

STUDENT ACADEMIC HANDBOOK

ALL CAMPUSES

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ACADEMIC PURPOSE

We believe God's Word is indispensable for having and maintaining a relationship with God. The Word of God transforms our hearts and minds as we submit to the work of the Holy Spirit.

COURSE SELECTION

The Millar Bachelor of Biblical Studies curriculum consists of 72 credit hours of core courses and a variety of elective courses. To graduate, a student must complete 96 credit hours, including the core program and at least one elective course in each of the following areas:

- Evangelism
- Homiletics
- Missions
- Teaching

COURSE LOAD

- Each course will involve approximately one hour of out-of-class work for every hour of class time. Students are encouraged to organize their time and extracurricular activities to live a well-ordered life.
- Dorm students are expected to take a normal schedule of courses and pay full tuition.
- Students with families, living in campus housing, are expected to take a normal schedule of courses and pay full tuition.
- For further details, please see Definitions and Particulars (page 5).

CLASS ATTENDANCE AND EXPECTATIONS

We are convinced that class attendance is a vital part of each course. When a student regularly comes to class late, skips classes, or is inattentive in class, it shows a lack of respect towards both the instructor and fellow classmates. Attendance is taken daily by the instructors. Students who are inattentive in class may be deemed absent at the teacher's discretion. Inattentiveness includes sleeping, playing games, doing other course work in class, texting, etc.

While a student arriving late will be allowed to remain in class, they will be deemed officially absent for the third offense. Following the third offense, each late arrival in any course will be considered an absence.

CLASS ABSENCES

Students are expected to attend and engage in all of their classes. However:

- One absence is allowed per credit hour for a course (1 absence for a 1 credit course, 2 for a 2 credit course, and 3 for a 3 credit course, 4 for a 4 credit course), though these are intended to be used for legitimate purposes only and not for holidays, extra long weekends, or because you don't want to go to class.
- If a student misses a class due to a Millar sanctioned event such as sports, Field Education, Worship Arts, etc., it does not count as an absence. Students are advised to be proactive in their education and find notes or listen to audio recordings of the classes they miss.
- Absences caused by prolonged illness will be considered by the Academic Committee on an individual basis.

Absences over these allowances will incur the following penalties:

1 credit course	-6%
2 credit course	-5%
3-4 credit courses	-4%

Taking non-school related holidays during the semester means that a spot will not be guaranteed for that student in the next semester.

MODULAR COURSE ABSENCES

If a student is absent from a modular course, they will be penalized 25% per day. Students absent for more than two days due to extenuating circumstances may be allowed to audit the course (at the discretion of the Academic Dean and the course instructor).

LATE ASSIGNMENTS

- Assignments are due on the date indicated in the syllabus (or announced in class) and at the time of day designated by the instructor. Instructors have the right not to accept assignments handed in directly to their office.
 - Pambrun Campus: Assignments worth more than 10% are due by library closing on the due date.
 - Sunnybrae Campus: Assignments are due by 5:00pm on the due date.
 - Winnipeg Campus: All assignments are due by 10pm on the due date unless otherwise specified.
- Generally, last-minute extensions are not given. Students are responsible to get work done in advance of due dates to allow for the unexpected.
- Late assignments will be penalized 20% the first day and 10% per day after that. After four days, the assignment will receive a grade of zero. Discretionary changes may be made by individual instructors.

ACADEMIC APPEAL PROCESS

If a student would like to dispute his or her grade they must initiate discussion with the grading professor within two weeks of receiving the grade. If a satisfactory arrangement is not reached, the student will bring the concern to the Academic Dean or the Dean of Education within one week of speaking to the grading professor. If the situation is still not resolved, the student must submit the appeal in writing to the Registrar who will bring it to the Academic Committee. The Academic Committee will make a decision on the appeal within one month of receiving the written request.

DEFINITIONS AND PARTICULARS

- **Full-time Student:** A student taking an average of 16 or more credit hours in a semester. Permission from the Academic Dean is required to take fewer than 16 credits.
- **Part-time Student:** A student taking less than 10 credits in a semester. Ten credit hours per semester are required to qualify for student loans.
- **Grade Point:** The numerical equivalent of a letter grade. Grade points are earned by multiplying the number of course credit hours by the point value of your grade, e.g. receiving a B (3.5 value) in Gospels (3 credit hour course) is worth 10.5 grade points.
- **Grade Point Average (GPA):** The total grade points earned divided by the total enrolled credit hours in a given course or semester.
- **Aggregate Grade Point Average (AGPA):** The cumulative GPA including all previous semesters.
- **Transcript:** A trusted document of a student's permanent academic record showing all the courses a student has taken, grades, and credits earned, etc.
- **Auditing a Class:** No academic credit is given; regular class attendance requirements apply. Students may be required to do all reading, research, and writing assignments that pertain to classroom interaction and participation. There is a limit of one audit per semester, pending instructor approval.
- **Independent Course Study:** Subject to the approval of the Academic Committee and the direction of a faculty supervisor, a student may pursue a topic of personal interest for course credit.
- **Field Education:** A program involving church or ministry experience. It is required for each semester.
- **Classification of Students:** A designation of first through fourth year students according to the number of credit hours earned.

First Year	00–31 credit hours
Second Year	32–63 credit hours
Third Year	64–95 credit hours
Fourth Year	96 or more credit hours

COURSE CHANGES

- Course additions must be made by the end of the first week of semesterized classes.

- Course withdrawals must take place by the Friday of the second week of semesterized classes (third week for language classes). After this date, an “incomplete” will be recorded on the student’s transcript and they will receive a failing grade.
- November module changes are allowed during the first two weeks of semesterized classes and January modules can be changed until October 15th.

EXAMS

Mid-term and final exams are the property of the instructor and will not be returned to students. Students will be allowed to view and discuss their exams.

GRADING SYSTEM

Grade	% Range	Pts	Evaluation
A	95–100	4.0	Exceptional Work
A–	90–94	3.75	
B	85–89	3.5	
B–	80–84	3.0	Competent Work
C	75–79	2.5	
C–	70–74	2.0	
D	65–69	1.5	
D–	60–64	1.0	
E	55–59	0.5	
F	Below 55	0.0	Failing Grade

GRADUATION HONOURS

Cum Laude (Honours)	AGPA of 3.50 or higher
Magna Cum Laude (High Honours)	AGPA of 3.65 or higher
Summa Cum Laude (Highest Honours)	AGPA of 3.80 or higher

STUDENT WITHDRAWAL PROCESS

Students who choose to withdraw from the college during the semester must contact the Dean of Education to establish their decision and the date of their withdrawal.

As per federal regulations, international students who withdraw from or discontinue their studies at Millar and do not pursue studies at another designated post-secondary institution will not be able to remain in Canada.

TRANSFER CREDITS

If a student wishes to transfer academic credits to another institution, they need to request a transcript from the Registrar (through the college website). If a student wishes to transfer academic credits from another institution to Millar, they need to have transcripts from that institution sent to the Registrar for consideration.

INTERNATIONAL STUDENTS

Our International Student Advisor is available to answer questions regarding academics and to work with any international students requiring additional assistance with their studies. For the Pambrun and Winnipeg Campuses, the International Student Advisor is Chris Brown. At our Sunnybrae Campus, see David Ruten.

ACADEMIC MENTORING

Millar College of the Bible is committed to helping students who are struggling academically. The first support we offer is called *academic mentoring*. Students may, of their own initiative, ask to enter into an academic mentoring contract in order to provide focus and accountability for their studies.

The Academic Committee may also recommend academic mentoring for students who fail a major course requirement (like a midterm), produce grades far below their ability, struggle to hand assignments in on time or are unable to finish their reading on time. Each campus' committee will discuss students in this situation, and a decision will be made as to which students should be encouraged to accept a mentoring contract.

Students who commit to academic mentoring will be asked to sign a written contract that includes:

- A commitment to tracking study hours. The student will be expected to record a minimum of ten hours per week outside of class.
- Meeting with a staff member once a week for support and accountability and to discuss any questions or concerns about assignments.
- A commitment not to ask for extensions for assignments. The goal is to develop a habit of working ahead.

ACADEMIC PROBATION

Students who have been encouraged to accept academic mentoring but have either chosen not to accept it, or have not fulfilled their contract, may be placed on a mandatory academic probation contract if they continue to fail course requirements. If they do not honor the terms of this mandatory contract, they may be dismissed or barred from returning for their next semester of studies.

ACADEMIC DISHONESTY

A paper handed in for one course may not be handed in for a second course. All work handed in for a course must be original work for that course, unless explicit permission to reuse material has been given by the instructor.

Plagiarism is the act of using another person's work or ideas and fraudulently presenting it as one's own. This includes (points are taken from <https://www.plagiarism.org/article/what-is-plagiarism>):

- turning in someone else's work as your own.
- copying words or ideas from someone else without giving credit.
- failing to put a quotation in quotation marks.
- giving incorrect information about the source of a quotation.
- changing words but copying the sentence structure of a source without giving credit.
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

Unless a professor has specifically allowed the use of material, no notes or outside sources may be used in an exam.

Research and content generated by Artificial Intelligence (AI) programs that is portrayed as one's own work for assignments will also be considered an act of dishonesty.

Millar College recognizes that any type of dishonesty is a serious offence and must be dealt with using consistent diligence. Dishonesty is a dismissible offence.

THREE-DAY SUSPENSION POLICY

Any student found to be guilty of dishonesty will be suspended from the college for three class days. This suspension must be served off-campus. The student in question will be considered absent for all the classes missed but will need to hand all assignments in on time. A further infraction will normally lead to dismissal (see below).

Any department with concerns about a student may bring his or her name before the Education Committee. All applicable evidence relating to the case (e.g. photocopies of plagiarized papers) will be kept on file for at least one year.

ACADEMIC DISMISSAL

Normally, students are barred from enrolling at Millar for at least one semester if they fall into the categories below:

- fail or do not complete a core course.
- did not attain a GPA of 1.5 in his or her core courses in any given semester.
- did not attain an AGPA of 2.0 in his or her core courses over the first two years.

- have committed a dishonest offence (as above).

If a student has demonstrated good work ethic by fulfilling their academic mentoring requirements, they may be allowed to continue their studies even if their AGPA is lower than program requirements.