



STUDENT
HANDBOOK

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MESSAGE FROM THE PRESIDENT

I want to personally welcome you to Vanguard College! I am grateful that you are here and we all look forward to a great year together - a life changing year. We have been praying for you that you would experience the presence and ministry of the Lord Jesus Christ. I pray that you would grow in every way as a person and as a follower of Christ and that this year would create a foundation for what lies ahead. We as a faculty and staff are here to help you succeed. If you are new to Vanguard, please let me say how we value each and every one of you!

At Vanguard College we believe in both commitment to Christ and commitment to each other. We want to flourish as a community and this Handbook brings us together under an attitude of mutuality and respect. All of the community rules in this handbook are simply common standards, and as a student at Vanguard you make a commitment to abide by them while you are here. We recognize many different backgrounds and convictions in the Church and Kingdom of God, but these are important to us now as we connect with each other during our season at Vanguard College. We are a denominational school of the Pentecostal Assemblies of Canada (PAOC), and are fully aligned with their values and teachings, and stand in unity with the Statement of Fundamental and Essential Truths of the PAOC. These are our community standards and as a community of faith built on a traditional and historical interpretation of the Bible, we welcome all who accept the same!

The establishment of these rules and policies is with a specific goal in mind: We all want to experience the person and presence of Christ Jesus in the power of the Spirit and we want nothing to hinder our pursuit of Him. Perhaps some of these rules seem foreign to you or restrictive. Please accept our policies as what is best for all of us as a community of believers. Abide by them with a willing spirit. May God bless you abundantly this year. I am very glad you are here.

Eric Derksen
President
Vanguard College

COMMUNITY CONDUCT STANDARDS

Our goal is to “develop innovative Spirit-filled leaders” and your ongoing spiritual and personal growth is a high priority at Vanguard College. This is the mindset, heart and philosophy behind the standards 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 conduct standards are rooted in the Evangelical/Pentecostal conservative tradition that reflects our 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 enrolled to uphold these community conduct standards both on and off campus until the student is officially withdrawn or graduated from the college.

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) (PAOC Ministerial Code of Ethics).
2. Show that there is evidence of the fruit of the Spirit in their lives (Gal.5:22-23) (PAOC Ministerial Code of Ethics).
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) (PAOC Statement of Fundamental and Essentials Truths(SOFET)).
4. Love what God says is good and abhor what God says is evil (Amos 5:15.; Rom. 12:9b, 6:19) (PAOC SOFET)
5. Run away from all sexual immorality (1 Cor. 6:18) and honour the sanctity of marriage. (Heb. 13:4) (PAOC Bylaw 10.6.2.1.1.1)
6. Be a wise steward of your time, mind and body (1 Cor. 6:19-20; 1 Tim 4:8a) (PAOC Ministerial Code of Ethics).

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 (PAOC Bylaw 10.6.2.1).
2. Refrain from all forms of public and private gambling (PAOC Bylaw 10.2).
3. Refrain from all forms of pornographic material (watching, reading, listening) (PAOC Bylaw 10.6.2.1.1.3).
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 (PAOC Bylaw 10.2).
5. Only have sexual intimacy with their spouse (PAOC Bylaw 10.6.2.1, SOFET).

6. Refrain from any form of physical, emotional and verbal abuse against another individual or group (PAOC Bylaw 10.6.2.1.1.3).
7. Refrain from the viewing or use of any occult material (PAOC Bylaw 10.2).
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. (PAOC Bylaw 10.2)
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 would be appropriate attire for the ministry context. Please see Student Dress Standards for more information. (PAOC Ministerial Code of Ethics)

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 Fundamental and Essential Truths](#)
[PAOC General Constitution and Bylaws](#)
[PAOC Ministerial Code of Ethics](#)

COLLEGE MISSION

“Developing Innovative Spirit-filled Leaders.”

The Vanguard College graduates will be:

DEVELOPING

- Diligent in studying the Word of God.
- Equipped to exercise their ministry gifts and abilities.

INNOVATIVE

- Prepared to minister within the culture, according to Scripture.
- Creatively influencing their world for Christ.

SPIRIT-FILLED

- Empowered to minister in the fullness of the Holy Spirit.
- Showing evidence of the fruit of the Spirit.

LEADERS

- Equipping and mobilizing others for growth and service through community.
- Trustworthy servants, leading with strength of character.

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 catalogue. Policies are subject to change by the Academic Committee.

Please note for policy matters, the first day of classes in the fall term is the Tuesday after Labour Day.

ACADEMIC APPEALS

1. Students wishing to appeal a final grade may do so up to 30 days after marks are submitted to initiate an appeal.
2. Students disagreeing with a mark assigned must:
 - a. First discuss the issue with the instructor involved in an attempt to resolve the disagreement.
 - b. If the matter is not resolved, students should discuss this with the Academic Dean.
 - c. Then, if necessary, to proceed with an Academic Appeal Application to the AC.
 - d. The Committee will fully investigate the appeal before making its decision. In all cases, the decision of the Committee will be final and binding on both parties. Students will be notified of the Committee's decision by an official letter.
 - e. Students can appeal the Academic Committee's final decision to the President.

ACADEMIC LOAD, COURSE OFFERINGS AND WORKING WHILE IN SCHOOL

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. Students who are registered for 6 credits in the Summer session will be considered full-time only for the purposes of Student Loan Funding.
4. Increased course loads in the range of 19 - 24 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. Students with both a term GPA and cumulative GPA of 2.0 are considered to be in good standing.

Students with a GPA below of 2.0 or who have not continually made consistent progress toward a cumulative GPA or 2.0 will be placed on one of the following Academic Standing categories:

1. **Academic Warning** – (Term GPA of 1.70 – 1.99 and/or Cumulative GPA below 2.0)
This information will be entered into *Populi* but this status will not be visible on the student's transcript. Conditions for ongoing study will be set by the Academic Standing Committee.

2. **Academic Probation** – (Term GPA of 1.0 - 1.69 and/or Cumulative GPA below 2.0) This information will be entered into *Populi* and this status will appear on a student's transcript. Conditions for ongoing study will be set by the Academic Standing Committee. A third consecutive Academic Probation could result in Academic Suspension from studies for a period of time as determined by the Academic Standing Committee.
3. **Academic Suspension** – (Term GPA below 1.0 or a 3rd Academic Probation and/or Cumulative GPA below 2.0) Students will be suspended from studies for a period of time anywhere from one term up to 2 years. This information will be entered into *Populi* and this status will appear on a student's transcript. 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 fall into one of the categories listed above, will be sent an official letter from the Registrar's office. This letter will outline specific conditions which the student will be required to attain. This may include one or more of the following:

- enrolling in and completing the SURGE course
- enrolling in a reduced course load
- being asked to meet a certain term GPA
- drop their Program Minor

Other conditions may also be outlined by the Committee.

Students who have not met the conditions as outlined by the Academic Standing Committee will be reviewed carefully and may be required to remain in the same Academic Standing category or be placed in another higher level of Academic Standing.

ACADEMIC SUCCESS CENTRE

The Academic Success Centre (ASC) at Vanguard exists to help every student to reach his or her full potential. A number of services are offered, all at no cost to students, which are designed to help every student achieve success. These services include the following:

1. A peer tutoring centre. Tutoring includes time management, research assistance and proofreading. Tutors can be booked using the links provided on the Vanguard College website under Current Students/Academic Success Centre.
2. For those students who require it, readers and/or scribes are provided to help students through any learning challenges they may have in these areas in tests and assignments.
3. Consultations with students to help them with an Individual Education Plan (IEP) to continue what they may have had in secondary school (i.e., if they were on an Individual Program Plan - IPP), IEPs are available to students with documented learning needs.
4. ASC provides a quiet space for students to come and relax or quietly do homework in a calm peaceful environment. Two computers are provided, equipped with a text to voice and a voice to text software.
5. For more information, email academicsuccess@vanguardcollege.com

The ASC also runs SURGE (see Academic Standing Policy).

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.

APPEAL PROCESS FOR ACADEMIC DECISIONS

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

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

A decision made by the Academic Standing Committee may be appealed to the Academic Dean in writing within thirty 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.

ATTENDANCE POLICIES (CLASSES)

At Vanguard College regular class attendance/participation is vital for student learning and progress. Students are discouraged from being absent, arriving late or leaving early from classes. Attendance is required for all courses in which the student is enrolled.

Students are required to regularly attend classes according to the following standard as listed below. This includes classes missed for any reason including Ministry absences. It is the responsibility of the student to be aware of the policy as stated in each course syllabus and closely track their attendance with the professor for their classes.

- Course consisting of a 50 minute class: 7 classes of missed time is allowable
- Course consisting of a 75 minute class: 5 classes of missed time is allowable
- Block Class: 2 classes of missed time is allowable
- Practicum Classes: 1 class per semester of missed time is allowable
- Modular Courses: ½ day of missed time is allowable

Students who exceed the maximum limit of absences will automatically fail the course.

The instructor will immediately notify the Office of the Registrar if this is the case. If a student is absent for more than the allowable limit due to extenuating circumstances, they may be eligible to receive a Withdrawal (W) from a course rather than a fail. The student will submit an Appeal within 5 business days of their final absence to the Office of the Registrar to initiate the process for a Withdrawal (W). The Registrar has the right to request supporting documentation to help determine if a Withdrawal will be administered. Refunds for Withdrawals will be administered according to the current refund policy.

Extenuating circumstances are considered to be prolonged illness or other medical reason, death in the family, and family emergency.

Instructors are responsible to record absences for students and correspond with students regarding absences or lates. Copies of attendance records are submitted to the Academic Department for filing with the course syllabus and final grades at midterm, as well as at the end of each term.

CHANGING PROGRAM OF STUDY

1. All students changing their program of study must complete a Program change form.
2. Students entering year two of study are required to complete a continuance conversation with either their Program Director or the Academic Dean. Please contact the Registrar for information regarding the process.
3. The Academic Dean and Registrar will review the request before approval will be granted.

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

CLASSROOM POLICY

During the term, 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.

No instructor may cancel more than two classes of a course without doing a make-up class.

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 Office receives the official Course Change Form from the student. 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 eighth 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 offered both during the day and evenings.
3. **Online Courses:** All online courses run on a four month rotation and start on the 15th of any month. 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.

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 is required to be on the list.

ELECTRONIC DEVICE POLICY

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

PROGRAM MINORS

Students wanting to add a Program Minor must maintain a 2.3 GPA to be eligible.

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.

FIELD EDUCATION

Please consult the Field Education Manual or Vanguard College Catalogue for more information.

VULNERABLE SECTOR CHECK

Every student is required to complete a Vulnerable Sector Check before they are eligible to proceed with any Field Education or ministry teams. Students who are studying at Vanguard for more than five years are required to complete an updated Vulnerable Sector Check.

FINAL EXAMINATIONS OVERVIEW

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 the academic department. In the case of illness, documentation from a doctor must be provided for the request to be considered.

GRADUATION

GRADUATION HONOURS

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

1. Exemplify excellent Christian character in attitude and spirit.
2. Be a student at Vanguard College for at least one year (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 1st. Students who submit their Graduation Application after December 1st will be charged a late fee of \$35.00.

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

In order 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 Degree Program
2. The student, if in a Diploma or Degree, must achieve a minimum overall Grade Point Average of 2.0.
3. The student must demonstrate satisfactory completion of all Field Education Program requirements, as outlined in the Field Education Manual.
4. The student must submit any course work for Directed Studies or Online courses by April 15th. Any exceptions must be approved by the Registrar or Academic Dean.
5. The student must ensure that official transcripts are provided, to the Registrar, for studies taken off campus, by April 15th.
6. The student must have his/her financial account fully paid in order to participate in graduation ceremonies and graduate. This includes the graduation fee for Certificate students, and the graduation fee for Diploma and Degree students.
7. The student must have adhered to the policies and practices of the Community Conduct Standards throughout their time as a Vanguard Student.

GRADUATION VALEDICTORIAN

In order to be eligible as the valedictorian, students must have a minimum cumulative GPA of 2.5.

PLAGIARISM AND CHEATING

It is the student's responsibility to conduct themselves in a responsible manner and avoid academic dishonesty including plagiarism and cheating. Plagiarism and cheating are serious academic offences subject to penalty.

1. Cheating covers a variety of actions, but may include:

- a. Obtaining information or material from another student or other unauthorized courses during an examination.
 - b. Passing information or material to another student during an examination or permitting another student to observe answers during an examination.
 - c. Possessing or attempting to acquire or distribute unauthorized material relating to an examination.
 - d. Unauthorized use of another student's work and representing or attempting to represent the work as your own.
 - e. Submitting the words, ideas, images or data of another person as the student's own in an essay, project, or any other academic writing is plagiarism. Students must acknowledge the source of their resource materials, whether direct quotations, summaries, paraphrases, ideas, and images.
 - f. Resubmitting one's own work more than once without referencing one's self.
2. The three-fold criteria for a student to be found guilty of plagiarism:
 - a. No mention of the author in the text
 - b. No quotation marks included
 - c. References were not footnoted

PENALTIES

When an instructor discovers student plagiarism and/or cheating the instructor will meet with the student individually to inform them that plagiarism is suspected and outline to the student that the following will take place:

1. The paper will be reviewed by the instructor in conjunction with Registrar/ Academic Dean to determine the level of plagiarism.
2. The Registrar will formally notify the student regarding the level of penalty applied.

The following penalties will be applied dependent upon the degree of plagiarism as determined by the instructor and Academic Dean:

1. 1st Offence Plagiarism:
 - a. 60% of the assignment and a warning letter from the Registrar,
 - b. 40% on the assignment and their name placed on a central plagiarism registry,
 - c. 0% on the assignment or course failure and their name placed on central plagiarism registry and possible referral to the Discipline and Restoration Committee where they will face disciplinary action, according to the terms and conditions laid out in the Vanguard College Discipline Policy.
2. 2nd Offence Plagiarism:
 - a. 40% on the assignment and name placed on a central plagiarism registry and a 2nd warning letter from the Registrar (with notification sent to Program Director),
 - b. 0% on the assignment or course failure and name placed on central plagiarism registry and possible referral to Discipline and Restoration Committee where they will face disciplinary action, according to the terms and conditions laid out in the Vanguard College Discipline Policy,
 - c. In the event that a student has received two zeros (2nd time plagiarizing), they will automatically be penalized as per 3rd Offence Plagiarism.
3. 3rd Offence Plagiarism:

- a. 0% in course and student will automatically be referred to the Discipline and Restoration Committee where they will face disciplinary action, according to the terms and conditions laid out in the Vanguard College Discipline Policy.

Where the instructor and Academic Dean disagree on the level of plagiarism, a 3rd party may be requested to review the paper.

APPEALS FOR PLAGIARISM

The student may appeal the decision of the instructor (for assigning 0%, 40% or 60%), in writing, to the Academic Dean, then to the Academic Committee. The student may appeal the decision of the Disciplinary Committee and/or the AC, in writing, to the President.

RECORDING OF LECTURES

The recording of lectures or the use of any other audio-video equipment is not permitted unless cleared by the instructor prior to the event. Each instructor's decision shall be final.

REGISTRATION DEADLINE

Students who register after the registration (Aug. 30 for fall term or Jan. 3 for winter term) deadline will be charged a \$50 late registration fee.

SCHOLARSHIPS, BURSARIES AND AWARDS

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

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 form can be accessed on the Vanguard College Website.
2. There is a \$10.00 fee for one transcript and a \$5.00 fee for each additional transcript requested at the same time. Payment is required before the transcript request will be processed.
3. Individuals must sign the Transcript Request Form granting permission and authorization to release their transcript.
4. Transcripts will not be released unless the student's college financial account is paid in full.
5. 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 form can be accessed on the Vanguard College Website.
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 one week of receipt of the request.

VANGUARD COLLEGE LIBRARY | SCHALM MEMORIAL COLLECTION

Whether researching for an assignment or looking for information, the Vanguard College Library is where students want to be. The library offers students the following services:

- Over 55 000 books, including reference titles, Biblical study resources, novels, devotional classics and much, much more.
- A selection of DVD film titles and musical selections on CD.
- Six computer workstations and printing services (\$0.10 per page). Please see the Library desk for more information.
- A selection of periodicals including a searchable online resource database (Ask Library staff for off-campus access).
- Access to over 10 million resources from NEOS libraries across Alberta, delivered directly to Vanguard College for your convenience.
- Online access to account status including the ability to renew material online. All you need is your barcode and pin (ask Library staff if unsure).
- Dedicated quiet study and group study areas.

Students are encouraged to make full use of the library and its contents, as in many respects the library is the center 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 will be available for one-on-one research appointments.

The student ID serves as a library card which allows you to borrow resources from any NEOS library (see <https://www.neoslibraries.ca/member-libraries/> for a complete list).

Library Hours are Monday - Thursday 9:00 am - 9:00 pm; Friday 9:00 am - 4:30 pm
Closed during regularly held weekly chapel services, Spiritual Enrichment Days, Weekends, Statutory Holidays, and two weeks at Christmas.

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

WITHDRAWAL FROM STUDIES

Students withdrawing from their studies at Vanguard College must complete a Notice of Voluntary Withdrawal form, to be forwarded to the Academic Dean and the Registrar.

For students considering withdrawing from their studies at Vanguard College, it is recommended that they meet and discuss this with either their Program Director or the Academic Dean.

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

II. CAMPUS LIFE INFORMATION

Campus Life Department exists to provide opportunities, development, and support for your Personal Wholeness (physical, emotional, spiritual, mental, social). We promote a strong sense of community, uphold our biblical and community standards, and shape 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 an innovative, Spirit-filled 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 Conduct Standards.

STUDENT SPIRITUAL LIFE

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

WEEKLY CHAPEL PERIODS

Twice a week we gather as a community to engage in corporate worship.

Tuesday Chapels: We focus on the worship and have a speaker bring the Word. Often there is a response time and opportunities for prayer.

Thursday Gathering: This chapel focuses on building community at Vanguard and our surrounding community. They are creative in nature, lead by Student Council and Campus Life. This is also the chapel where we have announcements and communicate what is happening at Vanguard College.

FALL RESET DAYS AND WINTER SPIRITUAL ENRICHMENT DAYS

Each term, in addition to our weekly chapel & gatherings, students, staff and faculty actively engage in a time and space set aside 'to be still and know' amidst the busyness of life. During RESET in the fall term there's a specific theme chosen, and Spiritual Enrichment Days in the winter term a special guest(s) invited, to challenge us. In both, there's a call to prayer and fasting on the Wednesday. During both of these times, our Thursday Gatherings are extended to allow for extra time. The teaching of one or more well-known special guest speakers, who minister in several plenary sessions. These services are tailored to encourage the college community to integrate Biblical knowledge into hearts and lives.

COMMUNITY DISCIPLESHIP AND AFFINITY GROUPS

All first year students participate in a Community Discipleship Group (CDG) for a time of small group discipleship.

Upper year students are welcome to partake in an optional Affinity Group for small group discipleship.

STUDENT RETREATS

Fusion: Vanguard's ALL school retreat happens at the beginning of the fall term. This is an opportunity to start the year off in unity and build community.

Activate: All first-year students are expected to participate in the Activate Retreat that takes place in the middle of the fall term. The purpose of this retreat is to build connection with God and with others in their first year of study.

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

SPIRITUAL LIFE ATTENDANCE STANDARDS

CHAPEL ATTENDANCE POLICY

One's spiritual and personal growth is a high priority at Vanguard College. We believe that attendance and participation in chapels will strengthen your spiritual development and walk with God, as well as a conviction that each of us has something to offer when we assemble. For this reason, the discipline of chapel attendance is both required and recorded for all full-time students. This includes attending all Tuesday Chapels, Thursday Gatherings, Reset, and Spiritual Enrichment Days.

Each full-time, on campus student, will have five excused absences per term to use at their discretion. For exemptions or extenuating circumstances beyond the five, a formal request must be made through the Campus Life Department and a scheduled meeting made with one of the Campus Pastors.

Students who exceed the excused absences will receive a written warning from the Campus Life Department and must attend a meeting with one of the Campus Pastors to discuss the situation. Failure to meet chapel requirements will affect the student's ability to hold leadership at the college, involvement on ministry teams, and exclusion from next year's returning scholarships and current year graduation awards and scholarship.

CHURCH ATTENDANCE

It is expected that all students should regularly participate in the life of a local congregation.

STUDENT DRESS STANDARDS

Though the college does not wish to major on minors, we must also recognize that personal appearance is a part of our Christian testimony. We value modesty and place great emphasis on the importance and significance of choosing to separate one-self from the pervasive suggestiveness of our culture. With that said, all Vanguard College students are expected to be well groomed, modestly dressed, and in good taste. Attire, including apparel and jewelry, should be appropriate to the campus of a ministerial training College and that which would be offensive to the standards and/or practices of our College and/or constituency should be avoided, in keeping with the principles of 1 Corinthians 8, 9. These Biblical precepts remind us that Christian leadership will always avoid being a stumbling block to others, and may have to waive some of their personal rights for the good of the Body of Christ. Also, each of us have the responsibility to 'make a covenant with our eyes,' to discipline ourselves in how we choose to view those around us.

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. Exactly what is "appropriate" dress will be determined in advance of the ministry outing.

If you are in doubt of any of the above information concerning student dress standards, please speak to the Campus Pastor or Associate Campus Pastor.

PLANNING FOR ENGAGEMENTS AND MARRIAGES

The most important decision that you will ever make is surrendering your life to Jesus and making Him Lord of your life. We would argue that the second most important decision that you will make is deciding whom you will marry.

Proverbs says, "For lack of guidance a nation falls, but many advisers make victory sure" (Pro. 11:14 NIV) and we consider it wise for you to seek out Godly wisdom and healthy advice regarding this life-changing decision. In terms of Vanguard's involvement, we strongly recommend that you speak to your Program Director and one of the Campus Pastors about your intentions, and so

each may provide you with support, insight and valuable input throughout the entire process, as required.

In the spirit of advice giving, here are 6 questions for you to think about if you are considering getting engaged.

1. Have you known each other long enough and well enough?
2. Are both of you mature in your relationship with Jesus?
3. What are your parents, guardians, or valued elders' thoughts and advice on this possible marriage?
4. Do you have a good mentor that you can connect with and seek out additional Godly wisdom?
5. What are your plans for pre-marital counselling?
6. What is your financial plan?

WEDDING CEREMONIES

The academic year is busy and various levels of stress can be expected. The engagement and wedding planning seasons are also very busy and can create additional stress which, when combined with pursuing your studies, can be unmanageable for many. For this reason, Vanguard College strongly discourages that weddings take place during the academic year (Sept-Apr, including Christmas break).

We understand that there are unique circumstances which may dictate the date of one's wedding. If you would like to get married during the academic year, we request that you engage in a conversation with both your Program Director and one of the Campus Pastors so they can be fully informed and can provide you with input and support.

DISCIPLINE AND SUSPENSION POLICY

ACADEMIC SUSPENSION

Please refer to *Section I: Student Academic Information* for more information.

NON-ACADEMIC SUSPENSION

1. Non-Academic Suspension will be handled by the Restoration and Discipline Committee directly or upon referral by the Academic Committee.
2. Students may be suspended from the College for non-academic reasons for up to 5 years.
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.
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 resource, as determined by the Restoration and Discipline Committee.

For more information, copies of the Vanguard College 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 various members from different programs and class years, and facilitates different activities and chapels. They also lead and serve as the official voice of the Student Body.

STUDENT EMPLOYMENT AND FIELD EDUCATION

Working when studying has increasingly been discouraged at Vanguard College because of the heavy academic load. It is recognized that some may find it necessary to work in order to provide for family or personal matters. These students should realize that they may have to reduce their academic load proportionately, as well as forgo some other extra-curricular activities.

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 Pastor or Associate Campus Pastor.

Ongoing arrangements are being made with local recreation facilities. If you require more information, please visit the Campus Life department.

YEARBOOK

The College yearbook is prepared by student initiative under the direction of a student editor and the Campus Pastor and/or Associate Campus Pastor.

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 Academic 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 with the Academic Department.

Computer Facilities: Located in the library, computer facilities are available on a first-come, first-served basis for use by Vanguard College students only.

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 as follows:

- Monday- Thursday 9:00 am - 9:00 pm; Friday 9:00 am - 4:30 pm
- Closed during Chapels (Tuesday 1:15 pm - 2:45 pm and Thursday 11:20 am - 12:10 pm), Weekends, and Stat Holidays.
- The library desk is unavailable for service during lunch hour (11:30 am - 12:30 pm) daily.

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

Prayer Room: The prayer room is open every day at 7:30am 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

important information and experience community alongside others who are anticipating their first year at Vanguard College. Throughout the year, students will also have 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 goal of “developing, innovative, Spirit-filled, leaders” for vocational and lay ministries. 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 an understanding 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.
- If the conflict is not resolved at this point, students may address a letter to the President stating the problem or request. The President will either make a decision or will refer the matter to the Operations Council. The President and/or the Operations Council are the final avenue of appeal in the college.

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 institution’s 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.

HARASSMENT POLICY

Vanguard College is committed to providing a community in which all individuals are treated with respect, and dignity, and are free from harassment. The College considers harassment a serious offence which will not be tolerated. A full Harassment Policy has been established, and copies of the full Vanguard College Harassment Policy are attainable from the office of the Campus Pastor upon request.

ACADEMIC SUCCESS CENTRE

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

COUNSELLING SERVICES

ACADEMIC AND PERSONAL COUNSELLING

Students who encounter difficulties in their spiritual life, academic load, social relationships, etc., are reminded that Faculty members, Program Directors and Community Discipleship Group leaders 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. If you have any privacy concerns, please speak to the Campus Pastor.

PROFESSIONAL COUNSELLING

Vanguard College has made arrangements for student counselling needs in the event that a student requires professional counselling from a registered counsellor or psychologist. Please contact the Campus Pastor for more information.

STUDENT FINANCIAL SERVICES

Please note for policy matters, the first day of classes in the fall term is the Tuesday after Labour Day.

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. Audit students have a one year time period from the course start date, to switch to credit. The tuition fee to transfer to credit will be the tuition rate at the time of registration into the credit course.

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 1 and, November 1 in the fall term, or February 1, and March 1 in winter term.
- A \$75.00 finance fee is charged per term.
- Students must be registered in 6 credits or more to be eligible for the plan.

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 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 return the following term
- May not be able to participate in college sponsored ministry trips (i.e. Pursue overseas outreach)

T22O2A & T4A'S

T22O2A's (Tuition Income Tax Receipt) and T4a's (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.

TUTION REFUND POLICY

The Student Finance Administrator will apply a credit to a student's account upon receipt of a "Course Change Form", signed and dated by the student and the Registrar.

- 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
- A student is charged a \$25.00 fee per course for each course that is withdrawn after the seventh day following the first day of classes.

WITHDRAWING FROM A MODULAR COURSE

The following refund schedule applies to tuition when a student withdraws from a modular course:

- If a student withdraws from a modular course before 4:30pm on the Friday before the first day of class, the student will receive a 100% refund on tuition and fees. With the exception of the following:
 - Course Trip Fees attached to a modular course are refundable 1-7 days after the first day of classes for the Fall and Winter term. After this course Trip Fees are non- refundable
- If a student withdraws from a modular course after 4:30pm the Friday before the first day of class, fees will be non-refundable, but they will be eligible for tuition. The tuition refund will be processed as follows:
 - Friday by 4:30 pm – 100% Refund
 - Monday by 4:30 pm – 75% Tuition Refund
 - Tuesday by 4:30 pm – 50% Tuition Refund
 - After Tuesday 4:30 pm – 0% Tuition Refund

WITHDRAWING FROM A BLOCK COURSE

Payment in full must be made prior to or by the end of the first block class. A withdrawal may be made subject to the following tuition refund schedule;

- If the class is withdrawn on the first day, the student will receive a 75% refund.
- If the class is withdrawn on the second day (class) the student will receive a 50% refund.
- If the class is withdrawn on the third day (class) or later, the student will receive a 0% refund.

CANADA STUDENT LOANS

Vanguard College is approved for Canada Student Loans through the Alberta Government. 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. **Bus Passes:** Vanguard College students who wish to purchase a monthly pass qualify for the student discount through ETS. To receive this discount, they need to buy the monthly pass at the Churchill Square LRT station downtown and bring their student I.D. card.
2. **College Email:** gmail.com is Vanguard's official email service. Upon acceptance to Vanguard College, each student will be assigned a Vanguard College email address. For simplicity and consistency, the format will be: firstname.lastname@v-mail.ca i.e. john.doe@v-mail.ca. **Please note that all official college communication will come to this email account**, so it is advisable that students check this regularly. The college will not send emails to any other email account.
3. **College Office:** Office hours are 9:00 a.m. - 4:30 p.m. Monday through Friday.
4. **First Aid:** First Aid Kits are located at the Main Office, Library, and Faculty wing.
5. **Lockers:** Lockers will be assigned prior to the commencing of classes. 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 the locker 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. **Student Mail:** It is preferred that Students do not direct mail to be sent to the college address. Exceptions may be made to those living in student housing.
8. **Photocopying:** Students may use the photocopier in the library. Please enquire at the library information desk for applicable cost.
9. **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.
10. **Public Telephone:** There is no public telephone on the premises, but if you need to make a call please speak to our Administrative Assistant at the Main Office.
11. **Student I.D. Cards:** I.D. cards are issued to every student early in the term. These facilitate 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.
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 the appropriate faculty member gives approval. Young children are not permitted to enter the classroom, except with the permission of the instructor.

STUDENT MEDICAL INFORMATION

Hospitals in the Edmonton area:

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

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

- *Belvedere Medi-centre*, 12720 – 66 Street (475-3681)
- *Castledowns Medi-centre*, 15277 – 113A Street (457-5511)

Medical Clinics in the College Vicinity:

- *Inglewood Medical Clinic*, #104, 11817 – 123 Street (452-1354)
- *Links Associate Clinic*, #104, 11910 – 111 Avenue (454-0351)
- *Medical Clinic 97*, 10659A – 97 Street (428-8111)

Dental Clinics in the Vicinity:

- *Northtown Dental Associates*: (780) 478-6131
295-9450 137 Avenue NW (In North Town Centre)
Edmonton, AB T5E 6C2
<http://www.northtowndentalassociates.ca/>
- *Westmount Dental Centre*: (780) 454-1114
1121 Westmount Shopping Center
Edmonton, AB T5M 3L7
<http://www.westmountdental.ca/>

Pharmacies in the Vicinity:

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