



MARITIME
CHRISTIAN COLLEGE

**Undergrad
Student Handbook
2023-2024**

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Welcome to MCC!

Thank you for choosing Maritime Christian College (MCC). God is working in your life because you want to know more about Him and have committed to taking a class. Congratulations! This is an excellent start. Abram (later Abraham) left Ur because God had called him on a journey through the land of Canaan. While on that journey Abram learned how God would bless all people through his family, even though Abram had no children at the time. Abram's step of faith laid the foundation for the Jewish nation and ultimately to Jesus' ministry, arrest, death, and resurrection.

God promised Abraham that all nations would be blessed through him. This blessing continues as each one of us makes disciples by investing in the lives of others. As you read through the Student Handbook you will discover guidelines for interacting with your classmates as well as faculty and staff. As believers we should build one another up and be an encouragement. Your actions will help build community among your fellow classmates.

As a Christian College dedicated to making disciples who make disciples, our spiritual walk is essential and our words of encouragement and willingness to bear one another's burdens matter (Gal. 6:1-2). We are called to encourage one another (1 Thess. 5:11) and inappropriate, hurtful, or dismissive words in our correspondence or face to face meetings is unacceptable behaviour which does not reflect Christlikeness. We must hold one another accountable (James 5:16).

MCC makes use of the Populi Learning Management System (LMS). Take time to familiarize yourself with the LMS as this will be your main avenue of interacting with your professor and classmates. If you have any questions about Populi (LMS), contact Ellen Arsenault (earsenault@mccpei.com).

Dr. Jerry Scripture, Director of Online Learning, will oversee the online courses to ensure quality control. He loves students and is available to help. If you have any issues, please contact him at jscripture@mccpei.com.

We hope you enjoy your time at MCC and grow in your knowledge and relationship with Jesus Christ.



Thomas Marshall
Academic Dean
Maritime Christian College

CLASSES

Class Load

The College has moved to an online class format using Populi. A student enrolled for 12 or more semester hours is considered a full-time student, however, 15 semester hours is considered a full load of course work. Three or fewer classes per semester is considered a part-time work load. A semester hour of credit represents one hour of time on task per week for one semester. The College expects that a student devote at least two hours of study preparation and research for each hour of time on task.

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 only.

Courses

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

Statute of Limitation on Finishing Degree Program

MCC will allow up to 10 years to finish a degree program. After 10 years many classes may have to be retaken due to changes.

Textbook Policy

Students are expected to purchase their own textbooks for each course. Textbook lists will be posted on the MCC website: mccpei.com/textbook-lists. The College makes use of Perlego.com as an option for an online library resource.

Withdrawal From Class

- Part-time Students – Tuition and fees are non-refundable after registration day.
- Full-time Students – withdrawal from a course is allowed up to:
 - 2 weeks after the start of class with a 75% refund of tuition
 - 3 weeks after the start of class with a 50% refund of tuition
 - 4 weeks after the start of class with a 25% refund of tuition

A withdrawal form must be completed by the dates listed to be eligible for any refund of tuition. A form may be obtained by emailing: registrar@mccpei.com.



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 after week four shall result in a grade of WF. If a student withdraws during week one to four and is doing passing work, a grade of WP shall be given.

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.

Attendance Policy:

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

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.

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.

Work Style / Late Work / Return Policy:

All class work is to be typed on 8 ½ x 11 paper in a Microsoft Word Document, or PDF. The College uses APA 7 style. A student must make arrangements with the professor if an alternative format can be arranged. 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.

Probation

There is an expectation that a full time student will achieve a certain minimum of academic standard per semester. The following scale outlines these expectations:

- 1.00 after 1st semester
- 1.33 after 2nd semester
- 1.67 after 3rd semester
- 2.00 after 4th semester

Full-time students whose average falls below the above in any semester will be placed on academic probation for the following semester and may be required to lengthen the time for completing the remainder of their program.

Conditions of Probation

- Students on academic probation are not permitted to take more than 10 hours of course work in any semester.
- Students on academic probation must terminate their programs at the end of that semester if the probationary status is not removed or extended by achieving an average for the semester equal to or higher than that required. Exceptions must be approved by the Academic Dean.
- At the end of each semester, students on academic probation are considered by the Academic Dean, in consultation with the faculty if necessary, for the purpose of determining their future academic status.
- If a student does not meet the minimum requirements while on academic probation they must take a semester off and reapply with new references, essay and/or transcripts stating where they've been since they left school, what they have learned and what their plans are if accepted back into the program.

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.

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.

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 President. 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 and part-time students living in Canada have the option to enroll in the College health and dental insurance plan provided through the University of Prince Edward Island. Students sign up at MCC when registering for courses by registration day in September or January.

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.

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.

Grievance

Every student in the Maritime Christian College community has a right to initiate a grievance if they believe that the decision of the College authority or action from a College member affects his or her College life as unreasonable, unfair or unjust. The student has the right to initiate the complaint resolution policy without fear of reprisal or threat of reprisal for doing so. The complaint resolution process has three stages, please contact the MCC office for a copy.



TUITION & FEES

Tuition and Course Fees

Tuition	\$ 540 CAD / 3 hour course
	\$ 180 CAD / 1 hour credit
LeanStack Subscription	\$ 60 USD / applicable course
Perlego	\$ 105 USD / per year

Graduation Fees

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

Certificate	\$ 50 CAD
Degree	\$ 75 CAD

Refund Policy

- Part-time Students – Tuition and fees are non-refundable after registration day.
- Full-time Students – withdrawal from a course is allowed up to:
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 - 3 weeks after the start of class with a 50% refund of tuition
 - 4 weeks after the start of class with a 25% refund of tuition

A withdrawal form must be completed by the dates listed to be eligible for any refund of tuition. A form may be obtained by emailing: registrar@mccpei.com.

All prices are subject to change.

FACULTY, STAFF & BOARD

Faculty & Administration

Tim Cook

BPE, Dalhousie University
BBM., Maritime Christian College

Church Relations

Matt Dabbs

BA, Harding University
MDiv, Harding School of Theology

Course Developer, Adjunct

Brenton Dickieson

BA, Maritime Christian College
Diploma CS, MCS, Regent College
PhD, University of Chester

Course Developer, Adjunct

Ben Foreman

BA, Maritime Christian College
MA, Lincoln Christian University

Course Developer, Adjunct

Brandon Guindon

BSc, Linfield College
MA, Hope International University

Course Developer, Adjunct

Bobby Harrington of Renew.org

MAR, Harding School of Theology
MDiv, Harding School of Theology
DMin. Southern Baptist Theological Seminary

Course Developer

Richard Jones

BScFE, University of New Brunswick
BComm, University of Windsor
MBA, Dalhousie University

President, Course Developer, Adjunct

Thomas Marshall

BA, BA, Lincoln Christian College
MDiv, Lincoln Christian Seminary

Academic Dean, Course Developer

Daniel McCoy of Renew.org

BTh, Ozark Christian College
MA, Veritas International University
PhD, North-West University, South Africa

Course Developer

David Nelson

BSc, Sam Houston State University
MED, Prairie View A&M University

Course Developer, Adjunct

Leanna Rierson

BSc, Wichita State University
MSc, Rochester Institute of Technology
MA, Johnson Bible College
MA, Cincinnati Christian College
PhD, University of Exeter

Course Developer, Adjunct

Jerry Scripture

BSc, University of Nebraska
MA, University of South Florida
PhD, Capella University

Director of Online Learning

Robbie Sevilla

BA, Maritime Christian College

Adjunct

Brett Seybold

BA, Cincinnati Christian University
MA, Cincinnati Christian University
MA, Lincoln Christian University
PhD Candidate, Liberty University

Adjunct

Aaron Williams

BSc, California Polytechnic State University
MSc, Southern Utah University

Adjunct

Staff

Richard Jones	President
Ellen Arsenault	Administrative Assistant
Penny Ching	Director of Finance and Administration

Board of Directors

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

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

MASTER CALENDAR 2023/2024

Master Calendar 2023-2024

First Semester (September - December)

Application Deadline	Mon., Aug. 15
Registration Day – Tuition & fees due (Tuition & fees are non-refundable after registration day for part-time students)	Tues., Aug. 29
Labour Day - Office Closed	Mon., Sept 4
Classes Begin	Tues., Sept 5
Last day for full-time students to withdraw from courses with a 75% refund of tuition	Tues., Sept. 19
Last day for full-time students to withdraw from courses with a 50% refund of tuition	Tues., Sept. 26
National Truth and Reconciliation Day (Sept 30) - Office closed	Mon., Oct 2
Last day for full-time students to withdraw from courses with a 25% refund of tuition	Tues., Oct. 3
Thanksgiving Day – office closed	Mon., Oct. 9
Mid-Semester Break	Oct. 23 - 29
Remembrance Day (Nov. 11) – office closed	Mon., Nov. 13
Last day of Classes	Sun., Dec. 10
Faculty Grades Due	Fri., Dec. 15
Grades available and Dean's List Published	Fri., Dec. 22

Second Semester (January - April)

Application Deadline	Tues., Dec. 15
New Year's Day - office closed	Mon., Jan. 1
Registration Day – Tuition & fees due (Tuition & fees are non-refundable after registration day for part-time students)	Tues., Jan. 2
Classes Begin	Mon., Jan. 8
Last day for full-time students to withdraw from courses with a 75% refund of tuition	Mon., Jan. 22
Last day for full-time students to withdraw from courses with a 50% refund of tuition	Mon., Jan. 29
Last day for full-time students to withdraw from courses with a 25% refund of tuition	Mon., Feb. 5
Islander Day – office closed	Mon., Feb. 19
Mid-Semester Break	Feb. 26 - Mar. 3
Good Friday – office closed	Fri., Mar. 29
Easter Monday – office closed	Mon., Apr. 1
Last day of Classes	Sun., Apr. 14
Faculty Grades Due	Fri., Apr. 19
Grades available and Dean's List published	Fri., Apr. 26
Kenneth T. Norris Lectureship	May 7 - 9
Graduation	Sat., June 1

Notes

Notes

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