CANADA CHRISTIAN COLLEGE &
SCHOOL OF GRADUATE THEOLOGICAL STUDIES
SINCE 1967

Student Manual

www.canadachristiancollege.com

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Faculty Roster

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COUNSELLING

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STAFF

Dr. Charles McVety – President
Dr. Jennifer McVety – Vice President and Academic Registrar
Dr. Ryan McVety – Vice President
Dr. Michael Reardon – Academic Dean
Dr. Lindsay McVety – Director of Online Studies
Dr. Shannon Postell – Director of Development
Dr. Michael Postell – General Counsel, Director of Communication, Director of the Writing Centre, and Director of Athletic Development
Madai Sanchez Garcia – Executive Assistant to the Vice President
Nikita Abraham – Executive Assistant to the Registrar, Financial Aid Officer
Ranmalie Brooker – Administrative Assistant to the Registrar, Executive Assistant to the Director, Evangelical Association
Yan Chen – Finance Officer
Emelie Cittadino – Online Admissions and Academic Advisor
Cameron Ward – Athletic Director
Ross McLean – Facility Director & Campus Security

Withdrawal and Refund Policy

Canadian Residents

Students withdrawing will be assessed fees as indicated:

- The registration fee of $75.00 is non-refundable
- If you withdraw in writing before the first day of classes, 100% of the tuition will be refunded.
- If you withdraw before two thirds of the program is complete, you receive a pro-rated refund based on the weeks attended less 10% of the remaining weeks of the program.
- If you withdraw after two thirds of the program is complete, no refund is applicable.
- The Annual Student Activity fee of $250.00 and the Annual Library fee of $100 are non-refundable.

Tuition refunds will be processed within 30 days. In the case of OSAP students, the refund will be credited to the student's bank within 30 days and Canada Christian College will instruct the bank that the tuition refund is to be applied first to the student's outstanding OSL, if any, and the balance of the tuition fees refund, if any, is to be applied to the student's outstanding CSL.

Please note that OSAP's refund rules may be different than what is stated above. The onus is on the student to be aware of and up-to-date on OSAP rules and regulations.

International Students

67% of tuition fees is refundable to international students who are refused a student visa for entry to Canada or refused a passport. It is the responsibility of the student to apply to an immigration centre. The only acceptable proof is the original letter of denied entry from a government official. Once the visa is issued, no refund is possible. In order to process a refund:

- The student must fill out an application form for a refund, which must be approved by Canada Christian College.
- The student submits to Canada Christian College a copy of the rejection letter by the Immigration Authorities of Canada.
- The original receipt (white copy) and acceptance letter must be returned to Canada Christian College.
- 30 days are required to process the refund.

Student's Rights and Responsibilities

Canada Christian College and School of Graduate Theological Studies ("CCCSGTS") has established standards of conduct that are intended to create a Christian learning environment. Admission to the College is limited to those who agree to comply with these behavioral expectations which apply to every student. All members of the community are responsible to:

- Conduct themselves as responsible citizens;
- Engage in an honest pursuit of biblical holiness;
- Make the College's mission their own mission; and
- Limit the exercise of their Christian liberty in accordance with the College's mission and the best interest of other members of the community.

It is recognized that not every student will have personal convictions wholly in accord with the following application of these standards. However, all students are responsible to:

- Obey the law and conduct themselves as responsible citizens who contribute to the welfare of the greater community (Rom. 13: 1-7). Among other things, this precludes the use of marijuana and drugs for non-medical purposes and conduct that disrupts classes or the general operation of the College. It also includes demonstrating respect for the property of others and of the College.
- Obey Jesus' commandment to His disciples (Jn. 13:34-35) echoed by the Apostle Paul

- (Rom. 14; 1 Cor. 8, 13) to love one another. In general, this involves showing respect for all people regardless of race or gender and regard for human life at all stages. It includes making a habit of edifying others, showing compassion, demonstrating unselfishness, and displaying patience.
- Refrain from practices that are biblically condemned. These include, but are not limited to, drunkenness (Eph. 5:18), swearing or use of profane language (Eph. 4:29, 5:4; Jas. 3:1- 12), harassment (Jn 13:34-35; Rom. 12:9-.21; Eph. 4:31), all forms of dishonesty including cheating and stealing (Prov. 12:22; Col. 3:9; Eph. 4:28), abortion (Ex. 20:13; Ps. 139:13- 16), involvement in the occult (Acts 19:19; Gal. 5:19), and sexual sins including premarital sex, adultery, homosexual behavior, and viewing of pornography (I Cor. 6:12-20; Eph. 4:17-24; I Thess. 4:3-8; Rom. 2:26-27; I Tim. 1 :9-10).
- Furthermore, married members of the community agree to maintain the sanctity of marriage and to take every positive step possible to avoid divorce.
- Utilize careful judgment in the exercise of personal freedom (Gal. 5: 16-6: 1 0; Rom. 12: 1- 15: 13; I Cor. 8:9-13; 13:1-13; Eph. 4:17-6:18; Col. 3:1-4:6; I Thess. 4:1-5:24). This entails the responsible use of time and material resources, and the honest pursuit of knowledge including regular attendance at classes, chapel services, and CCCSGTS events. It also requires that members of the community abstain from the use or possession of alcoholic beverages, tobacco in any form, other forms of substance abuse and all forms of gambling. Members of the community are to maintain modest, inoffensive behavior in personal relationships. Co-ed living arrangements are not suitable for unmarried College students
- Furthermore, because many contemporary forms of amusement are of questionable value or diminish one's moral sensitivities, members of the community are to use discernment in their choice of entertainment including television, movies, live productions, and social dancing.
- Keep in mind that social dancing is not permitted on campus and dances may not be sponsored by CCCSGTS or student groups.
- Furthermore, CCCSGTS does not condone dancing at clubs where alcohol is liberally consumed, discretion in the choice of music is not exercised, and the overall atmosphere is questionable.

Academic Integrity

Academic integrity at CCCSGTS is based on a respect for individual achievement that lies at the heart of academic culture. Every faculty member and student, both graduate and undergraduate, belongs to a community of scholars where academic integrity is a fundamental commitment. The College, as an institution, makes collaboration and the pursuit of knowledge possible but always promotes and evaluates individual effort and learning. This statement broadly describes the principles of student academic conduct supported by all academic programs at the College, at every level – both undergraduate and graduate – and regardless of venue, including on-line courses and study abroad programs. It is the responsibility of every member of the academic community to be familiar with the specific policies of his or her own school, and to bear in mind relevant policies governing activities not directly addressed herein, such as internships, specific graduate programs and University research.

1. **Cheating:** using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for regarding; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors; using AI to complete assignments.
2. **Plagiarism:** submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source. Using AI to draft assignments is a form of plagiarism.
3. **Fabrication:** falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
4. **Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work; or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. **Aiding and Abetting Academic Dishonesty:** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.
6. **Falsification of Records and Official Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.
7. **Unauthorized Access to computerized academic or administrative records or systems:** viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded the following rights

1. Prompt investigation of all charges of academic dishonesty, to be conducted, insofar as possible, in a manner that prevents public disclosure of the student's identity. Such investigation may include informal review and discussion with an official of the school prior to bringing a charge, provided that such review does not compromise the rights of the student in the formal process.
2. Reasonable written notice of the facts and evidence underlying the charge of academic dishonesty and of the principle(s) of academic integrity said to have been violated.
3. Reasonable written notice of the procedure by which the accuracy of the charge will be determined.
4. Reasonable time, if requested, within which to prepare a response to the charge.

5. A hearing or meeting at which the student involved may be heard and the accuracy of the charge determined by a neutral decision-maker.
6. Review of any adverse initial determination, if requested, by an appeals committee to whom the student has access in person. Generally, implementation of sanctions will be suspended until all appeals made by the student have been exhausted.
7. Final review of an unsuccessful appeal, if requested, by the Registrar or an advisory committee designated by the Registrar.

Policy Regarding Use of Artificial Intelligence

Artificial Intelligence ("AI") is a developing technology that can serve as a helpful tool for students when used properly. It may assist with research tasks such as identifying sources, reviewing scholarship, or organizing study materials. However, the responsibility for writing academic work rests entirely with the student. At this College, we affirm that education involves not only gaining knowledge but also cultivating wisdom through the guidance of the Holy Spirit. For this reason, while AI may be used to support research, it must never be used in the writing of assignments.

Students are prohibited from submitting any writing generated by AI, whether in part or in full. Work that includes AI-written material will be treated as plagiarism. Students may not copy and paste from AI. Every student is expected to ensure that written submissions represent his or her own original thought and expression.

AI tools may be used for research support. Examples include locating sources, summarizing scholarship for study, or generating questions for further exploration. **AI may not be used to compose, draft, rewrite, or edit the actual text of assignments**. The distinction is clear: **AI may help a student prepare for writing, but it may not take part in the writing process itself**.

Disciplinary Action

Violations of this policy will be addressed as academic misconduct. The following consequences apply:

- A first violation will result in a zero on the assignment and may include an oral examination with the professor.
- A second violation will result in failure of the course and referral to the Academic Council.
- A third violation will lead to suspension for at least one semester.
- A fourth violation will result in permanent expulsion.

Professors may require students to explain or defend their written work if AI use is suspected. Continued or serious violations will be reviewed by the Academic Council in accordance with the College's standards of academic integrity.

Procedures

Suspected cases of academic dishonesty should be reported to the course instructor, the administration of the school under whose jurisdiction the suspected offense took place, or to any student authorized by that school to receive such complaints. Students charged with academic dishonesty may not change their registration in a course in which the charge is pending, or in which a finding of academic dishonesty has been made. Procedures of investigation, adjudication, and appeal may vary from school to school. Current practice does not involve reporting to a student, but, instead, to the course instructor or to a member of the dean's office in the appropriate school.

Sanctions

All proven cases of academic dishonesty shall be penalized as appropriate under the circumstances. Sanctions, other than a reduced or failing grade, shall be imposed by CCCSGTS. The imposition of any sanction other than a private reprimand shall include a statement of reasons supporting its severity. A student may appeal any finding or sanction as specified by the school holding jurisdiction. Sanctions may include but are not limited to:

1. Reduced or failing grade.
2. A letter of reprimand.
3. A defined period of probation, with or without the attachment of conditions.
4. Withdrawal of University funding.
5. A defined period of suspension, with or without the attachment of conditions.
6. Exclusion from the University.
7. Notation on the official record.
8. Revocation of an awarded degree.
9. Any appropriate combination of 1-8 above.

Academic Standing

A student must attend a minimum of 75% of classes, maintain a GPA of at least 2.00, and adhere to the College Standards to maintain "good standing."

Academic Warning

Students receive an academic warning when the term GPA is lower than 2.00.

Academic Probation

Academic probation is earned and the notation "Academic Probation" is recorded on the student's academic transcript whenever the following conditions exist: When the cumulative GPA is lower than 2.00. Students who have earned 44 or fewer credits are allowed two terms of probation before they are subject to disqualification. Students with more than 44 credits are only allowed one term of probation before they are subject to disqualification. Students on academic probation whose cumulative GPA is lower than 2.00 and whose term GPA is 2.00 or higher are remain on academic probation until the GPA is higher than 2.00 Students on academic probation are limited to a study load of no more than 15 credits.

Academic Disqualification

Academic disqualification may be assessed whenever the following conditions exist:

1. Students on academic probation for having a cumulative GPA lower than 2.00 who earn a term GPA lower than 2.00 in their next term.
2. Students on academic probation for having their three most recent terms of GPAs lower than 2.00 and who earn less than a 2.00 term GPA for the fourth consecutive term.

These students are not eligible to enroll for future terms unless the Academic Council continues the student on probationary status for a further term or reinstates the student.

Grading System

Letter Grade	Percentage Rate	Grade
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	Below 60	-

To preserve uniformity, Canada Christian College maintains a standard grading system similar to those of other institutions of higher education.

Language Proficiency

All domestic applicants for a degree program must provide evidence of their English proficiency before an offer of a place is made. Evidence of at least one year in the last two years, or two years in the last five years study in English in College or a grade 12 diploma from an English speaking high school is generally sufficient for this purpose.

International applicants may, however, submit the results of a suitable English test which has been undertaken within two years of the date of application. The Academic Council will assess the results of the test to determine English proficiency suitable for degree level study.

International students without the level of English required for direct entry to the degree program will be required to successfully complete the College's English as a Second Language program prior to the commencement of the degree. The Academic Council will assess the development of the student and determine when the student can enter into degree level classes.

International students admitted to the Korean Department are not required to demonstrate proficiency in English; however, they must do so in the Korean language.

Attendance Policy

Students are allowed a total of 3 absences per semester. Students must attend a minimum of 90% of the class time to be counted at present in the class. When students are more than 15 minutes late for class, they are marked "Tardy". After receiving 2 Tardies, the student earns another absence. **(2 Tardies = 1 Absence, 3 Absences are allowed, 4+ Absences = failing the course).** A student is responsible for notifying their instructor of any absences they see forthcoming.

There is an attendance sign-in sheet at every class. Students must initial next to their name on the sign-in sheet. If you encounter an error in your attendance as it reflects in your MyCCC account, please immediately contact your professor for that class.

Academic honesty is non-negotiable and factors into attendance sign-ins, as well as other facets of education. You may sign your name, and your name only, on the attendance sheet. Students are responsible for their attendance and can review their attendance standing in MyCCC under "Attendance" in their course.

Online Attendance Policy

Attendance for online courses is measured by online lecture viewing attendance or any submission of a required assignment within the enrollment dates of the course (such as examinations, written papers or projects, any discussion board posts, etc.) or initiating any communication with one's professor regarding an academic subject.

Regular attendance in online courses is expected throughout the length of the term.

Students who do not attend within the first week of a sub-term by submitting a required academic assignment (such as the Course Requirements Checklist, an examination, written paper or project, discussion board post, or other academic activity) may be dropped from the course. Failure to participate in class assignments for 14-consecutive days could result in a grade of 'F'. The 'F' is reflected in GPA calculations, and also may negatively impact a student's Financial Aid status.

The River Attendance Policy

Students are required to complete ministry experience hours with The River Worship, our on-campus ministry. Each student must serve a minimum of **three times per semester**. **This is a graduation requirement**. You will receive an email with instructions at the beginning of each semester, including a Google Sheet where you can sign up for your three serving dates. If a chosen date does not work, you are responsible for rescheduling. You will also receive one "chapel" credit per semester for participating.

Dispute Resolution

CCCSGTS is committed to fair and equitable treatment of all faculty, staff, and students.

Student Grievances

Each student complaint will be given full consideration by the Academic Council with the right to be represented by the Dean of Students during the appeals process. In the event that a complaint involves a member of the Academic Council or the Dean of Students, a suitable replacement will be found for the hearing, and if necessary, for any appeals process.

Any student who wishes to submit a formal complaint to CCCSGTS must submit a written letter to the Registrar outlining the details of the grievance. Upon receipt, a student will be given an opportunity to meet with the Registrar within 14 days of the complaint being submitted. If a resolution is not arrived at between the Registrar and the student, the student will have an

opportunity to state their case before the Academic Council. If a resolution is still not arrived at, the student will have 14 days to submit an appeal for a second hearing with the Academic Council. Prior to this hearing, the student shall have the opportunity to write a fuller explanation of their grievance. Additionally, the student will have the option to be accompanied by the Dean of Students to represent their best interests before the Academic Council. The decision rendered during the appeals hearing by the Academic Council will be considered final; the complaint file will then be considered closed.

Student Disciplinary Procedures

The student disciplinary procedure is guided by the principles of natural justice which include the following rights for the accused:

(1) The presumption of innocence;
(2) The right to have a hearing held at a time and location that bears no unnecessary burden on them;
(3) The opportunity to see all evidence against them;
(4) The right to challenge any evidence against them;
(5) The right to be accompanied by an advisor of their choice at any hearing;
(6) The right to receive the rationale for any judgement rendered; and
(7) The right to appeal an adverse decision.

The student disciplinary procedure is enacted if an offense occurs that is deemed by faculty or senior administration to violate either the Statement of Faith or the Code of Conduct.

Concerns from faculty or senior administration must be conveyed in writing to the department dean of the accused student. Thereafter, the department dean, or by explicit designation another senior administrator, will conduct an investigation and submit their findings to the Academic Council.

The Academic Council is tasked to review the report and determine whether there are sufficient grounds to hold a disciplinary hearing. If no sufficient grounds are found, the complaint is dismissed without prejudice. If sufficient grounds are established, the student is notified in writing with:

(1) the alleged violation(s);
(2) a summary of evidence supporting the occurrence of the violation; and
(3) the location and time of the disciplinary hearing.

During the disciplinary hearing the student (with or without an advisor) is presented with the evidence of their violation(s) and afforded the opportunity to address the violation(s). At the end of the hearing, the Academic Council renders a decision. This decision will also be delivered to the student in writing with accompanying rationale within an appropriate amount of time after the hearing. In the case of an adverse decision, the student is permitted to appeal to the Academic Council within 14 days, provided there is previously unknown evidence or contributing factors that may influence the Council's decision. In the case of an appeal, any decision rendered by the Academic Council is final.

Interim Removal Pending Hearing

Canada Christian College is a Christian community whose members affirm, upon enrollment, that they will conduct themselves in accordance with the College's statement of faith and its biblical standards of conduct. Where a student is alleged to have engaged in conduct gravely incompatible with those standards and with the mission of the College, and where the College has reasonable grounds to believe that the student's continued presence on campus poses a serious risk to the safety, wellbeing, or spiritual and moral integrity of the College community, the President (or designate) may, in fulfillment of the College's God-given responsibility to protect its student body, order the student's interim removal from campus pending a hearing. Such removal is a precautionary and protective measure, undertaken in stewardship of the whole community, and does not constitute a finding of misconduct. A student subject to interim removal retains the right to a hearing before the Academic Council and may return to campus solely for the purpose of attending that hearing. The College will convene the hearing as soon as reasonably practicable and will conduct it in fairness and in a spirit of truth and restoration, consistent with its Christian mission.

Penalties

Following a guilty verdict from a student disciplinary hearing, penalties may range from:

(a) A letter of reprimand signed by the President placed in the student's file;
(b) A written apology or formal statement by the student;
(c) Mandated restitution from the student to the aggrieved individual or to the college;
(d) A suspension for a pre-determined period of time (generally, one semester or one year); and/or
(e) Expulsion/Dismissal from the College.

Academic Accommodation Policy for Students with Disabilities

Canada Christian College & School of Graduate Theological Studies is committed to providing students with disabilities equal access to its educational programs and to the opportunity to succeed on the basis of their ability. This policy sets out the College's commitment to academic accommodation and the process by which students may request it.

This policy applies to all applicants and students, in all programs and in all modes of delivery, and to accommodation of needs arising from disability in admissions, coursework, examinations, and related academic activities. Accommodation of needs arising from other grounds protected by applicable human-rights legislation is addressed under the College's Non-Discrimination Policy and is provided on the same principles set out here.

The College provides accommodation in accordance with applicable federal and provincial accessibility and human-rights legislation, including the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act and its regulations. Under the Human Rights

Code, the College has a duty to accommodate the disability-related needs of students to the point of undue hardship.

The College's approach to accommodation is guided by the principles of:

Respect for dignity: accommodation is provided in a manner that respects the student's dignity, privacy, and autonomy;

Individualization: each request is assessed on its own facts, according to the student's specific needs, rather than by any general rule;

Integration and equal opportunity: accommodation is designed to allow the student to participate as fully as possible in the same programs and services as other students; and

Shared responsibility: accommodation is a cooperative process involving the student, faculty, and the College.

Definitions

Disability has the meaning given in the Ontario Human Rights Code, and includes physical, mental-health, developmental, learning, sensory, and other conditions within that definition, whether visible or non-evident, and whether permanent, temporary, or episodic.

Academic accommodation means an adjustment to how a course, program, or evaluation is delivered or completed that enables a student with a disability to meet its requirements, without altering the essential academic requirements or standards of the course or program.

Undue hardship means the standard at which the duty to accommodate ends, assessed under the Human Rights Code on the factors of cost, outside sources of funding (if any), and health and safety requirements (if any).

Essential Academic Requirements

Accommodation adjusts the manner in which a student demonstrates learning; it does not lower or waive the essential academic requirements or standards of a course or program. A student remains responsible for meeting those essential requirements, with accommodation.

Requesting Accommodation

A student who seeks academic accommodation should contact the Registrar's office by emailing nabraham@canadachristiancollege.com as early as possible, ideally before the start of the term or as soon as the need becomes known. Accommodation is arranged on a going-forward basis; late requests will be addressed as promptly as circumstances allow, but may not be able to be applied retroactively.

Documentation

The College may request documentation from a qualified professional sufficient to establish that the student has a disability within the meaning of the Human Rights Code and to identify the resulting accommodation-related needs. Documentation is used only to determine appropriate accommodation and is not required to disclose diagnosis beyond what is necessary for that purpose.

The Accommodation Process

Accommodation is arranged through a cooperative process in which the student, the office of the Registrar, and the relevant faculty participate. The College will assess the request, identify appropriate accommodation in consultation with the student, and communicate the accommodation to those who need to implement it. The College will consider each request in good faith and will provide accommodation to the point of undue hardship. Where a requested accommodation would impose undue hardship or would compromise an essential academic requirement, the College will work with the student to identify an appropriate alternative.

Confidentiality

Information about a student's disability and accommodation is treated as confidential and is shared only with those who need it to assess or implement the accommodation, or as required by law. Disability-related documentation is maintained separately from the student's general academic record.

Concerns and appeals

A student who is dissatisfied with an accommodation decision may raise the matter with the office of the Registrar.

Responsibilities

Students initiate requests, provide required documentation, participate in the accommodation process, and continue to meet the essential requirements of their programs.
Faculty implement approved accommodations and maintain the confidentiality of accommodation information.

The College, through the office of the Registrar, receives requests, assesses them, arranges accommodation, and maintains related records.

Good Standing Policy

A student must maintain a GPA of at least 2.00 and adhere to the College Standards to maintain "good standing".

Academic Warning Students receive an academic warning when the term GPA is lower than 2.00.

Academic Probation Academic probation is earned and the notation "Academic Probation" is recorded on the student's academic transcript whenever the following conditions exist:

When the cumulative GP A is lower than 2.00. Students who have earned 44 or fewer credits are allowed two terms of probation before they are subject to disqualification. Students with more than 44 credits are only allowed one term of probation before they are subject to disqualification. Students on academic probation whose cumulative GP A is lower than 2.00 and whose term GP A is 2.00 or higher are remain on academic probation until the GP A is higher than 2.00 Students on academic probation are limited to a study load of no more than 15 credits.
Disqualification Academic disqualification may be assessed whenever the following conditions exist:

1. Students on academic probation for having a cumulative GPA lower than 2.00 who earn a term GPA lower than 2.00 in their next term.
2. Students on academic probation for having their three most recent terms of GP As lower than 2.00 and who earn less than a 2.00 term GP A for the fourth consecutive term.

These students are not eligible to enroll for future terms unless the Academic Council continues the student on probationary status for a further term or reinstates the student.

Dress Code Policy

Students are expected to be dressed modestly and appropriately at all times while on CCCSGTA property and at CCCSGTS events (on and off campus).

Appropriate attire for male students includes: pants, t-shirts, and collared shirts. Male students should not wear the following: shorts, sweatpants, t-shirts with inappropriate graphics, tank tops.

Appropriate attire for female students includes: pants, knee length skirts and dresses, tops with an appropriate neckline. Female students should not wear the following: low necklines, shorts, or sweatpants/yoga pants.

In the Athletic Centre, students are required to maintain modesty.

Classroom Policies

No food or beverage (other than water), under any circumstances, is allowed in any of the classrooms, the library, or music practice rooms, or recording studio. If students bring food or beverages into the classroom, they will be advised of this policy and asked to remove the food/beverage from the classroom immediately.

Use of electronics in the classroom is prohibited unless it is for the purpose of academic development (i.e. Note Taking). Students may not be on their phone during class. Students may not browse the internet on their laptops during class.

Intellectual Property Policy

Ownership by Faculty and College Employees

CCCSGTS recognizes that the production of research, publications, and creative activities is a vital part of its academic mission. Thus, the college does not assert copyright ownership of any publications, or creative works that are created as a part of a faculty member's independent research or scholarship and that are developed without resources usually and customarily provided by the College. Furthermore, CCCSGTS does not own rights to inventions or other creative activities unrelated to a faculty member's or employee's job duties or responsibilities.

The sole exception to this protection of faculty and employee intellectual property relates to publications or creative activities that are explicitly created within the confines of an agreement with the college outside of a normal professorial or employee contract (e.g., a "work-for-hire" contract with a faculty or employee member to create promotional materials for the college).

Ownership by Students

A students' intellectual property is considered to be any work or idea that has been presented by the student. Intellectual property could take the form of written essays, poems, and other literature as well as ideas or concepts presented in oral presentations, songs, and other multimedia presentations. The intellectual property of each student is held in confidence and a copy can be made available to be returned to the student at the end of their program. A bound copy of all thesis submissions is kept at the college at all times. Any abuse of intellectual property by any other student will result in the offending student meeting with the Academic Council with possible repercussions such as being removed from our program.
CCCSGTS upholds all local, provincial, federal, and international standards regarding the protection of copyrighted material. All material published by faculty or staff on behalf of the college is subjected to rigorous internal review to ensure that all thoughts and statements are the result of original research. All student class submissions and degree theses are subjected to review by *TurnItIn,* a cloud-based plagiarism detection software which the college has purchased and integrated into its course management database.

E-learning

CCCSGTS embraces the utilization of technology in the classroom and is committed to enhancing its educational offerings through e-learning platforms. However, the college recognizes that online classrooms require additional scrutiny to safeguard intellectual property and ensure academic integrity.

Intellectual Property and Copyright

All recorded lectures and course content are copyrighted content that is the exclusive property of CCCSGTS. Therefore, both lectures and content may not be reproduced, streamed, transferred, or broadcast (in whole or in part) without the express written permission of an authorized agent of CCCSGTS.

All student submissions are subject to the same intellectual property protections afforded to on-campus students.

Academic Integrity

All online students are subject to the same academic integrity policies and procedures as on-campus students. At the beginning of each course, online students must read the Academic Policies and Student Conduct codes of the college. A quiz is administered after students indicate they have read this material. If students do not pass this quiz, they are removed from the course.

All coursework is submitted through each student's unique student account. To authenticate student identities, CCCSGTS tracks the IP addresses used for uploading assignments, taking exams, and posting to discussion forums. When suspicion of cheating or sharing accounts arises, cases are presented to the Academic Council for review.

To ensure parity between online and in-class offerings, all online exams are timed. Students have one attempt to take any quiz or exam. In the event of technical issues, students may contact the online department where their case is reviewed by the Director of Online Studies. Grades are not released until all students in an online course have completed the exam. If suspicious activity occurs (e.g., irregular time spent on questions, logging on/off during an exam) the case is referred to the Academic Council where action is then taken, ranging from:

(a) requiring a proctor for future quizzes and/or exams if cheating is suspected but cannot be confirmed;
(b) failing the course if cheating is confirmed;
(c) additional academic sanctions if cheating is confirmed multiple times with the same student.

Learning & Educational Resources

Overview

Canada Christian College & School of Graduate Theological Studies maintains library, information, technology, and academic-support resources sufficient to support the curriculum of every program it offers and to advance its mission of biblical higher education. These resources serve students in both the College's on-campus and online programs.

The Dr. Grant Jeffrey Library

The College's academic library is the Dr. Grant Jeffrey Library, a 10,000-square-foot research library. Its collection holds more than 15,000 volumes, with particular depth in theology and psychology and holdings that support the subject matter of every program the College offers. The library also maintains journals, periodicals, pamphlets, and curriculum and teaching materials for Christian education, together with a video lecture archive of recorded lectures and sermons drawn from respected Bible teachers and preachers.

The library is staffed during class hours, Monday through Friday, from 10:00 a.m. to 6:00 p.m. A librarian is available to assist students with research and can be reached by email at rocky@canadachristiancollege.com. The librarian is also responsible for developing and maintaining the collection so that it remains current and continues to support the College's programs.

Research databases and electronic resources

Students have access to the ATLA Religion Database with ATLASerials, hosted through EBSCO — a leading research database in theology and religious studies that indexes hundreds of scholarly journals and provides full-text access to a substantial portion of them. The library maintains an on-site computer research area providing access to these databases and to other electronic resources that support scholarship across the College's programs. Because the ATLA and EBSCO resources are web-accessible, students may use them from the campus library or remotely. Login credentials for these resources are obtained through the library, which issues them to students in both on-campus and online programs.

Academic support

The College provides academic support to help students succeed in their coursework. Teaching assistants are available to assist students who are struggling in a course, offering additional help with course material. The College's Writing Centre provides one-on-one assistance, by appointment, with citation, grammar, and other aspects of academic writing.

The College provides academic accommodations for students with disabilities in accordance with its Academic Accommodation Policy and applicable human-rights and accessibility legislation. Students seeking accommodation should follow the process set out in that policy.

Academic technology and online course delivery

The College's student portal, MyCCC, is hosted on Populi, which also serves as the platform through which all online courses are delivered. Through MyCCC, students register for courses, view grades, and manage their accounts, and students in online programs access their coursework through the same platform. Students in online programs who need assistance may contact the Online Department for support.

The College publishes academic calendars setting out term dates, registration and add/drop deadlines, reading weeks, and examination periods by program and semester, and a full course catalogue with course descriptions for every program. These resources are available to on-campus and online students alike.

Library Regulations

The Han Gill Park Research Library at CCCSGTS is a complete and comprehensive research location. Online resources are available to students at CCCSGTS. Books can only be removed from the Library upon "Check-Out" with the Library Staff Worker.

Computer use is available for CCCSGTS students. Computers should only be used for Academic purposes, and this will be monitored by Library Advisors. Inappropriate use of computers will result in disciplinary action and restrictions from future computer use.

Printing for academic documents is available to students, at a cost of 10 cents per page. Find a Library Staff Worker to assist you.

MyCCC

MyCCC is a secure web-based program that connects students, staff, and faculty. Every student on campus has a MyCCC account and Student ID Number. It is mandatory that ALL students have a MyCCC account and utilize the portal. From time to time, professors will update grades, attendance, quizzes, assignments, and exams on MyCCC.

Each student also is allocated an @canadachristiancollege.com email address. It is **required** that you check this email address as this will be the main communication gateway between students, professors, administration, and staff. Each student is expected to check their Canada Christian College email and MyCCC account regularly and is responsible for all content received to this email.

Multiple workshops will be offered each semester in the Library for detailed MyCCC training. If you have any issues with your MyCCC account, please contact a Library Advisor at library@canadachristiancollege.com.

Additionally, students are **required to verify their mobile numbers on MyCCC**. Doing so allows CCCSGTS to notify students of important alerts, weather closures, exciting events, etc. To verify your mobile number, follow the steps below:

1. Click on "Settings" on MyCCC by clicking your profile icon;
2. Click "Notifications" under the "My Settings" header and locate the "Text notification number" header;
3. Enter your text-enabled mobile number in the box under "Text notification number" and then select "Send Verification Code";

4. In the box next to your mobile number, enter the 6-digit code that was texted to you and click "Verify Number";

You're done! Just make sure you received the notification on your browser that your number has been verified, and make sure your text notification number is active.

Textbooks

Your professor will select the textbook used for each course. They will also provide you with information on where to purchase that textbook. If you need help locating where to purchase your textbook, contact your professor for assistance.

Student Activities and Athletic Centre

All on-campus students are required to pay a Student Activity Fee of $250.00. This fee covers several benefits, such as: student events, organized sports, any provided food, the use of the athletic centre, etc. Upon payment of the Student Activity Fee, all students will have unlimited access to the athletic centre once they register with the front desk at the athletic centre.

The athletic centre will be open Monday through Saturday, from 8:00 a.m. to 10:00 p.m. and Sunday from 2:00 p.m. to 10:00 p.m. (hours are subject to change). Student I.D. cards are required to access the athletic centre. Alumni students and family members will be able to purchase a membership to the athletic centre at a potentially reduced rate. Throughout the semesters, there will be a designated time each week where students can engage in “pick-up” sports.

Student Worker Positions

Multiple student worker positions may become available throughout the academic year. Positions such as Assistant Librarians, Graduate Assistants, Teaching Assistants, Writing Centre Specialists, and Fitness Centre Staff may become available.

Student Worker positions may produce up to $1000 of tuition credit per semester. Credit determined on an hourly basis.

Student I.D. Cards

Student Identification Cards are available upon request. Contact the Admissions Office to request your personal Student I.D. Card. A $20 charge will be applied to your account upon picking up your Student I.D. Card. The photo uploaded to your MyCCC account will be used for the I.D Card. Student I.D cards will be used to access the Athletic Facility.

Parking Regulations

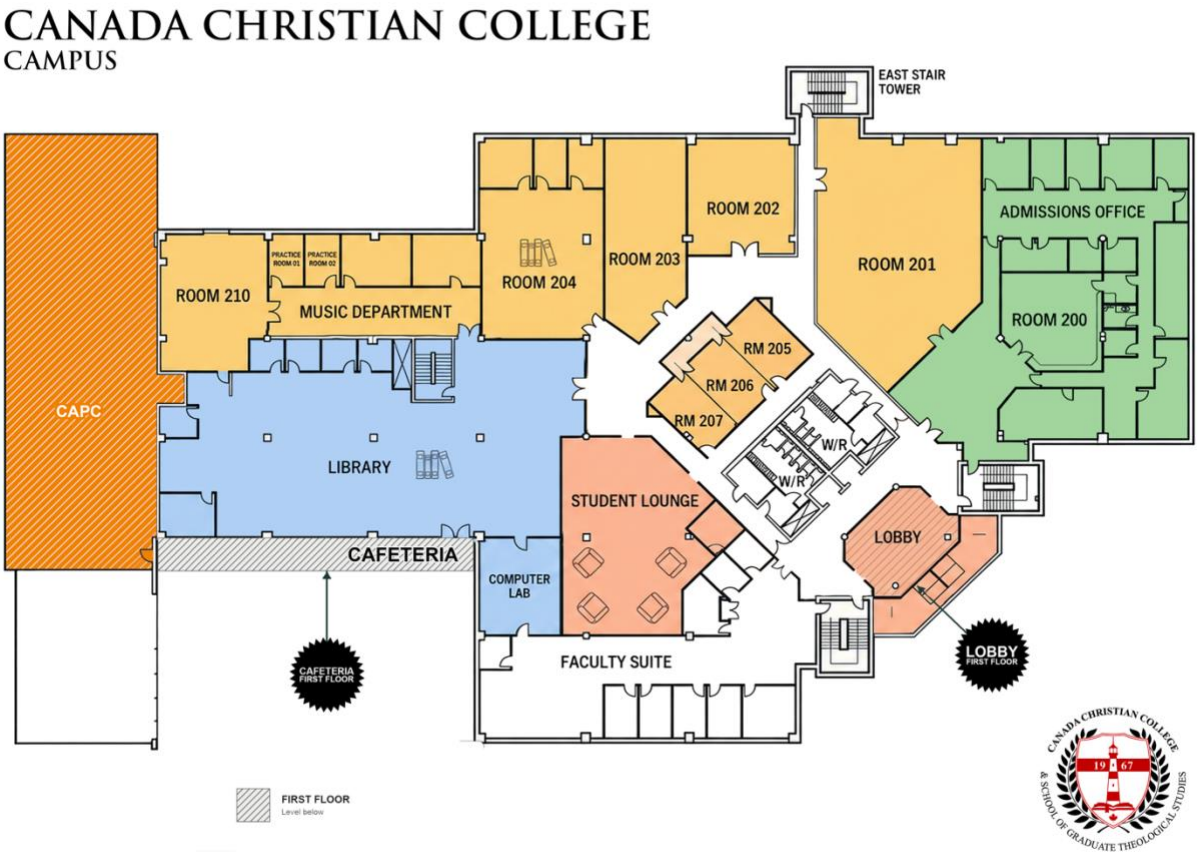
Students at Canada Christian College are permitted to park in the spots in the large parking area at the lake side of the campus. Please do not park at the back or east end of the campus.

CCC Shuttle

CCC offers a complimentary shuttle service to and from the Whitby GO Station that is available from 10:00 a.m. to 10:00 p.m. Monday through Thursday and 10:00 a.m. to 4:00 p.m. on Friday.

To contact the shuttle driver, please call (416) 710-2355.

Floorplan


CANADA CHRISTIAN COLLEGE
CAMPUS
EAST STAIR TOWER
ROOM 202
ROOM 203
ROOM 204
ROOM 201
ADMISSIONS OFFICE
ROOM 200
ROOM 210
PRACTICE ROOM 01
PRACTICE ROOM 02
MUSIC DEPARTMENT
RM 205
RM 206
RM 207
CAPC
LIBRARY
W/R
W/R
STUDENT LOUNGE
LOBBY
CAFETERIA
COMPUTER LAB
FACULTY SUITE
CAFETERIA FIRST FLOOR
LOBBY FIRST FLOOR
FIRST FLOOR
Level below