



STUDENT HANDBOOK

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MESSAGE FROM THE PRESIDENT

Welcome to Vanguard College!

Congratulations on your admission to Vanguard — we're thrilled to have you join our community! Whether you're pursuing a one-year certificate, an advanced certificate, diploma or a degree, this marks the beginning of a significant journey of faith, learning, and discovery. Your time here has the potential to shape your life for years to come.

At the heart of our mission is this: *developing Spirit-empowered leaders to advance fruitful churches and global mission*. That mission now includes you.

Being part of Vanguard comes with both privileges and responsibilities.

Your privileges include the opportunity to learn, grow in your identity in Christ, and deepen your understanding of God's grace. You'll be supported by a dedicated faculty and team who are invested in your success and spiritual formation. Through rich teaching, shared spiritual practices, and practical opportunities to develop your leadership, you'll be equipped to step into your calling.

Your responsibilities include active engagement both in the classroom and in the life of the Vanguard community. This is a shared journey — one where you're called to contribute to a safe, respectful, and nurturing environment. As Philippians 2 encourages, we seek to embody the mind of Christ in how we live and serve together. That also means cultivating self-leadership marked by accountability and discipline.

This handbook outlines the values and practices that guide our life together. While we recognize the diversity of backgrounds and convictions within the broader Church, these community standards reflect who we are as a Pentecostal Assemblies of Canada (PAOC) college. Rooted in a historic, biblical worldview, we stand in unity with PAOC values and invite all who feel led to study at Vanguard to be in harmony with those shared values during your time as a Vanguard student.

Thank you for taking time to read this note — and please do read the entire handbook carefully. Unlike the terms and conditions on your latest app, this isn't something to just scroll through and click "Agree."

Thank you for leaning in and helping make Vanguard a place where we can all grow and flourish together.

Together In Journey,
Rev. Mark MacKnight
President

COMMUNITY CODE OF CONDUCT

Our mission is "to develop Spirit-Empowered leaders to advance fruitful churches and global mission" and your ongoing spiritual formation and personal growth is a high priority at Vanguard College. This is the mindset, heart and philosophy behind the conduct outlined below. We believe that in order to achieve this goal and fulfill our commitment to you, accountability is needed. This is accomplished informally by peers or leaders but also happens pastorally through Program Directors and Campus Pastors. There are occasions that this accountability undergoes a formal process through Vanguard's Restoration and Discipline Committee.

It is important to note our community code of conduct is rooted in the Evangelical/Pentecostal conservative tradition that reflects this hermeneutic. We believe that these standards will enable growth in your spiritual and personal life. As an institution we operate under, and reflect, the Pentecostal Assemblies of Canada (PAOC) position and practices. Vanguard expects all students who are enrolled in either on-campus or online studies to uphold the community code of conduct. This would include all activities occurring on and off campus until the student is officially withdrawn or graduated from the college. The following conduct and standards are connected to and reflect the PAOC Ministerial Code of Ethics, PAOC Statement of Essential Truths and Positions and Practices, and PAOC bylaws.

Every Follower of Jesus Is Expected To...

1. Live a life that shows and tells people about Jesus (1 Pet. 3:15) and live a life of regular prayer and the application of scripture to your actions (1 Thess. 5:17-18; Jam. 5:16; Titus 2:8)
2. Show that there is evidence of the fruit of the Spirit in their lives (Gal.5:22-23)
3. Live out the truth that all people are the unique image bearers of God, from conception to death (Gen. 1:27; Psalm 8 :3-8, 139:13-16)
4. Love what God says is good and abhor what God says is evil (Amos 5:15.; Rom. 12:9b, 6:19)
5. Run away from all sexual immorality (1 Cor. 6:18) and honour the sanctity of marriage. (Heb. 13:4)
6. Be a wise steward of your time, mind and body (1 Cor. 6:19-20; 1 Tim 4:8a)

Every Vanguard College Student Is Expected To ...

1. Refrain from all activities/practices which are spiritually, psychologically or physiologically harmful to themselves or others. Community members will not be in possession of or personally use alcohol, cannabis, tobacco products, vaping, or any other substances subject to abuse
2. Refrain from all forms of public and private gambling
3. Refrain from all forms of pornographic material (watching, reading, listening)
4. Avoid any behaviour or alignment with identity that contradicts the biblical teaching of God's original and ongoing design for humanity as two distinct sexes, male and female. The basis and the intent for this is the conviction that the matter of human sexuality and gender is fundamental to biblical cosmology, not merely biblical morality. Due to human sin and brokenness, our experience of our sex and gender is not always that which God the Creator originally designed. In light of this foundational understanding of creation, fall, and redemption, we do not affirm the resolution of tension between one's biological sex and one's experience of gender by the adoption of an identity contradictory with one's birth sex
5. Only have sexual intimacy with their spouse
6. Refrain from any form of physical, emotional or verbal abuse against another individual or group (e.g., racism, sexism, bullying, public shaming, or harassment of any kind)
7. Refrain from the viewing or use of any occult material
8. Be wise with encounters with the opposite sex. It would be unwise for an unmarried student to be alone with someone of the opposite sex in their place of residence and co-ed habitation is strictly prohibited. If married, it would be unwise to be alone with someone of the opposite sex other than your spouse. Therefore, only siblings and spouses will be allowed to live with each other.
9. Dress modestly. You are training for ministry so the principles of 1 Corinthians 8-9 should guide you in your appearance. When going on Vanguard ministry trips, your leader will tell you what

appropriate attire for the ministry context would be. Please see Student Dress Standards for more information.

If, in the judgment of the college administration, a community member is deemed to be in contravention to the above biblical guidelines and standards in these areas, or with any known breach of this agreement, he/she may be subject to disciplinary action, in accordance with the guidelines of the College Restoration and Discipline Policy. For more information, copies of the Vanguard College Discipline Policy may be obtained from the office of the Campus Pastor.

**The above Community Conduct and Standards are subject to revision by college administration.*

Links to PAOC documents: [PAOC Statement of Essential Truths and Positions and Practices](#)
[PAOC General Constitution and Bylaws](#)
[PAOC Ministerial Code of Ethics](#)

COLLEGE MISSION

Mission Statement

"To develop Spirit-Empowered leaders to advance fruitful churches and global mission"

Mission Imperatives:

- Vanguard College partners in the accomplishment of its mission with the Alberta Northwest Territories District of The Pentecostal Assemblies of Canada.
- We provide biblical higher education through theological, practical, and professional training.
- We seek to enable students to discern their call and develop their unique gifts and character to lead in a prevailing Church.

Vision Statement

Our **vision** is to provide leaders who are relentlessly outbound in prevailing ministry wherever God calls them through a life devoted to following Jesus.

Vision Imperatives:

- Provide ministry leaders for the PAOC local church and for PAOC global work as God calls.
- Train and develop mature Christian lay leaders for PAOC church and mission work.
- Train and develop vocational and lay leadership for Kingdom and Gospel ministry as God calls.

Core Values

1. The Supremacy of God's Word (II Timothy 3:15)
2. Disciplined Spiritual Formation (Ephesians 3:19-20)
3. The Preparation and Mobilization of Ministry Practitioners (Matthew 9:36-38)
4. The Proclamation and Practice of God's Kingdom (Matthew 24:14)

I. STUDENT ACADEMIC INFORMATION

For a more detailed explanation of current academic policies, students may view the college's Academic Policy Manual by request to the Registrar. Please also refer to the Vanguard College Academic Catalogue. Policies are subject to change by the Academic Council.

ACADEMIC APPEALS

1. Students wishing to appeal a final grade may do so up to 14 days after marks are submitted to initiate an appeal.
2. Students disagreeing with a mark assigned must:
 - 2.1. First discuss the issue with the instructor involved in an attempt to resolve the disagreement.
 - 2.2. If the matter is not resolved, students should discuss this with the Academic Dean.

ACADEMIC LOAD, COURSE OFFERINGS

1. Vanguard operates on a three-term system: Fall, Winter, Summer Sessions.
2. The normal academic load in credit hours per week during each term is 16 credits. Full-time students are those taking 10 or more credit hours per term. Part-time students are those taking less than 10 credit hours per term.
3. Increased course loads in the range of 19 - 22 credits require the approval of the Academic Dean or Registrar.

For more specific information, please see the Vanguard College Catalogue.

ACADEMIC STANDING POLICY

At the end of each term, the Academic Standing Committee reviews each student's academic performance to determine if they have remained in good standing. The calculation of a term GPA (Grade Point Average) will include both on campus and online courses. Students with both a term GPA and cumulative GPA of 2.0 are in good academic standing.

On Campus students who take online courses in the either of the Fall, Winter or Summer term will have their online course(s) GPA calculated manually with their on-campus term. The same calculations will take place for online students who enroll in an on-campus course in a particular term.

Students with a Term or Cumulative GPA below 2.0 or, who have not continually made consistent progress toward a cumulative GPA of 2.0 will be placed on one of the following Academic Standing categories and conditions will be set by the Academic Standing Committee. The Academic Standing status will be entered into *Populi* and will appear permanently on the student's transcript.

Academic Warning – (Term GPA of 1.70 – 1.99 and/or Cumulative GPA below 2.0) Students whose GPA continues in this range for a third consecutive term will be placed on Academic Probation.

Academic Probation – (Term GPA of 1.0 - 1.69 and/or Cumulative GPA below 2.0) Conditions for ongoing study will be set by the Academic Standing Committee. Students whose GPA continues in this range for a third consecutive term will be placed on Academic Suspension.

Academic Suspension – (Term GPA below 1.0 and/or Cumulative GPA below 2.0 or, a lack of significant progress after two Academic Probations) Students will be suspended from studies for a

period anywhere from one term up to 2 years. Prior to returning for studies, the student must meet with the Registrar and/or Academic Dean and review conditions for their return. The student will be placed on Academic Probation when they return. Academic Suspension is a serious matter, and students are considered for this on a case-by-case basis.

Students who have been placed on Academic Suspension for one year or more are required to re-apply for studies to Vanguard College.

An official letter will be sent from the Registrar to the student outlining the decision of the Academic Standing Committee. The letter will provide a listing of specific conditions for the student to meet.

Students who have not met the conditions as outlined by the Academic Standing Committee will be reviewed carefully and may be required to remain with the same academic status or may have another academic status applied.

The following is a list of some of the conditions that may be applied:

1. Schedule a meeting with either one of the Academic Success Assistant, Campus Pastor or Program Director within the first two weeks of the term to develop a Success Plan and to raise your upcoming Term and/or Cumulative GPA to a minimum of 2.0
2. Enroll in a reduced course load of 10-13 credits (or less) for your next term of study.
3. Complete one course successfully and if successful in the following term you may continue with two courses.
4. Retake failed courses first within the term that they are offered.
5. Defer enrollment in the courses required for your Minor.
6. Drop your Minor to allow yourself time to focus on the requirements for your degree program.
7. Switch from the degree/diploma program to the 1-yr/advanced certificate program due to your X GPA.
8. Refrain from enrolling in any online courses for your upcoming term of study.
9. Meet regularly with your Program Director for general support and accountability throughout
10. Not eligible to Participate in Ministry Trips unless required for a course.

APPEAL PROCESS

The student has the right to appeal a decision made in response to academic standing on the following grounds:

- There is evidence available that was not considered in the decision.
- There is evidence of prejudicial treatment in the decision.
- The appropriate process as outlined was not followed.

A decision made by the Academic Standing Committee may be appealed to the Academic Dean or Dean of Online Studies, in writing within 7 days of the student being informed of the decision stating the basis on which the appeal is warranted. If the decision is not resolved with the Academic Dean, then the student may proceed with presenting their case to the President. The decision of the President is final.

ACADEMIC SUCCESS CENTRE

The Academic Success Centre (ASC) at Vanguard exists to help every student to reach his or her full potential. We offer a number of services, many at no cost to students, designed to help every student increase their academic skills and achieve success. These services include the following:

- Writing coaches are available for all students at no cost by drop in or appointment. Writing coaches help with research assistance, assignment help, thesis development, proofreading, and writing skill development.
- A Time Management Coach is available to help students work through how to best manage their time to lower their stress level and succeed academically. The Academic Success Coaches can be booked using the links provided on the Vanguard College website under the Current Students/Academic Success Centre.
- An online writing coach is also available at academiccoaches@vanguardcollege.com for online students, or those who have sufficiently developed their skills so that they no longer need one-on-one tutoring.
- For those students who require it, we provide supports to accommodate learning exceptionalities including readers and/or scribes to help them through any learning challenges they may have. An educational/psychological assessment or doctor's note is required for accommodations.
- We are also pleased to consult with students who may have had an Individual Program Plan (IPP) in high school, or who struggle in one or more areas of academics. Independent Education Plans are available to students with documented learning needs. Please email success@vanguardcollege.com or stop by the Academic Success Centre for more information.
- If a student requires individualized assistance, the Academic Success Centre can provide an Educational Assistant for an additional fee. Students may be able to apply for disability funding with their province of residence to help pay for these services.
- It is the student's responsibility to ensure that all required documentation for funding is completed. For those who would like help with the process, please email our Student Finance Administrator at studentfinance@vanguardcollege.com
- The ASC provides a quiet space for students to come and relax or quietly do homework in a calm, peaceful environment.
- A computer, equipped with voice-to-text software, is available in the centre, upon request. These spaces must be booked in advance at success@vanguardcollege.com (accessible from August 15 to May 30)
- For more information, email success@vanguardcollege.com (August 15 to April 30).

Whether you need help formulating an IEP, need some extra assistance with tests or assignments, desire to upgrade your writing abilities, or want to have a paper proofread by one of our writing coaches, let us know how we can serve you!

DISABILITY POLICY

Vanguard College's Student Disability Policy addresses students with documented physical, learning and psychological disabilities. Please contact the Registrar for a copy of the complete Disability Policy.

ATTENDANCE POLICIES (CLASSES)

Regular class attendance is vital for student learning and a requirement of earning an accredited education. Attendance is required for all courses in which the student is enrolled. Students who need to be absent from class should notify their instructor and use one of their allowable absences first. When the absence is due to an extenuating circumstance, the student should review the Extenuating Circumstances Policy to determine if they meet the criteria to receive an excused absence and proceed with filling out an Extenuating Circumstance Form.

Students are required to regularly attend classes according to the following standard:

- Regular course (80 minute): 4 classes of missed time is allowable
- Block Class: 2 classes of missed time are allowable
- Practicum Classes (60 minute): 2 classes of missed time is allowable
- Practicum Classes (120 minute): 1 class of missed time is allowable
- Internship Classes: 2 classes per term of missed time is allowable
- Modular Courses: 1 day of missed time is allowable
- Weekend Intensive Courses: 2 hours of missed time is allowable
- Directed Study: a student cannot miss more than 20% of the scheduled sessions.

TOTAL ABSENCES INCLUDING EXTENUATING CIRCUMSTANCES ABSENCES

- Regular Course (80 minute): After a maximum of 7 absences a student will be required to withdraw.
- Block Class (170 minute): After a maximum of 3 absences a student will be required to withdraw.
- Practicum Classes (60 minute): After a maximum of 3 absences a student will be required to withdraw.
- Practicum Classes (120 minute): After a maximum of 2 absences a student will be required to withdraw.
- Internship Classes (60 minute): After a maximum of 3 absences per semester a student will be required to withdraw.
- Modular Courses: After a maximum of 1.5 days of absences a student will be required to withdraw.
- Weekend Intensive Courses: After a maximum of 4 hours of absences a student will be required to withdraw.
- Directed Study: a student cannot miss more than 30% of the scheduled sessions or they will be required to withdraw.
- Attendance is required on all dates outlined in the Pursue Academic Calendar.

It is the responsibility of the student to be aware of the attendance policy and track their attendance.

Students who exceed the maximum limit of absences will automatically fail the course. or they may be eligible to receive a Withdrawal (W) from the course. The student will submit an email within five business days of their final absence to the Registrar to initiate the process for receiving a W. The Registrar has the right to request supporting documentation to help determine if a W will be administered. Refunds for W's will be administered according to the current refund policy.

AUDITING COURSES

Auditing is a privilege that provides students with an opportunity to acquire knowledge in a subject area without the full requirements of a course. Auditors are students who have been granted official

permission to attend lectures in a course on the understanding that they may not participate in class discussions or use equipment, undertake assignments or sit for examinations, except at the invitation of the instructor.

Audit decisions cannot be appealed. If a course does not have sufficient space for additional students, preference must be given to those taking the course for credit. Audits are only available for on campus classes. Online courses are not eligible for audit. No award/certificate of participation is awarded for students who only audit courses.

An audited course may not be credited toward the requirements for any certificate, diploma or degree. Normally, no more than one course in each term may be audited. Students are not permitted to change status from audit to credit. Students who wish to take an audited course for credit, must reenroll and pay full tuition. Auditing will not be permitted in certain courses.

Students who desire to attend courses regularly but do not wish to take examinations or receive credit may register as auditors under certain conditions.

Faculty and Registrar permission and audit fees are required. The auditing fee is one third of the course tuition. Any applicable materials and activity fees will also be assessed. Students seeking to audit course(s) must meet all registration and fee deadlines that apply to regular students.

Auditing will not be permitted in certain courses. Credit registrations will be given preference over applications to audit. Students who have audited a course may not subsequently apply for PLAR (Prior Learning Assessment and Recognition) in that course. Students who have audited a course may enrol in that same course in a subsequent term, provided they meet admission and registration requirements.

Auditing students are required to attend 80% of the classes and they shall not normally participate in assignments, exams, labs, nor receive feedback. Nonetheless, it is the responsibility of the faculty and to determine the amount of participation and feedback students can access in the audited course. Audited courses are not counted when determining students' eligibility to repeat courses. The permanent record of the student enrolling as an Auditor will be assigned the grade of "AU". Students who do not attend 80% of the classes will receive an AUF on their transcript. The AU and AUF grades do not impact GPA (Grade Point Average).

Restrictions - Students may change the status of their courses to audit before the end of the 2nd week of classes.

CHANGING PROGRAM OF STUDY

1. All students changing their program of study must complete a Program Change form.
2. Students who wish to add or drop a Program Minor are required to complete a Program Change form. Students wanting to add a Program Minor must maintain a 2.3 GPA to be eligible.
3. Students entering year two of study are required to complete a continuance conversation as per the Continuance Conversation Policy. Please contact the Office of the Registrar for information regarding this policy and the process.
4. The Registrar is required to review the request and grant approval.

For more information regarding academic requirements, please see the Vanguard College Catalogue.

CLASSROOM POLICY

1. The college understands that situations arise that may cause students to be late for class or require them to leave early. The etiquette for these occasions involves courteous communication. Please let your faculty know if you will be late or must leave class early. Patterns of late arrivals or early departures from class will be addressed by the instructor and, if unchanged, may result in a meeting with the Academic Dean.
2. In general, missing 50% or more of a class will be recorded as an absence.
3. If an instructor is absent from a class and the students have not been informed that the class is cancelled, students must wait 15 minutes in the classroom for the instructor to arrive before they are released from class.
4. No instructor may cancel more than 2 classes of a course without doing a make-up class.

CONTINUANCE CONVERSATION

To continue past the first year of study into a Diploma or Degree program, Certificate students must complete a Program Change Form, meet academic requirements with a GPA of 2.0, and discuss their suitability with the Program Director.

Similarly, Diploma/Degree students must meet academic requirements with a GPA of 2.0 and discuss their suitability with the Program Director.

COURSE ALTERNATIVES

Alternative course options such as a PAONL track or requests for Alliance History are available to students. Please contact the Academic Department for further information.

COURSE CANCELLATION

Before a term starts, Vanguard College reserves the right to cancel classes due to low enrollment or other extenuating circumstances. Whenever possible, students enrolled in the cancelled classes will be notified at least three weeks before the start of the class. Students will be refunded all money paid for the cancelled class.

COURSE CHANGES

1. The day of withdrawal or course change is determined by the date the Academic Office (academics@vanguardcollege.com) receives an email from the student requesting a course change or withdrawal. Requests expressed to a faculty member or made verbally will not be accepted as official requests. Appeals from this policy can be made to the Operations Council.
2. Students may withdraw from courses without academic penalty up to the tenth week of classes in each term.
3. Students cannot add a course following the 7th day after the first day of class.
4. Students withdrawing from a course after the last day to drop a course will receive a W for that course on their transcript.

For more information regarding tuition refunds and fees related to course changes please refer to *Section III: Student Services Information (Student Financial Services)*.

COURSE DELIVERY

Courses are available both online and on campus in the following formats:

1. **Regular Courses:** For on campus courses, classes are offered throughout the term, from September – December and January – April.
2. **Block Courses:** Three-hour classes are offered once a week.
3. **Online Courses:** All online courses run three times per year and start at the beginning of each Term (Fall, Winter & Summer). On campus students are required to contact the Academic Office for approval prior to registering for an online course.
4. **Directed Studies:** Students requiring alternative course deliveries are required to contact the Academic Department.
5. **Modular Courses:** Offered over one week with additional pre and post course work.
6. **Weekend Intensive:** Offered over two weekends with additional pre and post course work.

ONLINE COURSES FOR ON-CAMPUS STUDENTS

- On-campus students should prioritize enrolling in on-campus courses, especially if the same course is available on-campus. Program-specific courses must be taken in person.
- To enroll in Vanguard Online courses, students need a minimum GPA of 2.0 and must not be on Academic Probation.
- For more than one online course, a GPA of 2.3 is required. Approval depends on the student's on-campus course load.
- Students who fail two or more online courses may not be approved for additional ones.
- Online courses follow the same drop policy as on-campus courses.

COURSE FAILURE AND COURSE RETAKE

Course Failure and Course Retakes

1. In the event that a student attempts and fails a course, they may retake the course a second time.
2. Students are required to register and pay full tuition for the course retake.
3. A course retake is only available to active students who are working to complete their program of study.
4. Students are required to meet all course requirements. Instructors may accept an already completed assignment that has been improved upon by the student the second time around.
5. In the event that a student passes the retaken course, a record of the failed course will remain on transcript with an "R" next to it indicating that the course has been retaken and the credits of failed course will be calculated into credits attempted. This academic term in which the failed course appears will not change that term's GPA. The new grade will show in the enrolled academic term and only replace the failed grade in the calculation of the cumulative GPA. Credits of a retaken course will be calculated into credits attempted.
6. If after two unsuccessful attempts at the same course, the Academic Dean and Registrar will meet with the student to determine the next course of action.

DEAN'S LIST

To acknowledge academic excellence, Vanguard College has established a Dean's List, which publicly honours the students who have excelled in their studies over a particular term. A grade point average of 3.7 or higher with a course load of 12 or more credit hours closed is required to be on the list. This does not include Pursue courses.

USE OF TECHNOLOGY

To ensure the learning environment is free from distractions, all audio devices, smartphones, tablets, or laptop computers must be used according to the instructor's directions for learning and participation in the course. Students who use these devices outside of these parameters can be marked absent.

Etiquette for the use of technology includes keeping a word processing app open and engaged in notetaking. Use browsers for searching a dictionary, researching concepts relevant to learning, or websites and resources referenced in class. Please do not use classroom time to work on homework for another course, emailing or messaging other students in class, or wearing earbuds to listen to music.

Audio or video recording of classes, lectures, seminars, presentations, preaching or any other teaching setting by students is only permitted with the prior written consent of the instructor. Where approved, recordings are to only be used for personal study and are not to be distributed on the internet, social media, file sharing apps such as Google Drive, or other channels without the permission of the instructor. Recordings are not to be shared with classmates without the permission of the instructor. Exceptions may be granted or as a part of an individualized education plan (IEP).

EXAMINATION POLICY

Tests or midterm examinations may be scheduled throughout the term. The re-scheduling of midterm examinations will be considered on an individual basis. Please consult your course syllabus as details vary per course and for each instructor.

EMERGENCY SITUATION

In an emergency situation (e.g., sudden family crisis, severe personal illness) that prohibits students from writing one or more examinations, students should contact their instructor and complete the Extenuating Circumstances form. In the case of illness, documentation from a doctor must be provided for the request to be considered.

EXTENUATING CIRCUMSTANCE POLICY

The purpose of this policy is twofold: a) to ensure that students with valid claims of extenuating circumstances are treated fairly, and b) to protect the integrity of the College's policies.

This policy also clarifies the responsibilities of the student when experiencing extenuating circumstances such as proper communication with the College, management of time and personal health, and following through on agreed upon adjustments.

The policy is guided by the principles of ensuring integrity in all processes and mutual benefit for both the students and the College. Also, privacy and confidentiality will be respected and maintained.

SCOPE OF THE POLICY

This policy applies to full-time and part-time undergraduate students at Vanguard College including open studies students. It does not include students seeking accommodations related to a chronic or ongoing physical or mental health condition or an established learning disability.

APPLICATION OF THE POLICY

This policy can be applied to academic situations requiring coursework extensions, in-class tests/exams, completion of courses after the regular term, etc. Non-academic situations may come under the purview of this policy at the discretion of the College.

Students who experience extended durations (e.g., 40% or more of a term) of extenuating circumstances may be directed to withdraw and retake the course.

The College's existing absence policy (see syllabi for details) are to be used for non-extenuating circumstances.

DEFINITION OF EXTENUATING CIRCUMSTANCE

Extenuating circumstances are defined as severe and acute problems or events which may affect their performance and/or hinder their ability to meet essential academic requirements or standards.

The following is a non-exhaustive list of unforeseen circumstances that qualify as valid extenuating circumstances:

- Serious illness, accident or well-being issue that is incapacitating or an unexpected deterioration in a long-term condition.
- Death or serious illness of a close relative or friend.
- Serious unexpected disruption of personal life.
- A period of quarantine/self-isolation which affects a student's ability to attend class or complete assignments.
- Travel disruptions due to weather conditions, flight cancellations, etc.

The following is a non-exhaustive list of unforeseen circumstances that do not qualify as valid extenuating circumstances:

- Minor illness or ailment
- Medical or other types of appointments
- Travel inconveniences
- Long-term ill-health, specific requirements, or disabilities which have been disclosed and assessed by the College.
- Poor time-management including sleep patterns, calendar scheduling, etc.
- Social obligations and similar commitments such as holidays, weddings, parties, errands, , etc.
- Study-related factors such as deadline congestion, lost files, or lost class notes, etc.

IMPORTANT PROCEDURES

Communication: Students should reach out as soon as possible with a brief email or phone call to the Registrar or the Campus Pastor to alert the College and request consideration of this policy. Other personnel that may work with students include their Program Director and/or the Academic Dean.

Students are required to fill out the Extenuating Circumstance Form to provide details including enough disclosure that provides clear context, the immediate implications for the student, and a sense of duration of the extenuating circumstances.

Ongoing dialogue with the College must be maintained and consistent. This can include an emergency contact who will communicate on the student's behalf if necessary.

TIMING

The benefits of this policy are available during the period of extenuating circumstances. A student is not eligible for these benefits if they inform the College after the extenuating circumstances are resolved unless they were physically prevented from contacting the College.

DOCUMENTATION OR EVIDENCE

The College has the right to request appropriate/relevant documentation such as doctor's notes, letters requesting appearance, notice of travel cancellations, or other documentation that helps verify the extenuating circumstance. Supporting documentation must be submitted as soon as possible to ensure that all solutions to assist students can continue in an informed manner.

Final decision sits with the Academic Dean and Registrar.

FIELD EDUCATION

1. Vulnerable Sector Police Check

All program students are required to complete a criminal record check with vulnerable sector verification as a part of their enrolment at Vanguard College. This check is required to be eligible for Field Education and/or ministry teams before they can begin tracking Practicum hours.

2. Abuse Prevention Training

Attendance and completion of the Abuse Prevention training is required for all students to begin tracking Practicum Hours.

Students who do not comply with the above-mentioned requirements will receive communication from the Registrar with specific instructions. Failure to follow through will result in a withdrawal of the Field Education course and the student will not be permitted to participate in ministry teams.

Please consult the Field Education Handbook for further information regarding placements and other requirements.

GRADUATION

GRADUATION HONOURS

In order to be considered for graduation honours, a student must:

1. Be a degree student at Vanguard College for at least one year of 30 credit hours.

Honours will be given on the following basis:

To Graduate With:

Grade Point:

Honours	3.7 - 3.849
High Honours	3.85

GRADUATION REQUIREMENTS

The Deadline for the Graduation Application is December 15th. Students who submit their Graduation Application after December 15th will be charged a late fee of \$35.00. Late applications are due by February 1st.

It is the student's responsibility to be aware of all duties, obligations, and requirements for graduation.

For a student to graduate from Vanguard College the following requirements must be met:

1. The student must demonstrate satisfactory completion of a program of study;
 - a. Certificate Program
 - b. Diploma Program
 - c. Bachelor's degree Program
2. Exemplify excellent Christian character in attitude and spirit.
3. The student, if in a Diploma or Degree, must achieve a minimum overall Grade Point Average of 2.0 and be in good academic standing. A student on Academic or Non-Academic Suspension is not eligible for graduation.
4. The student must demonstrate satisfactory completion of all Field Education Program requirements, as outlined in the Field Education Manual.
5. The student must submit any course work for Directed Studies or Online courses by April 15th. Any exceptions must be approved by the instructor and the academic department.
6. The student must ensure that official transcripts are provided, to the Registrar, for studies taken off campus, by April 15th.
7. The student must have his/her financial account fully paid to participate in graduation ceremonies and graduate. This includes the graduation fee for Certificate, Diploma and Degree students.
8. The student must have adhered to the policies and practices of the Community Conduct Standards throughout their time as a Vanguard Student.
9. Candidates for graduation who are denied graduation status may appeal to the President.
10. Certificate students who wish to continue to the Diploma or Degree program of study, the deadline to notify the Registrar's Office that they are opting out of graduating from their Certificate program is February 1st. After this date, their name will remain on the graduation list.

GRADUATION VALEDICTORIAN

To qualify, the speaker must have a GPA of at least 3.0 and be of good example of Vanguard's values. The speaker must show proficiency in public speaking and homiletics. The Valedictorian must be graduating with a Diploma or Degree and voted on by their fellow graduates.

LATE ASSIGNMENTS AND EXTENSIONS

- Any extensions must be formally requested in writing (e.g., email) and are granted at the discretion of the instructor. Students should inquire of instructors on their respective

approaches to extensions. Assignments given an extension must be handed in by that date or late penalties will be applied from the original due date.

- Any assignment handed in late after the original due date will be deducted 10% in the first week. No assignments will be accepted after one week past the due date and subsequently receive a grade of zero.
- For discussion board assignments only, any comments or replies that are posted after the original deadline will not receive any marks and will get a zero grade.

INTELLECTUAL PROPERTY RIGHTS

Vanguard College provides clear guidelines on the ownership, use, and distribution of intellectual property (IP) created by faculty, staff, students, and collaborators at Vanguard College to ensure the ethical stewardship of creative works, supports innovation, and aligns with the college's mission. The following is specific to students:

1. **Student Works** - Students own their original creations (e.g., research papers, ministry projects, creative presentations) unless substantial college resources are used. Vanguard College reserves the right to showcase student works for promotional or educational purposes with appropriate attribution.
2. **Collaborative Works** - Joint ownership applies when works are co-created by multiple parties, including students, faculty, and external collaborators. An agreement detailing ownership and usage rights must be established before the project begins.
3. **Use of Third-Party Materials** - Faculty, staff, and students must comply with copyright laws when incorporating third-party materials into their works. Proper licensing or permissions must be obtained for all external materials used in teaching or research.

Please contact the Registrar for the complete Intellectual Property Rights policy.

PLAGIARISM AND CHEATING

ACADEMIC INTEGRITY STATEMENT

Plagiarism occurs when a student presents the work or idea of another person or an artificial intelligence (AI) tool in such a way as to give others the impression that it is their own work or idea. In college-level writing, there should be no doubt which words or ideas are the students, and which are drawn from other sources. All students are expected to submit original work and properly cite any sources used in their assignments. The use of AI to generate content for academic work without permission is considered a form of plagiarism and will not be tolerated. See [Guidelines for AI Use](#)

When a faculty member discovers students plagiarizing or cheating, the paper will be reviewed by the Professor in conjunction with the Academic Dean to determine the level of plagiarism involved. The Academic Dean and/or the faculty member will contact the student to review the evidence and hear from the student. The Registrar will be notified to check if the student has a prior offense listed on the central registry. Penalties consider both the seriousness of the plagiarism (i.e., Level I, II, or III) and repeated offenses.

CRITERIA FOR PLAGIARISM

Any work that contains one or more of the following elements will constitute plagiarism:

- Small or large amounts of borrowed material (e.g., text, images, recordings, etc.) presented as the student's own with no credit given to the original source.
- Careless presentation and use of proper citations (e.g., quotation marks around quoted text but no citation, etc.)
- Misleading or inadequate referencing. For example, citing out-of-print sources or inaccessible internet resources (i.e., 404 error)
- Poor paraphrasing skills. For example, only changing a few key words or extensive use of synonyms in place of the author's original words while keeping the same meaning as the original.
- Work done by another student (even if it is used with permission) or AI text generator such as ChatGPT.
- Improper use of editorial help (i.e., Academic Coaches or AI programs (e.g., Grammarly) where they have contributed ideas that substantially changed the students work instead of just indicating where problems exist).
- Claiming or attributing authorship in group assignments to students who did not contribute.
- Submitting work done in one course to satisfy the requirements of another course. This is known as self-plagiarism. It is only acceptable if both instructors agree beforehand to accept such work.
- Work has been purchased and/or written by another (whether by a person or AI-generated) and presented as their own.

A bilateral decision-making approach must be taken. The faculty member and Academic Dean will be given discretion to determine an appropriate response to a case of plagiarism according to these guidelines:

Level I

Only applicable if:

- The student is currently enrolled in his or her first term at Vanguard and/or has not studied at a post-secondary level before or has been out of school for more than five years.
- Only small amounts of plagiarized material present. Generally characterized by being careless in paraphrasing and use of proper citations. If more substantial amounts of plagiarism are involved this may classify as a level II or III offence.
- No deliberate intent to cheat or deceive assessor is present.

Suggested Penalties

- Work is deemed not suitable for submission. Students are required to correctly format all plagiarized portions of the assignment (without revising the other content) and resubmit it within 24 hours by uploading it to Populi.
- Resubmitted work will be marked without penalty.
- Warning only -- no academic misconduct, but students will be required to take a refresher in APA skills with the Library Director.

Level II

- Applies to students who should have some level of awareness of what plagiarism is due to recent academic experience and/or there may be some level of intent to cheat or deceive the assessor.
- The writer gives no recognition to sources from which substantial phrases, sentences or even ideas are drawn
- This could be a first or second offence for plagiarism.
- Significant amounts (e.g., 10-30%) of the assignment are plagiarized.

Suggested Penalties

- The Academic Dean will issue a formal warning letter to the student, and s/he will be placed on a central plagiarism registry.
- Work is deemed not suitable for submission. Students are required to correctly format all plagiarized portions of the assignment (without revising the other content) and resubmit it within 24 hours by uploading it to Populi.
- Resubmitted work will receive a mark between 30-50% depending on how serious the nature of the offence is.

Level III

- Substantial amounts (e.g., more than 30%) of the assignment are plagiarized (i.e., paraphrased or copied) or the entire assignment is the work of someone else but presented as original scholarship.
- More than two plagiarism offences have occurred previously.
- A clear intent to cheat or defraud the assessor is suspected.

Suggested Penalties

- The Academic Dean will issue a formal letter of admonishment to the student.
- Work is not eligible for resubmission. The student will be required to submit a new assignment. Provided the work is of passing standard, the maximum mark achievable will be 50%.
- Discretion lies with the Academic Dean on how to proceed should no supplemental assignment be available.
- Repeat offences could result in automatic course failure or suspension or expulsion from Vanguard College. If a plagiarism case reaches this level, it must involve the Discipline and Restoration committee.

APPEALS FOR PLAGIARISM

The student may appeal the decision in writing, to the Academic Dean. The student may appeal the decision of the Academic Dean, in writing, to the President.

ALTERNATIVE DELIVERY MODES

- Vanguard College offers course delivery via four primary modes: on-campus synchronous instruction or asynchronous online courses via Vanguard College Online And mixed delivery and remote delivery via Pursue courses. In certain cases, the instructors may be willing to offer live streaming/hybrid delivery to students who cannot be in class for a period of time. Alternatives include receiving video or audio recordings of lectures or teaching notes and presentation slides. Please note that these options are limited to the Academic Administration's discretion in consultation with the instructor. See the Extenuating Circumstances Policy for further information.
- If you are given permission to attend class online via live stream, keep your camera on and stay present and attentive throughout the class session. Access your class with a computer (preferably) or tablet, not a cell phone. Arrive to class on time, and dress as you would if you were attending class on campus. Join the class from a quiet space with minimal background noise and mute your microphone until you wish to speak to the class.
- Any recorded materials produced for the sole purpose of instruction cannot be released to other parties or any social media outlet without the written consent of the instructor.
- PLEASE NOTE: Students are not allowed to audio record or bring another student into a class via live streaming services such as FaceTime, Zoom or Google Meet without the permission

of the instructor. Such permission will be given only for students under extenuating circumstances or approved by the Academic Dean.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR)

The purpose of PLAR is to allow Vanguard College to complete a critical and in-depth, evidence-based evaluation of a student's prior learning in the area of academic and practical studies.

PLAR will not be considered in the final term prior to graduation and only courses required for a student's program of study are eligible. The application deadline for prerequisite courses for the fall term is May 31st and for graduation requirements is September 30th.

The Academic Dean, Registrar and Faculty work alongside the student in this evaluation process to determine the competency level in a particular subject and then decide whether credit will be awarded. PLAR considers not just student experiences but also considers if learning outcomes have been met.

Students who have been accepted into a program of study may, in consultation with the Academic Dean or Registrar, submit a PLAR application and pay an initial fee of \$50 and complete a self-audit. If a student's self-audit in a particular subject area indicates a level of competency, then they would be eligible to continue and provide sufficient evidence of how the learning outcomes of a course were met. This would be evaluated by the Academic Dean and Faculty member responsible for teaching the course.

REGISTRATION DEADLINE

Students who register after the registration deadline will be charged a \$50 late registration fee.

SCHOLARSHIPS, BURSARIES AND AWARDS

Students can apply annually for a number of scholarships and bursaries. Students are notified of available scholarships and bursaries along with application deadlines.

TIMELINE FOR PROGRAM COMPLETION

Vanguard College diploma and degree students have 7 years (from the time they begin their first course) to complete their program. Certificate students have 4 years to complete their program. An appeal for additional time must be approved by the Academic Council.

TRANSCRIPTS & DEGREE REPRINTS

TRANSCRIPTS

Transcripts will be issued to the student, another educational institution, the credentialing body, agency or employer, subject to the following:

1. Students are required to complete and submit a Transcript Request Form to the Office of the Registrar in order for a Transcript to be released. This can be requested through Populi on the student's Transcript Tab.

2. There is a \$10.00 fee for each transcript requested. Payment is required before the transcript request will be processed.
3. Transcripts will not be released unless the student's college financial account is paid in full.
4. Processing time is usually within one week of receipt of the request.

CERTIFICATE, DIPLOMA AND DEGREE REPRINTS

1. Students requiring a reprint of their parchment are required to complete a Duplicate Degree Request Form and submit this request to the Office of the Registrar. This can be accessed via the Forms Tab on the Populi home page.
2. The cost of a reprint is \$50 payment is required before the reprint request will be processed.
3. Reprints will not be released if the student's financial account is not paid in full.
4. The reprint date of the certificate/diploma/degree will be included on the reprint and the parchment will clearly state that it is a reprint.
5. Processing time is usually within four weeks of receipt of the request.

VANGUARD COLLEGE LIBRARY | SCHALM MEMORIAL COLLECTION

Whether researching for an assignment or looking for a place to study, the Vanguard College Library is where students want to be.

The library offers students the following services:

- Over 55 000 books, including research and reference titles, Biblical study resources, novels, personal development, devotional classics and much, much more.
- Access to over [11 million more books](#) from partner libraries across Alberta, delivered directly to Vanguard College for your convenience.
- Dedicated quiet study and group study areas, with a variety of seating styles including convertible standing desks.
- Laptop computers, chargers, adaptors, headphones, and other useful electronics available to borrow at the desk.
- Printing services (\$0.10 per B&W page, \$0.35 per colour page).
- A selection of DVD film titles and musical selections on CD.
- A selection of print magazines and journals for browsing.
- [Online databases](#) with eBooks and thousands of journal articles easily searchable (use links through Populi for off-campus access).
- [Online access](#) to account status including the ability to renew material online and place hold requests.

Students are encouraged to make full use of the library and its contents, as in many respects the library is the centre of their academic life. First year classes provide instruction on academic, research, and information skills. Workshops will be offered throughout the term, and the librarian is available for one-on-one research and thesis development appointments. (vangd.ca/karina)

Join the Resources & Support Services Group on Populi to receive important updates about access to the library and resources, share information with one another, and be notified about Academic Success Centre services, too! vangd.ca/lib/group

Your student ID serves as a library card which allows you to borrow resources.

Library hours are posted outside the library or on [the website](#).

To get started or find more information, visit our website library.vanguardcollege.com or grab a brochure from the Library desk.

WITHDRAWAL FROM STUDIES

INACTIVE STANDING

Students who do not register for courses in a regular term will be put on inactive standing. A student can remain inactive for a maximum of two academic years after which they are required to re-apply to continue their studies. The re-application process allows the student to update references, etc. Also, the admissions committee can assess the student's transcripts for transferability into the new program.

LEAVE OF ABSENCE

Students who need to cease their studies temporarily for extenuating circumstances (e.g., medical, personal/family, or financial reasons) may apply for a Leave of Absence. The maximum total Leave of Absence time that may be approved is one academic year.

A leave of Absence granted for a portion of a term counts as one full term's Leave of Absence. Students who require an absence of more than a full academic year must withdraw from the College and apply for readmission when they are ready to resume their studies.

Students may apply for a Leave of Absence at any time during a term. Students approved for a Leave of Absence after the start of a term will receive a grade of "W," Withdrawn, for any course(s) not completed as of the date of application. The Academic Dean and Registrar will determine eligibility for tuition refunds for an approved Leave of Absence based on the published tuition refund policy.

The Academic Dean, Registrar, and Campus Pastor will approve or deny requests for a Leave of Absence. Decisions are final and are not subject to appeal. The Leave of Absence form is available On the Forms tab of the Populi Home page.

For more information regarding tuition refunds and fees related to course changes please refer to *Section III: Student Services Information (Student Financial Services)*.

EXPULSION POLICY

This policy provides the framework for expulsion if a duly appointed committee believes that it would be in the best interests of the Vanguard College community to expel a student from the college. A student may face expulsion for the following reasons:

1. Persistent misbehaviour including repeated refusal to follow the College's Community Code of Conduct.
2. Persistent undermining of the Christian faith.
3. Making serious threats against students or staff.
4. Physical violence which results in pain or injury, or which seriously interferes with the safety and wellbeing of other students or staff.
5. Sexual misconduct: Including either harassment physically or through some means of communication or by engaging in sexual behavior.

6. Criminal behavior related to the College: Including malicious damage to property (College or community), or against the property or person of a fellow student or staff member on, or outside of the College premises. If the incident occurred outside the College or outside college hours, there must be a clear and close relationship between the incident and the College.
7. Any other incident which is seriously detrimental to others' physical, mental, spiritual, or social wellbeing or a serious impediment to others' learning, or the College property or reputation.

The purposes of expulsion are to:

- Protect the integrity of Vanguard College **and/or**
- Protect the general population of the college **and/or**
- Allow time and space for a student whose actions are deemed irreconcilable with Vanguard College's Community Code of Conduct, to reflect on and institute personal corrective measures.

When a potential expulsion situation with a student arises, an appropriate committee shall be assembled by the Academic Dean and the Campus Pastor. Because this college believes that restoration is both possible and God's appropriate plan for all people, students will be given the opportunity to go through a restoration process. The student will have up to six months to decide on entering this process.

In implementing this policy, all College representatives must ensure that no student is discriminated against on any of the following grounds: race, including colour, nationality, gender, disability, academic/mental abilities, or age.

Further information regarding this full policy as well as the restoration process is available by contacting the Office of the Registrar.

II. CAMPUS LIFE INFORMATION

The Campus Life Department provides opportunities for holistic development and care for all students within the context of Vanguard's mission and culture through promoting a strong sense of community, uphold our community code of conduct, and shaping the spiritual tone of Vanguard College.

Welcome to the Vanguard College community, we are honoured to have you!

Vanguard is a Christian academic community that is deeply committed to providing you with the best possible training for biblical and healthy spiritual leadership in and outside of the church. We commit ourselves to helping you develop into a Spirit-empowered leader with integrity, upright character and who lives a life above reproach. Further, we want to help you grow in your likeness and relationship with Jesus Christ.

With your acceptance to Vanguard College, you have acknowledged that you are also committing yourself to the above. That said, all students attending Vanguard College are expected to read, understand and abide by the following policies and guidelines as outlined in this Vanguard College Student Handbook and will have signed the covenant regarding the Community Code of Conduct. Vanguard expects all students enrolled to uphold the community conduct both on and off campus until the student is officially withdrawn or graduated from the college.

STUDENT SPIRITUAL LIFE

Your ongoing spiritual formation and personal growth is a high priority at Vanguard College and several aspects of life that we believe will enable your growth.

WEEKLY CHAPEL & LIFE GROUP

Chapels: Each week we gather as a community to engage in corporate worship, the Word, and prayer. We have an opportunity to hear from God through students, faculty, staff, local pastors, global workers and other invited guests. Our desire and design for chapel is to be a deeply participatory experience rather than a passive or performance-based approach.

Life Groups: Students will also engage in a Life group, that functions much like a small group. It's an intentional time and space to foster conversation and relationship. The focus is on community building, discipleship, fostering of biblical disciplines, and praying for one another. These groups are led by a staff/faculty member or student leadership.

FALL RESET DAYS AND WINTER SPIRITUAL ENRICHMENT DAYS

Each term, in addition to our weekly chapel & chapel life groups, students, staff and faculty actively engage in special times and space set aside 'to be still and know' amidst the busyness of life. RESET in the fall term and Spiritual Enrichment in the Winter term. These services are tailored to encourage the college community to integrate Biblical knowledge into hearts and lives. In both, there's a call to specific prayer focus and initiatives

CAMPUS GROUPS

Students with a common area of interest (i.e. Art, Sports, Bible Study) are encouraged to organize and meet together. All years are welcome to partake and/or facilitate a group. If interested in starting a group, please contact Campus Life.

STUDENT RETREATS

Fusion: Vanguard's ALL School kick off that happens at the beginning of each term. This is an opportunity to start off in unity and build community. This includes a Chapel, Communion, prizes, and a time to connect with one another.

The Table: Happens each year in the winter semester for all students. The focus is to build connection with God and others, to lean into Spiritual Formation/ Disciplines.

Program Retreats: During the first two weekends of the school year each program hosts their own Program Retreat. This is a time of connecting with God, faculty, and others in your program of study.

All School Retreat: Every other-year program retreats will be replaced with an ALL School Retreat. The whole student body and faculty will gather at a retreat centre for a weekend and start the year off together.

SPIRITUAL DIRECTION

Vanguard provides each student with a relationship with a spiritual director that continues for the duration of the time a student studies at Vanguard. The spiritual director will get to know the student in the first few weeks and then meet regularly during the term to help a student listen, discern, draw closer in intimacy and obedience to God in a relationship of friendship. The goal of providing spiritual direction along with chapel, small groups and special focus retreats and days is to help students become spiritually mature by the time they graduate.

Spiritual direction is defined as a relationship where one Christian provides help to another in cultivating a deeper personal relationship with God through prayer and conversation that is focused on increasing awareness of God's voice in the midst of life experiences, responding in love, facilitating surrender to God's will, and becoming a mature son or daughter of God.

The William David Centre is funded through the generosity of a donor and Vanguard College is pleased to offer the opportunity to all students to receive Spiritual Direction at no cost to them. 3 sessions per term are provided and required of all on campus students.

Book an appointment by clicking the link found in Populi Links tab.

SPIRITUAL LIFE ATTENDANCE

SPIRITUAL FORMATION ENGAGEMENT-ATTENDANCE POLICY

At Vanguard college, we believe that regular attendance and active participation in spiritual formation activities are vital to your growth in Christ. Your presence not only strengthens your own walk with God but also contributes to the spiritual life of our community. For this reason, Chapel, Life Group and Spiritual Direction attendance is both required and recorded. This includes attending all Reset, Spiritual Enrichment Days, and Retreats.

Enrollment and Requirements

All program students will be enrolled in Spiritual Formation Engagement, a non-academic credit requirement included on the transcript:

- **Students enrolled in 10 or more credit hours** are required to attend Chapel, Life Group, and Spiritual Direction.
- **Students enrolled in 9 credit hours or fewer** are required to participate in Spiritual Direction. While Chapel and Life Group are not required for part-time students, you are warmly encouraged to participate as much as you are able.

EXCUSALS AND MODIFICATIONS

Students needing a full-term excusal from Chapel and Life Group must complete the **Life Group/Chapel Excusal Form**, available on **Populi** under the **Links** section. Requests are reviewed and approved via email on a term-by-term basis.

Note: All students, regardless of course load or excusal status, are still expected to participate in **Spiritual Direction** unless formally excused. To request an exemption from Spiritual Direction, you must first meet with the **Spiritual Direction Director** to discuss your circumstance.

ABSENCE POLICY

Full-time students are allowed up to **5 absences per term** for Spiritual Formation Engagement (this includes Chapel, Life Groups, RESET Days, and Spiritual Enrichment Days). This is a total of 5 absences and NOT 5 per engagement. This does not include Spiritual Direction. Absences beyond this limit may result in NOT receiving credit for the term. Please note that all **3 Spiritual Direction sessions** must still be completed.

Students who exceed the excused absences will receive a written notice from the Campus Life Department and will be required to attend a meeting with a Campus Pastor. Together you will discuss steps to make up for absences, which may include listening to chapel recording(s) or podcast and submitting sermon notes/summary or reporting on a book(s).

Successfully completing your make-up assignments will ensure that you receive full credit for your Spiritual Formation Engagement for the term.

CHURCH ATTENDANCE

As part of your spiritual formation and training, all students are expected to participate regularly in the life of a local church, attending and engaging on a weekly basis.

If students need assistance finding a church community, the Campus Life team is here to assist and provide recommendations and support.

STUDENT DRESS STANDARDS

At Vanguard College, we believe that how we present ourselves is part of our Christian witness. While we don't aim to focus on minor issues, we do hold a high value on modesty and personal integrity- especially as students preparing for ministry

All students are expected to dress in a way that reflects **modesty, respect for others**, and the **calling to Christian leadership**. Clothing and accessories should be appropriate for a ministerial training environment and should not conflict with the standards and values of the college or its supporting community.

As followers of Christ, we are reminded of the principles in **1 Corinthians 8–9**: we are called to live in a way that does not cause others to stumble, even if it means laying aside certain personal preferences for the good of the Body of Christ. We also each carry a responsibility to walk in personal discipline, including how we view and relate to others.

Students representing the college in public ministry (e.g., practicums, ministry teams, preaching assignments, internship, etc.) must dress appropriately to the environment in which they will be ministering. Guidelines of “appropriate dress code” will be determined by your instructor or ministry supervisor.

If you are in doubt of any of the above information concerning student dress standards or college expectations, please speak to a Campus Pastor and they will be able to guide you.

RELATIONSHIPS, ENGAGEMENT, AND MARRIAGE

Honouring Christ in All Relationships

At Vanguard College, all relationships—friendship, dating, engagement, or marriage—are to reflect the character of Christ and align with biblical standards. As a Spirit-empowered community, we expect students to walk in love, purity, and mutual respect.

Godly Conduct and Boundaries

Students are called to treat others with honour, humility, and integrity. Emotional, physical, and spiritual boundaries should reflect holiness and the fruit of the Spirit (Galatians 5:22–23). Sexual intimacy is reserved for the covenant of marriage between one man and one woman.

Dating and Engagement

Romantic relationships should be approached prayerfully, with maturity and accountability. Students are encouraged to seek godly counsel and avoid relational isolation. Premarital counselling is strongly advised before marriage.

Marriage

Married students are expected to model Christlike love, and faithfulness (Ephesians 5:21–33), while balancing academic and community responsibilities.

NON-ACADEMIC STANDING POLICY

A student who has breached Vanguard College's Community Code of Conduct will be subject to a non-academic warning, probation, or suspension.

NON-ACADEMIC WARNING

1. Non-Academic Warnings will be handled by the Campus Pastors.
2. The Campus Pastor will provide documentation to the student to sign, stating the breach of the Community Code of Conduct, the agreed upon conditions and agreeing to abide by the Community Code of Conduct.
3. A further breach of community standards will result in additional disciplinary action with the Restoration and Discipline Committee, which may include a non-academic probation or suspension.

NON-ACADEMIC PROBATION

1. Non-Academic Probation will be handled by the Restoration and Discipline Committee directly or upon referral by the Academic Council.
2. The Restoration and Discipline Committee is composed of the Campus Pastor (chair), Associate Campus Pastor, and Program Director or their delegate. The student may request the student body president to be present for support and advocacy.
3. When a student is placed on a Non-Academic Probation, the Campus Pastor, with the Restoration Discipline Committee, will provide the student with a letter of conditions in place for them to continue as a student at Vanguard College. Possible conditions may include course closures and/or course fails.
4. A further breach of community standards will result in additional disciplinary action with the Restoration and Discipline Committee, which may include a non-academic suspension.

NON-ACADEMIC SUSPENSION

1. Non-Academic Suspension will be handled by the Restoration and Discipline Committee directly or upon referral by the Academic Council.
2. The Restoration and Discipline Committee is composed of the Campus Pastor (chair), Associate Campus Pastor, and Program Director or their delegate. The student may request the student body president to be present for support and advocacy.
3. The Registrar, in conjunction with the Campus Pastor, will notify the student of his/her suspension in writing within 24 hours of the decision rendered. At this time the student would be notified regarding course closures and/or course fails.
4. When a student is receiving a Non-Academic suspension, the Campus Pastor will notify the Academic Council that the student is being suspended.
5. The Registrar records a Non-Academic Suspension on the student's transcript, including the length of suspension. The exact reason for the suspension is not included on the transcript.
6. If required, a copy of the file will be shared with a trained professional for assessment and ongoing resources, as determined by the Restoration and Discipline Committee.
7. If the suspension is one or more years, the student will need to re-apply for studies at Vanguard College.
8. As part of the readmission process the committee may require an additional letter or Reference.
9. Decisions of the Restoration and Discipline Committee may be appealed to the Vanguard College President.
10. A further breach of community standards will result in additional disciplinary action with the Restoration and Discipline Committee. In extreme circumstances expulsions may be considered.

For more information, copies of the Vanguard College Restoration and Discipline Policy may be obtained from the office of the Campus Pastor.

STUDENT GOVERNMENT AND ACTIVITIES

STUDENT COUNCIL

Each year, a Student Council President is selected, who then forms an appointed council. The council consists of, President, Vice President, Secretary, Treasurer, Spiritual Life Coordinator, Community Life Coordinator, and Communications and Yearbook Coordinator. Their mission is to contribute to the spiritual life of the college, develop community, and to advocate for the student body.

EMPLOYMENT WHILE STUDYING

Because of the rigorous academic commitments at Vanguard College, students are generally encouraged to be cautious about taking on outside employment during the school year.

We understand that some students may need to work due to personal or family responsibilities. If this applies to you, please be aware that maintaining a job may require you to adjust your academic course load and limit participation in extra-curricular or ministry activities to ensure a healthy and sustainable balance.

If you're considering employment during the term, we encourage you to speak with an Academic Advisor or the Campus Life team to help plan a schedule that supports both your academic success and personal well-being.

RECREATION AND ATHLETICS

While there is no formal physical education program at Vanguard College, students are encouraged to involve themselves in various voluntary programs organized by the College or Campus Life. Each year, Campus Life seeks to provide affordable recreational activities, including men's and women's fitness classes, casual drop-in sports, registered/organized sports teams via city-wide organizations, and other recreational opportunities according to student initiative or demand. Inquiries about athletics may be directed to the Campus Life.

YEARBOOK

The College yearbook is prepared by student council communications and yearbook editor and the Campus Life Department. A digital copy will be distributed to all students via email; hard copies are available for purchase.

FACILITY AND PROPERTY USAGE

Vanguard College's facilities are multi-use, serving a number of private and public groups, in addition to the students, faculty and staff of the College. We ask that the utmost care and respect is demonstrated when using our facility and property.

Chapel: Use of the Chapel for purposes other than prayer, apart from the chapel hour and classes, must receive prior approval from the Campus Life Department.

Classrooms: When classes are not in progress, classrooms may be used by students. Students are required to book the space and time in advance by emailing academic.administrator@vanguardcollege.com.

Gymnasium: The gymnasium is available for student use. Please visit the Campus Life department for more information on scheduled hours of operation.

Library: Students are encouraged to make full use of the library and its contents. The Vanguard Library Guide sets out guidelines and regulations for use of the library. Library hours are posted outside the library or on the website.

Please refer to *Section I: Student Academic Information (Vanguard College Library | Schalm Memorial Collection)* for more information or visit our website (library.vanguardcollege.com).

Prayer Room: The prayer room is open every day at 7:45am for prayer use only. Meetings and/or events may take place here, as organized by Vanguard Administration.

Academic Success Centre: Please refer to *Section I: Student Academic Information (Academic Success Centre)* for more information.

Student Lounge: The Student Lounge is on the lower level and is available for college-wide use. Students should consult with the Campus Pastor or Associate Campus Pastor as to social or recreational use of the Student Lounge.

III. STUDENT SERVICES INFORMATION

NEW STUDENT ORIENTATION

The New Student Orientation serves as an opportunity for incoming students to become familiar with the College facilities, its faculty, and staff. In addition, students will be provided with valuable information and experience community alongside others who are anticipating their first year at Vanguard College. Students will also be introduced to various individuals available to help ease their adjustment to college life.

STUDENT COMPLAINTS AND GRIEVANCES

The College is interested in providing an atmosphere consistent with its mission "to develop Spirit-Empowered leaders to advance fruitful churches and global mission." Policies, rules, regulations, and guidelines are established as a framework for fostering community life and fulfilling the ongoing purposes of the College.

The College desires to deal fairly with all persons, including students, faculty, staff, administration, and guests. Should a student have a complaint or grievance, they should follow the Scriptural pattern to resolve the matter:

- Stay calm. Be quick to listen, slow to speak, and slow to become angry (James 1:19).
- Pray about the matter. Let God give you wisdom to find the right approach to the solution of the problem (James 1:5).
- Discuss the matter respectfully with the student, faculty or staff member involved (Matt 18:15).
- If a resolution is not reached and the issue involves another student, talk to the appropriate college authority (Matt 18:16-17). This may be the student's Program Director, the Campus Pastor, or the Academic Dean See Harassment Policy below for possible further steps.

The Association for Biblical Higher Education (ABHE) standards, with whom Vanguard is accredited, require that institutions have published procedures for addressing formal student complaints and grievances and that there be equitable and consistent treatment of employees and students consistent with published policies.

Students dissatisfied with any aspect of college academic, spiritual, professional or social life may file complaints at any time with the Association for Biblical Higher Education (ABHE), with whom Vanguard is accredited. Supporting documentation must be submitted. The address is:

Association of Biblical Higher Education (ABHE)
5850 T.G. Lee Blvd., Ste. 130
Orlando, FL 32822
USA
(Tel. 407-207-0808)

Complaints from individuals, institutions or programs, or agencies regarding an institutions or program's significant non-compliance with ABHE Standards, policies, or procedures will, and supporting documentation must be, submitted in writing to the Director, Commission on Accreditation via email at coa@abhe.org or postal mail at 5850 T.G. Lee Blvd., Suite 130, Orlando, FL 32822. The Complaints will be handled by the Director, Commission on Accreditation processed by the Commission on Accreditation staff in accordance with the Policy on Complaints Against an Institution or Accredited Program. The nature of these complaints, method of handling, and disposition will be included in the Director, Commission on Accreditation's report to the Commission on Accreditation.

DEFINITIONS

Harassment

Harassment, as defined by the Occupational Health and Safety Act, is any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offense or humiliation or adversely affect the other person's health and safety.

Harassment conduct may be discriminatory if conduct is based on or related to any one of the protected grounds under the Human Rights Act.

Harassment can take place between individuals or groups of people of the same or different status.

Examples of harassment could include, but are not limited to, any of these actions:

- persistent derogatory or demeaning comments, jokes, slurs;
- derogatory or demeaning posters, pictures, cartoons, graffiti, drawings;
- innuendoes, taunting, bullying, belittling or ostracizing;
- undermining a person's dignity by causing embarrassment, humiliation, discomfort or offence;
- creating an intimidating, offensive, or poisoned environment; and
- condescending, paternalistic, or patronizing behaviour which undermines self-esteem, diminishes performance or adversely affects working or learning conditions.

Harassment does NOT include actions occasioned through exercising in good faith the employer's supervisory rights and responsibilities, or the good faith decisions of the faculty or staff members towards students.

Sexual harassment

Sexual harassment is any unwelcome behaviour, that is sexual in nature, that adversely affects, or threatens to affect, directly or indirectly, a person's job security, working conditions or prospects for promotion or earnings; or prevents a person from getting a job, living accommodations.

Sexual harassment is usually an attempt by one person to exert power over someone else. It can be perpetrated by an employee, student, supervisor, by a co-worker, or a service provider. Sexual harassment is discrimination on the ground of gender and is prohibited in the Human Rights Act and Occupational Health and Safety.

Sexual harassment can be expressed in many ways, from very subtle to most obvious, through any of the following:

- suggestive remarks, sexual jokes or compromising invitations in writing, speech and/or electronic communications.
- verbal abuse;
- visual display or request of suggestive images;
- leering or whistling;
- patting, rubbing or other unwanted physical contact;

- repeated propositions or advances of a sexual nature;
- persistent unwanted contact or attention after the end of a consensual relationship;
- outright demands for sexual favours; and
- physical assault.

This definition of sexual harassment is not meant to inhibit interactions based on mutual consent or normal social contact between students, faculty, and staff. All students, faculty, and staff must ensure that interactions and social contact are "above reproach" and consistent with the teachings of the New Testament.

Bullying

Bullying is any act or verbal comment that could psychologically or mentally hurt or isolate a person in the workplace. It often involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade, or humiliate a person or group of people.

There are four (4) types of Bullying:

1. Verbal (name calling, insults and put downs, teasing, threatening, comments, jokes)
2. Physical (hitting, slapping, pushing, grabbing, spitting, hazing)
3. Social (gossiping, leaving someone out, ganging up on someone, ignoring/denying someone's accomplishments, keeping someone away from peers)
4. Cyberbullying (sending mean or hurtful content through texts, email or social media, taking and/or sending embarrassing pictures, demeaning polls to rate people)

Bullying is not:

- Enforcing college/workplace policies and procedures
- Evaluating and communicating performance and discipline
- Providing constructive feedback
- Denying training or leave requests with good reason

Complainant

An employee or student who has brought forward or filed a complaint alleging that harassment or bullying has occurred.

Frivolous or Vexatious Complaints

Complainant or others know there is no foundation and where the complaint is filed with false information or for the purpose of bringing an adverse consequence to the respondent.

Respondent

An employee or student who is alleged to have committed an act of harassment or bullying against a complainant.

Retaliation

Any action taken with a negative impact, threatened or suggested against a person because that person either files a complaint, a person who associates with a person who files a complaint, participates in an investigation of a complaint and/or reports any failure to follow through with a decision flowing from an investigation.

Examples of Retaliation:

- Threat of or actual demotion or involuntary transfer or loss of employment
- Negative changes in terms or conditions of employment
- Denial of growth opportunities (training, promotion, learning)
- Malicious intent to harm on employee's performance evaluation
- Denial of standard workplace benefits
- Exclusion from workplace social activities

For further information and procedure please see the [Harassment and Bullying Policy & Procedures](#)

COUNSELLING SERVICES

ACADEMIC AND PERSONAL COUNSELLING

Students who encounter difficulties in their spiritual life, academic load, social relationships, etc., are reminded that Campus Pastors, Program Directors, and Faculty are available to provide counsel. As well, professional counselling with a registered psychologist or counsellor can be arranged at the discretion of the Campus Pastor.

Please note that faculty function as a care giving team. Mental health issues, academic issues, or any other issues may be shared amongst faculty as necessary, with the student's permission.

PROFESSIONAL COUNSELLING

If a student requires professional counselling Vanguard College can make the appropriate referral to a registered counsellor or psychologist. Please contact the Campus Pastor for more information.

STUDENT FINANCIAL SERVICES

Payment for each term's tuition and fees is due in full no later than seven days after the first day of class, unless students make alternative arrangements with the Student Finance Administrator (see below).

Students who do not pay in full by the payment deadline and have not made alternative arrangements, will be automatically withdrawn from their courses.

Students unable to provide full payment for the term, may take advantage of the payment plan option and pay 50% by the payment deadline.

The tuition rate to take a course for audit is 1/3 the credit rate.

PAYMENT PLAN

Application for the payment plan must be made before the payment deadline, by contacting the Student Finance Administrator. If approved, the payment plan will be applied to the student's account and payment instructions will be given. Payment Plan Details are as follows:

- 50% by the term payment deadline, and two subsequent payments of 25% October 15 and, November 15 in the fall term, or February 15, and March 15 in winter term, or June 15th and July 15th in the Spring term
- A \$75.00 finance fee is charged per term.
- Available to program students in 6 credits or more.
- Students who fail to comply with the payment plan as outlined may be ineligible for future payment plans.

The College reserves the right to withdraw a student from the College who appears to have no ability to make payment.

Failure to make payment will incur the following fees:

- A \$20.00 per incident charge will be applied to the student's account the day following the missed payment.
- NSF cheques will be charged \$15.00. NSF cheques must be replaced with a certified check, cash, money order, or credit card.

Failure to pay tuition and fees by the end of the term could result in:

- Final term marks will be withheld
- Student will be unable to graduate
- Interest will be charged at 1.5% per month following the end of the term
- Transcripts will not be released
- Student will be unable to register for further classes
- May not be able to participate in college trips.

T2202 & T4A'S

T2202 (Tuition Income Tax Receipt) and T4a forms (for scholarships received) are made available to students online through their Populi account. Students will be informed when they are available and will be responsible to print them out.

TUITION REFUND POLICY

The Student Finance Administrator will apply a credit to a student's account upon notification from the Academic Department.

- Tuition refunds for course withdrawals will be processed according to the following schedule:
 - 1-7 calendar days after the First Day of Class - 100% refund on Tuition and Fees (Program Fees are non-refundable after 1-7 calendar days after the first day of class)
 - 8-14 calendar days after the First Day of Class - 75% refund on Tuition and Fees
 - 15-21 calendar days after the First Day of Class - 50% refund on Tuition and Fees
 - 22 days or more after the First Day of Class - 0% refund on Tuition and Fees

Students have the right to appeal this policy to the Operations Council.

WITHDRAWING FROM A MODULAR COURSE

The Student Finance Administrator will apply a credit to a student's account upon notification from the Academic Department. The following refund schedule applies to tuition when a student withdraws from a modular course:

- Monday by 12 pm Noon – 100% refund on Tuition and Fees
- Tuesday by 12pm Noon – 75% refund on Tuition and Fees
- Tuesday by 4:30 pm – 50% refund on Tuition and Fees
- After Tuesday 4:30 pm – 0% refund on Tuition and Fees

Students have the right to appeal this policy to the Operations Council Canada Student Loans

Students must apply for loan funding with their province of residence.

The College will instruct Student Loans to forward all funds, due for tuition and fees, directly to the College.

Students are asked to apply early for student loans in order to ensure money is disbursed quickly. Students are asked to sign and promptly send any documents sent by student aid to the address given.

For any additional inquiries, please stop by the Student Finance office.

STUDENT GENERAL INFORMATION

1. **Populi:** Is Vanguard College's learning management system. all students are expected to regularly access information regarding courses, finances, correspondence, and community updates.
2. **Vanguard Account:** Upon acceptance to Vanguard College, each student will be issued a Vanguard Account. This account is essential to each student to access essential services, including Vanguard Mail, Populi, Library Printing, and Microsoft Office online. **Please note that all official college communication will be sent to Vanguard Mail, so it is advisable that students check this regularly.** Vanguard College will not send emails to any other email account. Students cannot opt out of Vanguard Mail emails for the duration of their studies. Vanguard accounts will be available only to active students at Vanguard College and will be disabled following the completion of a student's studies.
3. **Emergency Contact:** All students must provide Vanguard College with an emergency contact.
4. **First Aid:** First Aid Kits are located at the Main Office, Library, and Campus Life wing.
5. **Lockers:** Lockers can be requested through Campus Life. Personal belonging should be locked and secured at all times. However, please note that the lockers are the property of the college, and the college maintains the right to search a student's locker, if necessary. Please use lockers with this in mind. ***Lockers must be emptied and cleaned out by the last day.*** After that time, remaining items will be donated or disposed of.
6. **Loss of Property:** The College is not responsible for the loss or damage of a student's *personal property* that is left on school premises either during or after school hours. Reimbursement for loss or damage to personal property used for school purposes off campus will be considered on an individual basis by the Operations Council upon written request.
7. **Photo Release:** Students are to sign a photo release form granting Vanguard College permission to use photo/video coverage for promotional purposes.
8. **Student Mail:** It is preferred that students do not direct mail to be sent to the college address.

9. **Photocopying:** Students may use the photocopier in the library. Please enquire at the library information desk for applicable cost.
10. **Posters:** Announcements for posting on the *bulletin board* must be left at the general office for approval and posting. School-wide posters and program specific posters can be placed at appropriate locations.
11. **Student I.D. Cards:** I.D. cards are issued to every student early in the term. These facilitate access to the building, removal of books from the library, inter-school library use, discounts on book purchases at various Christian bookstores, and student admittance rates to various functions. Student ID Cards may entitle you to discounts at various venues. See the Campus Life Department for more information. Replacement cards are available to purchase from the populi bookstore.
12. **Vehicles:** Parking passes can be purchased on a term basis from the main office. Parking passes must be visible when parking in the Vanguard Parking Lot. Parking is permitted where specified. It is expected that all laws and motor vehicle regulations be observed. Please do not park in the parking stalls that have been reserved for faculty, staff, visitors or handicapped persons. Those who do, or park in the parking lot without a Vanguard College parking pass will be ticketed by the City of Edmonton.
13. **Visitors:** Visitors must sign in upon arrival. Visitors may be brought to classes, if space permits and it is approved by the Chief Academic Officer. The Faculty member should be informed after the visitor is approved if they do not know already.
14. **Personal Information Protection Policy:** Vanguard College is committed to safeguarding the personal information entrusted to us by our applicants, students, employees, contractors, volunteers, and donors. We manage your personal information in accordance with Alberta's Personal Information Protection Act and other applicable laws. If you would like to access the full policy or, have a question or concern about any collection, use or disclosure of personal information by Vanguard College, or about a request for access to your own personal information, please contact the Registrar registrar@vanguardcollege.com.

STUDENT MEDICAL INFORMATION

Hospitals in the Edmonton area:

- *Grey Nuns Community Hospital*, 3015 - 62 Street (780)-450-7000)
- *Misericordia Hospital*, 16940 - 87 Avenue (780)-484-8811)
- *Royal Alexandra Hospital*, 10240 Kingsway Avenue (780)-477-4111)
- *U of A Hospital*, 8440 - 112 Street (780)-492-8822)

Urgent Care

- *East Edmonton Urgent Care Clinic*: 7910 112 Ave NW (780) 342-4740

Medi-centres (Walk-in Clinics, open 7 days a week)

- *Belvedere Medi-centre*: 12720 - 66 Street (780)761-8529
- *Castledowns Medicentre*: 15277 - 113A Street (780)-457-5511)
- *Kingsway Medicentre*: 10210507 Kingsway NW (780)-784-5078)
- *Northgate Centre Medical Clinic*: 2074, 9499 137 Avenue NW (780) 457-4250

Medical Clinics in the College Vicinity:

- *Delta Walk-in and Family Medical Clinic*: 12143 97 St NW (780) 244-3320
- *Inglewood Medical Center*: 11802 124 St, Edmonton (780) 732-0337
- *Links Associate Clinic*: #104, 11910 - 111 Avenue (780)454-0351)
- *Century Medical Clinic*: 11027 97 St NW(780) 784-4098

Counselling Clinics

- Cornerstone Counselling
#400, 10230 142 Street NW
Edmonton, AB T5N 3Y6
Phone: 780.482.6215
<https://cornerstonecounselling.com/>
- Family Life Psychology and Wellness
#226, 20 Westwind Drive
Spruce Grove, AB
T7X 0Y5
Phone: (780)963-7451
<https://www.familylifewellness.ca/>

Dental Clinics in the Vicinity:

- *Northtown Dental Associates:* 295-9450 137 Avenue NW (780) 478-6131
- *Westmount Dental Centre:* 13310 111 Ave NW Suite 1121C (780) 454-1114

Pharmacies in the Vicinity:

- *Shopper's Drug Mart*
Kingsway Garden Mall
192, 1st Level
Edmonton, AB