

The logo for Horizon College & Seminary features the word "HORIZON" in a large, bold, white, sans-serif font. A white, curved line arches over the letters "O", "R", "I", and "Z". Below "HORIZON", the words "COLLEGE & SEMINARY" are written in a smaller, white, sans-serif font. The entire logo is set against a solid blue rectangular background.

**HORIZON**  
COLLEGE & SEMINARY

**UNDERGRADUATE  
STUDENT  
HANDBOOK  
2009-2010**

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# UNDERGRADUATE STUDENT HANDBOOK

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\*As of October 30, 2009

\*The Faculty reserves the right to add or delete as required.

# **I. MISSION AND MINISTRY OF HORIZON COLLEGE AND SEMINARY**

## **A. A WORD FROM THE PRESIDENT**

Welcome to Horizon College and Seminary. In choosing to attend Bible college, you have made one of the most important decisions of your life. Writing to the believers at Ephesus, Paul states: "Make the most of every opportunity" (Eph. 5: 15). During your time at Horizon, you will have many opportunities for spiritual and personal growth. You will discover that attending classes, studying the Bible, and completing assignments will not only greatly increase your knowledge of Scripture but also help you to know God in a more personal way.

Participating in corporate worship, responding to challenges from our chapel speakers and developing the gifts of the Spirit are also vital components in preparation for life and ministry. You will also have the opportunity to develop your abilities and talents through involvement in practical areas such as a Christian Service, missions, evangelism and music.

At Horizon, everything is designed to help you grow in your relationship with God. Therefore, I would encourage you to take Paul's exhortation seriously and determine to turn your time at Bible college into a life-changing experience.

## **B. MISSION STATEMENT**

TO PREPARE MEN AND WOMEN FOR BIBLE-CENTERED CHRISTIAN LIFE AND MINISTRY.

## **C. INSTITUTIONAL GOALS AND OBJECTIVES**

### **1. To Promote Personal and Spiritual Growth**

Students who attend Horizon will have the opportunity to develop through:

- Devotional Bible study and prayer
- Increased self knowledge of their spiritual, psychological, social, intellectual, and physical dimensions of life
- A growing Christian perspective that results in a consistent Christian lifestyle

### **2. To Cultivate a Pentecostal Environment**

Participation in a Pentecostal environment will provide students with the opportunity to:

- Experience the freedom of the Spirit in worship and praise
- Receive the baptism in the Holy Spirit and express this presence in their daily lives
- Experience the gifts of the Spirit at work in the body of Christ

### **3. To Encourage a Comprehensive and Biblically Integrated Education**

Students will have the opportunity to:

- Develop through biblical, theological, and general studies
- Exhibit the knowledge and skills necessary for life-long learning
- Integrate the various elements of education into a Christian philosophy of life which understands and can interact with contrasting philosophical, religious, and cultural worldviews

#### **4. To Provide Ministry Development**

Students will be given the opportunity to:

- Improve their ability to minister to both Christian and non-Christian people
- Develop a philosophy of ministry that integrates biblical, theological, and spiritual components of education
- Combine their philosophy of ministry with practical ministry experience to prepare to fulfill their lay ministry or vocational ministry calling

#### **D. FACULTY ADVISORS**

The Faculty Advisor system at Horizon assigns each student to an advisor. This Faculty Advisor will register every member of his/her Faculty Advisor group on Registration Day for each semester.

Faculty Advisors for 2009-2010 are:

R. Kadyschuk	T. Beech
J. Martini	D. Munk

#### **E. MINISTRY DEVELOPMENT CREDITS**

Our desire at Horizon is to produce alumni who are *sensitive* to God's direction in their lives and *committed* to serving him as godly leaders. Therefore we expect students to pursue personal, corporate, and public spiritual development by being involved in corporate worship at the college and their local church, as well as being involved in hands-on ministry.

The Ministry Development Credit will be calculated as follows:

**Attendance (30%).** Each semester students are required to attend a minimum of 10 weekly worship services at an approved church and minimum of 20 of the college's weekly chapels and special services.

**Department and general progress (30%).** The faculty will assign a mark for this portion based on *observed* behaviour and growth in qualities of Christian character and attitude (i.e. submission, servanthood, integrity, desire to grow).

**Christian Service Involvement (40%).** Students are required to become involved in some type of practical ministry. Students need an approved supervisor who will evaluate the student and submit a grade. Some of these details are reviewed during orientation sessions. Each program of studies has specific requirements.

The Ministry Development grade is a non-academic credit that must be earned by every student as outlined in their program of studies. It is a graduation requirement, and is recorded on the transcript. The faculty reserve the right to fail a student in their Ministry Development grade for disciplinary issues (see Disciplinary Action), or if the student receives a failure in the Christian Service portion of the grade.

Part-time students who are taking two or more courses, are working towards graduating from a program of studies at Horizon, and have a ministry appointment or daytime job, will be required to attend two services in their church per week and only one chapel per week at the college (or regular meetings with a pastor) until they have fulfilled the Ministry Development requirements for their program of study.

For those students whose programs extend over a lengthy period of time, a prorated approach for calculating Ministry Development credit will be implemented.

COURSE NUMBERS: P\* 195/196/295/296/395/396/495/496

## **F. CHRISTIAN SERVICE GUIDELINES**

Christian Service is a distinctive part of the educational program at Horizon and provides many opportunities for students to share the true meaning of their faith and commitment to Christ. Since one of Horizon's major objectives is to prepare individuals for ministry, Christian Service functions to assist students in training for effective ministry.

### **1. Philosophy of Christian Service**

One of the distinctives of a Bible college education is the emphasis placed upon practical Christian service. At Horizon, Christian service is intended to be an integral part of the total educational program and is designed to assist students in coordinating practical fieldwork with educational experience. The Christian service program is directed, supervised, and assessed by the Academic Dean. Outcome assessment measures include reports, interviews, etc.

The following principles govern Christian service:

- Serving Christ is both the privilege and responsibility of every Christian. We believe that each ministry opportunity is actual service and not just an "experiment" or "practice."
- Truth learned and theory studied in the classroom must be shared with those who are in need of the gospel.
- Christian service is part of students' training in which they are given opportunities to apply the various segments of their academic training in actual ministry situations and to build meaningful relationships with people.
- Each member of the Faculty is committed to integrating classroom learning with Christian service, and to becoming ministry models.

### **2. Objectives of Christian Service**

Since Scripture exhorts Christians to be both "hearers and doers of the Word," and because the primary focus of all Christian service must be the glory of God and the meeting of human needs in his name, the Christian Service department has set the following objectives:

- To provide Christian service opportunities for students in churches, church-related and community organizations.
- To provide opportunities for students to gain ministry experience.
- To facilitate situations that will encourage students to communicate learned, biblical truth contextually.
- To encourage and promote the notion of a lifetime of ministry regardless of vocational calling.
- To assist students in developing the necessary skills in order to be more effective in Christian service.
- To assist students in developing areas of Christian character through interaction with others in ministry.
- To help students learn the importance of faithfulness in Christian ministry.
- To encourage students to depend on the Holy Spirit in order to minister effectively in Christ's name.
- To encourage the faculty to incorporate into their courses where possible the integration of theory with life practice.

### **3. Areas of Ministry**

Christian service credit is given for the following areas of service:

- **CHURCH MINISTRIES.** Church ministries include the following types: Christian education (Sunday School, children's church, children's clubs, etc.), seniors ministry, visitation, youth worker, evangelism, worship teams, etc.
- **PARA-CHURCH MINISTRIES.** Para-church ministries include Teen Challenge, U of S Campus Crusade, and other faith-based organizations.
- **COMMUNITY MINISTRIES.** Community ministries include the following types: Nursing homes, Love Lives Here, Open Door, The Bridge, etc.
- **HORIZON COLLEGE AND SEMINARY MINISTRIES.** Recognized HCS ministries include: Student Council President, Student Missions Coordinator, Resident Assistants, college music groups, and the Blitz ministry team.

In general, the ministry chosen by the student must occur weekly (each student must contribute a minimum of 9 weeks each semester), require student preparation, and present a significant challenge to the student's current ministry giftings and abilities. To make sure that students are exposed to a variety of ministries, no more than two credits will be granted for the same type of ministry, unless otherwise cleared with the Academic Dean.

Students should decide no later than the end of the second week of the semester to ensure that the required number of activities is completed. Further, students should complete the Christian Service Application Form, and obtain permission from the Academic Dean before commencing any activity.

A list of Christian service opportunities will be made available to students at the beginning of September.

## **II. ACADEMIC ISSUES**

### **A. A WORD FROM THE ACADEMIC DEAN**

Welcome to Horizon. Here you will find opportunities to develop spiritually, intellectually, socially, emotionally, and physically. It is my prayer for you that you will strive to follow Paul's instruction to the Corinthians to "take captive every thought to make it obedient to Christ" (2 Cor. 10:5b).

The Philosophy of Education statement below expresses our vision of Christian education. I encourage you to read it, reflect on it, and make it your own. God has granted you a great opportunity to set aside a time for concentrating on growth and preparation for your future life and ministry. Determine to make the most of it! You will get out of it what you put into it.

A part of the growth process is the development of personal discipline. There are some guidelines and rules that facilitate your work here at the college. Learn and follow them; they will make your time here more productive. In the section on Time Estimate Guidelines for Course Workloads, you will see that we have thought of you in planning your work; it is up to you to do your share in thinking of your work, too. Plan well, study hard, and you should experience success in the academic areas.

## **B. PHILOSOPHY OF EDUCATION**

### **1. Fundamental Premises**

Horizon College and Seminary values and strives to attain:

#### **a. Education that is Bible-Centred**

The Bible is the centre around which the entire curriculum revolves. Since it is the sufficient rule for faith and practice, all learning must be brought into harmony with its message.

#### **b. Education with a Trinitarian Base**

The curriculum as a whole will reflect this trinitarian perspective that includes Father, Son, and Holy Spirit. Learning must affirm the unity of all truth in God (Father), give hope for the possibility of redemption in all spheres of life (Son), and rely on the empowering and guidance of the Holy Spirit for its effectiveness.

#### **c. Education that Integrates Faith, Learning, and Life Experience**

This involves:

- Recognizing that reality, and the ability to both know it and value it, are best grounded in a Christian perspective.
- Knowing that, in learning about various aspects of the world, students are learning about God and God's creation.
- Using Biblically developed principles and perspectives to evaluate claims of human knowledge.
- Applying Scriptural insights to attain a more refined understanding of Christianity.
- Putting all of one's knowledge to effective use in God's service.

#### **d. Education for Christian Life and Service**

The development and exercise of effective Christian life and ministry are vital parts of a complete education. Education that is Christian aims not only at refining ideas but also at shaping lives. It will involve the *cognitive*, *affective*, and *conative* dimensions of the student's life.

#### **e. Education that Considers the Whole Person**

Each student must learn to give attention to development in every aspect of life including the spiritual, intellectual, social, and physical. Every facet of being human is created by God to be appreciated, enjoyed, and developed.

#### **f. Education Through a Holistic Process of Inquiry**

A commitment to Biblical principles assumes the integrity of an honest, balanced approach to learning. While the Bible is primary, it also points to reasoning, tradition, and experience as ways in which to learn.

#### **g. Education for Lifelong Learning**

Learning how to learn is a quality that goes beyond the completion of a diploma or degree. The development of effective methods of inquiry provides for a lifetime of productive learning.

#### **h. Education Based on a Rounded Curriculum**

Students engage in a study of God's Word (Bible and theology), God's world (general education), and God's work (professional, vocational, etc.). This

breadth of involvement reflects an emphasis on education in a biblically-centered, holistic manner.

### **i. Education By Means of Effective Pedagogical Methods**

Approaches to instruction and learning are to be sound in theory and practice so as to enhance the process of education. Instruction is provided by those who are knowledgeable in their fields, gifted to teach, and who have intentionally reflected on the effectiveness of their methods.

Develop all of the above in a dynamic, spiritual environment where Pentecostal life and thought is integrated with these aspects of a philosophy of education.

## **2. Distinctive Elements**

Several distinctive elements may be highlighted as a further expression of the fundamental principles. These include:

### **a. Our Christian View of Truth**

We at Horizon believe that all truth is God's truth. As Creator, Sustainer, and Director of his world, he is the source of all truth concerning it. Further, we believe that he has revealed knowledge to us both through his creation generally, and especially through his son Jesus Christ, and through the written word of Scripture. Christians must disagree with the notion that truth is merely conforming our ideas to the observable world around us. An adequate view will not only allow for our ideas to be called true or false, but will relate truth to the quality of one's life.

It is our conviction at Horizon that a Christian must understand truth as conformity to the mind of God. This definition allows us not only to speak of the truth of our ideas as we learn about God's creation, but also to understand that our lives are lived in truth when they conform to God's intended purpose for them—when we live according to God's idea of what we ought to be. Jesus was the Truth Incarnate because he conformed perfectly to God's intended purpose for him. A Christian perspective, then, must hold the growth of academic understanding and the development of a Christ-like life together in one continuous process of growing in truth.

### **b. Our Focus on the Whole Person**

As *individuals*, we stress the development of genuine Christian character and conduct. The cultivation of true spiritual values that ought to be reflected in the thought and lifestyle of a Christian are developed through the disciplines of prayer, Bible study, relevant courses, and careful reflection on what it means to have a Christian perspective on life as a whole. Christian maturity is not merely outward conformity to a lifestyle, but rather it is the inward conviction that comes from a mind renewed to reflect the mind of Christ.

As *Members of the Christian Community*, we recognize our place as members of the body of Christ and acknowledge the need to share our spiritual gifts for the edification of all. Accordingly, the college seeks to integrate corporate worship with academic teaching as equally essential elements for training in ministry. Chapel services, days of prayer when all classes are cancelled, and Spiritual Emphasis days are not seen as extras in addition to classroom education, but as important parts of the total development of students who would be qualified as leaders of Christ's church. An additional aspect of being part of a Christian community is seen in the regulations which students are expected to abide by for the good of all. While recognizing that our objective must be the development of inward convictions, not all students are equally mature. While

we continue to mature in character, we must live, in the meantime, in such a way that harmony prevails within the entire college community.

As *Witnesses in the World*, we all ought to be able to carry the gospel into the community in which God calls us to minister. To this end, we at Horizon, seek to integrate biblical truth with a knowledge of our contemporary culture. From this understanding comes the development of methods of communicating the gospel which are both effective for accomplishing the task and honouring to God in their approach.

### **c. Our Curriculum**

In the light of our Christian view of truth and our focus on the whole person, the curriculum reflects the following emphases:

*Bible and Theology:* since the message of the Bible is the foundation for Christian ministry, every degree and diploma student majors in Bible and theology.

*Professional:* courses in this area focus on how to effectively communicate the truth of God's Word to those to whom we are called to minister. Courses in preaching, counselling, Christian education, music, evangelism and missions develop skills and insights essential to the pastor.

*General Studies:* courses in this area introduce the student to the major disciplines of learning in areas such as humanities, social sciences, natural sciences, and fine arts. In this way, Horizon offers courses designed to broaden the mind and provide a knowledge of the current thought and life both of our own culture and that of other areas of the world.

### **d. Our Faculty**

Because we believe that adequate preparation for ministry involves learning in a variety of areas, we stress the following concerning our faculty:

- The faculty members must have the ability to promote the development of students in their particular disciplines.
- They must be spiritually mature persons who both walk in the Spirit themselves, and know how to lead students to do the same.
- They are expected to have spent several years in the professional ministry themselves in order to understand the needs and demands of practical ministry.
- Each faculty member is expected to continually develop in the integration of his/her field of study with the stated mission, purposes, philosophy of education, and objectives of the college.

## **3. Our Commitment To Integrity In Learning**

The administration and faculty at Horizon believe that, as Christians called of God to know His Word and proclaim it, we ought to be dedicated to the knowledge, skills, and quality of character required to fulfill this calling. We strive for the highest possible standard both in Christian lifestyle and in the pursuit of excellence in our own research and learning. Our students are expected to do the same; it is no more than God requires of us as stewards of the gifts and abilities He has given to us.

In view of this commitment, it is almost superfluous to state that academic dishonesty cannot be tolerated in any form. We mention it only because it has become too common in higher education in North America. Someone has defined academic dishonesty in the following terms:

Academic dishonesty does not differ significantly from other forms of dishonesty. It consists of misrepresentations in an attempt to deceive. It may take a number of forms such as copying or the use of unauthorized aids in tests and examinations; copying information from a text, library book, or someone else's essay and submitting it as one's own work; submitting work for which you have received credit in another course without having the professor's approval to do so; helping another student perform any of the above actions, and giving false information for the purpose of gaining marks in a course.

The attempt to deceive faculty members does not represent "the way the game is played." It represents a quality of character out of harmony with God's desire for one's life. It is sin, and the Christian student must realize that to act with integrity in this area is to honour God and to fear him. To participate in any of the above practices is to fail to honour God. Academic dishonesty, therefore, must not be treated lightly by the student; it will be treated as a serious offence by the college. The college has established procedures for dealing with alleged cases of dishonesty.

## **C. ACADEMIC POLICIES**

### **1. Admission**

Applications will be considered "incomplete" (and acceptance conditional) until the Honour Code Commitment is signed, dated, and received by the college. The college trusts that each student will model these guidelines and promote them among fellow students.

### **2. Registration**

All students are expected to register for college attendance on the date published in the calendar or otherwise specified. Late registration will be allowed up to two weeks after the registration date so specified. Students who register late will be charged a late fee of \$15.00 for the first day and \$5.00 for each additional day up to a maximum of \$45.00.

Only in exceptional cases will a student be allowed to register for more than sixteen academic hours and eighteen total hours in any one semester. A student may audit a maximum of two courses. Attendance at audited classes is expected to be regular.

### **3. Course Information**

#### **a. Course Changes**

Students may change electives during the two weeks following registration. If the change is made during the first week, there is no charge; if during the second week, a fee of \$25.00 is charged for each course change.

#### **b. Withdrawal from Courses**

Students may withdraw from courses without academic penalty up to November 15th and March 15th in the first and second semesters respectively, and up to February 15th for a full year course; the designation of WD will appear on the transcript. Withdrawal after those dates will result in the students being given a failure in the courses involved; the designation of WDF will appear on the transcript. In calculating averages, a mark of 30% will be used for WDF courses.

### **c. From Credit to Audit**

Students may change from credit to audit without academic penalty up to November 15th and March 15th in the first and second semester courses respectively, and up to February 15th for a full year course.

### **4. Class Attendance**

Students are expected to attend classes regularly. However, the faculty recognizes that there are times when illness or other unforeseen circumstances arise. Absences are allowed to cover such occurrences. These absences are to include all doctor appointments and unforeseen circumstances that may arise during the semester.

Students may miss the equivalent of 2 full weeks of classes. For example:  
3 credit hour course = 4 absences per semester

Faculty take attendance at classes and also record late arrivals. Three (3) lates will be regarded as an absence.

When a student exceeds the maximum number of allowed absences, the instructor will determine to what extent the following penalties will be applied depending on individual circumstances:

- forfeiture of the course; or
- a 3% penalty per additional absence over the maximum allowed.

In the case of evening courses, a 3-hour evening session is considered equal to two (2) regular 75-minute classes.

Students who are absent on the day before or after holidays and special events (e.g. Prayer Emphasis Day) will be penalized with a double absence.

Instructors will endeavour to include this information on course syllabus outlines and provide some reminders to warn students who are approaching the maximum limits. However, the final responsibility for awareness of attendance policy and penalty for absence rests with each student.

### **5. Time Estimate Guidelines For Course Workloads**

The Faculty uses a formula system, with specific guidelines, for the purpose of directing all instructors in the preparation of course syllabus outlines. These guidelines are reviewed annually by faculty and adjusted as needed. They are intended to assist students in the pacing of their work so as to fulfill all course requirements in a balanced manner through the semester.

Time considerations at Horizon which are not emphasized at secular universities include approximately 17.5 additional hours:

- Sunday morning church services (3 hrs)
- Christian Service (5 hrs)
- Chapel services (2.5 hrs)
- Morning prayer (2.5 hrs)
- Prayer meetings and Bible studies in the Residence (1 hr)
- Personal devotions (3.5 hrs)

University professors plan their course loads with none of the above being considered. By contrast, Horizon both expects participation in all of the above activities.

In light of the above considerations, it is proposed that we keep our course loads to a maximum of 2 hours of required work outside of class for each classroom hour. Perhaps 1.5 hours would be a more reasonable load, and should certainly be considered as meeting our recommended minimum standards for academic workloads.

One suggestion for balancing the 1.5 versus 2 hours ratio is to have the required courses operate with a maximum of 2 hr outside work per course hour, and electives using 1.5 hours maximum.

M.Div. students may be required to do 2—2.5 hours outside of class for every hour in class (e.g. up to 90 hours for a 3-hour course).

As an overall guideline for all undergraduate courses, instructors are to limit their time expectations for the semester in courses as follows:

1 credit course = 24 hours outside of class  
2 credit course = 48 hours outside of class  
3 credit course = 72 hours outside of class

**a. Guidelines for Time Estimates: Reading**

*Very difficult, with note-taking	5-8 pp./hr
*Difficult	10 pp./hr
*Moderately difficult	12 pp./hr
Medium (semi-popular novel)	15 pp./hr
Light (i.e. historical novel)	18-20 pp./hr

\*The average text falls within these categories. Estimates using a faster pp./hr ratio must be prepared to demonstrate that the particular reading in question is lighter than a standard textbook.

**b. Guidelines for Time Estimates: Essays**

One quick “rule of thumb” is to estimate 3.5 hours of work for every page required (i.e. a 10-page essay requires 35 hours of work.) A breakdown of time for a 10-page essay is suggested as follows:

Research	18 hours
Writing	12 hours
Typing	5 hours
Total estimated time	35 hours

**c. Guidelines for Time Estimates: Book Reviews**

After thoroughly reading the assigned book (see above for approximate reading time estimates), appropriate time for reflection, writing, and typing the review is estimated at approximately 2 hours per page. The example of a 6-page report on a difficult, 300-page book can be broken down as follows:

Reading time: (“Reading”)	30 hours
Reflection, writing & typing	12 hours
Total estimated time	42 hours

The 30 hours for reading would be reported under “Reading” and the remaining 12 hours would be reported under “Book Reviews”.

**d. Guidelines for Time Estimates: Practical Projects**

Many assignments do not fit neatly into any of the above categories (i.e. individual or group presentations, position papers, sermons, and worship service preparations). While there is too much divergence in this category to specify precise criteria in detail, some guidelines can be noted:

- Where writing and typing are involved, they can be calculated at the normal rate which is 2 hours per page of assignment.
- Where research is involved, it can be calculated at the normal rate for essays, for equivalent expectations (i.e. if a presentation involves approximately the same level of research as a standard 10-page essay, 18 hours ought to be considered a reasonable length of time for research).
- Oral presentations of any type require organization time as well as practice of the presentation. In general, both organization time (preparation of props, notes, etc.) and practice time should be estimated at twice the length of the presentation time.
- Other factors involved in practical projects not covered in the above categories will have to be estimated according to criteria acceptable to the Academic Dean.

## **6. Term Work**

The Faculty attempts to balance the scheduling of students' term work throughout the semester. However, the ultimate responsibility for completing all term work rests with the student. Term work should be handed in by 4:30 p.m. on the due date, with the exception of evening courses when the work is due at the beginning of the class.

### **a. Extension Requests**

A student will be permitted one two-week extension per semester for one assignment. *No extension will be given on assignments which are due prior to November 1st / March 1st of each respective term.* An extension that is given within the final two weeks of a semester will not extend beyond 4:30 p.m. of the day prior to the first scheduled exam. Beyond that date, the assignments will be graded an automatic "0".

A formal record for extensions must be signed at the General Office by the student. The Academic Dean will keep a list and notify the respective instructors of the official request. Again, note: no extension will be given on assignments which are due prior to November 1st / March 1st of each respective term.

Any other requests for extensions for medical or compassionate reasons must be taken to the Academic Dean. In such cases, where course work is not completed when grades are submitted an INCR will be awarded. All late assignments must be completed by January 31 for extensions granted at the end of the first semester and by May 15 for extensions granted at the end of the second semester.

### **b. Length of Assignments**

All written assignments are to be limited to a maximum of 20% over the length requested by the instructor. Students who desire to write an assignment of greater length should first check with their instructor and negotiate the value of that particular assignment.

### **c. Late Assignments**

All course assignments with due dates prior to mid-term exams must be handed in at the latest at 4:30 p.m. on the day prior to the first scheduled exam. For final exams, all subsequent assignments will be due at the latest at 4:30 p.m. on the day prior to the first scheduled exam. Beyond these dates, the assignments will be graded an automatic "0". If a student has not completed all course assignments the instructor has the option of either assigning a percentage grade or considering the course incomplete. If the

instructor considers the course to be incomplete, a grade of either INCF or INCR will be assigned, providing that an extension has not been granted by the Academic Dean.

A late penalty will be assessed for all overdue assignments:

1 - 3 days late, penalty of 10%

4 - 6 days late, penalty of 20%

An assignment more than 6 days late will automatically receive a failure.

Sundays and statutory holidays are not counted in assessing penalties for late submission.

## **7. Mid-Term and Final Examinations**

All students are expected to write examinations as scheduled. A student who is absent from a final examination for medical or compassionate reasons, or is ill during a final exam, may apply to the Academic Dean for a deferred examination. Such application must be made within three days of the missed examination and supported by documentary evidence. All deferred exams are to be written during the next regularly scheduled examination period.

The fee for rescheduling a mid-term or final examination, other than an exam scheduling conflict, is \$50.00 paid at the time of request.

Cheating is considered a very serious offence. Penalties may include forfeiture of the course, suspension, or expulsion from the college.

## **8. Redeemable Incompletes and Supplementals**

### **a. Definitions**

Redeemable incompletes: a redeemable incomplete is when the instructor has granted a grade of INCR (redeemable failure) because of a lack of fulfillment of some of the requirements necessary to complete a course.

Supplemental: a supplemental is the replacement of the weak part(s) of a student's work (i.e. mid-term test, essay/project, final exam), or make-up project or work in order to bring one's grade up to a passing level. A student is eligible to apply for a supplemental if she/he makes at least 35% and not more than 49% in the course. Students must register for supplementals and pay, upon registration, a fee of \$20.00 for each supplemental written.

### **b. Guidelines**

A student may not redeem more than three courses from a combination of INCR make-ups and supplementals from any one semester. A student who has more than a total of three INCR and supplemental courses from one semester must repeat all other INCR and supplemental courses.

No more than three INCR courses may be redeemed from a full time load of coursework, and no more than two supplementals may be applied for in any one semester.

In the total of three INCR courses and supplementals above, INCR courses must be given priority over supplementals. (i.e. if one has 3 INCR courses, no supplementals may be applied for; if 2 INCRs, then one supplemental may be applied for; if 1 INCR, then two supplementals may be applied for).

A student is allowed only one supplemental examination in each subject, failure in which means the subject must be repeated.

A student may not receive an INCR or supplemental mark higher than 50% in the One-Year Program, an INCR or supplemental mark higher than 60% in the diploma or degree programs, and an INCR or supplemental mark higher than 65% in the M.Div. program.

A student who incurs up to a total of three INCR and supplementals combined in the fall semester, must redeem the maximum possible number of courses (up to three INCR, and up to two supplementals, but not more than three combined) by the end of the following February. Those incurring the same combination in the spring semester must eliminate the maximum allowable by the end of the following September. The only exceptions to this rule are INCRs and supplementals incurred during the final semester prior to graduation. In that case, the student will have up to one calendar year to remove the INCR and/or supplemental deficiencies. Failure to do so in the case of INCR will result in a final grade of Incomplete Failure (INCF), and failure to do so in the case of a supplemental course (RF) will mean a final grade of Failure (F) will be assigned.

A candidate for the diploma or degree who is no more than six hours short of the program requirements, and a candidate for a certificate program who is no more than three hours short of the program requirements, may participate in limited Convocation activities but will not be allowed to write supplementals in the period between the close of examinations and Convocation. The respective diploma, degree, or certificate will not be granted until her/his work has been satisfactorily completed. Those with more than the above number of hours outstanding may not appear with the graduates at commencement or participate in any Convocation activities as a graduate.

A candidate for graduation with no more than two supplementals from her/his final exams may make special application to write these supplementals before the regular September date for writing them. They may not be written before Convocation exercises are complete, however. There will be a surcharge for each specially arranged supplemental, in addition to the normal fee for supplementals.

## 9. Grading System

The College uses the percentage system for marking tests and final examinations. Letter grade equivalents, according to the following scale, may be used in grading assignments. The student's final grades will be given in percentages. A mark of less than 50% is a failing grade.

Grade Point Average	Letter Grade	Percentage Grade
4.0	A+	90-100
4.0	A	85-89
3.7	A-	80-84
3.3	B+	77-79
3.0	B	73-76
2.7	B-	70-72
2.3	C+	67-69
2.0	C	63-66
1.7	C-	60-62
1.3	D+	57-59
1.0	D	53-56
0.7	D-	50-52
0.0	RF (redeemable)	35-49
0.0	F (non-redeemable)	0-34

Averages will be computed for each student at the end of each semester. The averaging is the Weighted Percentage Average (WPA) in which the student's mark in a particular subject is multiplied by the number of hours in that subject. The total of the marks thus multiplied is then divided by the total number of hours.

### **a. Transcript Abbreviations**

In certain circumstances, letter grades are used in place of percentage numbers to assign a final grade. The following identify and describe the possibilities.

INCR: indicates that some course assignments are still outstanding, and the instructor has assigned an INCR (redeemable incomplete) grade for the course. Students have until the end of the following February to complete the outstanding assignments for fall courses and until the end of the following September to complete the outstanding assignments for spring courses. Otherwise the grade will be changed to an INCF by the Registrar. The course must then be repeated. (See the section on 'Redeemable Incompletes and Supplementals' for restrictions on the number of INCR courses that can be upgraded for any one semester).

INCF: a grade assigned only by the Academic Dean and/or Registrar and will be converted to an F grade after one year. During this year, the Academic Dean has the discretion to assign the student appropriate work for satisfactory completion of the course. An INCF or F counts as a grade of 30% towards the WPA.

RF: a grade of between 35% and 49% means that the student has failed but the course is still redeemable through Supplemental work in the areas of weakness/failing.

F: a grade of 0-34% results in a failing grade being assigned. The student must retake the course.

CR: credit given. It is not calculated in WPA but is added in the total of credits completed.

NC: successfully completed, but no academic credit given.

WD: withdrawal before the final date for withdrawals without academic penalty.

WDF: withdrawal after final date for withdrawals without academic penalty and therefore indicates failing grade.

AU: class was taken on an audit basis. No assignments required and no academic credit, but regular attendance.

AUF: class was taken on an audit basis, but was not regularly attended.

EX: exempt; the student is not required to take this class and does not receive credit for it.

IP: in progress; the final grade has not yet been assigned.

### **b. Faculty Passing Policy**

Graduating certificate students who have one failing course with a mark of 40—49%, but have passed all other courses, may be considered by faculty for

granting of a 50% in that course. This practice parallels the U of S provision for a “Faculty Passing Policy.”

### **c. Assessment of Student Work**

Horizon follows the University of Saskatchewan model for assessing assignments and exams. It is as follows:

90-100 [Exceptional] — a superior performance with consistent strong evidence of:

- a comprehensive, incisive grasp of the subject matter;
- an ability to make insightful critical evaluation of the material given;
- an exceptional capacity for original, creative and/or logical thinking;
- an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently.

80-89 [Excellent] — an excellent performance with strong evidence of:

- a comprehensive grasp of the subject matter;
- an ability to make sound critical evaluation of the material given;
- a very good capacity for original, creative and/or logical thinking;
- an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thought fluently.

70-79 [Good] — a good performance with evidence of:

- a substantial knowledge of the subject matter;
- a good understanding of the relevant issues and a good familiarity with the relevant literature and techniques;
- some capacity for original, creative and/or logical thinking;
- a good ability to organize, to analyze and to examine the subject material in a critical and constructive manner.

60-69 [Satisfactory] — a generally satisfactory and intellectually adequate performance with evidence of:

- an acceptable basic grasp of the subject material;
- a fair understanding of the relevant issues;
- a general familiarity with the relevant literature and techniques;
- an ability to develop solutions to moderately difficulty problems related to the subject material;
- a moderate ability to examine the material in a critical and analytical manner.

50-59 [Minimal Pass] — a barely acceptable performance with evidence of:

- a familiarity with the subject material;
- some evidence that analytical skills have been developed;
- some understanding of relevant issues;
- some familiarity with the relevant literature and techniques;
- attempts to solve moderately difficult problems related to the subject material and to examine the material in a critical and analytical manner, which are only partially successful.

0-49 [Failure] — an unacceptable performance.

## **10. Re-admittance and Academic Probation**

A student failing more than 50% of her/his courses, or failing more than two courses, whichever is less, in any semester may be refused re-admittance for the following semester. If allowed to continue in the program, the student will automatically be placed on academic probation with a possible reduction in academic hours per semester.

If a student’s weighted percentage average for any semester falls below 50% in the first year, 55% in the second year, or 60% in the third or fourth year, the

student will be put on academic probation with a possible reduction in academic hours per semester.

### **11. Reporting of Marks**

If individual instructors have finished grading final exams before the students leave the college at the end of each semester, they are permitted to release marks to them provided that an official list of marks has been submitted to the office beforehand, and the student's account is cleared. Students who owe the college money or have not returned DVDs from Directed Study courses will not receive a statement of marks nor will an official transcript be issued to them for any reason.

Final examination papers are not returned to students. In accordance with the policy of the University of Saskatchewan, final exams will be retained by the instructors for a period of at least one year following the official examination period.

### **12. Changing Programs**

Students desiring to change from one program into another, or to change majors within the same program, must consult with the Academic Dean. When transferring from a certificate program into a diploma or degree program, students must have a minimum WPA of 55% in order to transfer into the diploma or degree program.

In order for specific courses to qualify for transfer credit from the One-Year Certificate in Christian Studies program into the diploma or degree programs, a minimum grade of 55% will be achieved in each course for transfer.

### **13. Dean's List**

Those who took a minimum of 12 credit hours in the previous semester with a WPA of 75% or higher, will have their names placed on the Academic Dean's List.

### **14. Graduation Requirements**

Students may be recommended for graduation by the Faculty provided they:

- Give evidence of a Christian life and character above reproach while a student at Horizon.
- Satisfactorily complete the respective program of study as outlined in the calendar.
- Achieve a WPA of at least 50% in Certificate and Advanced Certificate Programs, 60% in the diploma and degree programs, and 65% in the M. Div. program.
- Accumulate the required number of Ministry Development credits as outlined in each program of studies.
- Complete at least the final year of study (32 hours) in residence at Horizon College and Seminary, or, in the case of the Master of Divinity students, as outlined by the program.
- Be entirely free of all financial obligations to the college.

NOTE: These graduation requirements are subject to change.

### **15. Graduation with Honours**

The following categories describe the three grades of honours with which diploma and degree students may graduate:

Honours — WPA of 75 - 79%

High Honours — WPA of 80 - 84%

Highest Honours — WPA of 85% and higher

For students who have completed a minimum of 64 hours at Horizon, only their credits taken at Horizon will be considered for honours status.

For students who have completed less than 64 hours at Horizon, both their credits taken at Horizon and their transfer credits will meet the honours status and where they differ the lower percentage is the one that will be used.

## **16. Participation in Convocation**

A One-Year student may participate fully in all Convocation activities if they are short three (3) credit hours or less, with the understanding that the deficiency will be attended to prior to actually receiving the certificate. A Diploma or Degree student may participate fully in all Convocation activities if they are short six (6) credit hours or less.

Those students who have not completely fulfilled requirements for graduation, but are being allowed to participate in Convocation, receive an empty certificate envelope/degree folder (identical to what the other students receive).

In those cases where a degree student is allowed to participate while not having yet fulfilled requirements, they will in no case be given the hood until all requirements have been completed. (See also Financial Issues, #5 [Outstanding Accounts] for further requirements for participation.)

## **17. Time Limit for Completion of Degrees, Diplomas, and Certificates**

All students have the standard length of their program, plus two years, to complete all requirements for graduation. If extended beyond this time, the student may be subject to changes in graduation requirements.

## **D. A.C. SCHINDEL LIBRARY**

### **1. Hours of Operation**

Monday - Friday	9:00 - 12:00 (Closed during Chapel)
	1:00 - 4:30
Evenings & Weekends	To be determined

### **2. Loan Information**

Students are permitted to borrow up to a total of eight (8) items from the Library for a two-week period, provided they do not take the items out of the city of Saskatoon. Exceptions may be granted with the Librarian's permission.

Note: any item is subject to recall if a faculty member wishes to place it on reserve.

#### **a. Fines**

\$0.50/day for overdue materials  
\$1.00/day for late reserve books  
\$20.00 for removal of reference materials.

#### **b. Personal Computers**

There are many computers in the Library that provide students with access to the Internet, Word, and the Lexwin Library catalogue. Students require an ID and password to use these computers.

### **c. Computer Catalogue (Lexwin)**

Lexwin functions as the key to the library's collection and provides access to all material by means of author, title, and subject references (see the computer use guidelines).

### **d. Circulating Collections**

Library books are arranged by the Library of Congress system. Do not attempt to re-shelve the books yourself; trained library staff will do the re-shelving. Return the books you decide not to borrow to the book cart by the computers. All borrowed library materials must be returned to the circulation desk by 4:15 p.m. on the day they are due.

### **e. Reserve Collections**

Certain required reading titles are placed on short-term loan, or reserve, at the circulation desk. These books must be signed out to be used and they are only to be used in the library. Reserve books must be returned by the end of the reserve period. A student may borrow only one reserve book at a time.

### **f. Reference Section**

The reference section is composed of commentaries, encyclopedias, dictionaries, lexicons, atlases, etc., which serve to provide definitions, documentation, and other such "quick" information. These books are marked by an "R" or "Ref" above the classification number. These books are NOT to be taken from the library; an automatic \$20.00 fine will be levied to all offenders.

### **g. Borrowing Procedures**

Each item must be checked out at (and returned to) the circulation desk. Please have the librarian or the library worker sign out your books. If no one is available to assist you, you may take your material to the front office where the receptionist will sign out the material for you.

When the library is locked, materials may be returned to the book deposit box outside the library.

### **h. Periodicals and Periodical Indexes**

Periodicals, or magazines, range in content from brief newsletters to scholarly articles. They are particularly useful for current opinion and for reporting recent developments in any field of study. The periodicals are arranged alphabetically by title; the current issues are on the display racks and the back issues are housed on the shelves nearby. There are a number of periodicals online as well.

Please return periodicals to the proper shelf or box when you are finished with it. Periodicals must not be removed from the library for any reason at any time.

### **i. Newspaper**

The *Star Phoenix*, the local daily newspaper, is provided for the students' enjoyment. Out of courtesy to others, please do not clip anything from the paper or remove sections of the newspaper from the library.

### **j. Microfiche**

Several back issues of periodicals are available on microfiche.

### **k. Photocopying**

The library has a key-operated photocopy machine for student use. The user is asked to be aware of, and subject to, any copyright regulations applicable to the material. The library and the college are not responsible for what is copied on the library copier.

### **I. Vertical File**

The black filing cabinet located near the reference section contains folders of loose material such as pamphlets, clippings, etc., on a variety of subjects pertinent to the college curriculum.

### **m. Archives**

The archives room includes material on the history of Horizon and the history of the Pentecostal Assemblies of Canada with an emphasis on the Saskatchewan and Manitoba/Northwest Ontario districts. Books dating prior to 1950 are also housed in this room. The material in the archives is for Library use only. Please check with the Librarian before using material marked "Limited Access."

### **n. University Library**

Students at Horizon have access to the University of Saskatchewan libraries and the seminary libraries on the U of S campus. See the library worker for assistance.

### **o. Inter-Library Loans**

The library has an arrangement with the Saskatchewan Provincial Library for inter-library loans. This permits the student to request items that are not available at Horizon's library (including books and periodical articles). Be sure to allow two to three weeks for the delivery of these items.

### **p. Library Committee**

A committee consisting of one or more faculty members, the Librarian, and one or two students meets periodically to discuss the direction of, operations of, and matters of concern of the library. Feel free to share ideas and concerns with your representative(s).

### **q. Disclaimer**

The library collection is not limited to books and materials that agree totally with the Pentecostal Assemblies of Canada doctrine. Other views, some quite contrary, are also represented. It is the responsibility of the reader to use his/her judgment.

### **r. Library Ethics**

The library can be an opportunity to show Christian love and sharing. Removal of materials without signing them out, or removal of non-circulating materials (reference works, periodicals, archives materials), is considered theft.

The library is a place to show Christian love and consideration. Please return items as soon as you are finished with them so that others may also have the use of them.

The library staff is here to serve you and will do so as quickly and as efficiently as possible. Expressions of impatience, lack of consideration, and selfishness are not reflections of a Christ-like character.

The rules and limitations placed on students using the library are to ensure that all students have equal access to materials. Thank you for your consideration and cooperation.

#### **s. Important Notes on Library Conduct**

- Food and drinks are forbidden in the library.
- Social conversation is not allowed in the library. The library also has a no noise/no disturbance policy. Students not abiding by this rule will be asked to leave the library immediately.
- Music that is audible to others, and other noise-makers, are not permitted in the library.
- The library cannot provide telephone privileges to students. A pay phone is located elsewhere.
- Serious infractions of library regulations will result in suspension/withdrawal of library privileges.

#### **t. Unpaid Library Fines Policy**

When the fines accumulate to \$10.00, or if the fines have been outstanding for one month, the student will not be permitted to borrow any more books until the account is settled. At this point the Librarian will refer the student to his/her faculty advisor for follow-up.

#### **u. Lost Book Policy**

If an individual loses a book borrowed from the library, they must report the lost book to the Librarian immediately. The Librarian will then determine what it will cost to replace the book and then apply this amount to the student's account. If the original book is out of print, the cost of purchase of a comparable book in the same field, or a prorated charge of \$15.00 per paperback or \$40.00-60.00 per hardcover, will be levied in its place. In addition, a processing charge of \$5.00 will be assessed to the student. Please note that all library privileges will be suspended until the replacement fee is paid.

#### **v. Late Book Policy**

After notice is given of overdue materials, two weeks are allowed for materials to be returned. If there is no response, a "final warning" giving a final response date of one more week will be sent. After this warning date passes, the student will be banned from using the library (she/he will receive a letter regarding this policy).

When the book is returned, the student must pay a re-instatement fee of \$5.00 plus the library fine to be allowed to borrow materials again. If this happens again, the re-instatement fee is raised to \$10.00.

Please note that all final marks and transcripts are withheld until all accounts are settled.

#### **w. How to Find a Library Record**

If you know a SUBJECT or a KEY WORD (which may even be in the title), type: [the word] <enter> Example: House <enter>

The list will automatically show on the screen if there is more than one "hit". If there is only one "hit", it will automatically display.

If there is one entry you would like to see in more detail use the up and down arrow keys to highlight the one you want. The highlighted book is displayed in detail on the column to the right.

If you know an AUTHOR and would like to see which of his/her books we have; select author from the pull down menu, just below where you typed your entry.

Key words, subjects and authors may be combined to narrow the search.

Examples: gospel john; doctrine a = morgan [where doctrine is the subject and "a" stands for the author]; young or youth (not adult or children)

Helpful hints:

- Occasionally you may see the message "Unsuccessful Search". Try a different approach; try a different word or a different combination of words.
- If your search shows a large number of "hits", narrow the search by adding other words.
- It is not always necessary to type the entire word. The first several letters are usually sufficient (including author's last names). Do not use endings such as "s", "ed", or "ing" unless you are certain they are what you want. For instance, rather than typing "ministries" or "ministry", type "minister" to get the maximum number of "hits".
- Words that will take longer to search are Bible, Christian (with its various endings), church and history. Your search will go faster if you can avoid these words.
- If you are stuck, click on "help" at the top of the screen or call the Librarian.

#### **x. Library of Congress Cataloguing System**

Horizon uses the Library of Congress cataloguing system. This is a combination of letters and numbers indicating the theme of the item. The following is a broad breakdown of the system:

A - General Works  
B - Philosophy, Psychology, Religion, Bible  
B-BJ - Philosophy and Psychology  
BR - Christianity  
BS - Bible  
BT - Theology  
BX - Denominations  
C-D - History and Topography  
E-F - America and American History  
G - Geography, Anthropology, Sports and Games  
H - Social Sciences  
J - Political Science  
K - Law  
L - Education  
M - Music  
N - Fine Arts  
P - Language and Literature  
Q - Science  
R - Medicine  
S - Agriculture and Forestry  
T - Engineering and Technology  
U - Military Science  
V - Naval Science  
Z - Bibliography and Library Science

### III. STUDENT LIFE

#### A. A WORD FROM THE DEAN OF STUDENTS

Integrity, truth, honour, and commitment are biblical virtues that cannot be compromised. As Christians, our word is a declaration of our integrity and indicates our commitment to the Lord. Therefore, each student and faculty member of Horizon is required to sign the Honour Code Commitment, which reflects the biblical standards we uphold.

#### B. HORIZON'S HONOUR CODE

To honour Christ, I will honour His name, His character, His Church, and the mission of His Kingdom by living a life that displays:

- 1. HONESTY:** not stealing, cheating, lying, leaving debts unpaid, or slandering others (Eph. 4:22-5:2).
- 2. RESPECT:** submitting to and honouring elders and those in authority over me and the rules they set in place (1 Tim. 5:1,2; 1 Thess.5:12-13; Heb. 13:17).
- 3. HOLINESS:** Not participating in ungodly conduct such as drunkenness, fornication, adultery, homosexuality, pornography, greed, witchcraft, and other lusts of the flesh (Col. 3:5,6; Rom. 6:5,6,11-14; 1 Cor. 5:11; Gal. 5:19-21).
- 4. RIGHTEOUSNESS:** Pursuing righteousness and truth in speech and deed by avoiding coarse language, filthy language, bitterness, rage, false teachings and gossip. Instead being peaceable and doing all things as unto the Lord (Eph. 5:29-32; Col. 3:8-10, 15-17; 1 Tim. 6:3-6; 2 Tim. 2:14-19).
- 5. HUMILITY:** Doing nothing out of selfish ambition, but in humility consider others better than myself, looking not only to my own interests, but also to the interests of others out of love (Phil. 2:3,4; Rom. 12:10).
- 6. ACCOUNTABILITY:** When seeing a brother/sister stumbling, I will correct them with an attitude of humility and restore them gently, being careful not to stumble myself (Gal. 6:1).
- 7. PARTICIPATION:** Doing my part, as a member of the body, to help us all grow up to maturity in the faith (Eph. 4:11-16; 1 Cor. 12:7,12,25-26; Heb. 10:24-25).

Under-Graduate Student Handbook Applications will be considered "incomplete" (and acceptance conditional) until the Honour Code Commitment is signed, dated, and received by the college. The college trusts that you will model these guidelines and promote them among fellow students.

#### C. PHILOSOPHY OF STUDENT DEVELOPMENT

Please see the website, [www.horizon.edu](http://www.horizon.edu), for this information.

#### D. GUIDELINES FOR STUDENT LIFE

It is necessary in a community such as ours to adopt certain guidelines to facilitate a healthy spiritual environment. Students, by virtue of their enrolment, agree to live within the framework of the college's standards of conduct. While some may not have personal convictions in accordance with the standards of the college, attending Horizon obligates the individual to adhere to these standards while under the jurisdiction of the college.

##### 1. Church, Chapel, and Special Service Attendance

Students are *required* to attend Sunday morning services at a Pentecostal Assemblies of Canada church, or another church that the student has had approved by the Dean of Students. Students are *encouraged* to attend other Sunday or weekly services also offered by the church they have chosen to

attend as a means of integrating into the local body as well as cultivating formative habits for ministry. Church attendance forms are filled out weekly by students and are due in the General Office by Tuesday at 1 pm. Failure to hand in these reports on time may result in an absence recorded for that week's attendance. The college does not provide transportation to church.

Students are expected to attend weekly college chapel services, spiritual formation group meetings, and any specially called meetings (days of prayer, spiritual emphasis days, student forums, Convocation, Baccalaureate Service, etc.). Attendance is taken and submitted to the Dean of Students.

## **2. Personal Appearance**

In order to contribute to the quality of college life, all students are asked to dress neatly, with modesty and cleanliness. Because the college wishes to present an image consistent with the desires of the constituency, and because Horizon is not just an academic institution but is interested in training the whole person for Christian life and ministry, the following guidelines are set out. The faculty reserves the right to determine the acceptability of clothing and personal appearance.

### **a. All Students**

- T-shirts and sweatshirts are permitted to be worn as classroom dress. They must be neat, clean, not tattered, threadbare or extremely faded. Slogans, logos or advertising on clothing must not be in violation of normal school standards.
- Jeans (all colours, as long as they are neat, clean, not patched, tattered, thread-bare or extremely faded) are permissible on campus.
- Dress code for Sunday morning services should reflect the standard of dress worn by the pastoral leadership of that church. This is an exercise in personal discipline and professionalism.
- All students participating in chapel leadership and college ministry outings will follow the guidelines for dress as set by the President.
- Shorts and athletic clothing that are modest may be worn on campus weekends and holidays and only after 4:30pm weekdays (but not at Evening Classes or Church). Caps and bandanas may not be worn in chapels or Sunday Services.
- Bathing suits and spandex clothing are not permitted outside respective residences.
- Bedroom apparel is restricted to the Residence.
- Footwear must be worn in all parts of the college outside the Residence.

### **b. Male Students**

- Earrings or other body piercing may not be worn on college assignments.
- Each male student is required to wear a white dress shirt and tie, and dark dress slacks for Convocation and any other special college function as deemed necessary.

### **c. Female Students**

- Clothing should be modest at all times. Skirts should be appropriate in length, all "midriff" areas must be covered at all times and attention should be paid to the length, tightness, and sheerness of the material, and the cut of the neckline and armholes of all apparel.
- Each female student is required to wear a white blouse and dark dress pants or a dark knee-length (or longer) skirt for Convocation and any other special college function as deemed necessary. All appeals for exceptions will be processed through the Dean of Student's Office.

- Body piercings other than earrings may not be worn on college assignments.

### **3. Social Guidelines**

To promote healthy relationships, with the entire student body in mind, the following guidelines are to be adhered to:

- Dating couples should not sit together during class and chapel, but should reserve these times to focus specifically on their spiritual, academic, and ministerial development.
- Undue familiarity is unacceptable. Public displays of affection are not in good taste, and are embarrassing to others. Dating couples are expected to behave discreetly and modestly at all times.
- All dating guidelines also apply to students dating people outside the college.
- There shall be no dating on school assignments. Couples shall not sit together or be alone or make any display of affection. Detailed regulations are outlined in the Itinerant Ministries Guidelines.
- Students may take friends of the opposite sex home for weekends or vacations during the school term only by permission of the Dean of Students. Before such permission can be granted, a letter of invitation or a phone call from the host parents must be received by the college.
- Students are allowed to be entertained in the homes of married couples, relatives, or friends of the same sex. Students are not allowed to be privately entertained in the homes of members of the opposite sex.

**Horizon considers smoking, substance abuse, intimate/sensual dancing for unmarried people, drinking alcoholic beverages, gambling, and sexual immorality as unacceptable.** Students are expected to recognize and honour the seriousness of their commitment to comply with these expectations.

### **4. Use of the Internet and Video Games**

Accessing internet sites where foul language, excessive violence, nudity, and/or sex are portrayed is prohibited. Playing video games that include any of these elements is also prohibited on college-owned computers as well as personal computers. Violations of the above will be dealt with by the Honour Committee and could lead to suspension or dismissal from college.

### **5. Engagement and Marriage**

All students who are considering engagement or marriage during the school year are strongly encouraged to inform the Dean of Students.

### **6. Married and Off-Campus Students**

The faculty's desire for married students is that marriages would be strengthened, couples and families would be supported in practical ways as they cope with the demands of college, and couples would be prepared for ministry following graduation.

Married and off-campus students are encouraged to participate in the life of the College in every way possible. Married students elect an informal social committee that plans fellowship activities. A faculty member gives oversight to married students.

Out-of-residence students and non-resident visitors to the Residence are expected to vacate by the Residence by 11:00 p.m. unless there is a specific college function as approved by the Dean of Students.

Single out-of-residence students are not allowed to entertain members of the opposite sex in their apartments unless properly chaperoned by parents, married couples, and faculty or staff members. Infractions will result in disciplinary action.

Meals may be eaten regularly at the college on a pay-as-you-go basis. Meal tickets may be purchased through the General Office.

Married/Off-Campus students are welcome to bring meals, heat them using college microwaves, and join other students in fellowship around the dining room tables.

Students are expected to maintain the highest standards of conduct in their relations with landlords and neighbours.

## **7. University of Saskatchewan Student Cards**

All students are required to purchase University of Saskatchewan student cards.

Student card benefits may include:

- Access to Library Services
- Student Counselling Services
- Physical education facilities
- Participation in intramural leagues

## **8. Student Counseling Services**

Counselling may be available at the University of Saskatchewan through Student Counselling Services. Please talk to the Dean of Students.

Pastoral Care is available through the faculty, Dean of Students, and college administration to all students who need spiritual guidance or would just like to have someone to talk to.

## **9. Student Health Services**

It is the responsibility of each student to ensure they have adequate health coverage.

## **10. Communicable Disease Control Policy**

### **a. Policy Parameters**

The college will work cooperatively with the Saskatoon Health District to enforce and follow the Government of Saskatchewan Health Protection and Promotions Act for the prevention, control, and containment of communicable disease in the school.

Students are expected to meet the recommended immunization schedule. The administration of the college will exclude and/or not allow a student to enter a program of study at the college who is not in compliance with the required immunization schedule.

All reportable communicable diseases will be referred to the Saskatoon Health District and the Dean of Students and normally their consultation on control measures will be sought based on all relevant information available. The decision to close the college due to communicable disease outbreaks is at the discretion of the President of Horizon. However, the Medical Officer of Health

(MOH) of the Saskatoon Health District retains final authority to impose closure of the college due to extreme outbreaks.

Serious communicable disease or infection believed not to be spread by ordinary, casual contact, including HIV (Human Immunodeficiency Virus/Disease), AIDS (Acquired Immune Deficiency Syndrome), Hepatitis B, Hepatitis C, and other like diseases will be addressed on a case by case basis. Medical decision will be rendered by the MOH and/or Dean of Students while the Faculty Committee will provide a pastoral response.

Acquired Immune Deficiency Syndrome (AIDS) along with earlier stages of Human Immunodeficiency Virus (HIV) infection is a worldwide public health problem that has serious ramifications for all members of society. At present, epidemiological studies confirm that individuals with AIDS or who test positive for the HIV antibody do not pose a general health risk to others in a setting such as the College. Consequently, there is no present medical justification for restricting the access to the college of HIV/AIDS persons, and the college, by this policy, wishes to endorse the principle that follow from this finding: the college and the college community shall not discriminate against an individual for the reason that he/she has AIDS or has tested positive for the HIV antibody.

As an evangelical, Pentecostal college we expect that all students will support and practice appropriate biblical standards of sexual conduct as defined in the *Undergraduate Student Handbook*. This includes abstinence for all non-married students and fidelity for those within marriage. Those who violate proper Christian conduct by practicing illicit sexual relationships put themselves at risk of contracting sexually transmitted diseases (STD's) including Hepatitis B, Hepatitis C, and HIV/AIDS.

All persons privileged with any medical information that pertains to students or staff members shall treat all proceedings, discussions, and documents as confidential information. As such, no specific or detailed information concerning complaints or diagnosis can be provided to faculty, administrators, or even parents, without the express written permission of the patient in each case. When individuals are at risk because of the presence of a serious communicable disease it may be necessary to extend confidentiality as needed.

### **b. Policy Consultation**

The college President consults with the Faculty Committee as necessary regarding advice on, and recommendation of:

- the application and interpretation of this policy
- amendments to this policy
- the means by which outbreaks of contagious diseases at the college are publicized so that individuals can take appropriate precautions
- relevant safety guidelines for the college community

### **c. Safety Guidelines**

Where injuries result in bleeding, the student will receive necessary medical attention, before further participation in college activities. In the handling of such cases, appropriate gloves should be worn by those assisting the injury person. These gloves are available in the designated first aid kits.

## **11. RESOURCE SERVICES**

### **a. Philosophy of Discipline**

Love and discipline can be mistakenly seen as alternate methods of relating to a person who fails to meet the expectations of others. In Scripture, these two

principles are inseparable because they are each rooted in God’s own character, which is understanding, just, gentle, and patient. In fact, love without discipline is not of God, and discipline does not reflect the way of our Heavenly Father if it is not exercised lovingly, mercifully, and genuinely.

Horizon’s philosophy of discipline is redemptive in that the college seeks to create an environment of warmth where confrontation and discipline can enhance a student’s growth. Resident leadership has been set in place within the school to assist us in our accountability structure.

**b. Resident Assistants**

In his/her duties, the Dean of Students is assisted by Resident Assistants (RAs), whom he/she appoints to do the following:

- Encourage students
- Model servant-leadership
- Assist in the spiritual development of students
- Assist in student discipline

A student who fails to abide by the Honour Code and the guidelines set out in the *Undergraduate Student Handbook* will ordinarily be counselled by a Resident Assistant or the Dean of Students. Should disciplinary action be required, the procedures described below will be followed.

**c. Disciplinary Action**

All discipline will be carried out in a manner that strives to treat the individual with dignity and the right to confidentiality.

The goal of discipline is to promote the health and growth of both the individuals and the corporate experience at Horizon. As Christians we ought to develop the conviction that “Each of you should look not only to your own interests, but also to the interests of others” (Phil. 2:4). Certain choices individuals make, and attitudes and behaviours that are displayed, carry consequences that may render students liable to one of three levels of discipline.

<b>Level</b>	<b>Discipline Administered by:</b>	<b>Possible Action:</b>
<p><b><u>Level One</u></b></p> <ul style="list-style-type: none"> <li>  Failure to meet general expectations, not including serious behaviour infractions</li> </ul>	<ul style="list-style-type: none"> <li>  Resident Assistants</li> <li>  Dean of Students</li> </ul>	<ul style="list-style-type: none"> <li>  Advise/warn</li> <li>  Teach/counsel</li> <li>  Record infraction</li> <li>  Limit privileges</li> <li>  Campus work</li> </ul>
<p><b><u>Level Two</u></b></p> <ul style="list-style-type: none"> <li>  More serious indication of negative attitude or behaviour pattern</li> <li>  Consistent disregard of expectations</li> <li>  Restricted behaviour infractions</li> </ul>	<ul style="list-style-type: none"> <li>  Resident Assistants record infraction and submit to Dean of Students to determine course of action</li> <li>  Dean of Students/Honour Committee</li> </ul>	<ul style="list-style-type: none"> <li>  As above</li> <li>  Fines</li> <li>  Ministry Development</li> <li>  Credit failure</li> <li>  Non- academic probation</li> </ul>
<p><b><u>Level Three</u></b></p> <ul style="list-style-type: none"> <li>  Severe, repeated flagrant disregard of expectations in</li> </ul>	<ul style="list-style-type: none"> <li>  Honour Committee</li> <li>  President or Academic Dean</li> </ul>	<ul style="list-style-type: none"> <li>  Ministry Development</li> <li>  Credit failure</li> </ul>

attitude/actions   Serious restricted behaviour infractions		Probation   Suspension   Dismissal
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**Level One** disciplinary infractions include:

- After curfew noise
- Causing a disturbance
- Residence phone abuse
- Dress code/personal appearance violation
- Late entries into the Residence
- Failure to indicate overnight absence
- Unapproved food in education wing
- Off-campus student in the Residence after curfew without previously registering to stay
- Loud music
- Misbehaviour in cafeteria
- Misuse of the Residence appliances
- Violation of movie/video game guidelines
- Minor pranks/practical jokes
- Library/study hour disturbances
- Water/snowball fights in or on school grounds
- Unregistered guests
- Residence room kept below the community standard of care

**Level Two** disciplinary infractions include:

- Consistent disregard for the guidelines listed in level one
- Abuse of furniture or equipment
- Compromising security
- Coming in/letting in after curfew
- Entry into the Residence of the opposite gender (other than during formal Open Residence periods)
- Fire hazards (firecrackers, candles, starting fires, etc.)
- Unapproved entry into common room after curfew
- In apartment of opposite gender without prior permission
- People of opposite gender together at inappropriate times or places
- More serious practical jokes/pranks
- Notably stirring up relational strife and gossip (Gal. 5:19-21)
- Sneaking in/out after curfew
- Tampering with electrical fixtures
- Unauthorized possession of or use of College keys/equipment
- Smoking
- Drinking alcoholic beverages
- Failure to attend the Convocation ceremony without receiving prior permission from the President

**Level Three** disciplinary infractions include:

- Consistent disregard for the guidelines listed in level one and two
- Viewing any form of pornographic material
- Harassment and acts of violence
- Illegal drug use
- Immoral or unchristian restricted behaviours outlined in the Honour Code (see also 1 Cor. 6:15-18, Rom. 1:21-24, 27-31, Gal. 5:19-21, 1 Thess. 4:3-8, Heb. 13:4, etc.)

## THE HONOUR COMMITTEE

The Honour Committee is composed of two faculty members (excluding the Dean of Students) elected by the faculty, one of which will serve as chairman, and two students: the Student Council President and one other Student Council member appointed by the Student Council. When a student is to meet with the Honour Committee, the following procedures take place:

- The chair of the Honour Committee sets the time and place of the meeting and informs the committee members of such.
- The chair of the Honour Committee informs the student in writing of the time of the meeting, the place of the meeting, and the alleged offence.
- The student may speak in his or her own defence and may bring an advocate. The advocate is permitted to speak.
- The student, and any advocate, will be dismissed after their remarks and subsequent discussion. The Honour Committee will make their decision in private. The Dean of Students may be called to speak to the committee.

The Honour Committee's decision is based on the facts presented at the meeting. These facts are recorded by a member of the committee. The written record is open to review by the student in the presence of the chair of the Honour Committee. The Honour Committee may specify corrective actions or disciplinary measures, or recommend to the President that the student be dismissed from the College. The Honour Committee may also refer the matter to the Faculty Council for further investigation or decision.

## NON-ACADEMIC PROBATION

It is the desire of the college to foster a lifestyle of accountability to assist students in their Christian development. Therefore, in the event that a student violates the covenant by displaying behaviour that merits more serious response, the Dean of Students and/or the Honour Committee may refer the matter to the President's office to determine if a non-academic probationary period is necessary. A non-academic probationary period will be defined as one semester of character accountability (or the remainder of the semester if more than one month still remains). If a student is placed on non-academic probation, they will be required to sign a form that indicates the infraction, the terms of the probationary period, and the conditions that must be met in order for the student to be allowed to continue studies at Horizon the following semester.

## FINES

The faculty reserves the right to add or delete fines and fine values as required. All fines are due and payable within seven (7) days either by cash or work (\$5.00 = 1Hr. work). If unpaid after seven (7) days, the amount will increase by 100% of the initial fine every seven (7) days thereafter until a plan of repayment is approved by the Dean of Students or is paid in full. When the \$50.00 fine level is reached the student will meet with the Honour Committee for appropriate disciplinary action.

NOTE: Resident Assistants, the Dean of Students, members of the Honour Committee, Faculty, and Staff administer the *Undergraduate Student Handbook*.

## SUGGESTED LINE OF RESPONSE FOR RESIDENT STUDENTS

Resident Assistants  
ê  
Dean of Students



SUGGESTED LINE OF RESPONSE FOR NON-RESIDENT STUDENTS



**d. Appeal Process**

The decision of the Honour Committee or the Faculty Committee may be appealed by the student. The appeal is made to the President of the college, and his decision may be appealed to the Board of Governors, whose decision is final. Some reasons for appeal include:

- evidence available that was not considered in the decision
- evidence of prejudicial treatment in the decision
- appropriate process was not followed as outlined in this guidebook

If the Honour Committee recommends that a student be dismissed from the college, the President of the college will review the matter with the Faculty Committee and will decide whether or not to dismiss the student. The student is given written reason for his or her dismissal.

A student who is referred to the Honour Committee may appeal to the President to hear the case, directly bypassing the Honour Committee. The president shall only agree to hear the case if, in his judgment, it is clear that the interest of the student and the college are better served by such action. The President shall be free to secure whatever evidence or witness is needed in order to come to a decision. The President's decision is final.

**e. Student Grievances:**

The college is interested in providing an atmosphere consistent with its goal of preparing workers for Christian ministries. Policies and guidelines are established as a framework within which all may live harmoniously and with consideration for one another, and for the ongoing purposes of the college. Accordingly, the college desires to deal fairly with all students. Should a student have a grievance, he/she is urged to follow scriptural patterns for the solutions of problems. The following guidelines are considered appropriate:

**CONSIDER THE MATTER**

- Keep your cool. Do not do or say things for which you will be sorry, or which will make the solution or reconciliation more difficult (James 1:19).
- Pray about the matter. God is interested in you as a person, and in the kind of person you are becoming. Let God help you find the right approach to the

solution of the problem. "More things are wrought by prayer than this world dreams of."

- Discuss the matter with a Resident Assistant or the Dean of Students. Try to settle the matter early. Do not let problems build, and "Do not let the sun go down while you are still angry" (Eph. 4:26b).

#### CONFER ON THE MATTER

If an understanding is not reached, discuss the matter with the Dean or Director for the appropriate area:

- Academic: the Academic Dean
- Student Life: the Dean of Students
- Facilities: the Director of Facilities
- Financial: the Business Manager

#### PETITION THE MATTER

If the issue is still unresolved, have the Dean or Director sign the written concern, and take it to the President. The President will then:

- Meet with the student (and a representative if desired) and the department administrator to resolve the issue.
- If the issue is not resolved, the President will present his findings to the Faculty Committee for a decision. (The complainant and a representative may be asked to present their concern.)
- The President will then communicate, in writing, the decision of the Faculty Committee to the complainant.

#### TO APPEAL THE MATTER

If the concern remains unresolved the complainant may present his/her concern in writing to the Board of Governors Chair (or designate). The Board Chair will then obtain information as required to make the final decision. This decision, in writing, will be binding.

#### IMPORTANT NOTES

The college personnel cannot always work instant solutions to all problems. You are among friends who care, and who will take all reasonable steps toward the resolution of all legitimate problems you may encounter.

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

Any correspondence with the Association for Biblical Higher Education can be addressed to:

Association for Biblical Higher Education  
5860 S. Semoran Blvd.  
P.O. Box 780339 (32878-0339)  
Orlando, FL  
U.S.A. 32822  
Ph: 407-207-0808  
Fax: 407-207-0840

#### **f. Inappropriate or Disruptive Student Behaviour**

Although this policy is directed to dealing with students who exhibit inappropriate or disruptive behaviour, there are some general statements that should be made:

- The vast majority of students will complete their academic life at the college acting appropriately and without causing disruption to their fellow students or to the college.

- This policy is not directed towards individual students who have a mental illness, provided their behaviour is neither inappropriate nor disruptive.

A faculty or staff member may notice that an individual student is exhibiting debilitating stress, even though he/she is not acting disruptively. In that case, the situation should be discussed with the student and, if appropriate, the student should be recommended for voluntary counselling.

Inappropriate or disruptive behaviour is behaviour which persistently interferes with the academic or administrative activities of the college (and/or) which inhibits the ability of other students to learn and of the instructors to teach.

Such behaviours would include but would not be limited to the following:

- actions which consistently interfere with the learning environment or requires the inordinate time and attention of faculty and staff
- verbal threats to or abuse of students or college personnel
- recurring and wilful damage to college property
- inappropriate or disruptive behaviour as a result of misuse of drugs or alcohol on college property
- threats to the physical safety of the individual or others

Where individual students act inappropriately or disruptively, the majority of such students will accept personal responsibility for their inappropriate or disruptive behaviour and will accept appropriate consequences and possible referral for voluntary counselling. For the most part, faculty or staff members need only use the "Normal Procedure for Dealing with Inappropriate or Disruptive Behaviour" set out below.

Information and input received from professionals in the mental health field and professional practitioners would suggest that the numbers of such students who do not accept personal responsibility or appropriate voluntary counselling are small. Where a student to whom this policy should apply is identified by college personnel, he/she will use part 2 of the "Normal Procedure"; and if appropriate in more extreme cases involving physical or mental harm, he/she should use the "Procedure for More Extreme Behaviour."

#### **NORMAL PROCEDURE FOR DEALING WITH INAPPROPRIATE OR DISRUPTIVE BEHAVIOUR**

When a student acts inappropriately or disruptively, college personnel should, where appropriate, make voluntary counselling referrals through existing support services at the college. Such services include:

- Counselling;
- College Health Services;
- Existing student disciplinary policies and guidelines when additional action is necessary to deal with inappropriate or disruptive behaviour of students.

#### **PROCEDURE FOR MORE EXTREME BEHAVIOR**

If college personnel is of the opinion that a student is exhibiting a behaviour of a nature or quality that likely will result in serious harm to the student, serious harm to another person, and/or substantial deterioration of the student's health, the college personnel shall, in addition to using the "Normal Procedure" and taking immediate steps as required to diffuse the situation, immediately refer the matter to the Dean of Students.

If the Dean of Students is of the same opinion, he/she shall advise the student to seek professional help, and follow mental health legislation and regulations

when determining whether or not involuntary psychiatric assessment is advisable.

In addition to the foregoing procedure, the Saskatoon City Police should be contacted immediately if it is deemed necessary for the protection of the student, other persons, or property. It should also be noted that, subject to the college student disciplinary process, the college President may at any time make an order restricting or prohibiting access by a student to any college property.

### **g. Harassment**

Mutual Respect... That's what it's all about. We work and study better when we work and study with people we respect and who respect us. Our campus is a healthier and safer place when we can concentrate on the task at hand and do not have to worry about harassment.

Responding to harassment on the campus is important to the college and students. Harassment creates a hostile environment, affecting work and study performance, endangering the safety and well-being of everyone. It can affect a victim's personal life and can lead to stress-related illness.

The following policy will define:

- what harassment is
- where the college stands on harassment
- what to do if you are harassed or if you witness harassment
- the procedures set up within the college to handle claims of harassment
- what this means in terms of day to day life at the college
- a summary of what to and what not to do

### **DEFINITION OF HARASSMENT**

According to the Saskatchewan Occupational Health and Safety Act, "harassment" is defined as any objectionable conduct, comment, or display by a person that:

- is directed at a student or college personnel;
- is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin;
- constitutes a threat to the health or safety of the worker.

In general terms, harassment is unwelcome behaviour which the harasser knows, or should have known, would be objectionable. It is not necessary that the behaviour be intentional to be considered harassment. It can be a single serious incident. More often, it is a series of incidents over a period of time.

Examples of actions that may be considered as harassment include:

- jokes or derogatory humour relating to the characteristics of a person or group of persons
- verbal abuse or insult
- physical assault
- sexual harassment

Examples of actions that may be considered as sexual harassment include:

- repeated unwelcome sexual flirtations, advances, or propositions
- requests for sexual favours
- leering
- comments or gestures of a sexual nature
- the display of sexually offensive material

- sexist jokes that embarrass
- derogatory or degrading remarks directed toward members of one gender

At Horizon the above is both applied and practiced within the qualifications and standards of the documents adopted by the Pentecostal Assemblies of Canada (PAOC) and the college as a participant within the PAOC Fellowship. Harassment is against the law. It is prohibited under The Saskatchewan Human Rights Code as well as The Occupational Health and Safety Act, 1993. The college has a responsibility to make sure that the campus is free from harassment. A copy of The Saskatchewan Human Rights Code and The Occupational Health and Safety Act, 1993 is available in the college library.

#### WHERE THE COLLEGE STANDS ON HARASSMENT

The college has established this policy to deal with harassment. This policy demonstrates our commitment to:

- maintain an environment that is free from all forms of harassment,
- educate and sensitize all students and staff to the issue,
- provide a procedure for handling harassment complaints,
- encourage students and staff to report incidents of harassment and assure them of no reprisals or retaliation,
- assure all students or staff (whether the complainant or alleged harasser) of fairness and objectivity at all levels of an investigation,
- encourage all students and staff to be responsible for maintaining an environment free from harassment.

All college personnel and students are entitled to an environment free from harassment. It is our policy's intent to prohibit any conduct, whether intentional or unintentional, that results in the harassment of individuals. This policy is also intended to protect students and college personnel from harassment from contractors, suppliers and other such people connected to Horizon. We will take whatever action is necessary to prevent harassment of students and college personnel by individuals with whom they come into contact as part of their study or employment.

In keeping with the nature of this policy, there shall be no harassment or inappropriate discrimination against any individual on the basis of age, ancestry, color, disability, physical size or appearance, marital and family status, nationality, place of origin, race, religion, or gender.

For the purpose of this policy, harassment means:

- unwanted attention of a persistent or abusive nature, made by a person who knows or ought reasonably to know that such attention is unwanted,
- objectionable remarks and behaviour or the display of offensive material, made by a person on a one-time basis or on a continuous basis, which create a negative psychological and emotional environment,
- any action that places a condition on study or employment or any opportunity for advancement.

There is a difference between complaints of harassment that turn out to be unfounded, and those that are made with knowledge from the beginning that they are unfounded. A harassment complaint that is fraudulent or malicious will be subject to disciplinary action.

#### WHAT TO DO IF YOU ARE HARASSED OR WITNESS HARASSMENT

We all share the responsibility of promoting and maintaining an environment free of harassment. If you feel that you are being harassed, you have the right and the responsibility to make a complaint using the procedure outlined below.

If you believe that a fellow student, faculty, or staff has experienced or is experiencing harassment, it is your responsibility to report such harassment.

If you believe you are being subjected to harassment or if you witness harassment, take the leadership role by politely but firmly asking the harasser to stop. If applicable, refuse to participate in the kind of behaviour that is offensive. If you feel uncomfortable with either a face-to-face confrontation or a written complaint to the harasser, but you feel the problem can be resolved informally and discreetly, you can ask the Dean of Students to discuss the situation with the alleged harasser on your behalf.

If you are not comfortable with doing one of the above, or if attempts to resolve the matter have not been successful, you should submit a harassment complaint to the Dean of Students. You may file a complaint (either written, by completing the harassment complaint form which is available in the library, or verbal) with the Dean of Students. You will be asked to supply as many details as possible: the remarks that were made or the action that was taken; the dates, times, places and possible witnesses to the harassment. This documentation of the situation is necessary for the upcoming investigation. Reporting a complaint can be a difficult and emotional experience, and any complaint will be handled with sensitivity and confidentiality.

Taking the above steps to try to resolve the situation does not limit your right to file a complaint under The Occupational Health and Safety Act, 1993 or The Saskatchewan Human Rights Code. The following section outlines the procedure the college will take to resolve the situation.

#### PROCEDURE TO HANDLE HARASSMENT CLAIMS

All complaints will be taken seriously and investigated in a timely manner. Both the complainant and alleged harasser have the right to a thorough and unbiased investigation. The initial investigation will include a private discussion with the person or persons involved in or witnesses of the alleged harassment. The initial investigation will be conducted in a confidential manner with sensitivity to the rights of all concerned. The results of the initial investigation will be shared with the complainant and the alleged harasser, both verbally and in writing. If necessary, further investigation will be conducted by the Honour Committee.

Following the investigation, if harassment is found to have occurred, appropriate corrective measures will be taken. Corrective action may consist of disciplinary action, up to and including termination of study or employment.

Whether you are the victim or the alleged harasser, if you are not satisfied with the results of the investigation, you can ask for a further review through the appeals procedures of the college (see Appeals in the *Undergraduate Student Handbook*).

If you are not satisfied with the outcome of an investigation, you have the option of filing a complaint with the Saskatchewan Human Rights Commission, or to start proceedings through any other legal procedure available to you.

There will be no penalty or retaliation for making a legitimate harassment complaint, or for resisting or objecting to harassment. Every reasonable effort will be made to protect confidentiality while still conducting a proper and thorough investigation of the charge. All written records and materials relating to a complaint will be filed with the Dean of Students and kept in confidence except as may be required by law.

Professional advice and counselling is available through the Discrimination and Harassment Prevention Service (DHPS) at the University of Saskatchewan to all students and staff (with a valid student card or services card) involved in a harassment incident.

#### WHAT DOES THIS MEAN?

- Does this mean that people may no longer “tease” a co-worker or student, or make comments that are racially insulting or present stereotypes of racial or ethnic groups? Yes!
- Does this mean that sexual jokes, slurs and gestures are not acceptable? Yes!
- Does this mean that ethnic, racial or religious jokes are no longer acceptable? Yes!
- Does this mean that intimidating or threatening a person because of his/her skin color, physical appearance, language, ethnic or religious background, or gender are forms of harassment? Yes!
- Does this mean that promises of special consideration in return for sexual “favours” are illegal? Yes!
- Does this mean that we are to treat each other with mutual respect? Yes!

Know when to draw the line:

- If you know that your behaviour is unwelcome and unwanted,
- If you think your behaviour may offend or embarrass,
- If a colleague tells you your behaviour make them uncomfortable, then stop!

If it is happening to you:

- Tell the harasser how you feel and that you would like them to stop
- Do not blame yourself — you are not responsible for the actions of the harasser
- Get support: talk to a friend, or the college staff
- Write down the details of the situation as soon as you can
- Make a complaint

## 12. Employment Services

### a. Student Work Assistance Plan (SWAP)

Students may apply to work at the College. Applications should be submitted to the Director of Facilities. Note: cheques will not be issued to those with an outstanding account balance. The amount of the cheque will instead be applied to the outstanding account.

### b. Off-Campus Employment

Students are urged not to accept employment that will demand more than 20 hours per week. Upon accepting employment, a student should advise the college in writing, giving the name, address, and telephone number of the place of employment to enable efficient contact in case of necessity.

Students who have accepted a position must faithfully do their work in addition to their studies.

## 13. Housing

All single students who are under 22 years of age as of registration day in September must live in the Residence. Exceptions (e.g. students living with their parents or having already lived on their own for a year prior to coming to

Horizon) will be dealt with on a case by case basis by the college administration.

The Residence is closed during Christmas Break. However, if it is more convenient, you may stay a few days after Christmas Exams before going home for Christmas.

You may now stay at the College Residence during Spring Break (please note that food will not be served during this week but you are welcome to stay).

In addition to upholding the honour code, students who live off-campus are to live by the same social guidelines as in-residence students.

Off-campus students should acquaint themselves with the regulations governing rental agreement, damage deposit, official notice of vacating, guest privileges, etc.

Co-ed habitation in self-contained dwellings by unmarried individuals (excluding family members) is strictly prohibited.

## **14. Office and Mail Services**

### **a. General Office**

The office staff are available to assist students. They will attempt to answer your questions, and direct your inquiries. Please remember the following guidelines:

- office phones are not for personal use
- personal photocopying should be done in the library
- office staff are not available to type papers, resumes, etc.

### **b. Student Mail and Mailboxes**

Each student is assigned a mailbox in the mailroom. Each student's mailbox is beneath the name listed.

Mailboxes are private and should be treated with respect. Tampering with mailboxes or mail is an invasion of privacy as well as a criminal offence. Please be considerate of others' privacy.

At the end of the college year, students are expected to leave their forwarding addresses with the General Office. Returning students have the option of having their mail forwarded over the summer months if they leave a \$30 fee. Canada Post does not allow us to simply readdress your mail. If the total fee is not used when you return, the amount will remain as a credit on your account. For those students who are not returning, we would ask that you pay Canada Post the required fee for forwarding your mail.

## **15. Special Events**

A number of social events are planned throughout the year, and attendance at these events is expected. These include:

- Welcome Week (during which fellowship and activities are planned for all new and returning students)

- Christmas Banquet
- Prayer Emphasis Days
- Missions Emphasis Days
- Spiritual Emphasis Days
- Converge (when high school graduates and grade 10-12 students from our constituency visit Horizon to participate in the college community and academic life)
- Convocation Events (Baccalaureate Service, Convocation Rehearsal, Convocation Exercises, Convocation Banquet)

## **16. Special Programming Options**

### **a. Focal-Point Bible Studies**

Sponsored by Student Life, these Bible studies focus on particular topics of special interest to students.

### **b. Bible Studies and Prayer Meetings**

Residence Bible studies and prayer meetings focus on pertinent subjects and are for the spiritual enrichment of the students.

### **c. Leadership Development Seminars**

Leadership Development Seminars are open to all students and focus on leadership development issues.

## **17. Recreation**

The Sports Committee organizes athletic activities that provide students with opportunities for physical exercise and sports competition.

Horizon students with a current U of S student card are, because of our affiliation with the university, able to enjoy certain recreational privileges at the University of Saskatchewan.

### **HORIZON PANTHERS HOCKEY GUIDELINES**

Participation on the Horizon Panthers is subject to payment of Hockey fees, possession of a student card, adherence to U of S equipment requirements, and try-outs. Participation in games and practices may be suspended due to the following:

- Poor class attendance (including lates)
- Late assignments (with the exception of allowable extensions)
- Poor academic performance. Each player is expected to keep his GPA at an acceptable level.

## **IV. FACILITIES**

### **A. A WORD FROM THE DIRECTOR OF FACILITIES**

Welcome to our college. We trust this will be a good year for you and that you will find our facilities comfortable and conducive to your studies. We realize that your spiritual and academic life are important while you are with us. There also needs to be a balanced social life, so we keep this in mind.

A special welcome to those in Residence. Our desire is that you will have a very positive experience and that you will be encouraged to grow spiritually, academically, and socially while you are with us. Our Residence policies and

guidelines are in place not only for your benefit but for others in the Residence as well. We trust you will keep that in mind. I look forward to working with you and mixing with you during the year.

## **B. COLLEGE ACADEMIC FACILITIES GUIDELINES**

Food and drink are prohibited in the education wing, unless approved by the faculty. Water bottles may be taken into classrooms.

No sports equipment is to go beyond the sports room.

Any use of balls, pucks, etc. inside the building will result in an automatic fine.

The noise level must be kept down at all times, as classes may be in progress, faculty may be working in their offices, or students may be studying in a classroom.

## **C. COLLEGE RESIDENCE GUIDELINES**

### **1. Rooms**

Residence students live two to a room. An additional charge is levied for a single room. Should the space be needed for a new student and there is a full residence, the single occupancy option will not be available. Students may move in and out of residence at the beginning and end of a semester only. Exceptions to this will be limited to withdrawal, expulsion, and the like. The rooms are furnished with single beds, drapes, a chest of drawers, study tables, chairs, and bookshelves. The \$100.00 damage deposit will be retained by the college if the student is planning to return the following semester. In the case of using some or all of the deposit, the student will be charged the amount required to bring it to \$100.00. If the student does not plan to return the following semester, they will be refunded, if applicable, when they leave after a room check.

Rooms should be kept locked at all times when a student is out of the Residence. Insurance carried by the college does not cover the personal belongings of students. The college is not responsible for the loss or theft of personal belongings in residence rooms.

Storage space is provided for trunks, suitcases, etc., during the school year, and returning students are permitted to store a limited amount of personal property over the summer. Each student in residence planning to return in the fall may leave one trunk or one large box in the storage room.

Trunks and boxes should be clearly marked with the student's name and permanent address. The school does not accept responsibility for damage to or loss of these items while stored on the campus. Unclaimed items kept in the storage room will be disposed of one year after the student leaves the college.

Students provide their own study lamps, linen, pillows, blankets, bedspreads, towels and toilet articles. Electrical limitations in the Residence do not allow for the use of TV sets, kettles, popcorn poppers, coffee percolators, toasters, irons, hot plates, refrigerators, or any other high wattage appliances in rooms or in the hallways. Candles or potential fire hazards are not allowed. Due to fire regulations, student lounges may not be used as kitchens, with the exception of the fridge, microwave, and kettle.

Students are not permitted to have any personal furniture in their rooms. The furniture that is supplied with the room will be the only furniture permitted in the room.

Furniture that is located in the Residence rooms cannot be rearranged. The manner in which a residence room is set up at the beginning of the year is the way in which it should remain through out the year. Removal of desks, chairs, beds, or dressers from a room is prohibited. This is to avoid damage to furniture as well as the carpets and to ensure the availability of spare rooms for rental purposes.

Every bed must have a mattress cover on it at all times. These covers are supplied by the college and are required by law. You must notify the Director of Facilities before having a mattress cover cleaned. Residents may be charged for any mattress covers that are damaged.

To avoid disturbing others, the volume of all music should be kept low so that it cannot be heard outside one's room. Students should be selective in their music, choosing to listen to that which promotes positive Christian living.

Pets of any kind are not permitted in the Residence.

## **2. Residence Guidelines**

Students planning to return after curfew should obtain prior permission from the Dean of Students. Each student will receive six 15-minute "late graces" per semester. When these are used up, the student will be fined \$5.00 for every 1½ hour they are late to a maximum of \$15.00. When there are extenuating circumstances (e.g. later than 1 ½ hours after curfew, mechanical problems with their vehicle, etc.) the student is expected to talk to the Dean of Students on the first weekday following the incident. Any abuse of the curfew privilege could result in further disciplinary action.

Any behaviour that is destructive to individual or school property, or that involves other people's possessions or school property without permission, is unacceptable.

Normal standards of Christian courtesy dictate that students living in residence respect the privacy of other students. Entering rooms without specific permission is not allowed.

No one is allowed to enter any part of the residence of the opposite sex. The penalty for doing so may be suspension/expulsion from the College.

Students are expected to respect study time (7:00 – 9:30 p.m. Monday – Friday) and the quiet time (between 11:00 p.m. and 8:00 a.m. every day). Quiet time is also expected daily during scheduled exam days (quiet time is relaxed from 6:00 – 7:00 p.m.). The City of Saskatoon has a noise bylaw that requires city residents to refrain from excessive noise between the hours of 10:00 p.m. and 8:00 a.m. In view of this, we ask students to be considerate of our neighbours when coming and going at all times, but particularly between the above hours.

Students are not permitted to leave the Residence after curfew.

The privilege of having overnight guests is available to students. All guests must register with the Residence Assistants and pay an accommodation fee in advance. Meals are available in the dining room at posted, moderate rates. Guests should arrive before curfew, unless prior arrangements have been

made. Students are responsible for their guests and any unpaid items will be charged to the student's account.

Residence students are required to remain in the Residence during the night hours, specifically between curfew and 6:00 AM. Ordering of food must be done early enough to be delivered before curfew.

Due to fire regulations, hallways must be kept clear of obstructions at all times.

Rooms are to be vacuumed at least once a week and kept neat and tidy at all times. Beds are to be made daily and garbage emptied at least once a week. Students will be warned prior to room inspection. Bed linen, towels, and face cloths should be washed weekly.

Students are to take proper care of all furniture in the college. Furniture must not be moved from room to room. Students must not deface furniture in any way.

Students will be charged for any damage that results from hanging or sticking things on walls or doors in the Residence.

Out of courtesy to other students, no showers are permitted after curfew and before 6 am. Some exceptions apply with permission from the Dean of Students.

Water and snowball fights are not permitted in campus buildings.

Students are not to tamper with fire hoses, fire bells, electrical fixtures, telephones, or thermostats. Tampering with such equipment may result in suspension or expulsion.

Calls on the Residence phones should be limited to 10 minutes. A pay phone is provided at the top of the cafeteria stairs for outgoing calls. Calls to the residence phone from the other residence are not permitted after curfew.

Students are expected to exercise due care when eating and drinking in Residence rooms.

Television sets are placed in the lounges for the enjoyment of students; however, TV and movie viewing is prohibited after 12:00 midnight. It is expected that Christian standards of good taste shall govern the use of the TV sets at all times.

Microwaves and fridges are provided in the men's and ladies' lounges. Students are responsible to keep these clean.

Proper care of laundry rooms includes cleaning lint screens of dryers and wiping out washers after use. The laundry room is not to be used on Sundays nor are laundry facilities to be used past curfew.

The college reserves the right for authorized personnel to enter any room at any time for the purpose of inspection, repairs, or other official business. If at any time there is reasonable cause to believe that occupants are using their Residence room in a manner inconsistent with appropriate school guidelines, a search may be made by college representatives.

### **3. Off-Campus Privileges**

It is important that the College know the whereabouts of all students in case of emergencies. Students sign out in the "sign out book" for overnight absences. Students who go out of town are expected to be back before curfew.

### **4. College Security**

It should be reminded that every individual living in residence bears some responsibility for the protection of college property and the safety of the people who reside on the premises. With the increasing number of incidents involving the intrusion of strangers on college property, we are on a high security alert. Please respect the guidelines governing the security of the building. If at any time you notice suspicious activity on the college premises, the Director of Facilities should be notified as soon as possible.

## **D. CAMPUS OPERATIONS**

### **1. Textbook Store**

The aim of the college Textbook Store is to provide students with reasonably priced textbooks and quality titles for building one's personal library. Due to low operating expenses we are able to supply most titles at discount prices. If a book is not in stock students can ask about our special order procedures.

### **2. Bulletin Boards**

Bulletin boards are provided for the convenience of posters, announcements, etc. These should first be authorized and initialled by the General Office.

### **3. Care of College Property**

Students are requested to cooperate in the care of school property and the saving of expenses wherever possible (e.g. turning out lights, treating furniture with care, etc.). Windows and screens should not be removed or tampered with. Damaged screens will be paid for by the individual.

### **4. Dining Room and Kitchen Regulations**

As a courtesy to the kitchen staff, those planning to miss meals and those bringing guests to meals should inform the cook at least 4 hours in advance. Meal times are posted in the schedule.

Students who work during normal meal times may arrange with the cook to have a lunch prepared.

Sensible behaviour is expected in the dining room.

Meals will be served no more than 20 minutes late, without having made proper arrangements.

No unauthorized person may enter the kitchen.

Neither food nor equipment may be taken from the dining room, kitchen or storeroom except by permission from the Director of Facilities or the cook. No meals are to be served in the student rooms apart from permission from the Director of Facilities.

### **5. Faxes**

Charges for faxes are as follows:

- \$0.50 for a local fax

- \$1.00 for a long distance fax [up to five pages]

## **6. Lost and Found**

There is a lost and found shelf behind the circulation desk for the personal items left in the library. There is a second lost and found area in the mailroom.

## **7. Student Vehicles and Parking**

Ownership of a car carries with it certain responsibilities. Since the safety, welfare, and reputation of both the car owner and the passengers are involved, car owners are asked to exercise Christian grace and concern while driving.

The borrowing of other people's cars is discouraged.

The Director of Facilities will administer the parking of cars. Rates for parking spaces are as follows:

Both Semesters	\$150.00
First Semester only	\$ 65.00
Second Semester	\$ 85.00

Out-of-residence students who require a parking space should apply to the General Office or the Director of Facilities for assignment of a parking space. If parking spaces on campus are not available, out-of-residence students may park on the street around the college provided the city by-laws are observed and care is taken to maintain good relations with neighbours of the college.

The college parking stall plugs are controlled by a timer. To allow for the normal operation of vehicles during the day the timer has been set to come on at 5:00 A.M. To reduce the costs of electricity the timer will turn off the power at 8:00 P.M. When the weather is warm please unplug your vehicle. This will save on the consumption of energy used by the college.

Students are expected not to park in designated spaces (e.g. office staff, kitchen staff, etc.), and visitor parking areas are not to be used for long-term parking.

Students wishing to make repairs to their vehicles are expected to check with the Director of Facilities first.

## **8. Telephones**

In-residence students may have telephones in their rooms. All arrangements must be made through SaskTel.

## **9. Student Use of College Equipment**

Students are not permitted to use college equipment for personal needs. Equipment may be used for college sponsored events and activities provided approval is given in advance by the Director of Music, and an approved operator will oversee the use of such equipment. Equipment must not leave the campus for any reason without approval of the Director of Music. Use of college equipment for academic purposes must be approved by the appropriate faculty member.

## **10. Transportation Policy**

The college uses rented vehicles for various ministry opportunities. Presently, the college enjoys a very good relationship with two vehicle rental agencies which provide special pricing as a result of the special care we take. When such vehicles are needed, all bookings are made through the General Office. All

drivers must have a valid driver's license and operate vehicles in a responsible manner and according to all rules of the road. Under no circumstances may students use rented vehicles for personal use, side trips for non-official use, or to pick up hitchhikers. While it is expected that there will be normal wear and tear, care must be exercised to keep these vehicles clean and tidy.

## **11. Security Key/Card Policies and Regulations**

Security keys include keys for all outside doors, storage rooms, and any area of the education wing. Any key or card that is not a personal room key is considered a security key.

There is to be no duplication of keys under any circumstances unless it is done with the written permission of the college. This applies to all keys.

Keys are to be used strictly for the purpose of college function. The lockup keys are to be used only for lockup at curfew. Keys given to the student council are to be used for student council business. Keys given to individuals for a specific purpose are to be used for that purpose only. Any other use of keys must be done with the permission of faculty either in person or in writing and the Director of Facilities must be notified.

Lending keys to anyone without the written permission of college administration is strictly prohibited. If someone makes a request to enter an area of the college then only the key holder may grant access as long as it is done with discretion and within these guidelines.

College faculty and staff are not permitted to loan security keys out to anyone without first notifying the Director of Facilities (a note in the mail box or a message on the answering machine will suffice). The loaning of keys must be done with discretion and within these guidelines.

Keys are not to be used when the college is closed during holidays. During these times access to the Residence or any part of the college will only be permitted with the consent of the Director of Facilities.

All security keys must be returned in person to the Director of Facilities before Convocation. Make sure that the "key returned" column of the key log book has been signed or you may lose your damage deposit. Do not hand your keys in at the office or leave them in your room.

For those that have special privileges and are using keys after-hours, please make sure that lights are turned out and doors are locked when you are finished.

Every effort should be made to protect keys from being stolen or misplaced. Lost keys should be reported to the Director of Facilities as soon as possible.

Any misconduct of these policies will be regarded as a misuse of keys and the person or persons responsible may lose their privileges and or be subject to further disciplinary measures.

## **12. Emergency Procedures**

In case of fire:

- pull the fire alarm
- phone the fire department (911); give the location of college and location of the fire in the college
- evacuate the building (making sure all doors are closed)

## **V. FINANCIAL ISSUES**

### **A. A WORD FROM THE BUSINESS MANAGER**

One of the practical areas that Horizon desires to emphasize is accountability in the financial life of the student. We believe that this is a crucial aspect of our obedience to God's Word and that it significantly impacts our reputation and ministry. We trust that you have planned for your college education and are prepared to meet your obligations and responsibilities as God's Word requires. My prayer is that your time at Horizon will be a growing, challenging and maturing experience for you as you allow the Lord to change and transform you in ways that He desires.

### **B. FINANCIAL POLICIES FOR 2009-2010**

All tuition and fees for each semester are due and payable on or before Registration Day unless students make use of the Deferred Payment Plan (see below). Exception to this requirement is granted to students not yet in receipt of student loans by providing a Notice of Assessment for their loan.

Until scheduled payment(s) are received, students will not be allowed to attend classes and school activities or write exams.

#### **1. Method of Payment**

Method of payment may include cash, cheque, Interac, automated account withdrawal, or credit card (Mastercard or Visa).

#### **2. Discounted Fees**

Payment in full by the end of registration week will entitle students to the following discounts:

- Tuition: from \$175 to \$170 per credit hour
- Residence Room and Board: from \$2,395 to \$2,295 (double occupancy) or \$2,795 to \$2,695 (single occupancy).

#### **3. Deferred Payment Plan Option**

Students who cannot pay in full at the beginning of a semester may take advantage of our Deferred Payment Plan option. Those who choose the Deferred Payment Plan make four equal payments of 25% of their total semester fees according to the following schedule:

- 30 days after Registration Day: 25% of total semester fees
- 60 days after Registration Day: 25% of total semester fees
- 90 days after Registration Day: 25% of total semester fees
- Last day of exams: final 25% of total semester fees

NOTE: interest charges of 2% per month will be charged on all outstanding fees.

#### **4. Distance Education or Summer 2010 Registration**

Students are not permitted to register for distance education or summer courses if their account is outstanding.

New rates take effect as of May 1st.

Students are not permitted to register for the fall term if their accounts are outstanding.

## 5. Refund Policies

Students who find it necessary to withdraw after registration are entitled to a refund based on the following scale:

### a. Tuition Fees

During first week of classes	100%
During second & third weeks of classes	75%
During fourth & fifth weeks of classes	50%
After fifth week of classes	0%

### b. Module Fees

By 4:30pm on the Monday of the module	75%
By 4:30pm on the Tuesday of the module	50%
After 4:30pm on the Tuesday of the module	0%

### c. Room & Board:

Refunds are calculated on a pro-rated basis.

### d. Other Fees

All other Fees are non-refundable.

## 6. Penalties

Students with outstanding accounts at are not permitted to:

- register for courses unless specific arrangements are made for payment
- receive marks or transcripts
- participate in graduation banquet speeches or receive their certificates, diplomas, degrees, or awards.

A handling charge of \$15 will be applied to the student's account for each returned cheque.

No marks or transcripts will be issued until all video educational material has been returned for Distance Education or Directed Study courses.

## C. FINANCIAL AID and AWARDS

### 1. Financial Aid

#### a. Student Assistance Fund

Each year a small number of gifts are given to the college to assist worthy students who have legitimate financial need. These gifts are put into a trust fund and administered by a special committee.

#### b. Canada Student Loans and Bursaries

As a general rule, students in the Three Year Theology, Bachelor of Theology, and Master of Divinity programs are discouraged from taking large, long-term loans which would prove burdensome upon entering the ministry. Horizon College and Seminary is a designated college under the Canada Student Loan Program. This qualifies students to apply for various sponsored loan programs as well as the national program. Saskatchewan students can obtain loan forms at the College office, and all students can access loan forms online at [www.canlearn.ca](http://www.canlearn.ca). Students expecting to arrange loans should make arrangements before summer. Complete information about Student Loans is available at the following address:

The National Student Loans Service Centre  
 Private Institutions Division  
 P.O. Box #779, Station U Toronto ON M8Z 5P9  
 Telephone: (866) 587-7452  
 Website: www.canlearn.ca

**c. Entry Level Scholarships**

**R.K. Wright Entry Level Scholarship**

For a freshman in the diploma or degree program who, in the estimation of the admissions' committee, shows the most promise for contributing to the music ministry at Horizon. Meeting any of the following criteria will be sufficient for consideration: the recommendation of a pastor and/or faculty, evidence of abilities in music, recognized musical accomplishments. Applications are due by **August 1** of each year.

**Wilson Scholarship**

For a married student(s) entering (freshman) a diploma or degree course in the pastoral stream. Applications are due by **August 1** of each year. Contact the college office.

**The Wilfred and Winnie Paddock Memorial Scholarship**

Two scholarships are available to students entering at the freshman year level of a diploma or degree program who, in the estimation of the admissions committee, show leadership potential and give evidence of a definite calling to the ministry. Applications are due by **August 1** of each year.

**Carolyn Johnson Memorial Award**

For Saskatchewan students only. Presented by the Saskatchewan Church Ministries Department in September of each year to one Saskatchewan student starting a program of study at Horizon, applications and criteria available from the college office **or** contact: SK PAOC District Office, 3488 Fairlight Dr., Saskatoon, SK, S7M 3Z4; Phone: 683-4646.

**d. Discounts**

To PAOC ministers, missionaries* and ministers' dependents	Ø 10% of regular tuition
To PAOC overseas missionaries dependents**	Ø 25% on regular tuition.
To spouses of full-time students	Ø 50% on regular tuition.
To senior citizens, 65 years and over	Ø Free tuition; all other fees are applicable

\*Missionaries are those who have served at least one term under PAOC appointment and who plan to return to the field.

\*\*Dependents are defined as unmarried offspring under age 26, or spouses.

**2. Other Awards and Scholarships**

Please see the Catalogue for a full description of each of the following awards and scholarship:

**The One Year Plaque (Horizon)**

**Valedictorian Plaque (Horizon)**

**The Alumni Scholarships**

**The R.K. Wright Memorial Scholarship**

**The Cantelon Memorial Scholarship**

**Dr. Donald Pettit Memorial Scholarship**

**The C.H. Stiller Memorial Scholarship**

**The Elim Tabernacle Award**

**The Mabel Olson Memorial Award**

**Anne Heyer Memorial Scholarship**

**KIDSTime Scholarship**

**Canadian Bible Society**

**Sask. Women's Ministries Award**

**Man./N.W. On Women's Ministries Award**

**Saskatchewan Women's Ministries Scholarship**

**Fort Richmond Theology Award**

**J. Eustice Purdie Memorial Scholarship**

**Wilson Scholarship**

**The L. Johnson Memorial Music Scholarship**

**The Grace Brown Scholarship**

**Karel Marek Preaching Award**

**The Horizon Faculty Award**

**The Gordon & Nancy Reigert Memorial Scholarship**

**The Carolyn Johnson Memorial Award**

**The Association for Biblical Higher Education Colleges (ABHE) Honour Society**

**Wilson Waterhouse Scholarship**

**Donnelly Scholarship (Northern Work)**

**Kerry & Irene Moffatt Scholarship**

**Non-Traditional Ministry Scholarship**

**The 'Good Samaritan' Award**

**The Wilfred and Winnie Paddock Memorial Scholarship**

**Overseas**

## **VI. STUDENT MINISTRIES**

### **A. A WORD FROM STUDENT COUNCIL**

The Student Council is elected by the student body. It serves as a liaison between students and faculty. It also administers those aspects of college life that are under student direction. Specifically, the Student Council is responsible for promoting social activities, the college sports program, the

*Clarion*, and other aspects of student life. Forum is held periodically throughout the school year to facilitate the exchange of ideas between students and faculty in relation to college life.

## B. STUDENT ACTIVITIES

Every attempt is made to involve students in meaningful Christian ministry. Students will have opportunity to become involved in local churches, community services, para-church organizations and in-college ministries. Student teams travel on assignments to churches in Manitoba, North-western Ontario and Saskatchewan. On these occasions they contribute to services by singing, leading services, preaching, etc.

Students are encouraged and scheduled to participate in chapel services. A faculty/student committee arranges the services and students are given opportunities to participate in ministry. At the beginning of the College year students are placed within a Spiritual Formation/Missions Intercessory Group, which meets weekly, to learn of the progress of God's work around the world and to pray for needs on mission fields.

## C. STUDENT PUBLICATIONS

The *Clarion* is the college yearbook. It covers the major features of college life and gives a special position to graduating students.

# VI. DIRECTORIES

## A. FACULTY/STAFF DIRECTORY

<b>ANDREAE, Jan</b> (Mattias) Business Manager	Email: business @horizon.edu	<b>MARTINI, Jeromey</b> (Nicole) Academic Dean New Testament	Email: jmartini @horizon.edu
<b>BEECH, Tim</b> (Shannon) Dean of Students Old Testament	Email: tbeech @horizon.edu	<b>MUNK, Dave</b> (Marilyn) Greek, History	Email: dmunk @horizon.edu
<b>DRISNER, John</b> (Donna) Interim President	Email: president @horizon.edu	<b>OLSON, Shannon (Rob)</b> Assistant Registrar	Email: registrar @horizon.edu
<b>KADYSCHUK, Ron</b> (Barb) Seminary Dean, Pastoral Studies	Email: rkadyschuk@ horizon.edu	<b>PETERS, Seth</b> Director of Facilities	Email: facilities @horizon.edu
<b>KLINGER, Starla</b> (Andrew) Recruiting Officer	Email: inquiries @horizon.edu	<b>SCHWINDT, Nathan</b> Assistant Director of Facilities	Email: facilities @horizon.edu
<b>LITGUS, Cathy</b> Administrative Assistant	Email: assistant @horizon.edu	<b>SUTCLIFFE, Steve</b> Librarian	Email: ssutcliffe @horizon.edu

## B. CALENDAR OF EVENTS

<b>Fall Term - 2009</b>		
Sept. 5	Sat	Residence Opens at 1 pm
Sept. 8	Tues	Meals Begin
Sept. 8	Tues	Registration Day
Sept. 9	Wed	Retreat
Sept. 10	Thurs	Retreat
Sept. 11	Fri	Module Prep. and Orientation Day
Sept. 14-18	Mon-Fri	Module 1 (no regular classes)
Sept. 21-25	Mon-Fri	Module 2 – Leadership Theory and Practice (Interns)
Sept. 25	Wed	Last Day for Registration and Course Changes
Oct. 12	Mon	Thanksgiving Day Holiday (no classes)
Nov. 10	Tues	Missions Emphasis Day
Nov. 11	Wed	Remembrance Day Holiday (no classes)
Nov. 16	Mon	Last day to drop classes without academic penalty
Dec. 9	Wed	Classes End/Last Day for Winter Registration
Dec. 11-16	Fri-Wed	Final Exams
Dec. 18	Fri	Last Day of Meals
Dec. 19	Sat	Christmas Recess Begins
<b>Winter Term - 2010</b>		
Jan. 3	Sun	Residence Opens
Jan. 4	Mon	Meals Begin
Jan. 4	Mon	Classes Begin
Jan. 4-8	Mon-Fri	Module 3 (no regular classes)
Jan. 11	Mon	Prayer Emphasis Day

Jan. 11-15	Mon-Fri	Module 4 – Ministry Training for the Local Church (Interns)
Jan. 15	Mon	Last Day for Registration & Course Changes
Feb. 5-7	Fri-Sun	Converge '09
Feb. 15-19	Mon-Fri	Spring Break (no classes)
TBA	Tues	Spiritual Emphasis Day
Mar. 15	Mon	Last day to drop classes without academic penalty
Apr. 2	Fri	Good Friday Holiday (no classes)
Apr. 13	Wed	Baccalaureate Service
Apr. 14	Wed	Classes End
Apr. 15-23	Thurs-Fri	Final Exams
Apr. 24	Sat	Graduation Banquet & Exercises

NOTE: Some of these dates may be subject to change.

### C. DAILY SCHEDULE

7:45 - 8:15 am	BREAKFAST (Mondays — 8:15 - 8:45 am) (Saturday Brunch — 11:00 am)
8:15 - 8:45 am	Corporate Prayer in the Chapel
9:00 - 10:15 am	Classes
10:30 – 11:45 am	Classes (Monday and Wednesday) Chapel / SFG (Tuesday and Thursday)
12:00 pm	LUNCH
1:00 – 3:45 pm	Classes
5:15 pm	SUPPER
12:00 am	Curfew (Monday—Thursday) Non-Resident Students Leave Campus
1:00 am	Curfew (Friday-Sunday) Non-Resident Students Leave Campus

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