PREPARING LEADERS FOR CHRISTIAN LIFE AND MINISTRY

Horizon College and Seminary is incorporated in the province of Saskatchewan under the Societies Act, for the purpose of the education and training of men and women for vocational ministry and other forms of Christian service, and to award certificates, diplomas and degrees towards the fulfillment of these purposes.

Published by Horizon College and Seminary
2015-2016 Academic Year

The information in this catalogue is
Intended to be accurate and complete as of the date of its publication,
November 3, 2015 However, the college reserves the right to make corrections and changes, as it deems necessary, should conditions so warrant.

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General Information

Mission Statement

To prepare leaders for Christian life and ministry

Statement of Faith

We believe the Holy Scriptures to be the divinely inspired, infallible, inerrant and authoritative Word of God.

We believe there is one God, eternally existent in the three Persons of the Holy Trinity.

We believe in the virgin birth of the Lord Jesus Christ, His unqualified deity, His sinless humanity and perfect life, His all-sufficient atoning death, His bodily resurrection, His ascension to the Father’s right hand, and His personal return at His second advent.

We believe that justification is a judicial act of God on the believer’s behalf solely on the merits of Christ, and that regeneration by the power of the Holy Spirit is essential for personal salvation.

We believe in the present day reality of the baptism in the Holy Spirit according to Acts 2:4; the gifts of the Holy Spirit and the Lord’s supernatural healing of the body.

We believe in the Lordship of Christ over the Church, the ordinances of Christian baptism by immersion for believers and the Lord’s Supper.

We believe in the imminent, personal return of Jesus Christ and in the eternal blessedness of the redeemed in heaven.
<table>
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<th>Accreditation &amp; Affiliation</th>
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<tbody>
<tr>
<td>We are an accredited member of the Association for Biblical Higher Education.</td>
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<td>We are an accredited ministerial training college of the Pentecostal Assemblies of Canada.</td>
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<tr>
<td>We are an affiliated college of the University of Saskatchewan.</td>
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<tr>
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<tr>
<td>We are associated with Providence Theological Seminary (Otterburne, MB) for graduate programs.</td>
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<td>We are a constituent member of the Evangelical Fellowship of Canada.</td>
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<td>We are a member of Christian Higher Education Canada</td>
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<td>We are a member of the Saskatchewan Association of Theological Colleges</td>
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<td>We are a participating institution in the Canada Student Loan Program.</td>
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<td>We are the Theological College of the Manitoba and Northwestern Ontario and Saskatchewan Districts of the PAOC</td>
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Competencies for Student Learning

1. Spiritually Mature: Awareness and Practice of spiritual disciplines, spiritual gifts, spiritual fruit. Awareness of Calling, Christ-likeness, Self-care,

2. Leader and Administrator: Philosophy of ministry, Servant Leadership, Governance and Administration, Vision, Strategy, & Policy, Project/Staff/Volunteer Management, Planning Assessment Evaluation, Marketing/PR

3. Biblically/Theologically Sound: Expresses Evangelical Christian Identity, Confidence in historic Christian Doctrines, Biblical Literacy, Skillful Interpreter of the Bible,

4. Ministry Developer: Models of ministry, Church Planning, Health, Growth, Ministry Funding, Creative Community Outreach, People Management, Pastoral Care, Programmer


6. Disciple Maker: Pastoral Care and Counselling, Reproduce the competencies in others, Witness and Evangelism, Missions, Global Awareness

Faculty & Staff Info & Directory

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 if his/her field of study with the stated mission, purposes, philosophy of education, and objectives of the college.
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<td>• MTS (McMaster Divinity College)</td>
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<td>• BA (Briercrest College)</td>
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<th><strong>Dr. Ron Kadychuk</strong> - Seminary Dean; Pastoral Studies</th>
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<tr>
<td>• PhD (University of Saskatchewan)</td>
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<td>• MDiv (Lutheran Theological Seminary)</td>
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<td>• BEd (University of Manitoba)</td>
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<td>• EdD (in process) (George Fox University)</td>
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<td>• MA (Briercrest Seminary)</td>
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<tr>
<td>• PhD (McMaster Divinity College)</td>
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<tr>
<td>• MA (McMaster Divinity College)</td>
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<td>• B.Th. (Master’s College and Seminary)</td>
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<th><strong>Mrs. Jolyn Sloan</strong> - Dean of Students</th>
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<tr>
<td>• MA (Regent College)</td>
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<tr>
<td>• BEd (University of Saskatchewan)</td>
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| **Rev. Bob Williamson** - Alternative Education Coordinator; I.T.; BASC (University of Windsor) |
Adjunct Faculty

Dr. Adam Wright— Resident Adjunct Faculty
PhD (St Paul University of Ottawa); MA (St. Paul University); MTS (McMaster Divinity College); B.Th. (Eastern Pentecostal Bible College)

Dr. Tim Beech
PhD (St Paul University of Ottawa); MA (St. Paul University); MTS (McMaster Divinity College); B.Th. (Eastern Pentecostal Bible College)

Ms. Leanne Bellamy
MA (University of Saskatchewan); BA (University of Saskatchewan)

Rev. John Drisner
District Superintendent, PAOC Saskatchewan
MA (Briercrest Seminary); DipTh (North West Bible College)

Dr. Peter Engle
Academic Dean - Living Faith Bible College
PhD (Westminster Theological Seminary); M.Div. (Asbury Theological Seminary); BA (Central Washington University)

Rev. Martin Mittelstadt
PhD (Marquette University); M.Div. (Providence Theological Seminary); B.Th. (Central Pentecostal College and University of Winnipeg)

Dr. Chris Lortie
PhD, University of Freiburg
Pastor, The Connection at Emmanuel Baptist Church

Tim Thiessen
MA, Briercrest Seminary
Pastor, Parliament Community Church, Regina
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Applications

Online applications are available at http://horizon.edu/online-application or text ‘apply to 1-800-374-6655

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.

Campus Operations

Administrative

The offices are located in the K. B. Birch Administration Wing and J.E. Purdie Education wing. Office hours are from 8:30am-4:30pm Monday through Thursday and 8:30am-3:30pm on Fridays (except for statutory holidays and Christmas break). Students are warmly invited to meet with the President and all administrative personnel at mutually convenient times.

General Office

The office staff is 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.

Faxes

Charges for faxes are as follows:

- $1.00 for fax (per 3 pages)

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.
Financial Information

We believe financial stewardship is a crucial aspect of our obedience to God’s Word and significantly impacts our reputation and ministry. We trust you have planned for your education and are prepared to meet your financial obligations and responsibilities. Our prayer is that your time at Horizon will be a growing, challenging and maturing experience as you allow the Lord to change and transform you into the person He created you to be.

Financial Policies for 2015-2016

For the most up to date information on tuition, fees, payment plan options, refunds and other policies please refer to the college webpage at http://www.horizon.edu/college-tuition-fees.

Please, contact the Business Administrator or your Dean if you are having difficulty budgeting or paying your fees. Remember, loans are great, but you have to pay them back. Therefore, don’t spend loan money on items that are not directly related to college expenses.

Financial Aid & Awards

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 administered by a committee.

Canada Student Loans

Horizon College and Seminary is a designated college under the Canada Student Loan Program. Students can access applications, loan forms and information online at www.canlearn.ca or through their respective provincial government website.

Students expecting to secure student loans must make arrangements before registration and have their assessed loan ready for registration day. Loan applications are generally available after June 1st of each year. You must apply through your province of residence and may begin the process prior to acceptance.

Entry Level Scholarships

Please see the Assistant to the Registrar for a list of all possible scholarships or visit the website at: http://www.horizon.edu/scholarships
The following are a few tips to help you manage your money:

- Plan how you are going to pay your fees before you arrive at Horizon. If you need a student loan, apply early as it may take 8 - 12 weeks to get approval. If you are having difficulty with your payments, contact the Business Office as soon as possible.
- Set aside money for your educational costs: room and board, tuition, and fees. Consider putting this money into a term deposit for 30, 60 or 90 days. You will not be able to access it and you will earn interest.
- Set aside the amount you plan to spend each month on your personal needs. This is the money you keep in your daily savings account. Keep track of what you spend and only spend the amount you have decided on. Don’t borrow from next month’s budget or from roommates or friends.
- Set aside money for occasions such as birthdays and Christmas.
- Don’t keep money in your room. It is a temptation to spend it or to lend it to others.
- Make use of a budget journal to keep track of your spending.
- Be accountable to a friend in regards to your stewardship.
- Plan activities that are relatively inexpensive.
- If you are working, remember to be generous with your tithes and offerings.
Bachelor Degrees – Descriptions

At Horizon, we take practical ministry training seriously. Our Bachelor of Arts and Bachelor of Theology degrees integrate biblical, practical, and general education in an environment that encourages and nourishes spiritual growth. The ministry training degrees also include a 4-month or 8-month internship that places you in a supervised ministry position, giving you extensive, real-life ministry training in the area of your major. The specific course requirements for each program are posted on our website.

Horizon College Programs

Students in the B.A. and B.Th. programs may major in the following areas:

**Pastoral Ministries** (4 years at Horizon)

Our Pastoral Ministries major prepares you broadly for pastoral leadership in the local church. The major exposes you to a range of ideas and ministry practices, equipping you to handle the various situations that arise in church ministry. The program isn’t all theory: you put what you learn into practice during an 8-month supervised ministry internship.

**Youth Ministries** (3 years at Horizon; 1 year at community college)

Our Youth Ministries major combines the broad education of our Pastoral Ministries major with a specialized focus on youth. In addition to three years at Horizon (including an intensive, 8-month supervised ministry internship), you’ll spend a year earning a Youth Worker’s Certificate at community college. The result is a program that equips you to serve the church in a number of ways while being especially relevant to the needs of today’s youth.

**Children’s Ministries** (2 years at Horizon; 2 years at community college)

Students majoring in Children’s Ministries will spend two years in ministry-training at Horizon and two earning an Early Childhood Education Diploma at a community college. The major includes a 4-month supervised internship. In the end, you’ll come away with both a Bachelor’s degree and an Early Childhood Education Diploma – a Saskatchewan requirement for running a daycare.

Students in the B.A. program may also major in:

**Christian Studies** (2-4 years at Horizon)

The B.A. Christian Studies major is our most flexible program. You’ll take core courses covering the major areas of Christian thought and practice, but with the freedom to shape your program according to your interests by selecting from a variety of electives. This program also allows you to incorporate 1-2 years from a community college or university, giving you the benefits of a Bible College experience while getting you on your way to your chosen profession.
Diplomas – Descriptions

**Diploma in Pastoral Ministries** (3 years at Horizon)

If you’re aiming at credentialed ministry but don’t want to commit to a full Bachelor’s degree, our Diploma in Pastoral Ministries offers the content of our Pastoral Ministries major in concentrated form. This 3-year Diploma includes a supervised 4-month internship in a local church, giving you the extensive, real-life training of our Bachelor degrees.

**Diploma in Christian Studies** (3 years at Horizon)

The Diploma in Christian Studies gives you three years of training at Horizon. You’ll take core courses covering the major areas of Christian thought and practice, but with the freedom to choose from a number of electives that allows you to shape your program according to your interests.

Certificates – Descriptions

**Advanced Certificate in Christian Studies** (2 years at Horizon)

The Advanced Certificate in Christian Studies more deeply emphasizes your personal and spiritual development than does the 1-year certificate. Our 2-year Advanced Certificate serves as the foundation for our BA Christian studies or stands alone to ground you in the basics of Christian thought and practice, establishing a foundation for life and ministry as you move on to vocational training or employment.

**Advanced Certificate in Pastoral Ministries** (2 years at Horizon)

The Advanced Certificate in Pastoral Ministries gives you the first two years of training in our Pastoral Ministries major without committing you to that degree. You’ll be better equipped to serve in your church and, should you be led, you’ll be well underway in training for professional ministry.

**Certificate in Leadership** (1 year at Horizon)

Our 1-year Certificate in Christian Studies emphasizes your personal and spiritual development. You’ll be grounded in the basics of Christian thought and practice, establishing a foundation for life and ministry.
Transfer Credit Policy

Horizon College & Seminary (HCS) considers transfer credit from a variety of post-secondary institutions. Applicants desiring advanced standing at HCS on the basis of previous work must have official transcripts forwarded directly from the institution where the credits were earned. The Registrar will then determine if a course is comparable to a HCS course. Applicants wishing to transfer credits should take note of the following:

Eligibility:

Evidence of honorable dismissal from all other schools attended is required. Those courses that a student seeks to transfer should have a minimum grade of C or its equivalent according to HCS’s grading scale.

To be transferable, a course must be the equivalent or near to the equivalent of the HCS program requirements, or fit within the maximum number of elective hours in the particular program selected.

A student from an Association of Biblical Higher Education (formerly the Accrediting Association of Bible Colleges accredited school will receive full credit for equivalent courses provided grades earned were C (or its equivalent according to HCS’s grading scale) or above and that the courses parallel requirements outlined in the program selected.

Grades for credits transferred will not appear on the transcript nor will they be considered when calculating a student’s grade point average.

Diploma and Degree students wishing to graduate from HCS will need to take at least 30 credit hours at HCS.

Concerning Recognized Unaccredited Colleges:

a) Applicants from a recognized unaccredited college, as deemed by the ‘Admission Committee’ may potentially receive up to 50% credit for courses taken there.

b) Applicants from a recognized unaccredited college deemed to exceed minimum standards may receive more than 50% credit for courses, provided residency requirements are met.

c) Transfer credit will only be awarded upon completion of 15 credit hours of study at HCS with a minimum average of a C letter grade.

d) The courses must meet HCS’s transfer credit criteria of a minimum mark of C letter grade or equivalent and must parallel courses in their chosen program of study as core or elective credit.

e) Along with official transcripts applicants may be asked to provide appropriate documentation to demonstrate that the courses taken at the recognized unaccredited college parallel HCS’s courses.

In relation to correspondence schools:

All requests for correspondence credit require assessment and approval by the Registrar.
Appealing Transfer Credit Decision

If you think you have a valid basis for appealing a transfer credit evaluation, you can appeal through the Registrar’s office. You will be asked to provide evidence that an adjustment to the transfer credit decision is merited. This evidence will be reviewed by an Appeals Committee.

Transfer of Credits for Courses Taken after Admission (Post-Admission Credits)

Admitted full or part time students, and students on leave, who wish to take courses offered by other post-secondary institutions towards their program at HCS must apply through the Registrar’s office for a letter of permission to be a visiting student. The courses to be taken must be specified. Following completion of the approved courses, an official transcript must be sent from the host institution to HCS in order for any transfer credits to be applied to the student’s file.

Credit Transfer to Other Colleges and Universities

HCS students have been able to transfer courses to many other colleges and universities. Each institution determines which credits taken at HCS will transfer into a student’s program of study based on the program requirements of the chosen degree. It is advisable to consult with the school you are applying to regarding transfer credits. Several provinces provide online credit transfer guides to assist students with their transfer inquiries, such as SaskCAT in Saskatchewan.
Course Numbering System

The curriculum is organized into four categories. The first letter describes the subject area of the course. The first number shows the year level of the course (i.e. 1, 2, 3, or 4). The second and third numbers give a more specific description of the subject area, as described below.

**Bible/Theology**
- B 01-09 = Biblical Languages
- B 10-19 = Biblical Foundations and Backgrounds
- B 20-39 = Old Testament Exegesis
- B 50-59 = Old Testament Unallocated Topics
- B 60-79 = New Testament Exegesis
- B 90-99 = New Testament Unallocated Topics
- T 01-09 = Historical Theology
- T 10-29 = Systematic Theology
- T 30-49 = Philosophical Theology
- T 90-99 = Unallocated Topics

**Professional (Development, Education, Ministry, Practical)**
- D090-099= Christian Ministry Development
- E 01-09 = Christian Education Foundational
- E 10-19 = Advanced Christian Education
- E 90-99 = Unallocated Topics
- M 01-09 = Foundational Ministries
- M 10-19 = Advanced Christian Education
- M 90-99 = Unallocated Topics
- P 01-19 = Preaching and Worship
- P 20-39 = Pastoral Care, Counselling and Chaplaincy
- P 40-49 = Spiritual Formation
- P 50-59 = Music in the Church
- P 60-69 = Children’s Ministries
- P 70-79 = Youth Ministries
- P 90-99 = Unallocated Topics

**General Studies**
- G 01-09 = English and Communications
- G 10-19 = History
- G 20-29 = Languages
- G 30-39 = Philosophy and World View Studies
- G 40-49 = Social Sciences
- G 50-59 = Music Theory and History
- G 60-79 = Music: Applied and Performance
- G 80-89 = Natural Sciences
- G 90-99 = Worship Studies
Course Numbering System

Research and Community Placement

R 470-479 = Practicum
R 480-489 = Projects
R 490-499 = Thesis

Examples

B111 = shows a student in a first year biblical foundations and backgrounds course.
P310 = shows a student in a third year preaching and worship course.

Course Descriptions

Bible

B110 Intro to the Old Testament

This course is a general introduction of the content and theology of the Old Testament (Hebrew Bible) in light of the ancient near east environment where it originated. Though commonly referred to as “Old,” the writings and reflections contained within the Hebrew Bible were in fact quite novel for the ancient Israelites who first read and heard them. Accordingly, this course will seek to unpack the novelty of these texts by reading them in light of the scholarly understanding of the social, religious, and literary dynamics of the Old Testament world and highlighting relevant insights and implications for Christian life, doctrine, and ministry in the 21st century. (University transferable course)

B115 Intro to the New Testament

A foundational course introducing students to the literature, content, theology and historical and social backgrounds of the New Testament. The course also introduces students to the processes behind the NT’s composition, preservation and canonization. (University transferable course)

B119 Bible Study Methods

This is a three credit-hour course that encompasses both Bibliology and Hermeneutics. Bibliology deals with the questions of how the Bible came into being, as well as the claims people make about the Bible (inspiration, inerrancy, authority). Hermeneutics deals with the questions of how people go about reading, understanding, interpreting, and applying the Bible.
B120  Pentateuch

The originary, ethical, and theological content of the first five books of the Hebrew Bible—Genesis, Exodus, Leviticus, Numbers, and Deuteronomy—has provided many of the formative underpinnings of Judaism, Christianity, and Western culture. Accordingly, this course will seek to unpack the novelty of these texts by reading them in light of the scholarly understanding of the social, religious, and literary dynamics of the Ancient Near East and highlighting relevant insights and implications for religious life and faith in the 21st century.

B130  Psalms

An introduction to the Psalms of Israel in light of the broader social, cultural, religious, and literary dynamics of the Ancient Near East. The course will include discussion of Hebrew poetry, genre, interpretation, and theological themes. Consideration will also be given to the relevance and implications of this material for religious life and faith in the contemporary period.

B212  Old Testament History

An introduction to biblical Israel (and Judah) in light of the broader social, cultural, religious, political, and literary dynamics of the Ancient Near East. Emphasis will be given to the OT Historical Books, but will also include a discussion of the subsequent interval up to and including the Maccabean Period. Consideration will also be given to the relevance and implications of this material for religious life and faith in the contemporary period.

B220  Old Testament Prophets

An introduction to the method and message of the Old Testament prophets in light of the scholarly understanding of the social, religious, and political dynamics of Israel and Judah during the Assyrian, Babylonian, and Persian periods. Consideration will also be given to the relevance and implications of the Old Testament prophetic books for religious life and faith in the contemporary period.

B224  Apocalyptic Literature

An introduction to the apocalyptic literature of the Bible within the broader context of Second Temple Judaism and Early Christianity. General topics discussed in the course include: origins and definitions of apocalyptic, methods for use in the study of apocalyptic, the broader phenomenon of apocalyptic within the context of other ancient Mediterranean revelatory discourse, the place of biblical texts within this larger phenomenon, and the relevance of the biblical apocalyptic literature for the contemporary period.

B223  Wisdom Literature

An introduction to Hebrew Wisdom Literature with Job, Proverbs and Ecclesiastes studied in detail for their doctrinal content and practical teaching.
B260  Synoptic Gospels

This course examines the life, ministry, and teaching of Jesus as presented in the Synoptic Gospels. We will consider the social and historical setting of Jesus in the Synoptics, “gospel” as a literary genre, and ways of comparing canonical (and non-canonical) gospels, learning to appreciate each gospel-writer’s distinct voice. We will reflect on the Synoptic Gospels’ demands for Christian faith and practice. We will in particular this semester examine the Synoptic Gospels through the lens of Luke. Using a synopsis, we will follow Luke’s narrative pausing as necessary to consider the other Evangelists’ perspectives. (University Transferable Course)

B261  Acts

The book of Acts is an account of the origin and advancement of the early Christian church. Integral concerns of this course are the mission, methodology, dynamics and key personalities of the Church (e.g. Peter and Paul) along with the problems and persecution encountered in the spread of the Gospel.

Theology

T146  Spiritual Formation

An exploration of the personal and corporate experience of Christian spiritual formation, focusing on classic spiritual disciplines and making specific application to the life of scholarship.

T211  Holy Spirit and the Church

An in-depth study of the person and work of the Holy Spirit, with particular attention to a Pentecostal interpretation. Included are the gifts and fruit of the Spirit, and the doctrine of Divine Healing.

T320  Theology I

An examination of theological methodology followed by study of the Christian doctrines of revelation, God, creation, providence, humanity, and sin.

T321  Theology II

A study of the Christian doctrines of Christ, salvation, the church, and eschatology.

T410  Doctrine of God

Reflection upon the doctrine of the divine attributes as understood in Christian history and especially contemporary theology. Consideration is also given to the implications our understanding of God has for our understanding of godliness and for Christian ministry and Christian living in general. Prerequisites for this course are (T320) Theology I and (T321) Theology II.
Professional

D095-D096  Ministry Development

An opportunity to pursue personal, corporate and public spiritual development by being involved in hands-on ministry. This course may be repeated. (Non-credit; required for all full time students.)

P101/P203  Preaching Practicum I and II

During their internship year students preach three times each semester in their local church setting. The pastor/mentor evaluates and provides feedback for each sermon. Videotape is also used for the student to view and self-critique for growth.

P091; P092; P093  Practical Ministry

1, 2, or 3 credit hours per semester. This course provides the student with the opportunity to become involved in supervised ministry. Written reports and evaluations by both the student and the ministry supervisor are required upon completion of the responsibilities. This course may be repeated for academic credit.
Prerequisite: Permission from the Academic Dean.

P111-P411  Worship Ministry Practicum

An opportunity to be involved in preparing and leading worship services.

P202  Homiletics

The purpose of the Homiletics course is to introduce you to the theory and practice of preaching. Your development as a preacher will continue during the Internship year where you fulfil the speaking requirements for Preaching Practicum 1 and 2. In your Senior year, Preaching 3 adds further theory and practice to your homiletical awareness and ability.

P222  Leadership Theory and Practice

This course examines biblical teaching as well as secular models for leadership theory with particular attention to application in the local church.

P223  Ministry Training in the Local Church

This course deals with the principles and strategies for training people to develop and use their ministry giftings. It addresses the need for effective structures that promote team ministry and the continuous personal growth of the participants in the local church.

P260  Children’s Ministry

This course is designed to develop the understanding and skills necessary to be an effective communicator with children. Students will learn how to evaluate programs and curriculum, utilize their resources, and adjust their methods to meet the needs within their setting.
P290  Technology for Ministry
An examination of how computers and other electronic components can be utilized to enhance effective ministry in the church.

P304  Advanced Preaching
This practicum occurs during the final year before graduation. Students preach several sermons (depending on the size of the class) using different forms or styles to demonstrate their awareness of effective homiletical theory as well as the development of their distinctly individual approach to the preaching task. They receive feedback from class members as well as self-critique through videotape.

P320  Pastoral Theology
A study of the nature of the pastoral ministry with emphasis on the person and role of the pastor. Attention is given through lectures and students’ reports to the principles and practice of various aspects of pastoral service. Prerequisites are: G241 Contemporary Issues in Leadership & Administration, T320 Theology I and T321 Theology II

P325  Pastoral Counselling
A study of counselling techniques with special emphasis on biblical principles of counselling. Specific problem areas are discussed and principles are considered in light of their application within pastoral settings. Prerequisites are: T320 Theology I and T321 Theology II

P370  Contemporary Issues in Youth Ministries
This course is designed to help prepare students to gain a deeper understanding of some of the struggles faced by today’s adolescents. We will look at specific behavioral, emotional and relational issues of teens and will also look at the influence of the media culture. This course will equip the student to better address contemporary issues and effectively deal with them as they minister to the students in their sphere of influence.

P397/P398/P399  Internships
A church-based study of the philosophy and practice of a local church with ministry as a leader in a congregation under the teaching and counsel of an experienced Pastor/supervisor. The student’s participation in the services and ceremonies of a local church (funerals, baptisms, board meetings, communion, filing systems, legal matters, youth, Sunday School, etc.) is designed to supplement the prescribed courses in Pastoral Ministries. Special emphasis in the areas of Youth Ministry, Children’s Ministry, etc. are possible.

M101  Intro to Missions
This course is an introduction to the study of Christian mission as presented in the Bible and practiced by followers of Christ in Church history, particularly over the past two centuries up to the present time. Selected Old and New Testament passages will be studied to understand God’s mandate for His Church. Special attention will be given to the critical importance of culture in human societies and its relevance for communicating the Christian message to other people groups. Basic issues of anthropology and sociology will be discussed in this context. As time allows, current trends and developments in missions will be discussed.
M102  Evangelism
An overview of the more effective methods of communicating the gospel message on a personal basis, with opportunities for practical application.

General Studies

G110  History of the Christian Era
This course provides an overview of the general history of Christianity from apostolic times to the present. Both external factors, such as names, dates, and movements, and internal factors, such as theological controversies, will be studied. (University Transferable Course) Prerequisites are: G105 English Literature I

G201  History of Christian Thought
The purpose of this course is to enable students to become familiar with selected important thinkers and themes in the history of Christian thought from the post-apostolic era to the present. It’s the Christian faith in their particular contexts. From their experiences, both positive and negative, we learn valuable information to bring to our particular situation, so that when we try to build our own views in systematic and practical theology, we will benefit from this wealth of experience developed over two thousand years of the Christian church’s existence. (University transferable course)

G220/G221  Introductory Greek I and II
An introduction to New Testament Greek continued over two semesters. The student is introduced to basic grammar and vocabulary sufficient to cover simpler passages of the New Testament.

G230  Ethics and Morality
A survey of ethical systems with an emphasis on the development of an adequate Christian approach, followed by a discussion of current ethical and moral issues. Prerequisites are: G105 English Literature

G243  Models of Psychology
This course provides a foundation for the student’s understanding of humankind’s nature as expressed through behavior. Theological, philosophical, psychological and developmental aspects of the subject are reviewed to affirm a holistic approach to understanding human nature and behaviour.

G310  Pentecostalism and the Church in Canada
This course provides an overview of the history of Pentecostalism, including the historical antecedents of Pentecostalism, the early growth of Pentecostalism in North America, and global developments in Pentecostalism. The course also situates Pentecostalism within the broader historical and sociological context of the Pentecostalism and the Church in Canada. Prerequisites: G110 History of Christian Era

G330  Reason and Christian Belief
A study of philosophical issues arising from religious belief and practice, such as: the relation between faith and reason, arguments for the existence of God, the problem of evil, the relation between religion and science, and religious pluralism.
Research & Community Placement

Diploma and degree students in Christian studies streams must complete one of: thesis, projects, or practicum as described below. Other students may enroll in these courses only with permission from the Academic Dean.

R380  Ministry Project

R381  Youth Ministry Project

R382  Worship Ministry Project

R479  Community Practicum

A community-based practicum serving in such programs as: a food bank; seniors’ care homes; youth support/outreach; or minorities’ assistance programs. A required course for diploma and degree students in Christian Studies streams who do not write a thesis.
## 2015-16 Academic Calendar

### Term A (Fall) - 2015

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Days</th>
<th>Event/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 31 – Sept 4</td>
<td>Mon-Fri</td>
<td>Orientation Days  &lt;br&gt; All Students - Orientation &amp; Registration  &lt;br&gt; Portraits during registration (in-house)  &lt;br&gt; Monday - BBQ 5:30</td>
</tr>
<tr>
<td>Sept 2-4</td>
<td>Wed-Fri</td>
<td>Horizon College Retreat</td>
</tr>
<tr>
<td>Aug 31-Sept 4</td>
<td>Mon-Fri</td>
<td>Internship Fall Module:  &lt;br&gt; Leadership Theory and Practice</td>
</tr>
<tr>
<td>Sept 7-11</td>
<td>Mon-Fri</td>
<td>Module A (no regular classes)  &lt;br&gt; Bible Study Methods/Pentateuch</td>
</tr>
<tr>
<td>Sept 10</td>
<td>Thu</td>
<td>Chapel begins</td>
</tr>
<tr>
<td>Sept 15</td>
<td>Tues</td>
<td>Life Groups begin (meet weekly every Tuesday)</td>
</tr>
<tr>
<td>Sept 14 - Oct 22</td>
<td>Mon-Thu</td>
<td>Term A begins (21 classes)  &lt;br&gt; Wk. 1 Sep 14-18 (4)  &lt;br&gt; Wk. 2 Sep 21-25 (4)  &lt;br&gt; Wk. 3 Sep 28-Oct 2 (4)  &lt;br&gt; Wk. 4 Oct 5-9 (4)  &lt;br&gt; Wk. 5 Oct 12-16 (3) (-1 Stat Holiday Monday)  &lt;br&gt; Wk. 6 Oct 19-23 (2)</td>
</tr>
<tr>
<td>Sept 17</td>
<td>Thu</td>
<td>Internship Chapel</td>
</tr>
<tr>
<td>Sept 17</td>
<td>Thu</td>
<td>Community Lunch (every 3rd Thursday of the month)</td>
</tr>
<tr>
<td>Sept 17</td>
<td>Thu</td>
<td>Last day for registration and course changes</td>
</tr>
<tr>
<td>Oct 2</td>
<td>Thu</td>
<td>Last day to drop classes without academic penalty</td>
</tr>
<tr>
<td>Oct 12</td>
<td>Mon</td>
<td>Thanksgiving Day Holiday (no classes)</td>
</tr>
<tr>
<td>Oct 15</td>
<td>Thurs</td>
<td>Community Lunch (every 3rd Thursday of the month)</td>
</tr>
<tr>
<td>Oct 20</td>
<td>Tue</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Oct 21</td>
<td>Wed</td>
<td>Exam Preparation Day</td>
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<tr>
<td>Oct 22-23</td>
<td>Thu-Fri</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Oct 26- 30</td>
<td>Mon-Fri</td>
<td>Fall Reading Week</td>
</tr>
<tr>
<td>Oct 30</td>
<td></td>
<td>No assignments for Term A accepted after this day</td>
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<tr>
<td>Date</td>
<td>Day</td>
<td>Event Description</td>
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<tr>
<td>Nov 2-6</td>
<td>Mon-Fri</td>
<td>Module B (no regular classes)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Intro to OT/Generational Ministries</td>
</tr>
<tr>
<td>Nov 11</td>
<td>Tues</td>
<td>Remembrance Day (No classes)</td>
</tr>
<tr>
<td>Nov 9 - Dec 18</td>
<td>Mon-Thu</td>
<td>Term B begins (21 classes)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wk. 1 Nov 9-13 (3) Remembrance Day</td>
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<tr>
<td></td>
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<td>Wk. 2 Nov 16-20 (4)</td>
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<td></td>
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<td>Wk. 3 Nov 23-27 (4)</td>
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<td></td>
<td></td>
<td>Wk. 4 Nov 30 – Dec 4 (4)</td>
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<tr>
<td></td>
<td></td>
<td>Wk. 5 Dec 7-11 (4)</td>
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<tr>
<td></td>
<td></td>
<td>Wk. 6 Dec 14-18 (2)</td>
</tr>
<tr>
<td>Nov 12</td>
<td>Thu</td>
<td>Last day for registration and course changes</td>
</tr>
<tr>
<td>Nov 19</td>
<td>Thu</td>
<td>Community Lunch</td>
</tr>
<tr>
<td>Nov 26</td>
<td>Thu</td>
<td>Last day to drop classes without academic penalty</td>
</tr>
<tr>
<td>Dec</td>
<td>TBA</td>
<td>Student Christmas Banquet</td>
</tr>
<tr>
<td>Dec 15</td>
<td>Tue</td>
<td>Community Lunch</td>
</tr>
<tr>
<td>Dec 15</td>
<td>Tue</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Dec 16</td>
<td>Wed</td>
<td>Exam Preparation Day</td>
</tr>
<tr>
<td>Dec 17-18</td>
<td>Thu-Fri</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Dec 18</td>
<td>Fri</td>
<td>No assignments for Term B accepted after this day</td>
</tr>
<tr>
<td>Dec 19 - Jan 4</td>
<td></td>
<td>Christmas Break Begins (Office closed)</td>
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<tr>
<td>Date</td>
<td>Day</td>
<td>Activity</td>
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<tr>
<td>Jan 4-8</td>
<td>Mon-Fri</td>
<td>Module C (no regular classes)</td>
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<tr>
<td></td>
<td></td>
<td>Intro to NT/Intro to Pastoral Life/Pastoral Theology</td>
</tr>
<tr>
<td>Jan 11-15</td>
<td>Mon-Fri</td>
<td>Internship Module</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Principles of Teaching</td>
</tr>
<tr>
<td>Jan 11 - Feb 26</td>
<td>Mon-Thu</td>
<td>Term C begins (21 classes)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wk. 1 Jan 11-15 (4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wk. 2 Jan 18-22 (3) GLS</td>
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<tr>
<td></td>
<td></td>
<td>Wk. 3 Jan 25-29 (4)</td>
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<tr>
<td></td>
<td></td>
<td>Wk. 4 Feb 1-5 (4)</td>
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<td></td>
<td></td>
<td>Wk. 5 Feb 8-12 (4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wk. 6 Feb 15-19 (3) Stat Holiday Monday (1)</td>
</tr>
<tr>
<td>Jan 22</td>
<td></td>
<td>Community Lunch (GLS)</td>
</tr>
<tr>
<td>Jan 21</td>
<td>Thu</td>
<td>Last day for registration and course changes</td>
</tr>
<tr>
<td>Jan 21-22</td>
<td>Thu-Fri</td>
<td>GLS</td>
</tr>
<tr>
<td>Feb 4</td>
<td>Thu</td>
<td>Last day to drop classes without academic penalty</td>
</tr>
<tr>
<td>Feb 10</td>
<td>Wed</td>
<td>Grad Portraits</td>
</tr>
<tr>
<td>Feb 15</td>
<td>Mon</td>
<td>Family Day (no classes)</td>
</tr>
<tr>
<td>Feb 16</td>
<td>Tues</td>
<td>Community Lunch</td>
</tr>
<tr>
<td>Feb 16</td>
<td>Tues</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Feb 17</td>
<td>Wed</td>
<td>Exam Preparation Day</td>
</tr>
<tr>
<td>Feb 18</td>
<td>Thurs</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Feb 22-26</td>
<td>Mon-Fri</td>
<td>Spring Reading Week</td>
</tr>
<tr>
<td>Feb 26</td>
<td>Fri</td>
<td>No assignments for Term C accepted after this day</td>
</tr>
</tbody>
</table>
## Term D (Winter) - 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 29 – Mar 4</td>
<td>Mon-Fri</td>
<td>Module D (no regular classes)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Christian Mission/Apocalyptic Lit/Acts/Intro to Psychology</td>
</tr>
<tr>
<td>Mar 7- Apr 15</td>
<td>Mon-Thu</td>
<td>Term D begins (21 classes)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wk. 1 Mar 7-11 (4)</td>
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<tr>
<td></td>
<td></td>
<td>Wk. 2 Mar 14-18 (4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wk. 3 Mar 21-24 (3) Good Friday</td>
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<tr>
<td></td>
<td></td>
<td>Wk. 4 Mar 28 – Apr 1 (4)</td>
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<tr>
<td></td>
<td></td>
<td>Wk. 5 Apr 4-8 (4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wk. 6 Apr 11-15 (2)</td>
</tr>
<tr>
<td>Mar 10</td>
<td>Thu</td>
<td>Last day for registration and course changes</td>
</tr>
<tr>
<td>Mar 17</td>
<td>Thurs</td>
<td>Community Lunch</td>
</tr>
<tr>
<td>Mar 24</td>
<td>Thu</td>
<td>Last day to drop classes without academic penalty</td>
</tr>
<tr>
<td>Mar 25</td>
<td>Fri</td>
<td>Good Friday</td>
</tr>
<tr>
<td>Mar 30-Apr 2</td>
<td>Mon-Thurs</td>
<td>Pre-Registration Week for Fall 2015</td>
</tr>
<tr>
<td>Apr 7</td>
<td>Thu</td>
<td>Baccalaureate Service and lunch</td>
</tr>
<tr>
<td>Apr 12</td>
<td>Mon</td>
<td>Last day of regular classes – All graduates’ assignments in</td>
</tr>
<tr>
<td>Apr 13</td>
<td>Tue</td>
<td>Exam Preparation Day</td>
</tr>
<tr>
<td>Apr 14-15</td>
<td>Wed-Thu</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Apr 16</td>
<td>Sat</td>
<td>Graduation Banquet &amp; Exercises</td>
</tr>
<tr>
<td>Apr 18-23</td>
<td>Mon-Sat</td>
<td>Module E (Spring)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homiletics</td>
</tr>
<tr>
<td>Apr 22</td>
<td>Fri</td>
<td>No assignments for Term D accepted after this day</td>
</tr>
<tr>
<td>May 27</td>
<td>Fri</td>
<td>Module E assignments due</td>
</tr>
</tbody>
</table>
Course Changes

Students may change courses within the first week of classes. Following the first week, students must officially withdraw from the course before the withdrawal cut-off date and the designation WD will appear on the transcript. Withdrawals after the cut-off result in a “Withdrawal Failure,” designated WF on the transcript. For ALL course changes and withdrawals, students will need to fill out and sign the Course Change form and submit it to the Assistant Registrar. Forms available by the student mailboxes.

Please review the ‘Refund Policy’ (p.15) to see if you are eligible for any tuition refunds.

Withdrawal from Courses

Modules: Before the second day of classes
Weekend Courses: Within the week following the first weekend of classes
Term A: Friday, September 28
Term B: Friday, November 23
Term C: Friday, January 25
Term D: Friday, March 22

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.
Class Attendance/Late & Absences

Students are expected to attend classes regularly. If they cannot attend a class, students should communicate their anticipated absence with their instructor.

Students receiving funding from any agency should confirm the attendance requirements of that agency.

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:

- Sunday morning church services (3 hrs)
- Christian Service (3-5 hrs)
- Chapel services (1.5 hrs)
- Prayer meetings and Bible studies in the residence (1 hr)
- Personal devotions (3.5 hrs)
We expect our students to spend approximately 2 hours of academic work for every 1 hour of class.

M.Div. students may be required to do 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 90 hours of work per 3 credit-hour course.

**Time Estimates for Assignments**

**Reading**

*Very difficult, with note-taking* 5-8 pages per hour  
*Difficult* 10 pp/h  
*Moderately difficult* 12 pp/h  
Medium (semi-popular novel) 15 pp/h  
Light (historical novel) 18-20 pp/h

*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.*

**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:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research</td>
<td>18 hours</td>
</tr>
<tr>
<td>Writing</td>
<td>12 hours</td>
</tr>
<tr>
<td>Typing</td>
<td>5 hours</td>
</tr>
</tbody>
</table>

**Total estimated time** 35 hours

**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:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading time</td>
<td>30 hours</td>
</tr>
<tr>
<td>Reflection, writing &amp; typing</td>
<td>12 hours</td>
</tr>
</tbody>
</table>

**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”
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.

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 submitted electronically by 11:59 pm on the due date.
Extension Requests

All assignments must be submitted by the last day of a term. Instructors do not have the right to grant extensions beyond the last day of a term. *Note* that graduating students must have ALL course work submitted by the last day of classes prior to graduation.

Once a term has ended, a student can apply for a course extension by filling out the Course Extension Request form and submitting the form and payment to the office. A course extension fee will apply. Students have up to 1 month after the end of the course to apply for an extension. Extensions will begin the day after the last day of term. Students can apply for up to three one-month course extensions. Receiving course extensions may limit a student’s ability to register in new courses. A course extension gives students more time either:

1) to complete unfinished course assignments, or
2) to be reassessed on assignments in order to meet course competency requirements. Students who receive course extensions will receive a course designation of “incomplete” until competency assessments are complete.

If a student has completed all of their assignments before the end of the course, but they haven’t yet met competency, before they need to apply for a course extension they will receive a one-week grace period to meet competency for only:

i. assignments that were submitted during the last week of class, or
ii. assignments that were not marked and returned to students until after the end of the course.”

Late Assignments

Assignments are due before midnight on their due-date. If students know that they need time beyond the due date in order to complete an assignment, they should communicate with their instructor well before the due date in order to discuss a possible extension (see “Extension Requests” above).

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.

Unless there is an exam scheduling conflict, a student will pay a $50 fee (payable at the time of request) to reschedule a mid-term or final examination before the end of the term. If the exam must be rescheduled to after the end of the term, only a course extension fee will apply.
The College is currently transitioning to Competency Based Education (CBE). **Students who enrolled in 2013 or before** are enrolled in a credit and time-based program. For these older programs, 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.

<table>
<thead>
<tr>
<th>Grade Point</th>
<th>Letter Grade</th>
<th>Percentage Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>A+</td>
<td>90-100</td>
</tr>
<tr>
<td>4.0</td>
<td>A</td>
<td>85-89</td>
</tr>
<tr>
<td>3.7</td>
<td>A-</td>
<td>80-84</td>
</tr>
<tr>
<td>3.3</td>
<td>B+</td>
<td>77-79</td>
</tr>
<tr>
<td>3.0</td>
<td>B</td>
<td>73-76</td>
</tr>
<tr>
<td>2.7</td>
<td>B-</td>
<td>70-72</td>
</tr>
<tr>
<td>2.3</td>
<td>C+</td>
<td>67-69</td>
</tr>
<tr>
<td>2.0</td>
<td>C</td>
<td>63-66</td>
</tr>
<tr>
<td>1.7</td>
<td>C-</td>
<td>60-62</td>
</tr>
<tr>
<td>1.3</td>
<td>D+</td>
<td>57-59</td>
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<tr>
<td>1.0</td>
<td>D</td>
<td>53-56</td>
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<tr>
<td>0.7</td>
<td>D-</td>
<td>50-52</td>
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<tr>
<td>0.0</td>
<td>F</td>
<td>0-49</td>
</tr>
</tbody>
</table>

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.
For these older programs, 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 thought fluently.

80-89 [Excellent] - an excellent performance with strong evidence of:
- a comprehensive grasp of the subject matter;
- an ability to make sounds 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 difficult 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.

Grading System (CBE Programs)

Students who enrolled in 2014 or after are enrolled in a Competency Based Education (CBE) program. For these students, grading is based on the stated criteria for learning outcomes, which is in keeping with a CBE approach. Since competency is the focus of assessment, assignment feedback includes assessments of essential elements of competencies according to the four-level CBE scale below as well as commendations and suggestions for improvement. Students pass a course only after they have demonstrated that they have met or exceeded all competency requirements for a course.

<table>
<thead>
<tr>
<th>E</th>
<th>Exceeding competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Meeting competency</td>
</tr>
<tr>
<td>BTM</td>
<td>Beginning to meet competency</td>
</tr>
<tr>
<td>NYM</td>
<td>Not Yet meeting competency</td>
</tr>
</tbody>
</table>

Reassessment of Competency (CBE Programs)

If a student fails to demonstrate competency requirements on an assignment, they may choose to work with their instructor in order to gain the required competency. They may then resubmit an assignment and be reassessed for competency. This process may continue until all course competency expectations have been met.

An instructor may determine that some assignments are meant to support learning rather than assess competency. While playing an important role in the learning process, an instructor may choose not to require a student to resubmit assignments that support learning.

If a student has not met all course competency requirements by the end of the term, the student may apply for a course extension (see “Extension Requests” above) so that they have more time to attain the required competencies.

Once the student has met all course competency requirements, only those assignments where the student has (eventually) met competency requirements will be factored into final course competency designations and letter grades on the transcript. Therefore, final course competency designations and letter grades will only reflect the student’s eventual attainment of competency, rather than how long it took the student to attain competency.
Averages will be computed for each student at the end of each semester. The averaging is the Grade Point Average (GPA) in which the student’s letter grade in a particular subject is multiplied by the number of hours in that subject. The total of the grade points thus multiplied is then divided by the total number of hours.

Transferability and Letter Grades (CBE Programs)

Students who enrolled in 2014 or after are enrolled in a Competency Based Education (CBE) program. For transferability purposes, once the student completes a course the student will receive a University of Saskatchewan (U of S) equivalency letter grade. Since CBE measures the demonstration of specified competencies, the course grade reflects only the student’s final attainment of course competency requirements.

<table>
<thead>
<tr>
<th>Horizon CBE scale</th>
<th>U of S equivalent</th>
<th>Grade Point</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeding course competency requirements</td>
<td>A+</td>
<td>4.0</td>
<td>Student exceeded requirements for all elements of competency.</td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>4.0</td>
<td>Student exceeded requirements for most elements of competency and met all remaining elements.</td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
<td>Student exceeded requirements for some elements of competency and met all remaining elements.</td>
</tr>
<tr>
<td>Meeting course competency requirements</td>
<td>B+</td>
<td>3.3</td>
<td>Student met requirements for all elements of competency and exceeded in one.</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>3.0</td>
<td>Student met requirements for all elements of competency without reassessment.</td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
<td>Student met requirements for all elements of competency with reassessment, but exceeded in none.</td>
</tr>
</tbody>
</table>

If the student chooses not to attain all competency expectations for a course, they will not pass the course and the course will not be sufficient to fulfill their program requirements at Horizon. Nevertheless, for transferability purposes, the student will receive a U of S equivalency letter grade of C+ or below.

Averages will be computed for each student at the end of each semester. The averaging is the Grade Point Average (GPA) in which the student’s letter grade in a particular subject is multiplied by the number of hours in that subject. The total of the grade points thus multiplied is then divided by the total number of hours.
Plagiarism / Academic Honesty

Horizon College and Seminary uses the following definition of plagiarism from the University of Saskatchewan. Plagiarism is “the presentation of the work or idea of another in such a way as to give others the impression that it is the work or idea of the presenter. Adequate attribution is required. What is essential is that another person have no doubt which words or research results are the student’s and which are drawn from other sources” (Office of the University Secretary, 2012). Students are expected to give due recognition to sources from which all substantial phrases, sentences, or even ideas are drawn. Note also that you may not submit work done in one course to satisfy the requirements of another course (unless both instructors agree beforehand to accept such work). See here for examples of plagiarism.

When proven, faculty will respond to cheating and/or plagiarism in relation to the seriousness of the infraction. Each instance of plagiarism is a serious situation and may result in the revocation of previously awarded credits or the revocation of a degree. Various degrees of plagiarism exist:

**Level 1:** exists when there is no deliberate intention to represent borrowed material as one’s own, but where one is simply careless in presentation and use of proper citations. Students presenting papers in such form will be counselled by their instructors and may be required to revise the paper by making the necessary corrections in acceptable form. Competency assessments for the assignment will be designated at the “Not Yet Meeting” level until the instructor is satisfied that the student has made adequate revision. Repeat offences on this level may result in more severe consequences.

**Level 2:** exists where the writer gives no recognition to sources from which substantial phrases, sentences or even ideas are drawn. A report detailing the offence will be kept in the student’s file for a period of time. Students presenting papers in such form will be counselled by their instructors and will be required to rewrite the paper by making the necessary corrections in acceptable form. Competency assessments for the assignment will be designated at the “Not Yet Meeting” level until the instructor is satisfied that the student has made adequate revision. Repeat offences on this level may result in more severe consequences.

**Level 3:** exists where most or an entire paper is paraphrased or copied from an author(s) or composed by another person, and represented as original work. A letter of admonishment will be written by the Academic Dean along with a report on the findings which will be kept in the student’s file. Students presenting papers in such form will be counselled by their instructors and will be required to write a new paper (on a different topic). Competency assessments for the assignment will be designated “Not Yet Meeting” competency until the student has submitted an acceptable paper. Level 3 cases may include being placed on academic probation for one semester. A repeat offence will result in suspension or expulsion from the College.
Academic Information

Plagiarism / Academic Honesty

When a faculty member discovers Level 2 or 3 plagiarism and/or cheating, the faculty member will inform the Academic Dean who will review the case. The following actions will be taken:

1. An Allegation of Plagiarism Report will be drafted detailing the accusation and the recommendations of the faculty member.
2. The Academic Dean will arrange a meeting with the student to discuss their findings.
3. The student will be given the opportunity to respond.
4. The Academic Dean in consultation with the faculty member, and possibly with the Academic Affairs Committee, will render a final decision. A report on the incident, and possibly a letter, will be kept in the student’s file.
5. In cases where Level 2 or 3 offences have occurred, the student will be required to complete a Plagiarism Workshop and, possibly, to write a letter of apology to the faculty member.

Every effort will be made throughout the process to ensure the confidentiality of the proceedings, as a means to protect both those who make an allegation or complaint and those who are so accused. The faculty member or Dean shall attempt to deal informally with allegations which are clearly minimal in nature. However, the Dean shall not disregard any situation which has significant implications for the respondent, the complainant, or the College.

The student may appeal the allegation of the faculty member in writing, to the Academic Dean, then to the Academic Affairs committee. The student may appeal the decision of the Academic Affairs Committee, in writing, to the President. The appeal shall be based upon denial of the offence, and/or shall relate to the severity of the penalty.

Allegations of Plagiarism Report

The faculty member and Academic Dean will complete a report on Level 2 or 3 allegations of plagiarism that contains the following information:

1. Name of assignment:
2. Level of plagiarism alleged:
3. Description of characteristics evident:
4. Alleged source(s) used:
Academic Information

Academic Appeals

You may appeal any academic decision made by the College, including but not limited to, final grades, academic honesty decisions, transfer credit assessments, continuation or status in a program, or the College.

It is College policy that you will be given a fair hearing when you proceed with an academic appeal.

Informal Resolution

It is best for both you and the College to resolve differences quickly and informally. Therefore, if you disagree with any College academic decision you must discuss the matter with your faculty member(s) as soon as possible to see if a mutually satisfactory solution can be reached.

Appeal

If you are unable to resolve the matter through the informal resolution you may file an appeal with the College. The appeal procedures are outlined in the Appendices.

Academic Appeal Assessment

The student may appeal the decision of the Academic Affairs Committee, in writing, to the President. The decision of the President is final.

Reporting of Competencies

If individual instructors have finished assessing final exams before the students leave the college at the end of each semester, they are permitted to release assessments to them provided that an official list of competency assessments has been submitted to the office beforehand, and the student’s account is cleared. Students who owe the college money will not receive a statement of competencies 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.

Dean’s List

Those who took a minimum of 12 credit hours in the previous semester with a WPA of 80% or higher or a GPA of 3.5 or higher, will have their names placed on the Academic Dean’s List (80-89 for honours and 90-100 for high honours; 3.5-3.79 for honours and 3.8-4.0 for high honours).
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 60% in the diploma and degree programs, and 65% in the M.Div. program (if enrolled in a non-CBE program).
- Have met all competency requirements in their program (if enrolled in a CBE program).
- Accumulate the required number of Ministry Formation / Portfolio 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.

Graduation with Honours

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

**Honours:** WPA of 80 - 89% or GPA of 3.5-3.79

**High Honours:** WPA of 90 - 100% or GPA of 3.8-4.0

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 fewer than 64 hours at Horizon, both their credits taken at Horizon and their transfer credits will meet the honours status. Where they differ the lower percentage is the one that will be used.

Participation in Convocation

Graduating Students must complete all course requirements in order to participate in the graduation ceremony. Pay Grad fee and complete Graduation application. Have all financial accounts paid in full including Library fines. (See also Financial Issues - Outstanding Accounts for further requirements for participation.)

*All Students* are expected to be in attendance at the Graduation/Convocation ceremonies and are required to wear:

- **Male Graduates** - white dress shirt and Black dress pants. (No Denim)
- **Female Graduates** - white blouse, with Black dress pants or skirt. (No Denim)
- **Student Body (non-graduates)** – dressed up (No Denim)
**Time Limit for Completion of Programs**

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.

**Record Retention Policy**

Horizon College will permanently hold all student records.

**Tutoring Services**

Tutoring and Writing help is available through Learning Commons at the U of S at the Murray Library free of charge. To access this help you will need to bring your student ID card (issued from the Registrar’s Office) and the material you need tutoring help with. Tutoring complements but does not replace writing instruction in your courses, and tutors cannot edit, proofread, or ghostwrite your essay. You may receive drop-in help twice for any given assignment, and can use the service at any stage of the writing process.

For more information: [http://www.usask.ca/ulc/writing](http://www.usask.ca/ulc/writing)
Learning Portfolios

A learning portfolio contains work that a student has collected to show growth and competency development over time. A critical component of a learning portfolio is the student’s reflection on the individual pieces of work as well as reflection on the overall story that the portfolio should tell.

Horizon College requires two types of portfolios:

1) **Cumulative**: which are built over time during your program that demonstrate ongoing personal and competency development; all students will build these portfolios in the early portions of their program; and

2) **Summative**: which represents the culmination of a learning program; our 3 year and 4 year degree graduates will complete these in a capstone course near the conclusion of their program.

Course syllabi will indicate which parts of the coursework will be included in the student’s learning portfolio.
Saskatoon Theological Union Libraries (STU)

Access the STU catalogue through [http://reindex.net/STU](http://reindex.net/STU)

<table>
<thead>
<tr>
<th>Library Name</th>
<th>Address</th>
<th>Telephone</th>
<th>Fax</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monday: 8:30 am-10:00 pm</td>
<td></td>
<td></td>
<td>Collection housed at St. Andrew’s Library</td>
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<td>Tuesday - Thursday: 8:30 am-9:00 pm</td>
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<td></td>
<td>Friday: 8:30 am-4:30pm</td>
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<td>Saturday: 1:00pm-5:00pm</td>
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<td>Sunday: Closed</td>
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<tr>
<td>College of Emmanuel and St. Chad</td>
<td>1121 College Drive Saskatoon, SK S7N 0W3</td>
<td>306-966-8983/877-644-8970 Fax: 306-966-8981</td>
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<td>Saturday &amp; Sunday: 1:00 - 5:00</td>
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<td>Tel: 306-966-8983/877-644-8970 Fax: 306-966-8981</td>
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<td>Saturday &amp; Sunday: 1:00 - 5:00</td>
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<tr>
<td>University of Saskatchewan</td>
<td>3 Campus Drive Saskatoon, SK S7N 5A4</td>
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<td><a href="http://www.usask.ca/library">www.usask.ca/library</a></td>
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<tr>
<td>St. Thomas More College</td>
<td>1437 College Drive Saskatoon, SK S7N 0W6</td>
<td>306-966-8900 Fax: 306-966-8904</td>
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<td><a href="http://www.stmcollege.ca">www.stmcollege.ca</a></td>
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<td>Sunday: Closed</td>
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STU Circulation Policies

Complete Circulation Policy may be viewed at College of Emmanuel & St. Chad Library, Horizon College Library, Lutheran Theological Seminary Library, and St. Andrew's College Library.

Library Cards

To register for a borrower's card, please bring your current student card, driver's license, or other identification with current address, to any STU Library. Borrower's cards are non-transferable. If you are an STU student, please register at the Library of your own College.

Overdue Books and Fines

Any item not returned to the library by its due date is overdue, and overdue fine charges will be applied at the following rates:

- Main collection items: $.25/day/item
- Reserve items: $1/day/item
- Periodicals: $1/day/item

The maximum fine is $10.00 per item. Materials more than 28 days overdue are considered lost. Borrowers will be invoiced for lost or damaged items plus a $20.00 processing fee. Grades, diplomas, and tuition refunds will be withheld until all fines are paid.

Personal Computers

There are computers in the Library that provide students with access to the Internet, Word, PAOC Archives and the STU Library catalogue.

Circulating Collections

Library books are arranged by the Library of Congress system. Please do not re-shelve the books yourself; library staff will do the re-shelving. Return the books you decide not to borrow to the book cart by the computers.

Reserve Collections

Certain required reading titles are placed on short-term loan, or reserve, at the circulation desk. These items have a very short loan period - sometimes only a few hours. Reserve books must be returned by the end of the reserve period. Note: The fines are higher for an item on reserve.
Reference Section

The reference section is composed of commentaries, encyclopaedias, 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. Reference items need to be available for use at all times when the library is open.

Borrowing Procedures

You are responsible for all library materials signed out to your card.

You may borrow library materials from or return them to any STU library, except for reserve materials. Reserve materials must be returned to the library from which they were borrowed. Please request all renewals from the original lending library. Overdue materials should be returned to the lending library.

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 in the room off the library conference room. Return them to the book cart by the computers. Thank you! The majority of our periodicals are available online through the ATLA serials Religion Collection.

Photocopying

“Photocopy codes” are available for $10.00 which provides 100 copies. Codes can be purchased at the front office.

Social Conversation

Group discussion and social interaction are always beneficial. We ask only that you be considerate to those around you.
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                      | K - Law          |
| B - Philosophy, Psychology, Religion, Bible | L - Education   |
| B-BJ - Philosophy and Psychology       | M - Music        |
| BR - Christianity                      | N - Fine Arts    |
| BS - Bible                             | P - Language and Literature |
| BT - Theology                          | Q - Science      |
| BX - Denominations                     | R - Medicine     |
| C-D - History and Topography           | S - Agriculture and Forestry |
| E-F - America and American History     | T - Engineering and Technology |
| G - Geography, Anthropology, Sports and Games | U - Military Science |
| H - Social Sciences                    | V - Naval Science|
| J - Political Science                  | Z - Bibliography and Library Science |
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.

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:

- **Honesty**: not stealing, cheating, lying, leaving debts unpaid, or slandering others (Eph. 4:22-5:2).
- **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 Thes. 5:12-13; Heb 13:17).
- **Holiness**: Not participating in ungodly conduct such as drunkenness, fornication, adultery, homosexual behaviour, 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).
- **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. 5:29-31; Col. 3:8-10, 15-17; 1 Tim. 6:3-6; 2 Tim. 2:14-19)
- **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)
- **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).
- **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)

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.
Philosophy of Student Development

Please see under “about us” on our website: http://www.horizon.edu/current-students

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.

Church, Chapel, Life Groups and Special Services

Being a student at Horizon has many benefits for your spiritual, emotional and social health. Horizon provides the opportunity to gather together in community for worship and other social events. Students who are taking two or more courses, are working towards graduating from a program of studies at Horizon, are encouraged to participate and expected to attend:

- Welcome Week
- Orientation
- Retreat (during which fellowship and activities are planned for all new and returning students)
- Weekly college chapel services
- Life group meetings
- Christmas Banquet
- Prayer Emphasis Days
- Missions Emphasis Days
- Spiritual Emphasis Days
- Convocation Events (Baccalaureate Service, Convocation Rehearsal, Convocation Exercises, Convocation Banquet)
- Student Forums
- Any other specially called meetings
Personal Appearance

In order to contribute to the quality of college life, all students are asked to dress neatly, with modesty and cleanliness. 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.

Horizon is not just an academic institution but is also interested in training the whole person for Christian life and ministry. The faculty reserves the right to determine the acceptability of clothing and personal appearance.

When ‘Horizon Dress Code’ is used to describe attire for an event it refers to dressy clothing or business causal. ‘Horizon Dress Code’ will mean absolutely NO jeans or sweats.

Social Guidelines: Dating and Engagement

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

- Dating couples are expected to behave discreetly and modestly at all times. Faculty or other student leaders may hand out warning misdemeanours. A monetary fine will be charged after the first warning.
- All dating guidelines also apply to students dating people outside the college.
- 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.
- All students who are considering engagement or marriage during the school year are strongly encouraged to inform the Dean of Students.

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.
Use of the Internet, Television and Video Games

The college discourages the use of video’s, television, computer games and video games as a regular leisure time activity on the HCS campus. Accessing videos, 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 or phones. Violations of the above will be dealt with by the Honour Committee and could lead to suspension or dismissal from college.

Off-Campus and Married 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 may give oversight to married students.

Out-of-residence students and non-resident visitors to the Residence are expected to vacate the Residence by 11:00 pm 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.

Married/Off-Campus students are encouraged to provide their own meals, heat them using college microwaves, and join other students in fellowship around the dining room tables.
College Security and Visitors

It should be reminded that every individual on campus bears some responsibility for the protection of college property and the safety of the people who reside on the premises. Please respect the guidelines governing the security of the building.

All visitors must report to the main office. If anyone requests access to the school without a swipe key, please refer them to the front entrance door. Please do not allow strangers access to the college or residence as a security measure for those living in residence and protection of the college property. If at any time you notice suspicious activity on the college premises, let the RA know and the office administrator should be notified as soon as possible.

Care of College Property

Please take pride in your school and work together by being responsible and considerate in your actions so we can all enjoy a positive atmosphere.

Please help us reduce garbage and recycle. There are blue bins in the classrooms for paper and plastic. There are other bins for cans and drink containers.

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.).

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

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 President or Dean of Students. An approved operator will oversee the use of such equipment. Equipment must not leave the campus for any reason without approval of the President or Dean of Students. Use of college equipment for academic purposes must be approved by the appropriate faculty member.
Facility Requests

All events and rooms (other than class scheduling) are booked through the Office Administrator.

Security Key/Card Policies and Regulations

Each person will receive a security card at the beginning of the school year; a $30 deposit is required. Deposit is refundable upon return of the card, if lost there will be no refund. If you need another card then another deposit is required.

There is to be no duplication of any keys under any circumstances.

Keys are to be used strictly for the purpose of college function. The lockup keys are to be used only for lockup. 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 the Facilities Coordinator.

Lending keys to anyone is strictly prohibited.

Security card & room key must be returned to the Facilities Coordinator when doing move out. If you lose your room key there will be a $25 charge for replacement. Do not leave them in your room unless prior arrangements have been made.

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 or security cards should be reported to the Facilities Coordinator as soon as possible to prevent security breaches.

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.
Student Vehicles and Parking

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 administration assistant will assign the parking of cars. Rates for parking spaces are $25/month.

Out-of-residence students who require a parking space should apply to the Front Office for 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 the 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 am. To reduce the costs of electricity the timer will turn off the power at 8:00 pm. 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 (staff, faculty, and visitor parking, etc.)

Emergency Procedures

In case of crisis situations needing immediate evacuation:
(Fire, dangerous substances spill/leak)

- pull the fire alarm
- phone the fire department (911); give the location of college (1303 Jackson Ave) and location of the fire in the college
- evacuate the building (making sure all doors are closed)

Other Crisis Situations:
(Major accidents, criminal activity, human death or injury, etc.)

1. Call 911 (Police, Fire, Ambulance)
2. During College hours, inform the nearest faculty/staff member
3. After College hours, call Director of Facilities 306-229-2004
4. Notify the President 306-715-9774
Philosophy of Discipline

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. 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).

Resident Assistants

Resident leadership has been set in place within the school to assist us in our accountability structure.

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 Community Covenant 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.
Levels of Disciplinary Action

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

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.

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<th>Level:</th>
<th>Discipline Administered by:</th>
<th>Possible Action:</th>
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| **One** | Failure to meet general expectations, not including serious behaviour infractions             | Advise/warn  
Teach/counsel  
Record infraction  
Limit privileges  
Campus work |
|         | Resident Assistants  
Dean of Students                                                                 |                                           |
| **Two** | More serious indication of negative attitude or behaviour pattern  
Consistent disregard of expectations  
Restricted behaviour infractions                                                  | As above  
Fines  
Non-academic probation                                                              |
|         | Resident Assistants record infraction and submit to Dean of Students to determine course of action  
Dean of Students  
Community Covenant Committee                                                      |                                           |
| **Three** | Severe, repeated flagrant disregard of expectations in attitude/actions  
Serious restricted behaviour infractions                                             | Probation  
Suspension  
Dismissal                                                                 |
|         | Community Covenant Committee  
Faculty  
President                                                                |                                           |
Level One  disciplinary infractions include:

- After curfew noise
- Causing a disturbance
- Not cleaning up dishes, area in kitchen or scheduled duties
- Dress code/personal appearance violation
- Late entries into the Residence
- Failure to indicate overnight absence
- Off-campus student in the Residence after curfew without previously registering to stay
- Loud music
- Misuse or unsafe behaviour in dining/kitchen area
- Misuse of any school or residence property, equipment or appliance
- 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
- Stealing supplies from someone else’s cupboard or bin without permission
- Compromising security
- 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 Dean of Students
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 Community Covenant (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 Community Covenant Committee

The Committee is composed of the Dean of Students and one other faculty member 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. The Committee is called upon for peer evaluation. In the event that the Committee is indecisive, the decision will go to the Faculty. When a student is to meet with the Honour Committee, the following procedures take place:

The chair of the Committee sets the time and place of the meeting and informs the committee members of such.
The chair of the 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 Committee will make their decision in private.

The 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 Committee. The Committee may specify corrective actions or disciplinary measures, or recommend to the President that the student be dismissed from the College. The Committee may also refer the matter to the Faculty 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 Community Covenant 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 or campus work as required. All fines and work are due and payable within seven days either by cash or work ($10.00 = 1 hr. work). If unpaid after seven days, the amount will increase by 100% of the initial fine every seven 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 Community Covenant Committee for appropriate disciplinary action.

NOTE: Resident Assistants, the Dean of Students, members of the Community Covenant Committee, Faculty, and Staff administer the Undergraduate Student Handbook.
Appealing Discipline

SUGGESTED LINE OF RESPONSE FOR RESIDENT STUDENTS

Resident Assistants
  ↓
Dean of Students
  ↓
Community Covenant Committee
  ↓
Faculty
  ↓
President
  ↓
Board of Governors

SUGGESTED LINE OF RESPONSE FOR NON-RESIDENT STUDENTS

Dean of Students
  ↓
Community Covenant Committee
  ↓
Faculty
  ↓
President
  ↓
Board of Governors
Appeal Process

The decision of the Community Covenant 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 Community Covenant 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 Community Covenant Committee may appeal to the President to hear the case, directly bypassing the Community Covenant Committee. The president shall only agree to hear the case if, in his judgement, 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.
Handling 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:

Remain calm. 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. Discuss the matter with a Resident Assistant or the Dean of Students. Try to settle the matter early. Do not let problems build (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.
Additional 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 32822 U.S.A.
Ph: 407-207-0808 Fax: 407-207-0840
Inappropriate or Disruptive Student Behaviour

General Statement

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 the Student Life Office. Such services include:

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

Procedure for More Extreme Behaviour

If college personnel is of the opinion that a student is exhibiting a behaviour or 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.
Anti-Harassment Policy

Horizon College and Seminary cares about the wellbeing of all people and believes everyone is entitled to an environment free from all forms of disrespectful behaviour to others. To this end, Horizon College will not condone any act perpetrated directly or indirectly against any person on college premises, indoor or outdoor. All claims or complaints will be taken seriously and investigated to the fullest extent possible with appropriate actions taken.

Please see the Library Resource Binder for Horizon’s complete Harassment Policy and Harassment Complaint Form or on our website at http://www.horizon.edu/current-students

Definition of Harassment

As defined in the Saskatchewan Occupational Health and Safety Act, “harassment” means any inappropriate conduct, comment, display, action or gesture by a person that either:

- 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; or
- that the person knows or ought reasonably to know would cause another person to be humiliated or intimidated;

constitutes a threat to the health or safety of the other person

Harassment can be anything which a person finds offensive and requests to stop. If it continues, it shows direct intent to disregard and harass. Harassment can be anything which a person finds offensive and requests to stop. If it continues, it shows direct intent to disregard and harass. At Horizon the above is applied and practiced within the standards of documents adopted by the Pentecostal Assemblies of Canada (PAOC) and the College as a participant within the PAOC. Harassment is against the law. It is prohibited under The Saskatchewan Human Rights Code. The College has a responsibility to ensure, insofar as is reasonably practicable, that the campus is free from harassment.

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
- Read the Harassment Policy
- Write down the details of the situation as soon as you can
- Make a complaint to the Dean of Students
Sexual Assault Policy

Purpose

Horizon College & Seminary (HCS) is committed to promoting a safe education and working environment for its students, faculty, staff, and visitors. As such, HCS will strive to discourage sexual assault through the dissemination of educational material and/or training programs to students, faculty, and staff. HCS encourages students, faculty, and staff to review policies, programs, and services with the college community designed to promote a safe environment.

Matters involving violation of criminal law, as it relates to sexually based offences (including sexual assault, dating violence, criminal stalking, criminal intimidation), fall outside the jurisdiction of this policy insofar as the College will not facilitate formal adjudicative hearings to resolve these violations. More specifically, in order to ensure that the legal rights of both the victim and the perpetrator are equally protected and further that these individuals are treated in the most fair manner possible, HCS will not conduct an internal adjudicative hearing to definitely determine guilt and/or innocence of the parties involved. Nevertheless, HCS will closely examine matters related to the allegations of sexual assault and provide victims, perpetrators, and others who may be involved in sexual assault with a range of appropriate and supportive resources.

Definitions

2.1 The definition of consent is found in section 153(2) and (3):

273.1(1) Meaning of "consent" - Subject to subsection (2) and subsection 265(3), "consent" means, for the purposes of sections 271, 272 and 273, the voluntary agreement of the complainant to engage in the sexual activity in question.

(2) Where no consent obtained - No consent is obtained, for the purposes of sections 271, 272 and 273, where

(a) the agreement is expressed by the words or conduct of a person other than the complainant;

(b) the complainant is incapable of consenting to the activity;

(c) the accused counsels or incites the complainant to engage in the activity by abusing a position of trust, power or authority;

(d) the complainant expresses, by words or conduct, a lack of agreement to engage in the activity; or

(e) the complainant having consented to engage in the sexual activity, expresses, by words or conduct, a lack of agreement to continue to engage in the activity. This is a very broad definition that illustrates what would constitute non-consensual sexual activity. It recognizes that people cannot always speak up and say no. They may be disabled or frozen in some way from speaking up, they may be intimidated or coerced into saying yes when they don’t want to, they may be too afraid to say no. According to the Criminal Code of Canada there is no consent in any of these scenarios. The Criminal Code of Canada views sexual assault as an assault that is sexual in nature. The sexual assault offences include: sexual assault; sexual assault with a weapon, threats to a third party or causing bodily harm; and aggravated sexual assault.
2.2 Sexual Assault defined in Section 165 of the Canadian Criminal code as:

(1) A person commits an assault when; a) without the consent of another person, he/she applies force intentionally to that other person, directly or indirectly; b) he/she attempts or threatens by and act or gesture, to apply force to another person, if he/she has, or causes that other person to believe upon reasonable grounds that he/she has, present ability to effect his/her purpose; or c) while openly wearing or carrying a weapon or an imitation thereof, he/she accosts or impedes another person or begs; d) which is committed in circumstances of a sexual nature such that the sexual integrity of the victim is violated.

2.3 Immediate Sexual Assault:

Immediate sexual assault is defined as an assault having occurred within the past seventy-two (72) hours.

Non-Immediate Sexual Assault:

Non-Immediate sexual assault is defined as an assault having occurred beyond seventy-two (72) hours.

Scope

This policy applies to all members of the HCS community in all locations and/or situations where activity is directly related to HCS business.

Key Objectives

HCS’s response to incidents of sexual assault has the following key objectives:

4.1 To provide appropriate assistance and support to members of the HCS community who are impacted by sexual assault

4.2 To take reasonable steps to mitigate the safety risk to members of the HCS community. Notwithstanding that HCS does not adjudicate incidents of sexual assault, HCS officials are authorized to take action, when deemed necessary, to mitigate safety risk to the HCS community.

4.3 To provide guidelines followed by HCS officials for handling reports of sexual assault.

4.4 To work in collaboration with all college departments and invoke all relevant and existing policies to effectively manage cases involving sexual assault.

4.5 In cases of immediate sexual assault, HCS may contact the police, while respecting that victims have the right not to cooperate with the police and to protect their anonymity.

Procedures for Responding to Sexual Assault

5.1 Immediate Sexual Assault

When appropriate, the first person to become aware of an incident of immediate sexual assault (i.e.: assault having occurred within the past 72 hours) is to contact: Jolyn Sloan, Dean of Students at (306)221-4800 or (306)955-3966 and/or 911. If the latter, advise the Dean of Students that 911 has been called.
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 may be held periodically throughout the school year to facilitate the exchange of ideas between students and faculty in relation to college life.

Student Activities

**Formation Ministry:** 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 through the Ministry Development Credit. There is a Ministry Fair the week of orientation to help connect students to different ministries in the city.

**Student Teams:** 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.

**Chapel:** Students are encouraged and scheduled to participate in chapel services (through worship or other gifts). The Student Life Assistant arranges the services and students are encouraged to offer suggestions and are given opportunities to participate in ministry.

**Global Grounds:** the Horizon canteen is run by student council and student volunteers with all proceeds going towards missions chosen by student council.

**Prayer, Fasting and Worship:** Student Council plan times of fasting and worship for the community for Spiritual growth and rejuvenation. It is also strongly encouraged that spontaneous bible studies, prayer meetings and worship be initiated by students that focus on particular topics of special interest to students.

**Residence Bible Studies and Prayer Meetings**

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

**Recreation**

The Sports Committee organizes athletic activities that provide students with opportunities for physical exercise and sports competition. Students are encouraged to exercise regularly, join community association or church sport nights for optimal health.
Student Publications

The *Clarion* is the college yearbook, which is prepared by student effort and initiative. It covers the major features of college life and gives a special position to graduating students. A faculty or staff advisor serves in the capacity of consultant to the Clarion staff. This coordination between student input and College faculty helps to assure the quality of the completed book, and the soundness and efficiency of the entire project.
Populi

Our primary form of communication will be through Populi. You will find a Calendar (found on the top left hand side) that includes the Academic Calendar as well as other events or information. The Feed will also be a place to check for important announcements on a regular basis.

Television

The TV located in the hall is for the purpose of announcements by staff and students. Check in regularly.

Bulletin Boards

Bulletin boards are provided for the convenience of posters, announcements, job postings, etc. These should be authorized by the Front Office.

Bulletin Board Calendar

This Calendar located by the mailboxes is a monthly view of what is happening at Horizon.

Student Mail and Mailboxes

Each student is assigned a mailbox in the mailroom. Each student’s mailbox is above 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, residents 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.

Chapel Announcements

Announcements are to be written on the announcement sheet located at the front office before Thursday. If you would like your announcement to be placed on the TV screen in the hall, please submit this announcement in electronic format to assistant@horizon.edu.
Horizon Facebook Group

For those staff and faculty who are on Facebook, this group is also an opportunity to share, announce events, information and encourage one another.

Lounges

The Student Life Center (SLC) and dining room is open to all students during office and classroom hours. A fridge and microwave are available in the dining room for off-campus students. Dorm Lounges are available for residents only during appropriate hours (See Residence Life section for information)

Chapel

Weekly chapel services (except for Final exam weeks and reading weeks) are planned for all staff, faculty and students for Spiritual growth and encouragement.

Life Groups

At the beginning of the College year students are placed within a Life Group which meets weekly.

Counselling Services

If you would like information on Christian counselling services please speak with 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. The VP of Academics and Assistant to the Registrar are available for academic counseling. The VP of Operations is available for financial counseling.

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. Please see the office administrator for purchasing and ordering books.
Student Health Services

First Aid kits are available in the Front Office and Kitchen.

For care at hospitals and walk-in clinics, Canadian students must have their provincial health care number. International students are required to pay cash for services and may contact their insurance company for reimbursement. The college does not provide medical coverage. It is the responsibility of each student to ensure they have adequate health coverage. Student may be covered under their parents’ policy up to the age of 25 depending on their coverage.

Emergencies 911
HealthLine.ca - 24/7 811

Hospitals

Royal University Hospital, 103 Hospital Drive
St. Paul’s Hospital 1702 - 20th Street West, Saskatoon
City Hospital, 701 Queen Street, Saskatoon

Walk-In Clinics

Students should call first before visiting a clinic to verify hours and the availability of a physician.

For a list of Doctors taking new patients, please see the saskatoonhealth.ca website for an updated list under “Contact us.”

Contagious and Communicable Diseases

All diagnosed cases of contagious and communicable diseases as well as those who have test HIV-positive must be reported to the Dean of Students in order to ensure that proper medical treatment is being followed and to protect the college community. For more information please find our communicable Disease Control Policy located in the library, on our website at www.horizon.edu or from the Dean of Students Office.
Residence

All single students who are under 22 years of age as of registration day in September are strongly encouraged to live in the residence if rooms are available. 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. In addition to upholding the honour code, students who live off-campus are to live by the same social guidelines as in-residence students. Co-ed habitation in self-contained dwellings by unmarried individuals (excluding family members) is strictly prohibited.

Residence Guidelines

Please see College Residence Rental Agreement for complete regulations (Located in the Library resource binder or from the office administrator).

Mandatory dorm meetings are scheduled during the first week of each semester. Other dorm meetings may be called, and at the discretion of the RAs and Deans, may be deemed mandatory.

Students are not permitted to leave the Residence after curfew unless there is an emergency. Students planning to return after curfew should obtain prior permission from the Dean of Students. Any abuse of the curfew privilege could result in further disciplinary action.

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.

Out of courtesy to other students, no showers are permitted after curfew and before 6 am.

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 or kitchen cupboards 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.

For more details see the copy of Residence guidelines you receive upon move-in.
Residence Guidelines continued

Students are expected to respect study time (7:00-9:30 pm Monday-Friday) and the quiet time (between 11:00 pm and 8:00 am every day). Quiet time is also expected daily during scheduled exam days (quiet time is relaxed from 6:00-7:00 pm).

The City of Saskatoon has a noise bylaw that requires city residents to refrain from excessive noise between the hours of 10:00 pm and 8:00 am. 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.

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.

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.

Dining Room and Kitchen Regulations

Sensible and safety conscious behaviour is expected in the kitchen and dining room.

Proper attire (clothing) and footwear must be worn in the kitchen and dining room at all times.

If you need to borrow something from someone you must ask for permission first. Do not help yourself.

You are also responsible to clean up after cooking and wash your dishes.

Neither food nor equipment may be taken from the dining room or kitchen.

Anything left on the counters or in common kitchen area will be disposed of.

If rules are not followed fines will be implemented by the Resident Assistants. All fines to be paid at front office. There will be scheduled cleaning set up by Resident Assistants and you must do your assigned duties. Cupboards must be kept clean & must be washed out at move out.

Telephones

In-residence students may have telephones in their rooms. All arrangements must be made through SaskTel. You must provide your room number for billing address.

Laundry Room

There are coin-operated washers and dryers for all residents ($1.00 each)

Any mechanical difficulty with these machines is to be reported immediately to the Front Office.

Irons and ironing boards are not to be removed from the laundry rooms.
Final Note

The college reserves the right to modify at any time (upon the discernment of the Student Life Committee and the Faculty) the standards and procedures in this Handbook. It also reserves the right to follow its discretion in the interpretation and enforcement of all standards and expectations relative to college life and pursuits, however communicated, in keeping with the ministry goals of the college.
Academic Appeal Procedures:

1. If you disagree with any academic decision you must discuss the matter with the faculty member(s) and as soon as possible to see if a mutually satisfactory solution can be reached (see Informal Resolution).

2. If you are unable to resolve the matter informally, you may file an appeal with the College. You must file your appeal no later than 30 days after the final grade is posted for the course you reference in your appeal. You must complete an Academic Appeal Request Form and submit it to the Academic Dean. Under "Details of the Request for Academic Appeal" include the nature of your appeal, the reasons for your appeal, and any information which would help the committee when considering your appeal. You must obtain the signature of the Academic Dean on the Appeal form acknowledging that you have completed the informal process. You must include the following with the completed form:

   • Your signature authorizing the use of the academic records and any relevant documentation, assignments, tests or examinations. In accordance with the Freedom of Information and Protection of Privacy Act your signature authorizes the committee to refer to these records and documents during the appeal process. These records and documents will be distributed to the Appeal Committee members.

Your appeal will be considered as soon as possible by the Academic Affairs Committee made up of the Academic Dean, Assistant Registrar, and an academic staff/faculty who were not involved in the original decision. You will be notified of the date, time, and place of the meeting and invited to confirm your participation at the meeting.

4. The Chair of the Academic Affairs Committee will gather information from relevant parties.

5. Both you and the faculty member involved in the academic decision under appeal will be invited to address the Academic Affairs Committee (you and the faculty member will be scheduled at different times so as not to be in the meeting at the same time). Each of you may elect to bring an observer to accompany you to the appeal meeting. The observer will not be permitted to speak.

6. The outcome of the appeal will be communicated to you in writing within two weeks of the appeal meeting.
Appendices

Academic Appeal Assessment:

You may apply for an assessment of the Academic Affairs Committee decision based on the following grounds:

- Substantial procedural error has been committed by the Academic Affairs Committee which has denied you a fair hearing.
- New evidence is available that, through no fault of yours, was not available at the time the appeal was heard by the Academic Affairs Committee.
- The sanctions imposed by the Academic Affairs Committee are patently unreasonable or substantially disproportionate to the circumstances or offence.

You must complete an Appeal Assessment Form. You must submit your completed Appeal Assessment Form to the Office of the Vice-President, Academic no later than two weeks from the date on the Academic Affairs Committee’s written decision to you. You must include the following with the completed form:

- Your signature authorizing the use of the academic records and any relevant documentation, assignments, tests or examinations. In accordance with the Freedom of Information and Protection of Privacy Act your signature authorizes the committee to refer to these records and documents during the appeal assessment process. These records and documents will be distributed to the President.

The President will determine if there are grounds for reconsideration. The decision of the President will be final.