpose of instruction and/or class communication with students of MCS. Students employed by MCS or recognized student leadership may also use social networking to assemble and communicate with the student body.

3. General Guidelines for Social Networking at MCS
MCS acknowledges that communication does extend beyond face to face interaction and meaningful relationships can be fostered using the help of technology. Given this reality, the following are guidelines to help ensure healthy interaction:
   • Maintain the standard of expectations outlined in Faculty, Staff and Student moral conduct codes and handbooks.
   • Do not misrepresent yourself or any one else through social networking. This includes but is not limited to: taking statements made by others out of context; posting statements on sites owned by others; impersonating someone else; hacking other’s computers and phones; or the taking on of an alias.
   • Refrain from behaviour that demeans /embarrasses others through either text and photo communication.
   • Do not engage in any behaviour that is deemed to bully, harass or extort another as determined by the institution.
   • Refrain from any marketing or business activity directed toward, targeting and or soliciting members of the institution.
   • Be sensitive to the amount of time spent on social networks while under the employ of MCS unless such activity is commissioned on behalf of the communications department.

4. Disciplinary Action
Any infringement of the above guidelines will result in the individual being disciplined through the procedures outlined in the student, faculty and staff handbooks.
Counselling Confidentiality Policy

1. Students who initiate a formal counselling relationship with any member of Master’s Faculty/Administration must generally have that confidentiality protected. In such cases, a written “Release of Information” statement is required to be signed by a student before any information is shared beyond the counselling office.

2. Confidentiality would still be maintained when students voluntarily reveal recent past or present immoral behaviour which otherwise could result in suspension or termination as defined in the Student Development Guidelines.

3. Confidentiality will not be maintained in the following circumstances:
   a) Pregnancy outside of marriage, which must be reported to the Director of Student Development even if one of the parties involved is not a student.
   b) When the confessed behaviour continues once counselling has begun, in which case, the counsellor retains the option of reporting such behaviour to the Director of Student Development for disciplinary action.
   c) Cases in which current or pending disciplinary action is already initiated (e.g. due to reports by a third party). A student is not protected by counselling/confidentiality should a student subsequently seek counselling regarding that situation.
   d) Any confessed personal criminal activity. Such activity will be reported to the appropriate community authority, through the Director of Student Development.

4. All faculty and administrative personnel who act in a formal counselling role will keep an accurate summary record of each interview.
Appendix Five

Student Information Technology Acceptable Use Policy and Procedures
Master’s College and Seminary (MCS) provide computer services in the form of dedicated desktop PC’s and printing resources in the library (known as the Student Computer Lab). The Village on Argyle (TVOA) provides students with wireless Internet access throughout the campus facility, providing the student submits the TVOA Wireless Internet Guidelines and MAC Address Registration Form to TVOA.

Internet Access & Use
Access to the Internet allows the exploration of thousands of electronic resources worldwide. Email allows the exchange of messages with computer users worldwide. Students are warned that some materials accessible on the Internet may contain items that are inaccurate, defamatory, illegal, or offensive. While it is our intent to make the Internet available for research and to promote educational objectives, there is the potential of gaining access to other materials as well. Therefore it is the responsibility of the individual student to use the network resources in a manner that is consistent with the mission, codes of conduct and policies of Master’s College and Seminary and conducive to one’s Christian testimony.

Rules for Internet Access
1. Transmission of any material in violation of local, provincial, or federal law is prohibited. This includes, but is not limited to: copyrighted materials (including digital music/movie content); discriminatory, harassing, derogatory, defamatory, threatening or obscene materials; and materials that contravene trade secrets. Disciplinary action will be taken for users found in breach of this policy.

2. Transmission or downloading of pornographic or sexually inappropriate materials is prohibited. Disciplinary action will be taken for any user’s found in breach of this policy.

3. The use of peer-to-peer file sharing software (i.e. Limewire, Gnutella, etc.) is strictly prohibited.

4. The security and integrity of MCS/TVOA Learning Management System (D2L) resources shall not be compromised by users. Any user that opens up the network to outside influence will have their network/Internet access revoked. Use of the network in a manner that would disrupt the use of the network by others is prohibited. This includes, but is not limited to, sending mass e-mail messages, attempting to infect the system with a computer virus, attempting to “crash the system”, intentionally wasting network resources, or annoying other users in any fashion. Any user’s found doing so will have their network access revoked.

5. Be polite. Do not write or send threatening, harassing, or abusive messages to others. Use appropriate language. Use of obscene or degrading language is prohibited. Communication with staff and faculty should take on a professional tone to enhance the learning experience. The casual nature of communication commonly used in texting and social media such as emotives, acronyms, jargon, and texting images should be avoided.

6. The use of MCS/D2L networks is not guaranteed to be private.

7. The addition of unauthorized networking hardware (defined as hubs, switches, routers, access points) is strictly prohibited. If any such device is discovered, the user will face disciplinary action, their network access revoked, and the device will be confiscated.

45.
8. Any user participating in hacking or cracking activities, including user accounts, computer systems, copyrighted software, or websites will have their network access revoked. Users attempting to access secure files on the MCS network will face disciplinary action and will have their network access revoked.

9. User’s found vandalising MCS/D2L information technology resources will face disciplinary action and will have their network access revoked.

10. Using any network access credentials other than your own is prohibited. Allowing another user to use your network access credentials is prohibited. Do not share your network access credentials with others.

11. Use of the network to facilitate plagiarism is prohibited. No user shall misrepresent another person’s work as their own, or allow their work to be misrepresented as belonging to someone else. It is understood that access to IT resources at MCS/TVOA is a privilege, not a right. Failure to abide by the rules could result in the revocation of access privileges, disciplinary action, or legal action, as deemed appropriate.

12. MCS/TVOA reserves the right to unrestricted access of the user’s computer for inspection and evaluation to determine if any of the above policies have been breached. MCS/TVOA will generally follow a reasonable suspicion policy on inspections.

Procedures for use of computers in the Student Computer Lab:
The Student Computer Lab in the library is available to MCS students only. Computers in the Lab environment are not to be used for games, social networking [as defined in MCS social networking policy], or other purposes which are contrary to MCS’ guidelines. Computer use priority will be given to those doing research directly related to school assignments.

The Student Computer Lab in the library is resourced with four (4) Windows PC’s for student use. These PC’s are configured as standalone kiosk units without authentication requirements. The available software toolset includes Microsoft Office applications and an Internet Explorer browser. Email and storage services on the MCS network are not available. Students are encouraged to use free online email and storage service providers (i.e. Google, Yahoo, MSN, etc.). The Student Computer Lab computers are automatically rebooted and reset each night so any user data left on the machines by students will be deleted at end of day. Student printing to the HP LaserJet 4250 printer is available for a nominal cost. Please see the library staff for details.

Procedures for Wireless Internet Access by students with their own computers:
Wireless Internet Access is available to students with suitably equipped/configured PC’s in the main lobby, the student dorms, and the student lounge and library areas of the MCS campus. The Village on Argyle (TVOA) provides wireless network service to all residents on campus and is responsible for wireless network service administration and support. The wireless network is supported by its own Internet connection to the campus. Wireless Internet service performance is subject to many factors. Bandwidth available to each wireless access point (WAP) will vary depending on the number of users connected to each WAP. User distance from the WAP, objects (i.e. walls) shielding the WAP point, signal interference, quality of user equipment, and other factors may also impact performance. Applications that generate high network traffic do not work well on wireless networks and negatively impact performance for everyone connected to the same access point. In addition, wireless networks are highly sensitive to overlapping frequencies and can present a risk to the integrity and security of your data. To promote efficient and secure wireless network access, MCS and TVOA maintain strict standards for the deployment of wireless devices in the campus facility.
Restrictions:

• Wireless Internet access is for Internet access only. Printing to the student computer lab printer via wireless connectivity is not available at this time.

• Broadcast frequencies used by the wireless network are monitored on MCS premises - devices that generate interference with the MCS/TVOA wireless networks may be subject to restriction or removal.

• Use of the TVOA wireless network is subject to the general rules/restrictions of the MCS Student AUP

Limited Support:

• The wireless network’s maximum data speed is significantly lower than a typical wired network.

• Performance varies and cannot be guaranteed.

• Devices connecting to the wireless network must be capable of meeting minimum security standards, as defined by MCS/TVOA. Some older devices may not meet these standards and will not be supported on the wireless network.

• All wireless Internet issues / support inquiries should be directed to Mark Haug (TVOA Facilities Manager). Should you need immediate assistance due to loss of wireless access, you can contact Mark directly by visiting the TVOA Office or texting Mark at 1-705-313-6413.

info@mcs.edu

MASTER’S COLLEGE & SEMINARY

@mastersPTBO

www.youtube.com/mcsnews

www.mcs.edu

1-800-295-6368