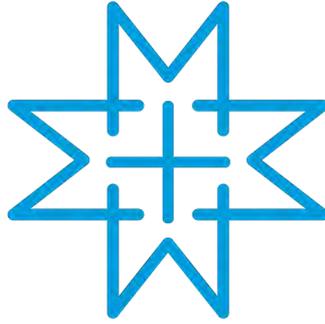


Maritime Christian College



ONLINE
Student Handbook
2021-2022



MARITIME
CHRISTIAN COLLEGE

Student Handbook

Disciple Maker Certificate

Disciple Making Church Leadership Certificate

Youth Disciple Making Ministry Certificate

CoVocational Certificate

Bachelor of Bible & Ministry Degree

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WELCOME TO MCC!

Thank you for choosing Maritime Christian College. Please take time to read through the ONLINE Student Handbook. It will lay out the rules pertaining to classes, coaches, financial matters, and online etiquette. Your participation in classes builds community and your effort in connecting with others will add to the overall online experience.

The Apostle Paul states in 1 Corinthians 9:19, 22-23:

¹⁹For though I am free from all, I have made myself a servant to all, that I might win more of them...²²To the weak I became weak, that I might win the weak. I have become all things to all people, that by all means I might save some. ²³I do it all for the sake of the gospel, that I may share with them in its blessings. (ESV)

Part of disciple making is taking an interest in others. I pray your online experience will open doors as you get to know others who live in other parts of our world.

Maritime Christian College makes use of Populi Learning Management System (LMS). Take time to familiarize yourself to the software. If you have any questions about Populi (LMS), contact Ellen Arsenault (earsenault@mccpei.com).

The Director of Online Learning is Dr. Jerry Scripture. He will oversee the online courses and ensure quality control. If you have an issue pertaining to your course feel free to contact him (jscripture@mccpei.com).



Thomas Marshall
Academic Dean
Maritime Christian College

Preface

Anyone who has called Jesus Lord in his or her life has sought out a noble purpose, but must also fulfill Jesus' command to **make disciples** (Matthew 28:18-20; Mark 16:15-16; Luke 24:46-48; John 20:21-22), and to **deny themselves and take up his or her cross daily to follow Jesus** (Matthew 16:24; Mark 8:34; Luke 9:23). We are to put aside those practices that hinder our ability to make disciples in order to win some (1 Corinthians 9:19-23; Titus 2:12; 1 John 2:15-17).

As a Christian College we live in community. Our spiritual walk should not cause another to stumble (Romans 14:13), but we must encourage one another (1 Thes. 5:11), bear one another's burdens (Gal. 6:1-2), and hold each other accountable (James 5:16).

It is essential for the functioning of any Christian College, as well as the happiness of its students, that certain reasonable regulations be made under which the student will agree to govern himself/herself. It is necessary for students to remember that upon applying to the school they have already committed themselves to maintain all the regulations and standards of the school.

The following principles of behavior are outlined for the student's personal guidance. We believe that adherence to these regulations will protect the College, bless our students, and place us in a position to make disciples.

CLASSES

College Student Communication

All academic, financial and other communication will be between the college and the student, not with parents/guardians. It is the student's responsibility to communicate with their parents/guardians.

Maritime Christian College will assign the student email listed on the student's application/registration as the official email on record at the College. All official communications, including messages from your professors, or administrative offices will be sent to this official email address and no other.

Class Load

A semester hour of credit represents one hour of classroom instruction per week for one semester. A student is considered full-time if he/she is enrolled for 12 or more semester hours. A full load of classes is considered to be 15 or more semester hours. A student may not enroll for more than 18 hours without the permission of the Academic Dean. It is expected that a student will devote at least 2 hours of study preparation and research for each hour of classroom instruction.

Textbook Policy

Students are responsible for purchasing textbooks for each course. Textbooks will be listed in the Learning Management System, available to students once they are accepted into a course.

Courses

The online courses are asynchronous, which means that you can work on them anytime of day from anywhere in the world.

Withdrawal From Class

Tuition and fees are non-refundable after registration day.

GRADES AND ASSIGNMENTS

Grading System:

1. We are presently using the numerical system for our final grades. 65% is the passing grade.

Letter	Description	Numerical Value	Grade Points
A	Excellent	96-100	4.00
A-		94-95	3.67
B+		92-93	3.33
B	Good	88-91	3.00
B-		85-87	2.67
C+		82-84	2.33
C	Average	78-81	2.00
C-		75-77	1.67
D+		72-74	1.33
D	Passing	68-71	1.00
D-		65-67	0.67
F*	Failing	0-64	0.00
I**	Incomplete		0.00
P	Passing		0.00
AU	Audited Course		0.00
W	Withdrew		

* Percentage of Failing grade will be computed toward student's numerical average.

** The incomplete mark is for the student who, due to extenuating circumstances, is unable to complete the final exam or other work for a course by the posted end date for the course. In conjunction with the professor's agreement and the establishment of a schedule with due dates for completed work, the student will receive an Incomplete instead of a failing grade on their report card. Any Incomplete courses will not be applied to the student's overall G.P.A. If the assigned work is not completed by the set due date, a grade of F will be applied to the student's overall G.P.A.

2. Withdrawal from a course will result in a grade of W.

Attendance Policy:

Each student is required to complete every class lesson and activity in each course taken.

Late Work/Return Policy:

No late work will be accepted without prior consent of the instructor. All assignments will be marked and returned to the students within 10 days.

Dismissal:

Students dismissed from the College will receive a grade of “F” for all their courses in that semester. The date of the dismissal will be noted in the student’s academic transcript.

Format of Research Papers:

All papers for Maritime Christian College will be written and submitted in Chicago style according to: <https://owl.english.purdue.edu/owl/resource/717/2/>

Academic Dishonesty:

Maritime Christian College endeavors to prepare men and women for Christian service. As part of that endeavor, students are expected to uphold a high level of honesty in their personal and academic lives. Acts of plagiarism, cheating, or other forms of academic dishonesty may result in failure of the assignment, the course or possibly dismissal from the school.

- a. Plagiarism. The student who deliberately attempts to pass off the writing of someone else as his or her own is guilty of plagiarism. This offense can be of different degrees. It may involve either submission of a paper written by someone else or direct copying, without quotation marks and appropriate acknowledgment of the printed source.
 1. Insufficient Documentation. Honesty and courtesy require that a writer acknowledge the source from which he or she draws material. This documentation provides both an acknowledgment of source and also support for their ideas. Insufficient or inaccurate documentation is a serious weakness in a paper. It will certainly result in a lower grade, or a rewriting of the paper, or if serious enough, a failure of the paper. The mark of zero will be given and the paper returned. It should be remembered that inadequate paraphrasing or closely following another’s thoughts is the same as plagiarism.
 2. Excessive Collaboration. Students are expected to do their own work. Naturally students will discuss their work with other students but excessive collaboration is objectionable. Submitting another person’s work as one’s own is absolutely prohibited. Such a practice will result in an F for the assignment and may well result in a failure for the course.
- b. Cheating on exams is academic dishonesty. Those students who aid another student in the cheating process also have performed academic dishonesty.

- c. Other forms of academic dishonesty include, but are not limited to, dishonesty concerning one's personal information or conduct; theft of another person's property; or the pirating of software.

Graduation Requirements

1. All academic requirements must be satisfied including the attaining of a cumulative 2.00 G.P.A.
2. All outstanding bills with MCC must be paid in full by April 1st.
3. The candidate must be approved for graduation by the Faculty as given authority by the Board of Directors.

STUDENT RESPONSIBILITIES

Assistance for Students

The faculty are available to speak with students and offer assistance regarding any aspect of College life. If you would like to discuss personal or confidential issues with a faculty member please make an appointment. Confidence will be kept as long as the student is making sufficient progress or until the situation is serious enough to warrant outside consultation.

Financial Obligations

1. Students are reminded that tuition and other fees are intentionally kept low so that all who desire a Christian education may obtain it without undue financial stress. Actually the fees provide only a small portion of the total cost of operating the College. The major portion comes from the gifts of individuals and churches who faithfully support this Christian endeavor.
2. Students are expected to pay all bills upon enrollment. Otherwise, any delay in payment must be approved by the Chief Operating Officer. The College offers financial assistance as stated in our Catalogue.
3. Accounts remaining unpaid as of the 1st of the month after registration will be assessed a \$100 administrative fee.
4. Accounts remaining unpaid in whole or in part as of the end of the semester they are charged will incur 1% non-compounding, cumulative interest on a monthly basis, beginning the month after the end of the semester.
5. Individuals with open balances will not be able to register for further academic classes.
6. A degree or certificate will not be granted, nor will an official transcript be issued, until the student takes care of all financial obligations with the College.

Insurance

All full-time students have the option to enroll in the College health and dental insurance plan provided through the University of Prince Edward Island.

All students traveling with the College for any reason are required to sign a waiver form releasing the College of liability should anything happen while traveling with College groups or representing MCC.

Physical Fitness

Physical fitness is important to the body and mind. Therefore all students are encouraged to maintain regular physical fitness.

Code of Conduct

The college is a community of scholars in which the ideals of freedom, freedom of expression, and freedom of the individual are sustained. However, preservation of these freedoms and rights requires respect of the rights of all in the community to enjoy them to the same extent. In a community of learning, willful disruption of the educational process, and interference with the orderly process of the college as defined by the college administration or with the rights of other members of the college cannot be tolerated. Students enrolling in the institution assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the college retains the power to maintain order within the community and to remove those who are disruptive to the educational process.

Netiquette

Maritime Christian College does not tolerate disruptive or disrespectful behavior in the online communications in any course.

Statement of Faith

Maritime Christian College welcomes students from diverse backgrounds, irrespective of physical origin (ethnic, national, or racial), skin color, gender, political affiliation, age, marital status, family relationship, or handicap. As a faith-based institution, Maritime Christian College makes one exception to a student's background: religious belief and affiliation. Maritime Christian College expects its students to adhere in both good conscience and good faith to its statement of faith. Students are expected to agree with and to the following statement of faith, derived directly from Maritime Christian College's fourth By-Law:

- A. Maritime Christian College, in its endeavor to educate and equip men and women for Christian service, will make the Bible its chief textbook, arrange all its courses of study, and conduct its work in harmony with both the Spirit and letter of the Word of God. To this end, students must believe without reservation in the full and final inspiration of the Bible such that it is, to the student, the infallible Word of God, and therefore the all-sufficient rule of faith and life; in the Deity and supreme authority of Jesus Christ; obedience to the Gospel; the edification of the Church; and the restoration of its unity on the New Testament basis.
- B. Believing that such faith and a church with a program in harmony with this faith are essential to the salvation of the world, Maritime Christian College will endeavor to so educate and inspire its students as to make them effective servants of Jesus Christ.
- C. Maritime Christian College must be independent, separate and apart from all other agencies. While intending to antagonize none, but seeking the friendship and cooperation of all in proportion that like aims are cherished, Maritime Christian College will press on to train Christian workers to preach, teach, and live Jesus Christ.

TUITION & FEES

Tuition and Course Fees

Tuition	\$ 540 CAD / 3hr course
Coaching Fee	\$ 300 CAD / applicable course
LeanStack Subscription	\$ 60 USD / applicable course

Graduation Fees

This fee is payable to the College office before a certificate or degree can be issued.

Certificate	\$ 50 CAD
Degree	\$ 75 CAD

All prices are subject to change. Tuition and fees are non-refundable after registration day.

FACULTY, STAFF & BOARD

Faculty & Administration

Richard Jones

Chief Operating Officer

B.Sc.FE, University of New Brunswick
B.Comm, University of Windsor
MBA, Dalhousie University

Thomas Marshall

Academic Dean

B.A., B.A., Lincoln Christian College
M. Div., Lincoln Christian Seminary

Jerry Scripture

Director of Online Learning

B.S., University of Nebraska
M.A., University of South Florida
Ph.D., Capella University

Matt Dabbs

Adjunct

B.A., Harding University
M.Div., Harding School of Theology

Brenton Dickieson

Adjunct

Lecturer of Theology and Literature
B.A., Maritime Christian College
Diploma C.S., M.C.S., Regent College
Ph. D., University of Chester

Ben Foreman

Adjunct

B.A., Maritime Christian College
M.A., Lincoln Christian University

Brandon Guindon

Adjunct

B.S., Linfield College
M.A., Hope International University

Leanna Rierson

Adjunct

B.S., Wichita State University
M.S., Rochester Institute of Technology
M.A., Johnson Bible College
M.A., Cincinnati Christian College
Ph. D., University of Exeter

Robbie Sevilla

Adjunct

B.A., Maritime Christian College

Staff

Ellen Arsenaault	Administrative Assistant
Penny Ching	Director of Finance and Administration
Stephen & Larissa Weatherby	Building Supervisor

Board of Directors

Megan Davies	Cornwall, PE
Dan Foreman	Fredericton, NB
Ian Morse (Vice-Chair)	Cornwall, PE
Gregory Nicholson (Chair)	Halifax, NS
Nancy Rickard (Secretary)	Fredericton, NB
Katie Stevenson	Digby, NS
Kent Wiezel (Treasurer)	Saint John, NB

Board Members teaching as adjunct professors will step away from their role in the board for that semester.

MASTER CALENDAR 2021/2022

Master Calendar 2021-2022

First Semester

Application Deadline	Sun., Aug. 15
Registration Day - Tuition & fees due and non-refundable after registration day	Tues., Sept. 7
Convocation Service – MCC Chapel – 3 pm	Sun., Sept. 12
Classes Begin	Mon., Sept. 13
Thanksgiving Day – No classes	Mon., Oct. 11
Mid Term	Mon., Nov. 1
Remembrance Day – No classes	Thurs., Nov. 11
Last day of classes	Sun., Dec. 12
Grades available and Dean's List Published	Fri., Dec. 31

Second Semester

Application Deadline	Sun., Dec. 20
Registration Day - Tuition & fees due and non-refundable after registration day	Tues., Jan. 4
Classes Begin	Mon., Jan. 10
Islander Day – No classes	Mon., Feb. 21
Mid Term	Tues., Mar. 1
March Break	Mar. 21 - 25
Good Friday – No classes	Fri., Apr. 15
Last day of classes	Sun., Apr. 17
Easter Monday – No classes	Mon., Apr. 18
Bible Knowledge Tests	Tues., Apr. 26
Grades available and Dean's List published	Fri., May 6
Closing Ceremony – MCC Chapel – 2pm	Sat., May 14

Notes

Notes

