



ACADEMIC MANUAL

2024-2025



COLUMBIA
BIBLE COLLEGE

ACADEMIC MANUAL INDEX

GUIDING PHILOSOPHY

Columbia’s Mission	2
Columbia’s Core Values	2
Educational Goals	2

GENERAL ACADEMIC INFORMATION

Line of Communication.....	3
Academic Advising	3
Academic Support.....	3
Academic Load.....	4
English Language Proficiency	4
Inclusive Language	4
Course Levels	5
Attendance Policy	5
Student Workload Policy.....	9
Assignments	9
Late and Extended Assignment Policy	10
Examinations.....	11
Incomplete Grade Policy	12
Grading Standards	13
Academic Integrity.....	13

Transcripts	17
Freedom of Information and Protection of Privacy	17

COURSE TYPES AND ACADEMIC POLICIES

Online Course Policy.....	18
Directed Studies	18
Auditing Courses.....	19
Integrated Learning.....	20
Prior Life Experience for Service Learning.....	21
Transfer Credits	21
Academic Majors & Minors.....	23
Grade Appeal Policy.....	24
Withdrawal from Courses.....	24
Refund Policy for Voluntary Withdrawal or Dismissal	25
Graduation Requirements	26
Academic Achievement.....	26
Participation in Commencement Policy	27
Affirmation of Candidates for BA Graduation, Selection of Graduation Awards and Selection of Valedictorian	28
Academic Probation/Dismissal	29
Student Due Process.....	31

GUIDING PHILOSOPHY

COLUMBIA'S MISSION

To equip people for a life of discipleship, ministry, and leadership in service to the church and community.

COLUMBIA'S CORE VALUES

FOLLOWING JESUS WHOLEHEARTEDLY

- We worship Jesus Christ as the one true King and seek to model a life that embodies his transforming work in the world.
- Hebrews 12:1-3

PURSUING THE TRUTH WITH HUMILITY

- We are curious and courageous, seeking truth, building trust, and bearing witness to what we believe by the power of the Holy Spirit.
- Matthew 7:7-8

CARING FOR THE GOOD AND GROWTH OF ONE ANOTHER

- We believe people matter because they are created in the image of God. We invest in relationships, pursue growth, and seek to cultivate a Christ-centered community.
- 1 Peter 4:8-11

DOING TOGETHER WHAT NEEDS TO BE DONE

- We commit to and engage in God's holistic mission to reconcile all things to himself; together we lean in, and together we serve.
- Colossians 3:23-24

EDUCATIONAL GOALS

Spiritual and Character Formation

To foster students' spiritual and character formation toward knowledgeable, biblical character.

Students will demonstrate knowledge of Scripture, both the Old and New Testaments, and learn to properly interpret its message for life; Christian theology, especially evangelical Anabaptism, and ethical frameworks in order to deal with the wide variety of issues they face in today's world.

Students will exhibit spiritual self-care patterns as well as a lifestyle consistent with Christian values.

Intellectual Development

To equip students' intellectual development in the domains of knowledge, critical thinking, and ability to interact with a variety of viewpoints.

Students will demonstrate knowledge of the best in the world's classics and general studies, integrate such knowledge with a Biblical worldview, as well as the framework of information literacy.

Students will show ability to do critical thinking as well as interact respectfully with persons who may hold varying perspectives.

Preparation for Ministry

To prepare students for competent service and ministry in the church and in the world as shaped by their field of studies.

Students will demonstrate knowledge of the concepts and literature related to their major.

Students will show commitment to God's mission in the world as well as value a servant-leader philosophy of leadership and ministry.

Students will exhibit competence in the key ministry skills related to their major.

GENERAL ACADEMIC INFORMATION

LINE OF COMMUNICATION

Columbia communicates with students in several ways:

1. **Columbia email addresses** are provided to all students, and this is the primary means for all official Columbia communication. Email addresses will be provided to students by the beginning of their first class at Columbia and will remain active until one year following their exit from the College (either through graduation, withdrawal, or other means).
2. **Microsoft Teams** is Columbia's official Learning Management System (LMS). The chat function within this platform is a highly convenient way for students, faculty, and staff to communicate with one another based on classes, committees and other group activities. This is a useful tool for less formal matters, particularly around class-related details and other day-to-day communication.
3. The **Columbia Website** is the primary resource for all college-related information and resources and policies as well as emergency updates.
4. The **Student Portal** is an individualized resource for all student information around enrollments, course grades, program progression and unofficial transcripts.
5. **Ground mail** will be used for delivery of all formal documents (e.g. certificates of graduation). These will be delivered to the home address on the student's file.

Students are responsible to check their Columbia-provided email account regularly and are accountable for all communication contained therein. They are also responsible to be familiar with Microsoft Teams and monitor related communication.

ACADEMIC ADVISING

The Registrar, Assistant Registrar, Executive Assistant for Academics, and Program Directors are all available for Academic Advising. *However, it is the student's responsibility to be aware of the requirements of their program.* Program requirements for each major are listed on the college website (columbiabc.edu) under the specific program. The goal of academic advising at CBC is to give students clear, concise information on the best way to achieve their academic goals. To this end, students are invited to "drop-in" and discuss both the success and stresses of college life.

ACADEMIC SUPPORT

The Academic Support Office seeks to equip students for academic success by creating an open, friendly place for students to learn Columbia's academic expectations, discuss learning challenges, and receive help so that students can be confident and efficient in their work. Academic Support Advisors function as a connecting point for students looking to access academic resources, including academic skills training, academic accommodations, and access equity advocacy.

Hours of availability will be posted on the Academic Support page of the Columbia website. The office is located in the library.

ACADEMIC LOAD

see *ED.013 Defining Academic Load Policy*

While some individual flexibility is assumed, students will be advised to aim at an average of 15.5 credit hours/semester in order to complete the program requirements in the prescribed time frame (i.e. one year for a certificate, two years for a diploma and four years for a BA or BAPT). However, a student is considered a “full-time student” when taking 12 or more credit hours per semester. A student is considered a “part-time student” when taking less than 12 credit hours per semester. Students on Academic Probation may be restricted to 12 credits/semester.

ENGLISH LANGUAGE PROFICIENCY

see *AM.708 English Language Proficiency (ELP) Entrance Requirements Policy*

In order to be accepted as a student of Columbia, proof of English language proficiency is required from all international students with the exception of natives of Australia, Ireland, New Zealand, Jamaica or the United Kingdom, or students who attended an English accredited international school.

Students not fulfilling the above must arrange to be tested by an approved TOEFL or IELTS agency in their country. Students should do this at least two (2) months prior to the beginning of the semester at Columbia Bible College. This will allow time for the results to be returned to Columbia. Acceptance at Columbia will be dependent on receiving these test scores.

A foreign student, who did not graduate from either secondary or post-secondary institution in the United Kingdom, The Republic of Ireland, Australia, New Zealand, Jamaica, or an English accredited international school, must have a minimum score of 550 for the paper based TOEFL or 213 for the computer based TOEFL or

79 for the internet-based TOEFL or an IELTS score of 6.5 (Academic Module).

The requirement for TOEFL or IELTS test results may be waived if the applicant has met the following conditions:

- ♦ The applicant has completed three or more years of study at either a secondary or post-secondary institution where English is the primary language of instruction and evaluation.
- ♦ The applicant has successfully graduated from a North American high school and successfully completed ENG 12 (or its equivalent in any other province/state) with a final grade of 65% or higher.
- ♦ The applicant has studied for at least one year at an accredited North American post-secondary institution and successfully completed an English Literature, Composition or Writing for College course (or its equivalent) with a final grade of 65% or higher.

The Admissions Committee may also evaluate English proficiency on an individual basis by requiring that the applicant write an entrance examination.

INCLUSIVE LANGUAGE

see *ED.011 Inclusive Language Policy*

We are committed to the use of inclusive language at Columbia. We are aware that some patterns of language, which were once commonly accepted, now are experienced by some as excluding or alienating them. As a result, we at Columbia commit ourselves in the classroom, in written materials, in chapels and in other gatherings to use language that reflects equal respect for both women and men.

Jesus in His ministry modelled sensitivity and respect for both men and women. He did this

while going against the cultural expectations of his day. His goal was to create a new community of believers where family relationships of “brother” and “sister” could be found. In this same way, as disciples of Jesus, we are committed to respecting all participants in our community equally.

The following are illustrative of how to achieve inclusive language:

To use the gender neutral and gender inclusive terms as: “he or she”, “one”, “they” instead of the generic “he”, and “humanity” or “women and men” instead of “man.”

To avoid expressions or jokes which stereotype an occupation or capability according to gender.

To avoid words which may be demeaning such as referring to women as “girls” rather than women, or referring to a mixed audience as “guys.”

To use anecdotes and illustrations which alternate between men and women and which reinforces equality and mutual respect.

Another dimension on inclusiveness is that of denominations. Students at Columbia come from a number of denominations. We cannot count on references to one denomination including the majority of students, so we request that we take a fairly inclusive denominational mindset.

COURSE LEVELS

Generally, the course numbers (e.g. 100, 200, etc.) indicate that these are designed for students in that year of studies. However, first year students who have been out of high school for three years or more, or those who have had advanced studies in post-secondary institutions, may enroll in some 200 Level courses in consultation with the Registrar.

ATTENDANCE

see ED.009 Attendance Policy

Student class attendance and participation is an important element in effective learning. As a result, Columbia desires that students attend all classes for which they are enrolled. Because perfect attendance is not always possible, an attendance policy dealing with absenteeism is necessary.

POLICY

In order to gain credit for a course, Students must attend at least 75% of the class sessions. Because of Columbia’s commitment to student learning and because the government requires documentation of attendance for students receiving student loans, Instructors are expected to take attendance for every class. Please see the section on Service Practicum Course Attendance Requirements for attendance information specific to Service Practicum.

The College recognizes two types of absences, excused and unexcused. Excused absences are linked with illness and accident or College sanctioned functions. Unexcused absences are any other absences.

Unexcused Absences

Every unexcused absence incurs a grade penalty, and Students can accumulate up to a maximum of 4 unexcused absences in a 3 credit hour course, or 2 in a 1 credit hour course. Each Instructor determines the grade penalty but it will likely be in the range of 1-2% final grade deduction per absence.

Excused Absences for Personal Reasons

Students are eligible for a maximum of two excused absences per 3 credit hour course under the following two conditions:

1. That there is an acceptable reason for the absence. Reasons for an absence to be considered excused might include illness, accident, family emergency, immovable medical appointment, etc. Unacceptable reasons would include sleeping through an alarm, writing a term paper, going on a holiday, etc. Instructors are free to use their discernment to determine whether or not an absence is excusable.
2. That the student contact the Instructor via e-mail or Teams telephone on the day of the missed class. When this is not possible due to extenuating circumstances (i.e. hospitalization), the student must contact the Instructor as soon as possible or appoint someone to contact the Instructor on their behalf.

In a three credit hour course Instructors are to grant no more than 2 excused absences for personal reasons. In a 1 credit course instructors are to grant no more than one excused absence.

Excused Absences for College Sanctioned Functions

College sanctioned functions include Columbia Sports Team games, Columbia Ministry/Service Team engagements, or Registrar approved course field trips. They do not include internship commitments or course conflicts as students are expected to appropriately manage their schedules when they register for a semester.

Any college event that requires students to miss a class must be approved by the Registrar's Office. The Registrar's Office should be informed as soon as a conflict between an engagement and a class becomes evident and the number of these

conflicts should be minimized if at all possible. The Athletics Director or Ministry Team Leader must contact the instructor no later than one week prior to a trip and students must confirm their planned absence with the Instructor no later than 48 hours prior to the engagement.

Excused absences for College sanctioned functions may increase the maximum number excused absences allowed but will respectively reduce the number of unexcused absences allowed (i.e. a student with six excused absences has reached the maximum absences allowable in a course and will be withdrawn from the course after two more absences).

There is no grade impact for excused absences. Absences caused by illness beyond the allowed number per course would normally be considered unexcused. In cases of extended illness, students should contact the Academic Support Coordinator and apply for a temporary accommodation.

Maximum Excused Personal Absences Allowed

Credits	Personal Absences
3 (2x75 min blocks/week)	2
1	1

Maximum Excused College Sanctioned Absences Allowed

Credits	College Sanctioned Absences*		
		Maximum – 100%	Withdrawn – 150%
3 (2 x 75 min blocks /week)	2 (total of 4)	4 (total of 6)	6 (total of 8)
1	1 (total of 2)	2 (total of 3)	3 (total of 4)

**every College Sanctioned excused absence proportionally reduces the maximum number of unexcused absences.*

Maximum Unexcused Absences Allowed

Credits	Unexcused Absences*		
	Warning – 50%	Maximum – 100%	Withdrawn – 150%
3 (2 x 75 min blocks / week)	2	4	6
1	1	2	3

**every unexcused absence proportionally reduces the maximum number of College Sanctioned excused absences.*

Instructors may specify a tighter class attendance policy for unexcused absences if they deem it crucial to the course. This must be included in the syllabus and be explained verbally to the class.

Consequence Sequence for Unexcused Absences

At the 50% mark, students receive notification from the Registrar’s Office indicating:

- ♦ Students should consult with their instructor if there are concerns or corrections regarding their attendance record.
- ♦ The impact of unexcused absences on the grades for the current course including the results of additional unexcused absences.
- ♦ The need to maintain the minimum semester/cumulative GPA for continuation at the College.
- ♦ Encouragement to seek assistance from the Academic Support Coordinator to help develop academic skills (e.g. time management, reading, etc.).

At the 100% mark, students are placed on Academic Alert (which identifies students who may be academically at risk) and once again receive notification from the Registrar’s Office indicating:

- ♦ Students should consult with their instructor if there are concerns or corrections regarding their attendance record.
- ♦ The consequences of continued class absences will impact the student’s grade for the course.
- ♦ Potential withdrawal from the course should the student reach 150% of the allowable number of absences (6 in a 3 credit course).
- ♦ The need to maintain the minimum semester/cumulative GPA for continuation at the College.

At 150% of the allowable unexcused absences for a course, students are notified that they are in danger of being withdrawn from the course with a “Withdrawn Failing” grade. Students are given a week to contact the Registrar in order to clarify errors in attendance keeping or explain

extenuating circumstances. Failure to contact the Registrar within a week results in automatic withdrawal from the course with a final grade of "Withdrawn Failing"

At the conclusion of the semester a student's GPA is evaluated and it is determined whether they will move from Academic Alert to Academic Probation or be taken off of Academic Alert.

Service Practicum Course Attendance Requirements

The whole purpose of Service Practicum is participation in serving others; therefore attendance is VERY important and expectations for attendance are higher than other classes. Organizations are counting on volunteers to run their programs, and therefore Service Practicum students are expected to have perfect attendance. As a result, students will be allowed only 1 excused absence per semester; any absences beyond this will receive a grade reduction. If a student is unable to attend their practicum, they should contact their practicum supervisor in advance. Students with three or more absences will be withdrawn from the course. Each semester students are expected to commit to 10 (SP 1) or 12 (SP 2-4) weekly sessions of a minimum of 2 hours. In order to receive marks for attendance, students must submit the mid-term and final online attendance forms. Students should not take a placement which conflicts with other commitments such as sports or ministry teams.

PROCEDURES

For regularly scheduled weekly classes Instructors are to record attendance through the Faculty Portal at least on a weekly basis for each class. For modular classes instructors should e-mail the Assistant Registrar with any excessive absences (beyond 25% of the class).

Dealing with Excused Absence Requests:

Upon receipt of notification from a student regarding an absence, Instructors will record an excused absence (provided that the reason and timing of request are within policy). This should be done for the first two requests for an excused absence in a three credit hour class. After the first two requests for excused absences, all absences are to be treated as unexcused except in the case of excused absences for College sanctioned functions (see above).

There is no grade impact for excused absences. Absences caused by illness beyond the allowed number per course would normally be considered unexcused. In cases of extended illness students should contact the Academic Support Coordinator and apply for a temporary accommodation.

Audit Attendance

(as per ED.002 Course Audit Policy)

Instructors are expected to track the attendance of auditors. Eight absences in a three-hour course will result in a final grade of "WAU" signifying a withdrawal from an audit. There is no distinction between excused and unexcused absences for auditors.

Block Classes

Attendance is to be taken twice in a three-hour block class. Once at the beginning of the class and once after the mid-class break. A student missing a full block will have two absences recorded.

REMOTE ATTENDANCE

Remote attendance (attending a class session remotely through MS Teams) is made available in instances of sickness or extenuating circumstances approved by the instructor. Remote attendance is not considered an absence. To be eligible for remote attendance, students submit a request to their instructor at least 15 minutes prior to the start of class.

STUDENT WORKLOAD POLICY

see ED.016 Student Workload Policy

The student workload per credit hour policy seeks to standardize student workload for each course offered at Columbia Bible College.

A credit hour is one hour (50 minutes) of classroom or direct faculty instruction and two hours (120 minutes) of out of class work for each week of a semester (approximately fourteen).

For a standard three credit hour course, the expected student workload is three hours of class time plus six hours of work outside of class. Based on a 14-week semester, the three credit hour course will require approximately 126 hours of time investment. A full time student (15 credit hours) should thus expect to invest approximately 45 hours per week in their studies.

Credit hours completed in *first, second, third, and fourth* years of study have increasing expectations for students. While this increase is primarily in the expected and assessed *level of academic engagement*, there will also, at times, be an increase in workload hours in order to achieve the necessary levels of engagement. The policy thus accepts a 15% variance in workload requirements across all courses at Columbia. This results in a standard of 126 (+/-19) hours of work for all three credit hour courses.

The policy assumes that course content can be mastered at an average level (B) by an average student in an established number of instructional and study hours. Because most Columbia classes assess mastery of material with letter grades rather than pass/fail, it should be assumed that students who desire to master the material at an A level will typically need to commit to more hours of study.

ASSIGNMENTS

High standards

High Standards of work are expected in all assignments. All written work must be typed, saved as a .docx or .pdf file, and submitted via MS Teams (or printed on a printer if specified in the course syllabus). Assignments should conform to the CBC Term Paper Guide.

Written assignments

Written Assignments (essay, term paper, book report/review, etc.) may not be used for more than one class without the consent of both instructors involved.

Return of Papers

Instructors will either return papers directly through MS Teams, or in situations of a paper copy, to the students in class, have students pick up papers directly from them in their offices, or provide feedback for student work in an alternate manner (i.e. via email or the student portal or Teams). In order to assure privacy, instructors will not leave papers on desks in the classroom for students to rummage through and they will not leave papers in boxes in front of office doors for students to pick up.

LATE AND EXTENDED ASSIGNMENT POLICY

see ED.022 Late or Extended Assignment Policy

Columbia's Late and Extended Assignment Policy seeks to encourage the development of time management skills and encourage students to meet course objectives by completing their assignments. Its guidelines are intended to support instructors in their decisions about balancing their teaching workload and their desire for students to be academically successful. While, ideally, students should submit all assignments on time, this policy acknowledges the reality and complexity of students' personal and academic circumstances during the course of their studies.

Late Assignments:

All assignments are due at the beginning of class on the due date (unless otherwise stated on the syllabus). Papers submitted on the due date but after the beginning of class without an extension will be reduced 5%, with an additional 5% lost for each successive 24-hour period (including the weekend) the paper is late, up to seven days or one week (maximum 35% of the assignment).

Papers submitted more than one week late, without an instructor approved extension, will not be accepted for grading. The only exception to this is if there are extenuating circumstances (see definition below) and the request is discussed with the instructor within seven days of the due date. During this discussion, the instructor will determine the latest date that the assignment will be accepted and the late penalties which will apply (this may exceed the usual maximum of 35%). There should be a written record of the late submission agreement (e.g. via email or using a late submission agreement form).

Examples:

- ♦ If a paper is due at 9:00 a.m. on Wednesday, it will receive:
- ♦ 5% penalty if it is turned in at 11:00 a.m. on Wednesday.
- ♦ 5% penalty if it is turned in at 8:00 a.m. on Thursday.
- ♦ 10% penalty if it is turned in at 9:01 a.m. on Thursday.
- ♦ 25% penalty if it is turned in at 8:00 a.m. on Monday.
- ♦ 30% penalty if it is turned in at 11:00 a.m. on Monday.
- ♦ 35% penalty if it is turned in at 8:59 a.m. on the next Wednesday.

A paper will not be accepted for grading after 9:00 on the next Wednesday unless a late submission arrangement has been made with the instructor before this time.

If a student receives 80/100, with a 25% deduction for lateness, they would receive 60/100 as their final mark on the assignment.

Due to the nature of some classes and assignments, instructors have the right to refuse late assignments or increase conditions and penalties on late assignments, which will be detailed in the course syllabus.

Extensions

Extensions are special allowances for students to submit assignments after the in class due date without any grade penalty. Extensions are intended for extenuating circumstances (see definition below) that will prevent an assignment to be submitted by its in class due date. Extension requests must be made a minimum of 48 hours prior to the assignment due date.

Instructors may use their discretion when determining whether to grant extensions. Conditions may be included in the terms of the

extension; for example, an instructor may require the student to meet with Academic Support for help completing the assignment or require the students to submit an outline of the assignment by the in class due date.

Time Limitations on Late or Extended Assignments

Papers may not be extended nor submitted late beyond the last day of classes in a semester (prior to exam week). Any assignments to be submitted after this date would fall under the Incomplete Grade Policy and must be approved by the Registrar's office.

Definitions

Extenuating Circumstances are circumstances beyond a student's control and prediction. Examples of extenuating circumstances might include an extended illness, accident, or family emergency. Multiple assignments due at the same time in different courses, vacations, family events, or other circumstances related to poor time management do not constitute extenuating circumstances.

EXAMINATIONS

see ED.001 Final Exam Change Policy

Examinations at Columbia are important components in the overall learning process and in achieving the learning objectives of a course. It is expected that students will be present to write the examination during the class time scheduled in their syllabus or in the case of Final Exams according to the schedule created by the Academic Department. Exams can be rescheduled away from these times without academic penalty in the following circumstances:

Personal Hardship:

If a student experiences significant personal hardship (e.g., a sudden severe illness, conflict with an unchangeable surgery, death in the immediate family, or car accident), the exam may be rescheduled. Personal Hardship does not include moving exams to accommodate family vacation plans, weddings, vehicle breakdown, missing a bus, or sleeping through an alarm.

Final Exam Academic Hardship:

If a student has more than two full exams (2 hours each) scheduled for the same day, any extra exams can be rescheduled but need to be completed within the Final Exam period.

Missed Exams for Other Reasons:

If a student misses an exam for a reason other than Personal Hardship or Academic Hardship, the instructor has the freedom to refuse or to allow a rescheduling of the exam with academic penalty following one of these guidelines:

- ◆ For exams rescheduled with at least seven days advanced notice given - if provision is made for the student to reschedule the exam then the penalty will be between 10% & 25% reduction of their exam mark.
- ◆ Exams rescheduled with less than seven days notice or no advanced notice given - if provision is made for the student to reschedule the exam then the penalty will be between 25% & 50% reduction of their exam mark. Permission to reschedule must be requested no later than 24 hours after missing the regularly scheduled exam.

PROCEDURES:

Absence for a Regular Class Exam:

Students are expected to notify their instructor as early as possible and no later than 24 hours after missing an examination with an explanation for their absence. The instructor will assess whether the absence is considered Personal Hardship without academic penalty (verification may be required) or whether it does not fit this category and thus will receive academic penalty. Under normal circumstances, the examination will be rescheduled at the earliest possible time.

Absence for a Final Exam:

1. Academic Hardship: The student is expected to complete the Examination Reschedule Form and submit it to the Executive Assistant for Academics for approval at least 7 days prior to the regularly scheduled exam date. The Executive Assistant for Academics will consult with the instructor in rescheduling the exam. The Academics office notifies the student and makes arrangements for the writing of the exam.
2. Personal Hardship: The student will need to complete the Examination Reschedule Form as early as possible and no later than 24 hours after missing the regularly scheduled final exam and submit it to the Registrar for approval. The student will need to provide appropriate verification of the hardship (e.g., doctor's note, ICBC report, etc.). In cases of personal hardship the examination will be rescheduled if possible, and if not, other arrangements will be made. The Registrar will consult with the instructor in rescheduling the exam. The Academics office notifies the student and makes arrangements for the writing of the exam.

Exam Returns

Since the function of exams is to assess students' progress in learning, it is expected that students have the right to exam results. The exam remains the property of the College and normally will not be returned to the student. However, a faculty member may do so at their discretion. A student may view the completed and graded exam in the instructor's office upon request. After four months, exams are to be shredded.

INCOMPLETE GRADE POLICY

see ED.015 Incomplete Grade Policy

All semester work must be completed by the last day of classes in a semester (prior to exam week), unless special permission is given by the instructor in consultation with the Registrar. Under extenuating circumstances beyond the student's control, a student may submit an incomplete assignment up to 30 days after the end of a semester. The student must have prior approval from the Registrar. Anything beyond 30 day deadline will not be considered and will result in the marks for that assignment not counting toward the course grade

Extenuating circumstances are circumstances beyond a student's control and prediction. Examples of extenuating circumstances might include an extended illness, accident, or family emergency. Multiple assignments due at the same time in different courses, vacations, family events, or other circumstances related to poor time management do not constitute extenuating circumstances.

GRADING STANDARDS

The instructor should inform the students via the syllabus how they will be graded. Grades are based on term assignments, reading, midterm and/or final examinations, and class participation.

The following is our system:

Level of Work	Grade	%	GPA
Exceeds Expectations /Excellent	A+	95-100	4.3
	A	87-94	4
	A-	80-86	3.7
Meets Expectations /Good	B+	77-79	3.3
	B	73-76	3
	B-	70-72	2.7
Minimally Meets Expectations /Acceptable	C+	67-69	2.3
	C	63-66	2
	C-	60-62	1.7
Below Expectations /Marginal	D+	57-59	1.3
	D	53-56	1
	D-	50-52	0.7

F – Fails to meet expectations/Unacceptable: Below 50%, must be repeated for credit.

CR- Credit/Pass: This is a legitimate grade but does not calculate into the student's GPA. Columbia does not have a pass/fail system for the regular course program.

I – Incomplete: In special circumstances (i.e. illness) students are given 1 month after the semester ends to complete all course

requirements. If work is not satisfactorily completed in the set time, an "I" becomes an "F".

W – Withdrawal: Student withdraws with administrative clearance.

WF - Withdrawal, Failing: Withdrawals that occur after 8 weeks of the semester are completed.

AU – Auditor: must have attended the required number of classes. Same attendance requirement as for credit students.

W AU – Withdrawal Audit: Withdrawals that occur after an auditor is absent for 8 class hours or withdraws from an audit class after add/drop week.

Students can view their final grades and a copy of their unofficial transcript through their Student Portal. If students feel there is an error in the final grade for a course they need to contact the Registrar within six months after the end of the semester.

ACADEMIC INTEGRITY

see ED.010 Academic Integrity Policy

Christians are called to be consistently honest in all that is said and done. As a result, Columbia Bible College desires to maintain an atmosphere where academic honesty and integrity are held in high esteem.

DEFINITIONS:

There are a number of activities that conflict with academic integrity and will not be tolerated. They include the following:

Plagiarism

When you incorporate the ideas of another author into your research, either as a direct quote or as a paraphrase, you must indicate the source accurately and completely. Plagiarism is taking,

using, or passing off “the thoughts, writings, inventions, etc. of another ... as one’s own” (The Canadian Oxford Dictionary: 1108). Plagiarism includes:

- ◆ not citing the source of a quote or idea (please consult the term paper guide for more information)
- ◆ submitting the work of another person
- ◆ using AI technologies to generate writing and research that is subsequently represented as a student’s original work. This is an obvious (and egregious) form of plagiarism.
- ◆ using a citation in order to mislead the reader as to the nature or authenticity of the source (for example, citing a quotation from a secondary source that is itself quoting a primary source, and identifying the source as the primary source)
- ◆ purchasing or copying an entire essay or other work from any source and submitting it under one’s own name
- ◆ submitting an essay or other work previously submitted for credit in another course taken anywhere in the past without prior written and signed permission.

The following actions are not considered plagiarism:

- ◆ asking someone to read your assignment and suggest editorial revisions, unless specifically forbidden by the instructor
- ◆ discussing assignments with other students, unless specifically forbidden by the instructor
- ◆ asking your instructor or another college staff member for help with an assignment

Cheating

- ◆ Cheating includes:
- ◆ copying from another student’s work or allowing another student to copy from your work

- ◆ improperly obtaining an examination paper or a copy of an examination paper before it is to be made available
- ◆ using notes or any aids during an examination without permission
- ◆ falsifying empirical and statistical data or the results of laboratory or other research
- ◆ falsifying references and citations

Damage to the Integrity of the Academic Environment

Using library materials and other academic resources without authorization or mishandling library and other academic resources in any way places oneself in a position of advantage over another student, thus damaging the integrity of the academic environment. Disrupting academic activities also damages the integrity of the academic environment. Examples include:

- ◆ altering, destroying, hiding or restricting access to library and other academic resources
- ◆ interfering with the academic activities of others by interfering or tampering with the academic work of others
- ◆ disrupting a class or other academic activity
- ◆ communicating false security threats that affect an instructional area
- ◆ falsely activating fire or other alarms in an instructional area

Misrepresentation of Oneself

Impersonating another student in a class, test or assignment, or allowing another individual to falsely represent oneself in the same situations will be viewed as academic misconduct.

Submission of False Information

Submitting false information or altering any information on any form or document used by the college is academic misconduct.

Aiding or Abetting

Aiding or abetting any of the above academic offenses.

DEALING WITH PLAGIARISM AND CHEATING

Initial Interview Process

Cases of academic misconduct occurring within the context of a particular course will be dealt with by the course instructor in consultation with the Registrar.

All cases of suspected academic misconduct will be addressed within 10 working days after discovery in an interview format between the student and instructor. A student or instructor may request that a third party be present at any meetings, and that third party may include the Academic Dean. During this interview, the instructor will present evidence of academic misconduct and provide the student with an opportunity to discuss their perspective.

Academic Sanctions

Columbia acknowledges that some accidental incidents of plagiarism may occur in the work of students new to the academic citation process. These offenses may be dealt with informally by instructors as part of the instruction process in accordance with the faculty guidelines (see "Plagiarism Guidelines for Faculty"). These accidental offenses may be subject to the sanctions listed below.

Sanctions imposed for academic misconduct may depend on:

- ◆ the degree of intentionality
- ◆ the severity of the incident
- ◆ whether the incident is isolated
- ◆ the academic year of the student
- ◆ and any mitigating circumstances

Academic misconduct will be subject to a penalty or penalties decided by the instructor in consultation with the Registrar and suggested guidelines (see "*Plagiarism Guidelines for Faculty*").

Sanctions may include one or more of the following:

- ◆ Informal Reprimand. A written or verbal warning by the instructor is given to the student stating that the student's behavior is unacceptable to the College.
- ◆ Resubmission of Work or Retake of Exam. The instructor may ask for the student's work to be resubmitted or an exam to be retaken. The grade for the work may or may not be reduced according to the circumstances of the misconduct incident.
- ◆ Required Training. An instructor may require the student to complete an Academic Skills Counseling session with the Academic Support Coordinator.
- ◆ Reduction of Grade. A reduction of a grade or a zero grade may be applied to tests or assignments in question.
- ◆ Formal Reprimand. The Registrar will send the student a written reprimand outlining the penalties that will apply to any future incidents of academic misconduct.
- ◆ Requirement for Student to Withdraw from Course. The student will be withdrawn from the course and given a grade of WF (Withdraw Failing).
- ◆ Failing Grade in Course. The student will receive a failing grade in the course.
- ◆ Probation, Suspension or Dismissal. A student found guilty of a serious case of academic misconduct will be placed on academic probation, suspended from the college for a specific length of time, or permanently dismissed from the College.

Reporting

Following the “Plagiarism Guidelines for Faculty,” instructors will report incidents of academic misconduct to the Registrar via the Academic Misconduct Report Form in order to track recurring incidents. When applicable, a copy of this report will be given to the student. Only severe or repeated cases of academic misconduct will be recorded on a student’s transcript.

Appeals

Students may choose to appeal an instructor’s or dean’s decision by following the “Student Due Process” procedure within 5 working days of receiving a copy of the Academic Misconduct Report Form.

DEALING WITH DAMAGE TO THE INTEGRITY OF THE ACADEMIC ENVIRONMENT POLICY

Initial Incident Response

Initial in-class incidents of damage to the integrity of the academic environment should be dealt with by the issuing of a verbal warning that the student’s behavior is not acceptable.

Students outside of a classroom who are damaging the integrity of the academic environment should be given a verbal warning that their behavior is disruptive.

Subsequent Incident Response

Instructors have the right to dismiss disruptive students from the class, for that class period, after issuing a verbal warning that disruptive behavior is not acceptable. Instructors should document the incident for their own records.

Subsequent incidents of disruptive behavior should be referred to the Registrar by written

report (should include dates and brief description of incidents).

Interview with Registrar

Cases of repeated disruptive behavior will be dealt with by the Registrar.

All cases of repeated disruptive behavior will be addressed within 10 working days after the submission of an incident report from an instructor. A student or the Registrar may request that a third party be present at any meetings, and that third party may include the Academic Dean. During this interview, the Registrar will present the reported incident for review. The Registrar and student will work towards resolution of the issue. In cases where the Registrar and student are unable to resolve the issue, the Registrar will impose sanctions.

Sanctions:

Damage to the integrity of the academic environment will be subject to a penalty or penalties decided by the Registrar in consultation with the instructor, Academic Dean, and Dean of Students. Sanctions may include one or more of the following:

- ◆ Required Counseling. The Registrar may require the student to complete a counseling session with Columbia’s Counseling Services, the student’s Program Director, and/or another applicable party.
- ◆ Formal Reprimand. The Registrar will send the student a written reprimand outlining the penalties that will apply to any future incidents of academic misconduct.
- ◆ Requirement for Student to Withdraw from Course. The student will be withdrawn from the course and given a grade of W (Withdraw) or WF (Withdraw Failing) according to the situation.
- ◆ Failing Grade in Course. The student will receive a failing grade in the course.

- ◆ Probation, Suspension or Dismissal. A student found guilty of a serious case of academic misconduct will be placed on academic probation, suspended from the college for a specific length of time, or permanently dismissed from the College.

Appeals

Students may choose to appeal the Registrar's decision by following the "Student Due Process" procedure within 5 working days of receiving the decision from the Registrar.

DEALING WITH ALL OTHER VIOLATIONS OF THE ACADEMIC INTEGRITY

The Academic Dean will deal with academic misconduct occurring outside of a class, such as the falsification of records, aiding and abetting, damage to the integrity of the academic environment, etc. The Academic Dean will also deal with any cases of academic misconduct that are not detailed in this policy. These instances will be dealt with on a case-by-case basis, with academic sanctions determined by the Academic Dean in consultation with the Academic Committee.

TRANSCRIPTS

Official transcripts are forwarded upon request only, providing all financial obligations to the College have been settled. The Transcript request fee is \$10.00 per copy. To obtain a transcript fill out and submit a Transcript Request Form, available on the Columbia Bible College website.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

In accordance with the laws of British Columbia, students have the right to access information that is in their student file. The exception to the above right is information that has been submitted to the college in confidence by a third party (e.g. references.) In addition, students have the right to have their information protected. Thus, Columbia Bible College may not give out personal information regarding any student without the student's permission.

To access information in their student file, the student must:

- ◆ Make an appointment at least 24 hours in advance to view their file.
- ◆ View the file in the presence of the Academic Dean, Registrar, or Executive Assistant for Academics. No information may be altered or removed from the file by the student.

COURSE TYPES AND ACADEMIC POLICIES

ONLINE COURSE POLICY

See ED. 026 Online Course Policy

Columbia emphasizes community and discipleship through face-to-face interaction and so it is expected that most students will take their education at Columbia through on-campus course offerings. However, we recognize that solid learning also happens through alternate delivery methods and that not every student's schedule or situation allows for a full on-campus experience.

Columbia's online courses are offered within the same timeframe as the usual Columbia semesters – Fall (September-December), Winter (January-April), and Summer (May-August).

All academic policies (e.g. grading scales, late assignment policies, refunds policy) apply to online courses unless the online course syllabus states otherwise.

A part-time or casual student may take an online course in the Fall, Winter, or Summer semesters.

A full-time student with an irresolvable course scheduling conflict may take an online course in the Fall, Winter, or Summer semesters, or may take an online course where a required course is only available online.

A full-time student who wishes to accelerate or catch up in their program may take an online course during the Summer semester only.

Definitions:

- ♦ **Full-time Student** – a student who is registered for 12 or more credit hours in a semester.
- ♦ **Part-time Student** – a student who is registered for 11 or fewer credits in a semester, who is in a declared program.

- ♦ **Casual Student** – a student who is registered for and/or has completed fewer than 9 credits. Once a casual student has completed 9 credits, he/she must declare a program in order to continue their studies.

DIRECTED STUDIES

see ED.003 Directed Study Policy

The purpose of directed studies is to allow upper-level students to explore areas of study beyond CBC's set curriculum or to allow upper-level students who are not able to enroll in a course when it is offered at CBC or where low enrollment does not allow for a regular in-class course offering.

Criteria

- ♦ Student application ("Request for a Direct Study" form)
- ♦ Approval by Program Director and Academic Dean
- ♦ Availability of an instructor for the study. Normally there is a limitation of 2 Directed Studies per faculty member per semester.
- ♦ Payment of directed study fee (\$50 per credit hour for studies in courses regularly offered at CBC or \$100 per credit hour for courses in subjects beyond CBC's curriculum or language courses)

Limitations

- ♦ Directed studies will not be permitted because of convenience or preference issues except under extenuating circumstances.
- ♦ Directed studies are only permitted for upper-level students (those with 60 hours or more of credit) showing a capacity for independent study (usually a GPA above 3.30).

- ◆ Students are limited to one directed study per semester to a maximum of four. However, at CBC, directed studies are the exception rather than the rule.

Process

A "Request for a Direct Study" form must be submitted by the student to the Registrar's office prior to any further dialogue. If the directed study is approved, the Registrar's office will work with the student to identify a faculty mentor for the study.

Workload Parameters:

Course assignments should be equivalent to 35 hours per credit hour.

1. **Reading:** Minimum reading requirements of books and periodicals
 - ◆ One credit hour = 500 pages (comprised of at least 2-3 books and authors)
 - ◆ Two credit hours = 1000 pages (comprised of at least 4-6 books and authors)
 - ◆ Three credit hours = 1500 pages (comprised of at least 6-9 books and authors).

Some form of written response for the reading is required.

2. **Writing:** Minimum Length of paper or combination of written work for:
 - ◆ One hour = 6-8 pages
 - ◆ Two hours = 12-14 pages
 - ◆ Three hours = 18-20 pages
3. **Due Dates:** During a regular semester, the assignments must be completed by the end of the semester. During the summer, the maximum due date is 3 months from the beginning of the study.

AUDITING COURSES

see ED.002 Course Audit Policy

CBC permits students to audit many of its courses. Some courses are not suitable for auditing and faculty, in consultation with the Registrar, are given the prerogative to declare their class as such. Other courses require prerequisite courses that either need to be fulfilled (by credit or by audit) or waived by the special permission of the instructor.

Auditors are expected to have the same level of commitment to class attendance and class preparation as students taking the class for credit. Students should check with their instructor for audit etiquette expected in the classroom.

Instructors are expected to track the attendance of auditors but are not expected to read or grade term papers/essays and exams.

One-time guests are permitted in classes with the instructor's permission.

Attendance

Instructors are expected to track the attendance of auditors. Eight absences in a three-hour course will result in a final grade of "WAU" signifying a withdrawal from an audit.

Fees

The rate for an audit is \$100 per credit hour (\$300 for a regular 3 credit course).

Alumni – CBC Alumni (BA or Diploma grads) are eligible for a one free audit. After the initial free audit, alumni pay \$100 per credit hour or \$300 to audit a regular 3 credit hour course.

Employee and Employee Spouse – Employees working at least 60% of full-time, and their spouses, are eligible for a 100% employee tuition discount for up to 6 audit hours per semester. Class fees and recovery fees are still payable. (See Employee Tuition Discount form.)

Refund policy – same as all other classes.

Changing from Credit to Audit – a student may switch from a credit to an audit only during the first week of classes. In such a case, the student will receive 100% refund of the tuition fee difference.

Transcript

Students who faithfully attend a course as auditors will receive “AUDIT” or “AU” on their transcript. This grade will not be counted in the GPA calculations, is not added to credits earned, and cannot be used towards a degree.

Students who withdraw from an audit or who do not meet the minimum attendance requirements will receive a “W AU” on their transcript.

Class Size

Audit students may increase the established maximum size of a class by up to 3 students. In some cases, the capacity of the classroom may limit the number of audit students. Credit students have priority over audit students, and so, auditors may be removed from a class during registration to make room for credit students.

INTEGRATED LEARNING

Mission:

Integrated Learning at Columbia focuses on helping students make connections across the range of experiences within their education, both in and outside of the classroom. Extending Columbia’s emphasis on practical theology, Integrated Learning courses use practical experience and reflective assignments to help students develop skills, relationships, and experience so they can faithfully navigate the complex world around them. Service practicums and internships provide opportunity for students to practice key areas of learning in their program

major and overall Columbia education. We do this by providing:

Opportunities for students to:

- ◆ Explore their skills and gifts in a supervised setting
- ◆ Gain experience serving in a variety of contexts
- ◆ Connect theory with practice with hands on experience in a safe environment

Opportunities for churches/organizations to:

- ◆ Experience the benefits of working with one of our great students
- ◆ Help a student learn in a safe and supportive setting
- ◆ Get help for their ministry/program

Opportunities for supervisors to:

- ◆ Invest time and energy into a student
- ◆ Develop a mentoring relationship and pass on what they have learned to someone who will benefit from their experience

The Integrated Learning Department oversees two distinct but similar tracks within the CBC Curriculum:

Service Practicum:

Two semesters of service practicum are required for graduation from a Certificate program and four semesters are required for graduation from a Diploma or BA program. Each semester includes a minimum of 2 hours of supervised volunteer experience each week alongside reflective assignments related to personal and vocational development.

Internship:

To graduate from most BA or BAPT programs students are required to complete a minimum of three credit hours of internship. Students

develop personalized learning objectives related to their program major and vocational interests that are met with a minimum of 225 hours (75hrs/credit hour) of supervised work alongside a series of reflective assignments.

PRIOR LIFE EXPERIENCE FOR SERVICE LEARNING

see ED.006 Service Practicum Credit for Prior Life Experience

One underlying value of the Service Learning Department is that we provide students with an opportunity to live out what they are learning in class by putting it into practice in the context of a service learning (Service Practicum (SP) and/or Internship) placement. Therefore, our assumption and desire is that all students will be involved in the formal Service Learning process while at CBC.

We do however realize that a small number of people come to CBC as mature students with significant ministry/service experience. This policy is intended for those students who wish to apply for Service Practicum credit based on that experience.

Qualifications

1. In order to apply the student must be at least 25 years old when they first enrolled at Columbia.
2. The experience must have been:
 - ♦ As a Christian with a focus on ministry and service.
 - ♦ Post-high school and pre-Columbia.
 - ♦ At a significant level (at least 15 hours a week).
 - ♦ Over a significant period of time.
3. If all the other criteria are met, the experience could be either as an employee or volunteer or combination of the two.

Credit Given

Credit for 1 SP Class will be given for every 800 hours of ministry/service that meets the qualifications, up to a maximum of 4 SP Classes.

Process

- ♦ Submit an application form (available on the Columbia website) to the Director of Service Learning (DSL).
- ♦ Submit payment of Course Assessment Fee at Reception (\$50.00 per SP Class challenged).
- ♦ Hand in the assignment.
- ♦ Have your supervisor submit their evaluation.
- ♦ The DSL will then go over all the information and will inform the applicant if their application has been approved.

TRANSFER CREDITS

see ED.018 Academic Transfer Policy

Columbia values the prior educational experience that students bring with them and seeks to recognize both formal and informal learning by granting transfer credit whenever possible. This policy outlines the criteria by which accepted students with Columbia Bible College may obtain transfer academic credit for completed courses at other post-secondary institutions to be calculated toward the program hours in their Columbia program.

Criteria for Recognizing Transfer Academic Credit to Columbia

- Columbia is a fully accredited Bible college with the Association for Biblical Higher Education and needs to verify credible academic credit for transfer.
- Authority for evaluation of transfer credit rests with the Registrar's Office.
- Only grades of "C" or higher will transfer. Pass/Fail courses will not transfer.
- Columbia signature courses do not have a transfer equivalent (CHRM 421 Senior Discernment & Formation, EXPL 3xx Internship, and RELS 460 Theological Confessions).
- Students must complete at least 50% of the credits required for diploma and degree programs through the completion of Columbia courses. This 50% residency requirement also applies to program specific courses within a diploma or degree and to program minors. Students in one-year certificate programs must complete at least 24 credits through the completion of Columbia courses, and where the certificate program is less than 24 credits, all credits need to be completed through Columbia courses.
- The amount of transfer credit may be limited depending upon the Columbia program requirements in which the student chooses to enroll.
- Grades obtained in courses taken at other post-secondary institutions are not included in calculating the grade point average for graduation.
- There is no guarantee that courses completed at another institution and

transferred to Columbia will be recognized by other institutions.

- Transfer agreements with partner institutions may supersede some principles outlined in this policy. Any such agreements will require Academic Committee approval.

Procedures

- For incoming students, all requests for a transfer analysis of previous studies must come through the Admissions Office.
- Transfer credit will not be added to a student's Columbia record until a final official transcript is received. It is the student's responsibility to request their previous school to send their official transcript to Columbia.
- Columbia students who plan to take courses at another institution for the purpose of transferring the credits back to Columbia must be preapproved by the Registrar's Office. Only students in good academic standing with a cumulative GPA of 2.50 will be considered for approval.

ACADEMIC MAJORS & MINORS

see ED.007 Academic Majors and Minors Policy

This policy seeks to give direction when students pursue more than one certificate, diploma or degree at Columbia, either concurrently or one following the other.

Sequential Degrees

In cases where a certificate is followed by a diploma or a diploma is followed by a BA or BAPT, the usual requirements and hours for a diploma or BA/BAPT apply. Any courses completed in a lower credential may be used in a higher credential as long as the courses fit into the program.

Superseding Degrees

In order to avoid an overly complex array of majors, minors and degrees for a student, Columbia will only track and recognize the highest degree of a particular major or minor. A Diploma is superseded by a BA or BAPT if it is the same Major. A Minor is superseded by a major in a Diploma or BA/BAPT if it is in the same area. (e.g. If a student earns a minor in Psychology, a Diploma majoring in Psychology and a BAPT majoring in Psychology, Columbia will only recognize the BAPT majoring in Psychology as the other two are redundant).

Multiple Certificates

First Year Certificates (e.g. Columbia One and Quest): None of the credits earned in another certificate, diploma or BA/BAPT can be used toward a Columbia One or Quest first year certificate.

Other large (24-31 credit hour) Certificates (e.g. ERT): A second certificate may be possible as long as the following conditions are met:

- ◆ The successful completion of all requirements for both majors.
- ◆ The successful completion of at least 46 credit hours. (46 hours = Certificate of 31 hours + one additional semester of 15 hours).
- ◆ Other small (less than 24 credit hour) Certificates (e.g. EA): A second certificate may be possible as long as the following conditions are met:
 - ◆ The successful completion of all requirements for both majors.
 - ◆ Other Certificates (e.g. ERT or EA) may be used as a minor in a BA/BAPT program or earned in addition to a Diploma.

Double Major or Second Major in a Diploma

Two majors are possible in diploma as long as the following conditions are met:

- ◆ The successful completion of all the requirements for both majors.
- ◆ The successful completion of at least 78 credit hours. (78 hours = Diploma of 63 hours + one additional semester of 15 hours).

Double Major or Second Major in a BA degree

Two majors are possible in BA or BAPT as long as the following conditions are met:

- ◆ The successful completion of all the requirements for both majors. If there are required courses that are common to both majors, it is permissible for these courses to be used to fill both major requirements.
- ◆ The successful completion of two separate internships.*

*The only exception to this rule is in the case of the Biblical Studies major which requires the internship to be done in conjunction with a minor. If a student wants to do a double major involving Biblical Studies, they will be required to do an extended internship (6 hours rather than 3 hours) that involves significant work in the areas of both majors. The student has the option of doing the 6 credit internship in one location or two separate 3 credit internships. The requirement of lengthening an internship does not apply if the student is already doing the extended Church Ministry internship as long as the internship has an appropriate focus in Biblical Studies.

BA/BAPT degree with a Diploma or a Diploma following a BA/BAPT degree.

Graduating with a BA/BAPT and a Diploma is possible as long as the following conditions are met:

- ◆ The successful completion of all the requirements for both majors.
- ◆ The successful completion of at least 135 credit hours. (135 hours = BA/BAPT of 120 hours + one additional semester of 15 hours)

Minors

Minors are options only available for BA or BAPT students and may fit within a BA/BAPT program's elective space. Courses used to fill a requirement in a major cannot also be used to fill a requirement in a minor. In cases where there is an overlap of a required course, an alternate required course will be assigned to the minor.

Second Bachelor's Degree

A student who already holds a bachelor's degree(s) from another institution may complete a second or subsequent bachelor's degree at Columbia, subject to the following conditions:

- ◆ The subject area of the degree at Columbia is deemed to be significantly different than the subject area of the previous degree(s).
- ◆ The successful completion of all the requirements for the BA at Columbia.
- ◆ The successful completion of an internship through Columbia.
- ◆ The successful completion of at least 30 credit hours at Columbia.

DEFINITIONS:

Double Major

A student graduates one time with one degree and with two majors

Second Major

A student graduates with one degree and with one major. The student returns to complete a second major.

Columbia only offers one kind of Diploma and one kind of BA/BAPT. Therefore if a student completes multiple majors the correct terminology is as follows:

- ◆ Diploma with a double major (e.g. Diploma with a double major in Biblical Studies and Youth Work).
- ◆ Diploma with a second major (e.g. Diploma with a major in Biblical Studies and a second major in Youth Work).
- ◆ Bachelor of Arts with a double major (e.g. Bachelor of Arts with a double major in Biblical Studies and Psychology).
- ◆ Bachelor of Arts with a second major (e.g. Bachelor of Arts with a major in Biblical Studies and a second major in Psychology).

GRADE APPEAL POLICY

see ED.023 Grade Appeal Policy

It is the desire of Columbia Bible College to deal with all student complaints regarding assignment, term paper, examination or final grades in a fair and equitable manner.

If a student has a concern about a received grade, the College invites the following procedure:

Step One:

The student should meet with the appropriate instructor to discuss his/her concern within 10 business days of receiving the grade.

Step Two:

If not resolved satisfactorily, the student should submit a formal written complaint to the Academic Dean within 20 business days of receiving the grade.

The Academic Dean will assess the appeal using the following procedure:

- ♦ Meet independently with the student and the instructor to gather pertinent data
- ♦ Seek to mediate a solution.
- ♦ May consult another person of expertise in the appropriate discipline for an objective review of the grade.

The Academic Dean will respond within 10 business days with a written decision. The written decision of the Academic Dean will be final.

A record of formal complaints and actions taken to resolve the issue shall be maintained by the college.

WITHDRAWAL FROM COURSES

Elective courses may be dropped or added during the first full week of each semester. If approval is given, the dropped course will be recorded as "W" (Withdrawal) on their transcript but will not count in computing the GPA. After the first eight weeks in a semester, any withdrawals will be recorded as WF on the transcript and will count as 0 (zero) Grade Points in computing the GPA. Failed courses may be retaken and the subsequent grade can replace the earlier one.

REFUND POLICY FOR VOLUNTARY WITHDRAWAL OR DISMISSAL

see ED.017 Refund Policy for Voluntary Withdrawal or Dismissal

- ♦ Institution must pay the tuition or fee refund within 30 days after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).
- ♦ **Application and Registration fees** are not refundable.
- ♦ **Tuition** shall be refunded according to the following schedule:

% of semester completed	% of refund entitlement
0 – 15	75%
16 - 30	50%
OVER 31	0%

Room and board refunds:

Room and board fees will be refunded to students withdrawing from residence, based on their official withdrawal date, according to the following schedule:

- ♦ **Within two weeks of registration:** Students may request a fully prorated refund on residence fees and the unused portion of their meal plan less applicable GST charges. The residence confirmation deposited would be forfeited.
- ♦ **After two weeks from registration:** One-half of residence fees are refundable at a prorated calculation for the unused portion in residence. A partial week shall be considered a full week in residence for purposes of calculating this refund. The unused portion of their meal plan is fully refundable less applicable GST charges.

- ◆ **Interruptions in residency of three weeks or less:** There will be no room or board refunds for interruptions in residency of three weeks or more, including withdrawal during the last three weeks of the semester.

Resident student deposits are refundable, less any assessed amounts.

Note: Students wishing to re-enter after two or more semesters of voluntary withdrawal or suspension are obligated to go through an application process and re-enter under the Catalogue in effect at the time of their re-entry. Please contact the Executive Assistant for Academics for More Information

GRADUATION REQUIREMENTS

see ED.021 Graduation Requirements Policy

It is the desire of Columbia Bible College that all of its graduates would be growing disciples of Jesus reflecting his character and values, committed to service in his church, and engaged in his Kingdom mission for the world. The minimum requirements for students desiring to graduate from Columbia Bible College include the following:

- ◆ Successful completion of the coursework specified for the chosen program, as listed in the academic catalogue at the time of the student's entry, with a minimum total of 120 credit hours for the Bachelor of Arts degree, 63 credit hours for the Diploma, and 31 credit hours for the Certificate. Specialized certificates (e.g., Educational Assistant) may have reduced hours.
- ◆ Be in good standing with all Columbia departments (e.g., Academics, Student Development, etc.).
- ◆ Have a minimum cumulative grade point average (GPA) of 2.0.
- ◆ Have completed at least 24 credit hours at Columbia (all programs with the exception of Educational Assistant). Bachelor of Arts graduates cannot substitute or transfer RELS 460: Theological Confessions, EXPL 3XX: Internship, and CHRM 421: Senior Discernment and Formation into their program at Columbia.
- ◆ Have no outstanding financial obligations to the College.

ACADEMIC ACHIEVEMENT

see ED.020 Academic Achievement Policy

At Columbia Bible College the following scholastic honours are recognized:

Dean's List

The Dean's List recognizes Columbia students who have maintained high academic standards during a semester. It is prepared at the end of the Fall and Winter semesters.

A limited number of students will be added each semester to the Dean's List. This award will be shown each semester on the student's permanent transcript record.

To be eligible for the Dean's List a student must:

- ◆ successfully complete at least twelve credit hours of graded courses (i.e. not pass/fail courses)
- ◆ achieve a minimum semester grade point average (GPA) of 3.70 (A- and above average).

Students need not apply for Dean's List directly. If a student meets all the criteria, the student will automatically be added to the Dean's List. Students who achieve the eligibility

requirements can view it on their unofficial or official transcript.

Students with a documented permanent disability, which affects his/her ability to participate in full-time studies will be eligible for the Dean's List by successfully completing at least nine credits in a semester with a semester grade point average of at least 3.70.

Graduation with Great Distinction or Distinction

Recognition of high levels of scholastic achievement in students will also be made upon graduation. At the Graduation Ceremony, BA/BAPT students with a cumulative grade point average of 3.90 or above will be honoured by graduating with Great Distinction. BA/BAPT students with a cumulative grade point average between 3.70 and 3.899 will be honoured by graduating with Distinction. Recognition of this honour will also be noted on a student's permanent transcript record.

Since the Graduation Ceremony in April occurs before final Winter semester grades are submitted, the calculation for recognition of scholastic achievement at Graduation will be based on the student's Fall semester cumulative GPA. The official recognition of Great Distinction and Distinction will be based on a student's final graduating cumulative GPA. Recognition of grads with Distinction and Great Distinction is subject to the final graduation cumulative GPA.

PARTICIPATION IN COMMENCEMENT POLICY

see ED.005 Participation in Commencement Policy

Students who complete a program of studies at Columbia are invited to be involved in a commencement ceremony. This policy brings

clarity to the circumstances under which a student may participate as a potential graduate in that ceremony. The policy must agree with ABHE graduation standards.

Commencement participation is open to all students who have successfully completed their program of studies at Columbia Bible College. Successful completion requires:

- ◆ Satisfactory completion of all graduation requirements for the program of studies.
- ◆ Resolution of any outstanding financial obligations.
- ◆ Application to graduate must be completed by January 15th.
- ◆ Faculty approval of all BA/BAPT students.

Exceptions to the above would include:

- ◆ A BA/BAPT student who is within 7 credit hours of completing their program of study (that is, no more than 4 credits of summer internship and 3 credits of course work.)
- ◆ A Diploma student who has only one 3 credit class outstanding.
- ◆ An EA student who has summer semester to complete.

All students who wish to participate in commencement and qualify for one of the above exceptions, must apply for permission to participate by making arrangements with the Registrar's Office by January 31st. Such arrangements will involve demonstrating a plan for the completion of one's remaining requirements and registering for summer courses. The student would participate in commencement and upon successful completion of their remaining requirements, the student would receive their diploma. All course work and internship requirements must be completed by August 31st of the year of graduation.

AFFIRMATION OF CANDIDATES FOR BA/BAPT GRADUATION, SELECTION OF GRADUATION AWARDS AND SELECTION OF VALEDICTORIAN

see ED.004 Affirmation of Candidates for BA Graduation, Selection of Grad Awards and Selection of the Valedictorian Policy

Candidates for BA/BAPT Graduation

All candidates for BA/BAPT graduation must be unanimously affirmed by the faculty prior to their graduation. A BA/BAPT grad list will be presented to the faculty for approval in October for students graduating in December and in February for Students graduating in April.

Awards

The candidates for the Association for Biblical Higher Education (ABHE) Delta Epsilon Chi awards must be unanimously affirmed by the faculty after they carefully discern whether or not the nominees meet all of the criteria listed below. A nominee list will be presented to the faculty for approval at least two months before the graduation ceremony.

Candidates for academic awards must be BA students from the graduating class (student who graduate in April or the previous December). Transfer students with more than 30 hours of transfer credit do not qualify. Students need not attend the commencement ceremony in order to receive their award.

The Delta Epsilon Chi ABHE Honour Awards

The Delta Epsilon Chi is the honour society of the ABHE. The requirements for membership to this society are as follows:

- ◆ Nominees to the honour society must be affirmed by the faculty.

- ◆ No more than 7% of the graduating class for any given year may be nominated.
- ◆ Nominees must have achieved a cumulative GPA of 3.7 or higher.
- ◆ Nominees must exhibit Christian character.
- ◆ Nominees must exhibit leadership ability.

Governor General's Collegiate Bronze Medal

The COLLEGIATE BRONZE medal is awarded to the student who achieves the highest overall average upon graduation.

- ◆ It is the responsibility of each educational institution to ensure that medals are presented to recipients at an appropriate ceremony.
- ◆ Medals should be presented on behalf of, and in the name of, the governor general. They are not to be associated with any monetary award.
- ◆ The presenting academic institution is responsible for inscribing the winner's name on the certificate.
- ◆ Participating institutions are responsible for providing the names of winners to the Chancellery immediately after presentation.
- ◆ In the event of non-award by an institution in a given year, the medal and certificate are to be returned to the Chancellery with an explanation of the circumstances surrounding the non-award.

George Schmidt Leadership Award

These two awards are given to a male and female student with a GPA of 3.30 or higher who have displayed outstanding Christian character and leadership and have significantly contributed to the Columbia community. This award will be chosen by the Student Development department from a list of qualifying students provided by the Registrar.

Valedictorian

The Valedictorian will be chosen by the BA graduating class from a list of the top seven BA graduates with a GPA over 3.70. Candidates must exhibit Christian character and be affirmed by the faculty before being presented to students for voting.

The Registrar will create lists of BA graduates, ABHE Award candidates and Valedictorian nominees based on academic criteria. These lists will be distributed to Faculty for affirmation via email. If a concern is raised about a student on one of these lists, it will be discussed at the next Faculty Council meeting.

ACADEMIC PROBATION/DISMISSAL

see ED.019 Academic Probation Dismissal Policy

PURPOSE

The purpose of Academic Probation is to give the student a clear message regarding the College standards for continuation and graduating, to communicate the fact that they are in jeopardy of maintaining those standards, and to stimulate academic recovery and progress toward the student's success.

STAGES OF ACADEMIC INTERVENTION

Academic Alert

At any time during an academic semester an instructor or a student may identify that the student is experiencing academic difficulty. The instructor and student will meet to discuss improvement strategies.

Instructors will keep their gradebook up to date throughout the semester. The Registrar will

regularly run grade reports to identify students who are experiencing academic difficulty.

The Registrar and/or the Academic Support Supervisor will contact these students to make them aware of their situation and how they may obtain extra support.

Academic Probation

Academic Probation is a student status in which students are on notice that they have a limited time to bring their grades up to continuation standards and are in danger of not meeting graduation requirements. Students on Academic Probation are also withdrawn from campus activities to which academic requisites apply according to procedure (e.g. athletics, ministry teams, and student leadership positions).

Reasons for AP

Conditions that may lead to being placed on Academic Probation are:

- ◆ A student's semester GPA falls below 2.00 which is the required continuation standard for their program.
- ◆ Academic Misconduct (See the ED.010 Academic Integrity Policy).

Levels of AP

Each student who is placed on Academic Probation will be assigned to one of two levels by the Registrar and Academic Support Supervisor depending on such factors as GPA, length of time on AP, and unique challenges of the individual. These restrictions and requirements are intended to help the student move toward meeting College academic standards.

- ◆ **Level 1 AP:** if a student's GPA drops slightly below 2.00, they may be placed on Level 1 AP. Here students will be on notice that they need to bring their grades up to continuation standards but will be without further restrictions (other than the usual limitations of campus activities to which academic requisites apply).
- ◆ **Level 2 AP – Restricted, Required:** if a student's GPA is below 1.50 they may be placed on Level 2 AP. As in level 1, with the additional requirements of:
 - ◆ Restriction to 13.5 credit hours per semester
 - ◆ Prohibited from participation in Athletics, Student Leadership, and Student Ministries.
 - ◆ Required to fulfill the terms specified by the Registrar and/or the Academic Support Supervisor through a Learning Contract. This Learning Contract may include requirements to access and complete academic skills training and/or take and pass specified courses and/or meet with assigned services (e.g. Academic Support, Student Development, Counselling)

Length of AP

If the student's cumulative GPA rises to 2.00 or above, the student will be taken off probation. However, if the student's cumulative GPA remains below 2.00 for a second semester, the student will be notified in writing by the Registrar and will continue on probation until his/her cumulative GPA rises to 2.00 or above. After three consecutive semesters with a GPA below 2.00, the Registrar will determine if Academic Suspension is necessary (see section iv. Academic Suspension).

Removal from AP

To be removed from Academic Probation, a student must demonstrate that they are meeting continuation conditions at the College. This includes not only the necessary semester and cumulative GPA, but also satisfactory performance of the required Learning Contract. The student may make incremental improvements but will remain on AP in successive semesters if their cumulative GPA does not exceed the 2.00 level.

ACADEMIC WATCH

In order to support students who have recently been removed from Academic Probation, the Registrar's office will closely monitor their grades until they are considered to be well on their way to academic success.

ACADEMIC SUSPENSION

Academic Suspension is a mandatory withdrawal from the College, usually as a result of unsatisfactory academic progress. Any decision to require a student to withdraw will consider not only GPA, but also other factors such as ability, attitude, class attendance, effort, and general deportment. The student will be required to withdraw for a minimum of one semester.

Reasons for Academic Suspension

A student may be required to withdraw for any of the following reasons:

- **Below threshold GPA** – the threshold cumulative GPA is 1.00 and students who fall below this mark will not be allowed to continue from one academic year to the next.

- **Repeated Academic Probation** – if a student is on AP for more than 2 successive semesters, and their cumulative GPA is not improving, the student will not be allowed to continue from one academic year to the next.
- **Academic Misconduct** – severe or repeated academic misconduct may result in Academic Suspension (see ED.010 Academic Integrity Policy).

Re-entry

Individuals will be able to return as students when the following conditions have been met:

- ♦ One academic semester (or year) absence from Columbia.
- ♦ Re-application to the Registrar’s office, including a one-page letter which details the reasons for re-admission and goals.
- ♦ The re-entry process may also include an Interview with the Registrar (and, in some cases, an interview with the appropriate Student Development Personnel).

Additional Recommendation:

- Successful completion of at least one 3 credit course from a community college or university or distance education course in which they achieve a minimum C+ or better. Submission of an official transcript is required.

Students who re-enter College will return on Academic Probation.

ACADEMIC DISMISSAL

Any decision to dismiss a student will consider not only GPA, but also other factors such as ability, attitude, class attendance, effort and general deportment. A second Academic Suspension will be treated as an Academic Dismissal.

Reasons for Academic Dismissal

Conditions that may lead up to an Academic Dismissal are the same as those for Academic Suspension.

Re-entry

After a two-year absence from Columbia, individuals may make an application for re-entry through the Admissions Office.

APPEAL

The normal appeal procedures apply to Academic Probation decisions (see ED.024 Student Due Process Policy).

STUDENT DUE PROCESS

see ED.024 Student Due Process

It is the desire of Columbia Bible College to deal with all student complaints regarding the College in a fair and equitable manner. The student will not be subject to any form of retaliation as a result of filing a complaint.

If a concern occurs, the College invites the following procedure:

(If the concern is of a very serious nature and is directed at a person mentioned in Step One, the process should be engaged at Step Two. If the complaint is regarding a Senior Administrator mentioned in Step Two, the complaint should be addressed to the President.)

Step One:

The student should address his/her concern in writing within 10 business days of the incident to the appropriate person as follows:

- ♦ Academic Concern – To the Instructor of a course or Registrar, in the case of academic policy (i.e. attendance policy, final examination policy, academic probation, etc.)

- ◆ Student Development Concern – To the appropriate personnel (Residence Director – women or men, or Associate Dean – commuters)
- ◆ Financial Concern – To the appropriate Financial Officer (Accounts Receivable, Student Accounts or Financial Aid)

Step Two:

If not resolved satisfactorily, the student should submit a formal written complaint to one of the individuals mentioned below within 20 business days of the incident. (The student and/or advocate may present their complaint to the Senior Administrator.)

- Academic Concern – Academic Dean
- Student Development Concern – Dean of Students
- Financial Concern – Chief Financial Officer
- If the Senior Administrator mentioned above is absent or named in the complaint, please submit the complaint to the President.

A determination of the complaint will be made by the Senior Administrator (or President) based on:

- ◆ An investigation of the complaint
- ◆ An evaluation of the rationale for the complaint
- ◆ A formulation of the college response

The appeal will be evaluated by the Senior Administrator based on the following grounds:

- ◆ Bias and/or unfair treatment - i.e. procedural error, improper investigation, improper application of policy, discrimination, lack of respect for the student, etc.
- ◆ Extenuating circumstances – academic work or behavior affected by circumstances beyond student control

- ◆ New information has become available since Step One - i.e. a fact unknown when the original response was made

The departmental Senior Administrator will make a determination and respond in writing to the student complaint within 20 business days. The written statement of the Senior Administrator is final.

A record of formal complaints and actions taken to resolve the issue shall be maintained by the college.

Addendum:

Students wishing to make a complaint regarding the violation of one of the Standards of Accreditation may notify Columbia's accreditation agency: The Association of Biblical Higher Education (ABHE) at (407) 207-0808, 5850 T.G. Lee Blvd., Suite #130, Orlando, FL 32822. If the student is or was enrolled in an approved program of the Private Training Institutions Branch, is dissatisfied with the determination, and has been misled by the institution regarding any significant aspect of that program, he or she may file a complaint with the Private Training Institutions Branch privatetraininginstitutions.gov.bc.ca/ Complaints must be filed with PTIB within one year of the date a student completes, is dismissed from, or withdraws from the program.



COLUMBIA BIBLE COLLEGE

2940 Clearbrook Rd.
Abbotsford, BC, Canada V2T 2Z8

PHONE: 604.853.3358

TOLL-FREE: 800.283.0881

FAX: 604.853.3063

E-MAIL: admissions@columbiabc.edu



COLUMBIABC.EDU

