



**NIPAWIN
BIBLE COLLEGE**

International Student Guide

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www.nipawin.org

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International Student Advisor

Lindsay Anderson - Academic Dean

Ph. 306-862-5095

landerson@nipawin.org

Office Hours: Monday - Friday 8:15-12:00 1:00-5:00

Office is located upstairs in the Art Linsey Education Centre

Services and Support

Accommodation

Nipawin Bible College expects that all students will be residents. There are two dorms available, one male and one female. Each is equipped with 17 rooms with up to two students in each room. There are two fully equipped bathrooms with showers as well as a common area equipped with a fridge. Students pay room and board to the college. You only need to provide bedding, towels and personal items.

Students indicate their housing preference when applying to NBC. The options are listed on the application form. It is expected that single students will be dorm students, unless extenuating circumstances exist (i.e. mature student, health issues). Students who prefer on-campus rental housing will be in contact with:

Kendall Dyck (Finance & Facilities Manager) - 306-862-5095.

Students who require off-campus housing, can find assistance from:

Nipawin Housing Authority
233 Centre St, Nipawin, SK S0E 1E0
(306) 862-5003

www.nipawin.com/town-community-housing.html.

Health Supports

International students will need to apply for and acquire a Saskatchewan Health Card. This can be done by visiting <http://www.ehealthsask.ca/HealthRegistries/Pages/apply-for-health-card.aspx>.

Kelsey Trail Health Region facilitates the health needs of the Nipawin community. A list of Community Services is available at <http://www.kelseytrailhealth.ca/Publications/Brochures/Documents/Nipawin%20Community%20Services%20Directory.pdf>.

The Town of Nipawin has two health clinics and a full hospital for medical appointments and emergencies. Hospital information can be found here <http://www.kelseytrailhealth.ca/Facilities/Nipawin/Pages/default.aspx> and the clinics are:

- Nipawin Hospital - (306) 862-6100
800 - 6th Street East, Nipawin, SK S0E 1E0
- Nipawin Medical Group - (306) 862-4626
200 1 Ave E, Nipawin, SK S0E 1E0
- Nipawin Health Centre - (306) 862-3151
201 1 Ave W, Nipawin, SK S0E 1E0

Mental Health Supports

Nipawin Bible College does not employ any professional counseling or mental health staff. If a student experiences mental health issues they will be referred to an external mental health professional. The options available include:

- Val Rowan - Restore Counseling - (306) 921-2204 vrowan@gmail.com
http://www.therapytribe.com/listing/counseling_in_ne_sask.html
- Mental Health and Addiction Services - (306) 862-9822
800 6 St E, Nipawin, SK S0E 1E0

Academic and Life Skills Counselling

All NBC students are supported in both an academic and life skills area in a variety of ways:

- All students are required to participate in an academic orientation at the beginning of the school year. This orientation includes:
 - Syllabus introduction, time management and assignment scheduling.
 - How to read a book and complete a book critique.
 - How to write a research paper (organization, thesis statements, format, grammar, citations)

- Library orientation (books, journals and on-line resources)
- Tutoring access information
- NBC employs a Dean of Students a Dean of Men and a Dean of Women, who are committed with care and oversight of student life.
- NBC employs a Dean of Academics (Lindsay Anderson) to facilitate the academics of the college. One of the primary responsibilities is to monitor student academic progress.
- NBC employs a tutor to provide service and assistance to all students. This service is paid for through student fees and is therefore accessible to all students. Regularly scheduled times are Monday and Wednesday 6:30-8:30 in Classroom 201.
- The NBC Student Handbook provides further information regarding Academic and Student Life issues.

NBC does not employ a Life Skills coach however the International Student Advisor is able to help students with access to life skills such as filing taxes and driving. The town of Nipawin has a full range of services including an SGI broker, tax filing businesses, and a regional college.

Some helpful resources include:

Nipawin Business Centre

306-862-4004

233 Centre St. Nipawin SK S0E 1E0

<http://www.servicecanada.gc.ca/cgi-bin/sc-dsp.cgi?rc=4347&map=y&ln=eng#mp>

Town Of Nipawin Office

306-862-9866

210 2 Ave E, Nipawin, SK S0E 1E0

Nipawin Service Centre (Social Services)

306-862-1700

210 1st Street E, Nipawin, SK S0E 1E0

Gar Williams Agency (SGI)

306-862-4116

114 1 Ave W, Nipawin, SK S0E 1E0

H & R Block

306-862-4545

212 Railway Ave East, Nipawin, SK S0E 1E0

Cumberland Regional College

306-862-9833

501 6 St E, Nipawin, SK S0E 1E0

<https://www.cumberlandcollege.sk.ca/>

Community Connections

NBC works hard to connect our students with the surrounding community. Students are required to attend a local church service on Sundays. Community events are posted in the Education Centre bulletin board along with a calendar outlining events occurring on and off campus.

There is a local website (<http://www.nipawin.com/livinghere-welcome.html>) as well as a Chamber of Commerce available to help international students integrate into the community.

The Government of Saskatchewan has established the NorthEast Newcomer Services. This is available to help students, and others, who are transitioning to this area of the country and province.

Northeast Newcomer Services

Street Address:

#1-904- 99th Street (Wermac Mall)
Tisdale, SK S0E 1T0

Hours of Operation
Monday to Friday:
8:00 am - 12:00 pm
1:00 pm - 4:30 pm

Mailing Address:

P.O. Box 3069
Tisdale, SK S0E 1T0
Tel: 306-873-2672
Fax: 306-873-2692

info@northeastnewcomerservices.com

Citizenship and Immigration Canada Study

All NBC students, including international students will complete a standard application available on-line at <https://nipawin.org/admissions/international-students/>. This will include basic information as well as reference forms to be returned to the college.

Students will also need to submit a high school transcript and a recent Criminal Record Check.

For international study information please refer to both the Saskatchewan Government website at <http://www.economy.gov.sk.ca/Immigration/why-study> as well as the Canadian Government website <http://www.cic.gc.ca/english/study/study.asp>.

Harassment, discrimination prevention and conflict resolution services

Student Life is responsible for the care and well-being of students. In the event of a student needing support in the areas of harassment, discrimination prevention and conflict resolution NBC has policies regarding forms of harassment, discrimination (Appendix C) and conflict resolution (Appendix D).

Student Advocates

NBC Student Council is available to advocate on behalf of international students. The Chair of the council changes each year. The Dean of Student Life (Adam Yadlowsky - adam@nipawin.org) is the NBC Staff Liaison for Student Council.

Policies and Process

Applications for Nipawin Bible College are available on-line at <http://nipawin.org/admissions/application-information/>. Here they will find all of the steps to becoming an NBC student. Be sure to note that there is a separate application form for international students.

Tuition Refund

If a student leaves NBC part way through a semester, they will be refunded the unused portion of the Room Rental and Food Services charges. Tuition will be refunded based on the calendar days the start of the semester, counted as follows:

10 days – 100%

20 days – 70%

30 days – 40% (after 30 days no tuition will be refunded for the current semester)

This is published on our website at <http://nipawin.org/admissions/finances/>.

Foreign Credential Recognition

Should an international student submit any foreign credentials or transcripts to Nipawin Bible College there will be an internal review completed. This review will be done by the Education Administration team which is comprised of the Academic Dean and two current faculty members.

The overriding philosophy will be fairness, clarity and transparency. Factors such as institution, course level, instructor and grade will be considered.

Should the Coordinator not be able to establish the accreditation of the post-secondary institution, an external assessment will be requested. This service is provided through the Government of Saskatchewan's agreement with IQAS (Edmonton -<http://eae.alberta.ca/labour-and-immigration/overview-of-immigration/international-qualifications-assessment-service.aspx>). IQAS will assess transcripts and send NBC a report on the findings. There is no fee to the student.

Call toll-free from the following areas:

Saskatchewan 1-800-999-3965

Hours of operation:8:15 a.m. to 4:30 p.m., Monday to Friday

If the original transcripts are not in English, NBC will require that they be translated. These should accompany the application package. Any transcripts for evaluation should be sent to Nipawin Bible College c/o Academic Dean.

Language Proficiency Requirement

Since NBC's purpose is primarily Biblical training and discipleship, it can be understood that teaching English is, at best, a secondary purpose. All international students are required to be full-time students. Students who wish to study at NBC, but who speak English as a second or additional language, will be asked to submit a score from a standard test taken within the 12 months prior to their first day of classes.

Requirements:

A minimum score of IELTS 6.5

TOEFL 80 (iBT)

TOEFL 213 (computer-based)

International students need to be able to communicate well enough in English to be able to learn and grow through their coursework. We need to ensure that they are stretched, but not beyond their limits. Although NBC cannot control applicants' reasons for coming, those who would come to live at NBC with the primary purpose of improving their English should be required to carry a courseload equal to that of others at their level of English proficiency.

Good Standing

The NBC Student Handbook outlines all of the policies regarding a student's good standing:

Appeal process/policy (pg. 23)

An appeal to change the grade on an individual assignment must be made to the Instructor within one week of grade notification. Once an appeal is filed the instructor has 5 working days to respond to the appeal. If a student is not satisfied that his/her appeal has been adequately considered, they may appeal to the Academic Dean. Once an appeal is filed, the student can expect a response within 10 working days. The Academic Dean's decision will be considered final. All such appeals should be submitted in writing, including the assignment in question.

Attendance policy (pg. 22-23)

As a Christian student, it is assumed you desire to be a good steward of the learning opportunities provided at NBC. The following guidelines are designed to aid you, your fellow students, and your instructors in achieving these goals during your time here.

Conduct

One of the guiding principles of the NBC community is mutual respect and courtesy. Leaving the classroom while class is in session is a distraction and disruption to fellow students and the instructor. Therefore, students are asked not to leave during class except for illness related needs, as breaks are provided between classes.

Students are also expected to refrain from distracting activities or behavior in class. General attentiveness is also expected. Failure to adhere to these conduct expectations may, at the instructor's discretion, result in a "late" or "absence" on a student's attendance record.

Punctuality

Being on time is important as a courtesy both to the instructor and fellow students. Therefore, each student is expected to arrive ready for class at the prescribed time. The Deans will be notified if students are late repeatedly for period 1 classes, and may be required to go to breakfast.

Late arrivals will be monitored. Two late arrivals count as one absence.

Absences

It is expected that students will attend and be attentive in all scheduled classes. However, we realize there is a need for occasional exceptions. Therefore the following policies have been adopted.

- A student is allowed "discretionary absences" in a class equal to the credit hours of the class plus one, without any penalty (i.e., 3 hr class = 4, 2 hr class = 3, 1 hr class = 2).
- If the allowable amount is exceeded, grade penalties will be applied as follows: 5% for the 5th, 5% for the 6th and 10% for each additional absence (i.e., in the case of a 3-credit class).
- Note: Instructors are not obligated to inform students of late and absence totals. Students are responsible for tracking their attendance.
- Absences the day before or immediately following any "long weekend" will count double. Each 50-minute time block of course instruction is considered one class period for counting purposes.
- Students are not required to give account of these discretionary absences. However, all short-term illnesses (e.g., headache, "not feeling well," cold, etc.), and personal needs/events (e.g., weddings, business, personal problems, etc.) fall within your discretionary absences. Excused absences will not be granted for the above reasons.
- Tour/Sports Team Attendance: Students on school teams may be required to miss certain classes (i.e. Fridays). Absences incurred while on a school outing will be considered excused. However, students will only be allowed 2 other discretionary absences per class (i.e. 50 minute periods). Staff will inform teachers of the students who will be away. The general rule will be "team absences plus two".

Excused Absences

Requests for excused absences will be considered only in the case of prolonged illness (i.e., over two days), absences due to Student Ministry, emergencies, or similar extenuating circumstances.

In the case of prolonged illness the Deans must be consulted. The Academic Dean may request a doctor's referral.

In order for any absence to be excused, including Student Ministry, students must complete an "Excused Absence Request Form." Request forms must be submitted to the Academic Dean within one week of the class missed. Forms are available at the student mailboxes.

Regardless of the circumstances (including excused absences), students must attend a minimum of 70% of the classes to be eligible for course credit.

Grading policy (pg. 23)

Assignment Grading

Grading is done in numerical form. The grades are compiled at the end of the semester for each subject and a final grade is issued. The instructor may use the method of marking on the curve if needed. The passing grade for a course is 60%. A semester report is given after the end of each semester. Grading is done according to the grading index below.

GPA Reporting: Grade points (GP) are given for each hour of credit according to the grading index as follows:

4.0 = 92-100	3.6 = 86-88	3.0 = 80-82	2.3 = 73-75	1.7 = 66-69	1.0 = 60-62
3.8 = 89-91	3.3 = 83-85	2.7 = 76-79	2.0 = 70-72	1.3 = 63-65	0 = below

To determine the grade points earned in any given subject, multiply the grade point value of your grade by the number of credit hours in the subject. Example: a mark of 81% in a 3-hour course, would be 3.0 multiplied by 3(hours) for a total of 9 grade points earned for that course.

The grade-point average (GPA) is determined by adding the total grade points earned and then dividing by the total number of hours taken. This gives an accurate representation of the student's academic performance for that semester. An accumulated GPA simply means that after every semester all past grades are calculated to give an accumulated GPA rating. Note: Students are responsible to ensure the accuracy of transcript records. Questions regarding the accuracy of transcripts should be directed to the Academic Dean.

Evaluation criteria (pg. 23-24)

Academic dishonesty (pg. 28)

Nipawin Bible College exists to train its students for effective Christian service and leadership. Therefore, a high level of integrity is expected in all areas of school life.

Plagiarism is to be conscientiously avoided. "Plagiarism" means giving the impression that you have written something original when, in fact, you have borrowed (words or ideas) from someone else without acknowledging that person's work. Examples include: copying another student's work, using an author's ideas without proper footnotes, using

unauthorized aids in exams, submitting the same material for credit in more than one assignment or course without permission from the instructors involved, and other forms of deceit are strictly forbidden.

The Faculty Committee will deal with cheating and other forms of academic misconduct. Infractions will receive penalties in relation to their seriousness. These penalties may include: re-doing the assignment, failure of the assignment or exam, failure of the course, probation, delay or denial of graduation, suspension, or expulsion.

Student Discipline (pg. 27-28)

Philosophy and Criteria

Since one of the primary purposes in attending Bible School is growth in knowledge and understanding of God and His Word, the school considers it a serious matter when students fail to achieve their academic potential. Probation exists in order to assist students toward attainment of potential, and to diligence in studies.

Students may be placed on academic probation when one or more course grades fall below 1.0 grade points (60%), or when three or more assignments are overdue at any given time (including assignments past the submission deadline).

Academic probation will result when the poor performance is due to signs of indifference, unused academic ability, or excessive involvement in extra-curricular activities. Low grades alone need not necessitate probation. The Academic Dean will determine when a student is liable for probation, although all faculty are involved at various stages of the probation process.

Steps of Academic Probation

The Academic Dean will administer probation and oversee the student's academic progress using the following steps:

- 👤 Academic Warning - Freshmen who fail to submit two or more assignments or a course grade below 60% (1.0 GPA) will be issued an "Academic Warning." A student will only receive one "Academic Warning" in the same school year. Juniors and Seniors should not expect to receive an Academic Warning. The Academic Dean will evaluate progress over a two-week period.
- 👤 Academic Probation (Level 1) - Students who have received an Academic Warning and fail to raise course grades sufficiently or fail to complete assignments within the time allotted, will be placed on Academic Probation for a minimum of two weeks.
 - * This will involve Supervised Study. The student will be required to submit work and complete tasks as scheduled by the Academic Dean or an appointed staff member. The student may also be asked to study in the library or in their room at designated hours. Probation may include other terms of probation at the Dean's discretion.
 - * When a student has previously been on Academic Probation during the current school year, he/she will automatically be placed on probation if they have more than one late assignment or a failing course grade.
 - * In all cases of Probation, students must receive/request official notice from the Academic Dean that probation has been lifted.

- Academic Probation (Level 2) - Students who have been placed on Academic Probation (Level 1) and fail to raise course grades sufficiently, or fail to complete all work within the time allotted, or who demonstrate lack of cooperation with the terms of probation, will be placed on Academic Probation for an additional two weeks. Additional terms of probation will also be implemented at this stage.
- Semester Probation or Suspension (Level 3) If a student has not made the necessary improvement, probation will be in effect until at least the end of the current semester.
- Suspension - In the case of students, who continue to demonstrate lack of motivation and indifference or fail to comply with the terms of Academic Probation, the Academic Dean will recommend suspension for a minimum of three days or withdrawal as a student at NBC. The student will meet with the President to implement the recommendation.

Terms of Academic Probation

At the discretion of the Academic Dean, a student on probation will be subject to some or all of the following:

- Will not be granted any extended weekend or special leave privileges (except for family emergencies).
- Submit notebooks periodically for inspection and/or meet regularly with the Academic Dean and/or their faculty advisor to discuss their academic progress.
- Will be limited to one Student Ministry assignment or activity per week.
- Will not be permitted to participate in: drama productions, school athletic teams, or any other extra-curricular club as specified by the administration.
- Will not be permitted to run for or hold any student body or class office, including membership on any student committee. In the case where a student has been elected or appointed to such an office before being placed on probation, another election will be held or a new appointment made and the probationer will be replaced.

Note: All probation will be filed in the student's permanent record.

Scholarship Application

There are no specific scholarships directed towards international students. All students, including International students, are eligible to apply for the same scholarships as any other student. These are available at <http://nipawin.org/admissions/scholarships-bursaries/>.

Revocation Process

In the event that NBC is no longer designated for the International Student Protocol (ISP) there is a formal process that must take place. This is outlined in Appendix A.

Student Records

NBC maintains and keeps student records indefinitely including transcripts, applications, financial transactions along with any pertinent records. The policy is outlined in Appendix B of this document.

Central Location of Support Services

Services for international students are located on the NBC website at www.nipawin.org.

The International Student Handbook is available in hard copy from the Academic Dean or available on-line at www.nipawin.org.

Appendix A

INTERNATIONAL STUDENT REVOCATION PROCESS



**NIPAWIN
BIBLE COLLEGE**

In the event that Nipawin Bible College (NBC) have the International Student Program (ISP) designation revoked, this document will guide the process between affected students, NBC and the Ministry of Advanced Education.

1. Communication with the Ministry of Advanced Education

Should NBC decide to voluntarily revoke ISP status, the ministry will be contacted immediately. The following procedure will then be followed in order to adequately and thoroughly guide the affected students. Should NBC be contacted by the Ministry to revoke the ISP designation, this same process will be followed.

2. Role of the International Student Advisor

The Advisor will act as the liaison between the Ministry and NBC as well as between the College and the International students. This will continue as long as the revocation process continues. It will be critical to maintain a flow of information between the Ministry, the affected students as well as any NBC staff who may engage the process as per their role. This may include Mission Leadership Team (MLT), Student Deans, Registrar and any other staff critical to meeting the needs of the students.

3. Role of the International Students

Students enrolled at the time of revocation will be key to establishing a good transition. They will consult with the International Student Advisor to establishing and communicating their needs in an alternate institution.

4. Contact Enrolled International Students

Once the revocation is confirmed by the Mission Leadership Team, the International Student Advisor will communicate with the international students. Information will include:

- When the revocation process will be effective
- How the consultations with international students will be held to discuss student needs.
- How long students can remain at NBC.
- What assistance NBC will provide in the transfer process.

5. Assist International Students

Upon consultation with international students, the International Student Advisor will ensure that students have satisfactory alternate institutions offering suitable programs. These institutions will be contacted by NBC to determine their ability to accept affected international students.

6. Processes, Refunds and Records

In order to transfer students, NBC will provide all of the necessary transcripts and any forms designated by the incoming institution. As well, NBC will:

- Maintain support until the student is no longer and NBC student.
- Refund the student any fees including tuition, room and board, student fees minus services rendered.
- All student records will be permanently held by NBC.

Appendix B
Student Record Retention Policy



Nipawin Bible College is committed to maintaining and preserving student records. It is the responsibility of the Academic Dean to ensure that proper records are kept. These records are kept in order to provide clarity, transparency and support.

7. NBC will maintain a thorough record of each student who attends the College.

The records kept include:

- student transcripts;
- any contractual arrangements with NBC;
- admission requirements;
- financial transactions or matters including payment plans, payments made etc.;
- documentation of any program withdrawals or discontinuation;
- records of complaints and/or resolutions;
- student letter of acceptance.

2. NBC will ensure that these records are secure and permanent.

This will be done by:

- backing up FileMaker (Academic) and MYOB (Financial) software each month;
- storing backups off-site in an external hard drive.

Any information or inquiries about this policy are through the Academic Dean office:

Lindsay Anderson
Academic Dean
306-862-5095
Nipawin Bible College
landerson@nipawin.org

Appendix C Sexual Harassment Policy



1. INTRODUCTION

The following Nipawin Bible College Policy Statement acknowledges sexual harassment as sexual discrimination and not as isolated or “accidental” misconduct. The policy defines a full range of harassment from innuendo to assault. Our policy states at the outset that sexual harassment pollutes, damages, and can eventually destroy the atmosphere of open and free communication, which ought to characterize a college, particularly a Christian college. We state unequivocally that continued tolerance of sexual harassment is detrimental to the integrity of NBC, and recognize that sexual harassment most often occurs between people who have unequal power.

2. POLICY STATEMENT

To fulfill our commitment to providing equal opportunity in education and employment, Nipawin Bible College must maintain an environment in which individuals are judged and rewarded solely on the basis of relevant factors such as ability, prior experience and accomplishments, effort, and performance. The environment also must be one in which all employees and students can pursue their work free from coercion, intimidation, and exploitation. Sexual harassment is a form of discriminatory misconduct that harms the environment we seek to maintain.

Therefore, conduct--on the part of any member of the NBC community--which inappropriately introduces sexuality into a teaching, learning, or working relationship will not be tolerated. Members of the community include teaching and administrative faculty, staff, and students. Sexual harassment, as defined below, or failure to carry out responsibilities specified below, may result in disciplinary action up to and including separation from NBC.

Churches, missions and outside contractors, vendors, and others who do business with NBC or enter NBC premises are expected to comply with this policy; NBC will take appropriate action if they fail to do so. Nipawin Bible College, for example, may suspend or terminate a contract if the organization or contractor fails to correct a sexual harassment problem that appropriate NBC officials have brought to its attention. Furthermore, NBC - if it determines that an organization or contractor has failed to take appropriate action or has shown a tolerance for any activity, which in the belief of NBC constitutes sexual harassment - may bar the organization or contractor from holding future contracts with NBC.

3. DEFINITIONS

We understand sexual harassment to be defined as “unwelcome sexual advances, requests for sexual favours and other verbal or physical conduct of a sexual nature.” Furthermore, NBC believes that the following types of conduct also constitute sexual harassment at different levels as described by Michele A. Paludi and Richard B. Barickman.

- a. *Gender Harassment*: Generalized sexist statements and behaviour that convey insulting, degrading, and/or sexist attitudes.
- b. *Seductive Behaviour*. Uninvited inappropriate and/or offensive physical or verbal advances of a sexual nature.

- c. *Sexual Bribery*: Solicitation of sexual activity or other sex-linked behavior by promise of reward.
- d. *Sexual Coercion*: Coercion of sexual activity or other sex-linked behavior by threat of punishment.
- e. *Sexual Assault*: Assault and/or rape. This is the ultimate form of sexual harassment and is a criminal offense as well.

All forms of harassment--by faculty, staff or students - "create an environment that makes education and work less than equal for women and men" and are clearly violations of biblical standards.

Paludi and Barickman cite research which states that forms of harassment may occur "in the context of a formal power differential. When a formal power differential exists, all sexist or sexual behaviour is seen as harassment, since the (person) is not considered to be in a position to object, resist, or give fully free consent. Harassment can also occur where no such formal power differential exists, if the behaviour is unwanted by, or offensive to, the (person). In such cases, it is the recipient's experience and perception of the behaviour as offensive that may constitute the defining factor."

Sexually harassing behaviours may substantially interfere with an individual's academic or work performance. Such behaviours, in either intent or effect, create an intimidating, hostile, or offensive environment for work and learning.

4. EXAMPLES OF PROHIBITED CONDUCT

Examples of conduct prohibited by this policy include, but are not limited to:

- Persistent, unwelcome flirtation, advances and/or propositions of a sexual nature;
- Repeated insults, humour, jokes and/or anecdotes that belittle or demean an individual's or a group's sexuality or gender;
- Repeated, unwelcome comments or gestures of a sexual nature about an individual's body or clothing;
- Unwarranted displays of sexually suggestive objects or pictures;
- Inappropriate touching, such as patting, pinching, hugging, or repeated brushing against an individual's body;
- Inappropriate questions or sharing of information about a person's sexuality or sexual orientation;
- Suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's employment, work assignment or status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation; and
- Sexual Assault.

5. A NOTE ON CONSENSUAL RELATIONSHIPS

According to Scripture, we understand monogamous marriage to be the only relationship in which sexual activity is to occur.

Romantic relationships between a single NBC employee and a student or between a supervisor and a supervisee may not necessarily involve sexual harassment. However, (and for example) the power that staff or faculty members exercise in evaluating student's work, awarding grades, providing recommendations and the like will generally constrain a student's actual freedom to choose whether to enter into or to end a romantic relationship with a faculty/staff member. Supervisees likewise may not feel fully free to reject or

end a romantic relationship with their supervisor. In short, consensual relationships between faculty and students or between supervisors and supervisees--because of the inherently unequal positions of the two participants--may constitute a form of sexual harassment.

Regarding the establishment of consensual relationships between NBC employees, or NBC employees and students, the persons involved should consult with the appropriate administrator or supervisor.

All members of the NBC community are responsible for ensuring that their conduct does not sexually harass any other member of the NBC community. The same responsibility extends to campus visitors and employees of third parties doing business with NBC or on NBC premises.

Nipawin Bible College faculty & staff have the further responsibility of preventing and eliminating sexual harassment within the areas they oversee. If faculty or staff know that sexual harassment is occurring, receive a complaint of sexual harassment, or obtain other information indicating possible sexual harassment, action will be taken in keeping with the seriousness of the offense following NBC procedures for handling such complaints and the complainant will be fully apprised of the outcome. This will be done in as short a period of time as possible, even if the problem or alleged problem is not within their area of oversight.

6. THE USE OF POWER

Nipawin Bible College faculty/staff members recognize that although the desire may be for peer relationships between themselves and the students, a very real difference in power exists between the NBC employees in a professional role and the students they serve. The "power" and authority may come from the responsibility given to be a leader on campus. Symbolic power as a religious leader strengthens this position as well as the view by students that he/she has superior knowledge and experience. This places students in a vulnerable position with respect to trust and confidence. It also places the NBC employee at risk in the misuse of this position with respect to trust, dependence and confidence placed in him/her.

The NBC faculty/staff person recognizes the potential to misuse power in counselling and other relationships and recognizes his/her own vulnerability and factors which place him/her at risk. Some of these personal factors include: isolation or tendency to be a "loner," denial of vulnerability, the desire to maintain an "impeccable" image, an unhappy marriage, unfulfilled sexual needs, unresolved sexual addictions, over-involvement in work, narcissistic tendency and constant need to be affirmed, working late to avoid going home, seeking inappropriate social and intellectual stimulation outside of marriage, chronic tiredness and depression, and inadequate ways to nurture one's own spiritual life.

The NBC faculty/staff person seeks help or ways to establish accountability with individuals he/she respects and trusts. In addition, Nipawin Bible College faculty and staff covenant together, and shall be obligated, to share knowledge of any breach of these guidelines, or of any incident of sexual harassment, with the NBC President and at least one other member of the NBC Leadership Team.

Nipawin Bible College will assist in providing professional help for faculty/staff who by their own cognition and/or that of their superior are experiencing personal problems in opposite gender/same gender counseling.

7. COUNSELLING / CAREGIVING MINISTRY GUIDELINES

It is the counselor/caregiver's responsibility to establish appropriate "boundaries" between him/herself and others such as counselees. Some examples of inappropriate boundaries are:

- lengthy (more than one hour) and frequent (several times a week) counseling sessions.

- inappropriate locations which might increase vulnerability to false accusations of inappropriate conduct. The counselor should always be visible from the outside of the counseling room.
 - frequent sessions without other staff in the building.
 - hugging (depending on how it is done and the motive behind it), any touch that could be interpreted as sexual in nature. Appropriate touching, such as handshakes, sideways hugs, pats on the back, etc., can be meaningful and encouraging, and can be helpful to communicate caring and understanding. Care must be taken that even appropriate touching is done in the right circumstance and at the right time (e.g., in a public setting).
 - inappropriate sexual comments or gestures.
 - any sexual conduct with a counselee (regardless of the sexual seductiveness of the counselee, this is considered unethical on the part of the counselor who must take responsibility for it).
 - counseling on an extended basis without accountability to a superior/colleague. When counseling on an extended basis counselors should seek out their superior/colleague to inform and consult with to ensure that the counseling relationship continues in an appropriate direction.
 - lack of caution when counseling, particularly where sexual matters are concerned.
 - failure to refer. Counselors should find ways of partnering with professional counselors or psychiatrists when serious attention is required.
- * Counselling/Caregiving for purposes here is defined as any helping situation in which the boundary of acceptable opposite gender/same gender behaviour might be compromised.

8. PERSONAL SAFETY ON CAMPUS

You enter your dorm room after class and discover it has been ransacked during your absence. You are angry that someone has violated your private space.

You walk down the street after dark and are frozen with fear when you hear footsteps following you.

Or, you have just enjoyed a pleasant evening with a date when you realize that your date and you have different expectations. Are you at risk for rape?

You say, "These events can never happen at Nipawin Bible College!" Oh, can't they? The truth is they have happened at college campuses in the past and they will probably happen in the future. However, the fear of their occurrence need not immobilize you. When you know about defending yourself against such situations and can use it to your advantage, your safety need not feel as threatened.

How, then, do you exercise self-defense? Self-defense is common sense. It is not the development of exceptional physical strength to overpower your aggressor. It is locking your room when you are absent for an extended period of time. It is not propping open dorm doors locked for your safety. It is making sure you walk in well-lighted areas and that you walk with a friend. It is trusting yourself and getting out of a situation which feels unsafe to you.

Self-defense is understanding and using basic defense techniques which do not destroy the aggressor, but which allow you to escape from a threatening situation. It is not learning how to use a weapon safely. It is learning how to break a stronghold using a minimum of physical energy. It is knowing that it is okay to scream and to call for help. It is carrying your car keys to the parking lot in your hand to avoid searching for them when you reach your car.

Self-defense is becoming aware of your environment and avoiding risks which place you in danger. It is not safe hibernation from an unsafe world. It means becoming familiar with your physical surroundings. Know where the safe walking and parking areas are. Know where the best lighting is and walk there. Know who your friends are. Avoid being out alone at night, anywhere.

If you see any suspicious persons on campus, call the Dean on Duty and/or report to one of the residence directors immediately.

9. PLAN OF ACTION IN THE CASE OF SEXUAL ABUSE, HARASSMENT, OR ASSAULT.

Sexual Assault is an act of aggression and a profoundly serious violation of person and community. It is dominance oriented and hostile. Legally it is a crime; morally it is a sin. Sexual assault and date rape will be dealt with as serious violations of campus standards.

The guidelines below provide some direction to the person experiencing sexual assault or date rape.

Guidelines

1. Any student who has experienced sexual assault, abuse, or harassment should promptly contact--at any time--a faculty/staff member (eg. a Dean, Faculty, etc.) whom she/he trusts. Conversations between the advocate and the student will be held in absolute confidence.

In the case of sexual assault:

The first thing to do after calling and meeting with the advocate is to seek medical attention. It is important to remember NOT to bathe, shower, or change clothing. Whether or not the student decides to press charges against the offender, the student will need to find out about and get the best kind of help for meeting his/her physical and emotional needs.

The student and his/her advocate will go directly to the **Nipawin Hospital** Emergency Room. Medical Staff at the emergency room have training in this area and will have information available about people/organizations that may be of further help to the victim.

Whether or not the victim chooses to press charges, the Dean of Students should be informed of the incident (name withheld and the faculty advocate can make this call) so that health implications and stress-related symptoms can be adequately addressed.

2. An issue that may be decided later is how to deal with the offender. Whether the offender is a stranger, or known, the student may decide to press charges or to avoid the courts. If the offender is a member of the campus, one option is to bring the Dean of Students into a conversation with the faculty advocate and the offended student, keeping in mind that the offended student continues to have the final say in any decisions. Some possible options open to the victim are:
 - a) File criminal charges in public court.
 - b) Confront the offender in the presence of a third party but take no further action.
 - c) If the offender is a member of the NBC community (student, staff, or faculty), the victim may go through with an informal or formal investigation as outlined below in "Procedures for complaints against members of the NBC community"
 - d) Not deal with the offender at this time but seek counseling to deal with the consequences of the offender's act.
3. At Nipawin Bible College, our desire is to help the victim of sexual abuse. Our resources for ministering to such people are limited, however. Those who have suffered sexual abuse may wish to share that with a member of the NBC community whom they trust (e.g., a friend in Student Development such as an RA, a dean, or an instructor). In most cases, the student may be referred to

professional Christian counselors who are most equipped to help. Costs for off campus counseling are usually born by the student, with limited assistance provided by NBC. Sometimes the student may wish to request financial assistance from their home church or family. However, confidentiality may preclude those options. The student should **never** avoid the help provided by counseling solely for financial reasons. Student Development may be able to help with the cost of counseling in other ways.

10. PROCEDURES FOR COMPLAINTS AGAINST THE NBC COMMUNITY

- 1. Informal Consultation:** If you feel you are a victim of sexual harassment but don't feel that simply confronting the harasser yourself will work, or you're afraid to do so, you should tell a Nipawin Bible College staff/faculty member, (if you're a student), such as the Dean of Students, a representative (an Mission Leadership Team member, an NBC employee), or a colleague or instructor whom you trust. They will help you to resolve the problem either through informal consultation, formal mediation, or formal investigation.

You may also take a complaint directly to the President without going through a third party. This should be done in written form.

If, after initial discussions, you wish to proceed with the complaint, the President or a delegate will discuss it with the person accused of harassment in an effort to reach a mutually acceptable solution.

- 2. Formal Investigation:** involves an investigative committee, consisting of members of the faculty, Mission Leadership Team, a member of the Board of Directors, an advocate of the complainant's choice and an advocate of the accuser's choice, if so desired. This committee will require a written complaint from the complainant, will provide a copy of this to the person accused of harassment, and will require a written response from the accused. This committee will then interview each party and any witnesses brought forth. The investigative committee will recommend appropriate discipline and remedies to the President.

If you launch a complaint, you and the person accused of harassment will not be identified publicly. However, if after initial consultation you wish to continue with the complaint, it must be done in written form. The accused person will be told who has launched the complaint so that he/she has a fair chance to defend himself/herself. He/she will be given a written copy of the complaint, and will be asked to provide a written response to the complaint.

11. WHAT IF YOU'RE ACCUSED OF HARASSMENT?

If someone asks you to stop certain actions or comments that they consider inappropriate, take them seriously. Try to understand their point of view.

Others' values may place a different interpretation on actions that seem harmless to you. What you identify as humour may be experienced as humiliation or insult by others.

If someone lodges a harassment complaint against you and it moves beyond the informal consultation phase, you will be notified and told the identity of the complainant and will be given a copy of the written complaint. You will also be asked to provide a written response. You will be encouraged to invite the participation of an advocate to assist you in the mediation/investigation process (described above) that will then begin. The complaint can be resolved at any stage of the process.

12. RETALIATION

Threats, other forms of intimidation, and retaliation against a complainant or any other party involved in implementing the NBC sexual harassment policy are violations of the policy and may be grounds for disciplinary action.

13. DISCIPLINARY ACTION

Sanction--as provided by the law--may take different forms. In those situations where it is determined, following a thorough investigation, that a violation of this policy has occurred, disciplinary action will be taken. Appropriate disciplinary action will depend on the seriousness of the offense and may range from a verbal reprimand to separation from NBC. Other intermediate steps, again depending on the offense, may include: written reprimands, monitoring for behavioral changes, written warning of potential separation, suspension with pay, or suspension without pay. In those instances where a violation is found, reference to the violation as well as to the disciplinary action taken will be placed in the harasser's official NBC personal file. The option to press charges may also be exercised.

14. PROCEDURES FOR PEOPLE WHO ARE NOT MEMBERS OF THE NBC COMMUNITY

Individuals who believe they have been sexually harassed by employees of those who do business with NBC or by campus visitors should bring their complaints to a member of the Mission Leadership Team.

15. FALSE CHARGES

Because of the nature of the problem, complaints of sexual harassment cannot always be substantiated. Lack of corroborating evidence should not discourage complainants from seeking relief through the procedures outlined above. However, charges found to have been intentionally dishonest or made maliciously without regard for truth will subject complainants to disciplinary action.

Individuals who believe they have been the target of willfully false or maliciously reckless charges should file written complaint with the NBC President. The NBC President will review the charges and refer the charges to the formal grievance procedure.

If members of the investigative committee find sufficient grounds for the false-charge complaint, they will initiate disciplinary action. Disciplinary action will be administered in accordance with the seriousness of the false charge (see Disciplinary Action section above). Committee members also will confer with the falsely accused to determine whether other remedial measures might be appropriate. If they find the evidence indicates the charges are false, they will inform both the bringer of the complaint and the original complainant.

16. TIME LIMITS

A written complaint and request for either mediation or formal investigation must be submitted within twelve months of the alleged harassment. However, information about incidents of sexual harassment may be submitted at any time.

17. PREVENTION

Respect is the key to the prevention of sexual harassment. Being aware of the effect of our actions and willing to modify them when they offend others is also important. You can help make a difference by:

- Being aware of how your attitudes and actions can constitute or condone harassment.
- Speaking out against harassment.
- Refusing to laugh at harassment disguised as humour.
- Offering support to anyone being harassed.

Michele A. Paludi and Richard B. Barickmann, *Academic and Workplace Sexual Harassment: a Resource Manual*. Albany: State University of New York Press, 1991.

Appendix D
Conflict Resolution Policy



Nipawin Bible College is concerned for the wellbeing of its community members. If an employee/student has a personal problem concerning a work-related matter, Nipawin Bible College welcomes and encourages the employees/students to follow the procedure below:

- If possible, seek to address the issue with the individual(s) concerned.
- Discuss the problem with their immediate supervisor. An important part of a supervisor's responsibility is to see that the employees/students are treated fairly at all times. This should be done within two weeks of the concern or incident.
- If, after discussion of the problem with the immediate supervisor, the employee/student is not satisfied with their assistance offered, an "open door" policy exists for the student to take the problem to the President, again within 10 working days.
- If the employee/student is still not satisfied they have 10 working days to make a written report to the Mission Leadership Team who shall render a final decision on the matter within 5 working days.



1. PREAMBLE

The purpose of this policy is to cultivate a respectful community through the prevention and swift resolution of discriminatory incidents. NBC seeks to live and practice community in the context of Biblical principles and teachings. We believe that every person is created in the image of God and as such must be treated with dignity and respect. NBC expects that all members including staff, students, and families will not accept or condone any bias, prejudice, harassment, or disrespectful behaviors. Nor will promotion of such behaviors be tolerated. All students and associates are entitled to a harassment-free and safe study/work place. We hold to a zero tolerance towards abuse of any nature.

2. STATEMENT OF COMMITMENT

Nipawin Bible College will create and maintain an environment that is free from all forms of discrimination including: mental or physical disability, age (18 and over), ancestry, colour, race or perceived race, nationality, place of origin, and receipt of public assistance (provincial).

This policy will apply to all aspects of NBC ministry, including, but not limited to: recruitment, selection, placement, training and development, promotion, compensation, benefits, termination, provision of services, and the work/study environment.

3. FORMS OF DISCRIMINATION

Discriminatory behaviour includes (but is not limited to):

- Unwanted physical contact (touching, grabbing, hitting or pinching)
- Written or verbal abuse or threats
- Unwelcome remarks, jokes, slurs, or taunts
- Insulting names or comments
- Jokes, cartoons, or pictures
- Ignoring, isolating, or segregating a person or group

4. PROCEDURES FOR COMPLAINTS AGAINST MEMBERS OF THE NBC COMMUNITY.

1. **Informal Consultation:** If you feel you are a victim of discrimination but don't feel that simply confronting the respondent yourself has worked, or you're afraid to do so, you should tell a Nipawin Bible College staff/faculty member, (if you're a student), such as the Dean of Students, a representative (an Mission Leadership Team member, an NBC employee), or a colleague or instructor whom you trust. They will help you to resolve the problem either through informal consultation, formal mediation, or formal investigation.

If, after initial discussion, with your supervisor you wish to proceed with the complaint, the President or a delegate will discuss it with the person accused of discrimination in an effort to reach a mutually acceptable solution.

Example:

Student → Respondent → Student Life Dept. → MLT

Staff Member → Respondent → MLT → President

2. **Formal Investigation:** involves an investigative committee, consisting of members of the faculty, Mission Leadership Team, a member of the Board of Directors, an advocate of the complainant's choice and an advocate of the accuser's choice, if so desired. This committee will require a written complaint from the complainant, will provide a copy of this to the person accused of harassment, and will require a written response from the accused. This committee will then interview each party and any witnesses brought forth. The investigative committee will recommend appropriate discipline and remedies to the President.

5. CONFIDENTIALITY

If you launch a complaint, you and the person accused of discrimination will not be identified publicly. However, if after initial consultation you wish to continue with the complaint, it must be done in written form. The accused person will be told who has launched the complaint so that he/she has a fair chance to defend himself/herself. He/she will be given a written copy of the complaint, and will be asked to provide a written response to the complaint.

6. WHAT IF YOU'RE ACCUSED OF DISCRIMINATION?

If someone asks you to stop certain actions or comments that they consider inappropriate, take them seriously. Try to understand their point of view.

Others' values may place a different interpretation on actions that seem harmless to you. What you identify as humour may be experienced as humiliation or insult by others.

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7. RETALIATION

Threats, other forms of intimidation, and retaliation against a complainant or any other party involved in implementing the NBC discrimination policy are violations of the policy and may be grounds for disciplinary action.

8. DISCIPLINARY ACTION

Sanction may take different forms. In those situations where it is determined, following a thorough investigation, that a violation of this policy has occurred, disciplinary action will be taken. Appropriate disciplinary action will depend on the seriousness of the offense and may range from a verbal reprimand to separation from NBC. Other intermediate steps, again depending on the offense, may include: written reprimands, monitoring for behavioral changes, written warning of potential separation, suspension with pay, or suspension without pay. In those instances where a violation is found, reference to the violation as well as to the disciplinary action taken will be placed in the harasser's official NBC file. The option to press charges may also be exercised.

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10. TIME LIMITS

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- Speaking out against discrimination.
- Refusing to laugh at discrimination disguised as humour.
- Offering support to anyone being discriminated against.