

# Carey Student Handbook

*Policies & Practices*

CAREY THEOLOGICAL COLLEGE  
& CAREY INSTITUTE

- Community Life
- Services Offered
- Resources Available
- Academic Regulations



## FACULTY & ADMINISTRATION

Dr. Colin Godwin .....	President
Dr. Joyce Chan... ..	Vice President Academic; Associate Professor of Church History; Director of ReGeneration
Rev. Myrna Sears .....	Vice President Carey Institute;
Sam Nakai.....	Vice President Operations
Dr. Axel Schoeber .....	Associate Professor of Supervised Ministry; Director of Graduate Internship Program
Dr. Craig Smith .....	Professor of Biblical Studies
Dr. Jonathan Wilson .....	Pioneer McDonald Professor of Theology

## PROGRAM DIRECTORS

Dr. Brian Stelck.....	President Emeritus; Co-Director of Doctor of Ministry Program
Dr. Ellis Andre .....	Co-Director for Doctor of Ministry Program
Dr. Les Biggs .....	Interim Director for the MA in Spiritual Formation Program
Clement Tong.....	Senior Academic Administrator; Director of Chinese Ministries Program
Dr. Darrell Johnson.....	Director for the Centre for Preaching
Brad Easton .....	Director for Distance Education

## ADMINISTRATIVE STAFF MEMBERS

Jocelyn Melder.....	Donor Development and Student Recruitment
Sherman Lau .....	Registrar & Student Services
Joanna Kwon .....	Assistant to the Vice President Academic
Bethany Mortiletti.....	Assistant to the Vice President Carey Institute
Christopher Orr.....	Facilities Supervisor
Hazel Shek .....	Receptionist/Front Desk Agent Ka Man Ng
Ka Man Ng.....	Guest Services Receptionist

# THE HANDBOOK

Carey Theological College and Carey Institute are committed to providing excellent academic and spiritual experiences for our students. The Student Handbook outlines policies, rules, standards of conduct, and community expectations that will help create an atmosphere for every student to receive transformative Christian education.

These policies apply to every Carey student, who are thus expected to become familiar with the guidelines and policies herein, and assume responsibility concerning the expectations.

Carey makes a wide range of tools and supports available to students for the benefit of the academic experience. Information on such tools is provided here. Information on academic policies and regulations is also outlined.

*The Board of Administration may at any time establish rules and regulations consistent with the terms of this Handbook regarding student rights and responsibilities.*

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# CAREY COMMUNITY LIFE

## 1. Christian Community

The Great Command casts the foundation for all our efforts in pursuing God.

***Love the Lord your God with all your passion  
and prayer and intelligence ... and Love  
others as well as you love yourself.***

*(Matthew 22:37-40 MSG)*

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This command is what the Carey family of learners is formed by, and what all students are invited to participate in. Jesus' words invite us to develop spiritual practices of devotion to our God, being transformed in all parts of our humanity into Christ's likeness. We are invited to care for each other with as much vested interest as we care about ourselves.

The invitation forms our life together as a community of academic study and spiritual formation. We are guided to tend first to our own inner life with Christ, and second to participate fully in the community of Christ as we work out our salvation in fear and trembling.

Students come to Carey from diverse places, families, lives, churches, and experiences. Some live nearby, while others login to online discussions from around the world. We are proud to have a range of denominations and experiences represented; some students have worked in ministry for years, and some have only recently decided to pursue life in Christ. This diversity gives depth to our conversations, richness to our community life, and balance in our understanding of the world around us.

Not only do our students bring their own story, but join a community that has a distinct history, and calling in theological education. It is a sacred privilege to bring the history and call of each student together with the history and call of Carey. We do this with the guiding command of Christ to love our God first, with everything we have, and to love each other as ourselves.

Members of the Carey community are expected to follow this command with integrity and persistence, recognizing their role as a participant in the body of Christ and the community of Carey.

## 2. What We Believe

We accept wholeheartedly the revelation of God given in the scriptures of the Old and New Testaments and confess the faith therein set forth. We here explicitly assert the doctrines which we regard as crucial to the understanding and proclamation of the Gospel and to practical Christian living:

1. The sovereignty, love, and grace of God, the Father, the Son and Holy Spirit in creation, providence, revelation, redemption and final judgment.
2. The divine inspiration of Holy Scripture and its entire trustworthiness and supreme authority in all matters of faith and conduct.
3. The value of each human being as created by God. The universal sinfulness of humankind since the fall, which alienates all from God and subjects all to condemnation.
4. The full deity and humanity of the Lord Jesus Christ, the incarnate Son of God, whose substitutionary sacrifice is the sole ground of redemption from the guilt, penalty and power of sin.
5. The justification of the sinner by the grace of God through faith alone in Christ crucified and risen from the dead.
6. The illuminating, regenerating, indwelling and sanctifying work of God, the Holy Spirit, in the believer.
7. The church as set forth in the New Testament and understood historically by the Baptist community.
8. The expectation of the personal, visible return of the Lord Jesus Christ, our participation in the resurrection, and the hope of eternal life.

## 3. Our History

Carey began in 1960 as a residence for students at UBC. Twenty years later, Carey Theological College opened to provide graduate, doctoral, and continuing-studies theological education. Carey is a ministry of the Canadian Baptists of Western Canada charged with providing accessible, transformational, and practical theological education. From the beginning Carey's curriculum has been concerned with practical application and genuine spiritual formation. Out of this foundation grew Carey Institute, opened in 2006, to fill an educational gap for people wanting to further their theological education and leadership skills through non-traditional means.

#### **4. Discrimination & Harassment**

Carey seeks to be a community in which students, faculty and staff can grow together, free from discrimination and harassment. We are identified by our commitment to Jesus Christ and to the Scriptures which make Him known. Our purpose is that each of the members of Carey lead exemplary and honourable lives, consistent with and faithful to this revelation. So it is that we seek to love, honour, serve, guide and, where we have failed, to seek to make and be made right with one another. We acknowledge that we sometimes fail to live up to the high ideals upon which we claim to rest. Relationships may be fractured through acts or attitudes that either intentionally or unintentionally cause hurt. Discrimination and harassment, including sexual harassment, are two of many possible ways in which this sense of Christian community may be betrayed.

Anyone who believes that he or she has been subjected to comment or conduct which might constitute discrimination or harassment should report it to the Registrar.

# STUDENT RESOURCES

## 5. ID Cards

A Student ID card will be provided to all students who have been accepted into a Carey program of study, and are currently enrolled in a course. Student ID cards may entitle students to discounts on various products and services such as books, software, and student discounts. (UBC U-Pass cards are not available to Carey students.)

## 6. Online Access

All Carey online courses are hosted by UBC Connect, an online classroom format. All Carey students need to register for a Campus Wide Login (CWL) account through UBC in order to access online course.

- ❑ Create a CWL Account. Click here to begin:  
<https://www.cwl.ubc.ca/SignUp/cwlsubscribe/SelfSubscribeIndex.do>  
When the login screen opens, click “Proceed” to begin. Follow the prompts through the screens:
  - a. UBC Privacy Policy page. You must click “I Agree” in order to continue.
  - b. Select “BASIC ACCOUNT” and click “Continue”.
  - c. Personal Information page. Fill in your information and choose a username, password, and security question answers. *Make sure to write down this information* as it is required to access your course.
- ❑ Activate your CWL Account. Look for an email from UBC IT Services to confirm your CWL. You have 72 hours to click the link and activate your account.
- ❑ Enter your CWL username in the personal information page in your Carey SIS account.

Once you have logged in to Connect, your courses will appear as links to be followed. Note courses are typically not available until a few days before the course begins.

## 7. Library Services

Students have access to the John Richard Allison Library at Regent, the H. R. McMillan Library at Vancouver School of Theology, the St Mark's College Library, and any of the UBC libraries. The Allison Library, jointly owned by Carey and Regent has one of the largest theological collections in western Canada.

Carey maintains an updated student list at all campus libraries; these lists include all students who have been accepted into a credited program and are actively taking courses. Students may obtain a Allison Library card by showing proof of enrolment in a course or their Carey Student ID card. UBC library cards can be obtained at the UBC Bookstore. A UBC student number is required; request yours from the Registrar's Office.

UBC's Inter-Library Loan service is available to students to obtain books or resources not already available. Books need to be picked up and returned in person; the UBC library will not mail items to students. Journal articles requested through ILL will be emailed to students. For help obtaining items not available through the ILL process, such as articles only in print format, contact the Allison Library Reference Librarian, or a UBC Librarian for assistance.

Students who do not live near UBC are encouraged to check with their local colleges, universities, and seminaries. UBC Library participates in reciprocal borrowing agreements at many university libraries throughout Canada. Refer here for details on reciprocal borrowing privileges in Canada:

<http://services.library.ubc.ca/borrowing-services/reciprocal-borrowing/>

To use reciprocal borrowing, students need a COPPUL (Council of Prairie and Pacific University Libraries) card. Contact David Harakal at [david.harakal@ubc.ca](mailto:david.harakal@ubc.ca) or phone 604-822-1443 to have a COPPUL card mailed to you. You must provide your UBC student number and other contact information.

## 8. Online Library Resources

Online library databases are a useful source of information. The Allison Library has remote access to the largest on-line religious databases. These include: ATLA Religion Database with ATLASerials, Catholic Periodical and Literature Index, Christian Periodical Index, New Testament Abstracts (NTA), Old Testament Abstracts (OTA), ProQuest Religion Database, and Religious and Theological Abstracts (RTA).

Access the Allison Online Library through your Carey SIS account at <https://sis.carey-edu.ca>. For access to the UBC library's online databases login to your CWL account.

## 9. Books

Books and other resources are an essential component of the learning process. Students are expected to obtain required textbooks for each course. These are a notable expense costing up to \$150 per course. If finances are limited, students are advised to invest carefully in those essential reference works that will become a permanent and valued part of their library.

Books may be obtained through local or on-line bookstores. Carey does not operate a bookstore; however the Regent Bookstore at 5800 University Blvd., Vancouver is operated as a service to students and the public. The bookstore has many texts in stock and can secure titles upon order. (Email: [bookstore@regent-college.edu](mailto:bookstore@regent-college.edu), Phone 1-800-334-3279)

Books may also be borrowed from libraries, as mentioned above. All required textbooks will be available at the Allison Library.

## 10. Location and Facilities

Carey Centre is located at the northeast corner of the University of British Columbia, near the corner of Wesbrook Mall and Chancellor Boulevard. (See map on back page) It is within a few minutes' walk of many university facilities, including libraries, the aquatic centre, playing fields, museums, parks, restaurants, and bookstores. It is also in close proximity to University Village which has a variety of shops and restaurants. Bus and taxi service are readily available. All emergency services are available and the University Hospital is nearby.

Buildings at Carey Centre house faculty and staff offices, conference and meeting rooms, a chapel, a catered cafeteria, and housing for students studying at UBC and other local colleges. Free high-speed WiFi is available in the lobby, meeting rooms, and classrooms. Carey Centre also offers year-round accommodation for visitors to the Vancouver area. Rooms are fully furnished with single or queen beds, en-suite bathrooms. Linens, towels, soap and shampoo are provided. For more information, please call the reservations office at 604-224-4308 or email [info@carey-edu.ca](mailto:info@carey-edu.ca)

### a. Print/Copy/Fax, Internet Services, & Phone

Photocopying and printing for courses may be obtained at the main Reception area of the Carey Centre (B&W: \$0.10/ side; Colour: \$0.50/side). Fax is available at \$0.10/ page.

Students coming to Carey from a distance who require computer internet access may ask at the Carey Centre reception desk to borrow an Ethernet cable. Wireless access is available in certain areas of the building.

A courtesy phone is located in the main reception area; a pay phone is located in

the Faculty building. Mobile phones should be turned off in class.

#### b. Residence and Classroom Use

Carey Theological College and Carey Institute attempt to provide a Christian community for students. Whether living in the Carey residence or participating in courses that use the Carey classrooms, Christian living involves communication, cooperation, commitment, and consideration of others.

- The refrigerator in the Faculty building may be used to store lunches. Please ensure your food and drink items are labeled with your name.
- Please do not help yourself to food and drink items that do not belong to you.
- No cooking is allowed in the kitchenette of the Faculty building. Food may be reheated in the microwave.
- Please clean up after yourself. Always place dirty dishes in the dishwasher in the kitchenette of the Faculty building, and clean up countertops and table after use.
- Meals are available in the cafeteria at the Carey Centre. Individual meal tickets may be purchased at the Carey Centre Reception desk. Groups should make special arrangements in advance with the receptionist.

#### c. Lost and Found

Lost items are held at the main office in the Carey Centre.

#### d. Public Transit Service

The main UBC bus loop is 1 block south of the Carey Centre (at Wesbrook Mall and Student Union Blvd, see map on back page). Transit service links UBC to all areas of Vancouver and the Lower Mainland.

From Vancouver and the Lower Mainland: Take any bus that states UBC as its destination -- in Vancouver, bus routes #4, #9, #17, #25, #41, #43, #44, #49, #99 B-Line, #258 and #480 will all take you to UBC. Note that some routes service the UBC campus only during peak hours. Skytrain passengers can get off at Broadway Station and then transfer onto the #99 B-Line bus to UBC. Skytrain and #99 B-Line bus is the most economical mode to and from the airport.

#### e. Parking

Parking at Carey Centre and UBC is restricted. A limited number of parking passes are available at the Carey Centre Reception desk for a fee.

## **11. Health Insurance**

Carey students are responsible for their own personal health care coverage. Check with your provincial health care provider. If you are a student living in British Columbia, Medical Coverage is provided by the [Medical Services Plan](#) (MSP). MSP insures for medically required services, laboratory services and diagnostic procedures. Most families and individuals pay monthly premiums for their MSP coverage.

## **12. Student Services**

### **a. Vocational and Pastoral Guidance**

The Faculty members of Carey Theological College/Carey Institute are skilled and willing to provide vocational guidance for those contemplating ministry and for those students already engaged in ministry who seek pastoral guidance.

### **b. Spiritual Companionship/Direction/Pastoral Care**

Through the Centre for Spiritual Formation, Carey has a network of qualified people who are willing to provide students with spiritual companionship, spiritual direction or pastoral care, as appropriate. Information and requests may be made to the Carey Institute or to the Academic Program Assistant.

## **13. Student Grievances (non-academic)**

Carey attempts to provide a Christian community for students while participating in courses. Christian community involves communication, cooperation, commitment, and consideration of others. A student with a grievance of a non-academic nature may bring that grievance in writing to the President.

## 14. Financial Assistance

- Canadian Student Loans

Canadian students can apply for student loans through the province where they have been in residence for a minimum of 12 consecutive months, excluding time spent in full-time studies. In order to be eligible for a Canadian student loan, students must enrol in a minimum of 9 credit hours per term over the loan period. Students may contact the appropriate provincial authority to obtain Student Loan Applications.

- Canadian Baptists of Western Canada

Participating in the training of future ministers and the ongoing development of current ministers is an important to the collective work of the denomination. Students with the Canadian Baptists of Western Canada are advised that three types of student aid funds are available. Contact the Office of the Registrar for detailed information.

- Teaching Assistantships

Teaching Assistantships are available to selected students. T.A.'s, usually second or third year students, assist professors in various areas such as preparing bibliographies, cataloguing books, filing, monitoring classes, photocopying. Normally, the stipend is applied directly to the student's tuition fees, if 12 credit hours of study are being completed at the time.

- Awards & Bursaries

Other awards, scholarships and assistance available to students within certain categories are listed in the Academic Catalogue and on the Carey website. For more information you may contact the Office of the Registrar.

# ACADEMIC POLICIES & REGULATIONS

## 15. Student Appeals (academic)

Appeals may be made by registered Carey Theological College/Carey Institute students. Students are assured the right to appeal any judgment relative to their academic program, whether it is permission to enter a degree program, a ruling regarding academic procedure or a grade given in any academic work.

The appeal would normally be made, in the first instance, to the person or committee responsible for the decision under dispute (e.g. grades to Faculty, admissions to the Admissions Office).

Where the student is not satisfied that the appeal is fairly heard or considered, a further appeal may be made to the Vice President Academic. The Vice President Academic will hear and discuss the circumstances attending the complaint and counsel the student regarding the issue.

If the student is still not satisfied, the ruling may be appealed in a written summation to the Appeals Committee of the Senate of Carey Theological College/Carey Institute. The decision registered by the Senate is final.

## 16. Gender Language Policy

As language usage changes over time, the church must discern where its own language must change in order to continue to bear witness faithfully to the gospel. Modern English usage has moved away from using masculine terms to refer to groups that include women. The continued use of such terms in worship, writing, or conversation miscommunicates the invitation of the gospel and the nature of the church.

This policy refers to humankind. Examples of inclusive language for persons can be found in the NRSV and the TNIV translations. In regards to Scripture texts, the integrity of the original expressions and names of God should be respected. The language of previous eras and other authors need not be rewritten to conform to contemporary usage. It is expected that inclusive language will be used in written work, publications, and classroom conversation at Carey Theological College/Carey Institute.

## 17. English Language Requirement

English is the primary language of instruction at Carey Theological College. All prospective students are required to demonstrate a minimum level of English proficiency before they will be admitted. (Except those entering a program taught in a different language) There are six ways to meet this requirement:

- Complete 4+ consecutive years of full-time education in English in Canada immediately prior to applying to Carey Theological College.
- Complete 4+ consecutive years of full-time education in English in a country other than Canada where English is the principal language, immediately prior to applying to Carey.
- Graduate from a recognized degree program at an accredited university at which English is the primary language of instruction in a country where English is the principal language
- Achieve a grade of 70% or better on the provincial examination portion of BC English 12 or English Literature 12 or the equivalent.
- Achieve a final grade of 4 or better on Advanced Placement English Language & Composition or Literature & Composition; or achieve a final grade of 5 or better on International Baccalaureate English A1 or A2 (higher-level or standard-level).
- Achieve the competence standard indicated by Test of English as a Foreign Language (TOEFL).

## **18. Persons with Exceptionalities**

Carey Theological College and Institute is committed to facilitating the learning of all students capable of doing the study and course work to the programs for which they have been accepted. Any student who has exceptionalities that may impact the full demonstration of his/her abilities should contact the Office of the Registrar to discuss evaluation and documentation of learning needs. The Carey faculty will make every effort, where it is possible and within the means of the Institution, to incorporate alternative learning strategies that have worked for the student in the past, including mutually accountable accommodations to ensure the student's full participation in the course.

Limitations: Carey is pleased to provide reasonable accommodations for students with known physical and cognitive limitations. This will be determined based on submission of medical documentation and the available resources of the Institution.

Carey's responsibilities toward students with exceptionalities:

- Carey will ensure that persons with exceptionalities are not denied admission based on disability.
- Carey will accommodate students with disabilities, where possible, with respect to admission criteria and the Human Rights Code (BC) and the Canadian Charter of Rights and Freedom.
- Carey will review documentation to ensure recommendations and decisions regarding accommodations are based upon appropriate medical documentation.

- Carey will ensure, through the Office of the Registrar, that faculty are aware of individual learning plans where this is relevant to course participation and overall student learning.

Responsibilities of the student with exceptionalities:

- Provide necessary documentation to the Office of the Registrar. It cannot be assumed that Carey will be able to respond to student needs if these have not been represented to administration.
- Bring the request for accommodations or for changes to accommodations to the attention of the Registrar in a timely manner in order to allow for arrangement of individual student learning plans.

While Carey will do all it can to create a safe, supportive learning environment for all students, Carey reserves the right to deny accommodation requests if the accommodation request is deemed to have negative impact on the quality of other student's learning experience, the integrity of Carey curriculum.

## **19. Student Representation to the Senate**

All students are represented on the Senate of the College by a Student Representative. Students may contact their representative by email at [studentrep@carey-edu.ca](mailto:studentrep@carey-edu.ca).

## **20. Course Withdrawal Policy**

After the period for which tuition refunds are available, a "W" will be placed on the transcript of a student who withdraws from any course within the first half of the course. Beyond those dates, an "F" will be recorded on the student's transcript.

Students who undergo extreme hardship which was not of their causing, was beyond their ability to control, and prevents them from completing course requirements even given an extension, may appeal, in writing, to the Registrar for a Withdrawal from the course. If granted, a grade of "W" will be recorded on the student's transcript.

## 21. Academic Integrity

A high standard of academic integrity is expected of all Carey Theological College students; any infraction will be treated seriously and may be grounds for dismissal. Academic integrity is honest and responsible scholarship. Students are expected to submit original work and give credit to other peoples' ideas. Academic dishonesty is acting in a manner to gain unearned academic credit. Examples of academic dishonesty are:

- Plagiarising by misrepresenting the work of another person (in whole or in part) as a student's own work or failing to give credit for either wording or ideas that belong to another.
- Submitting the same material for credit in more than one course (whether the earlier submission was at Carey or another institution).
- Using unauthorized aids of any sort in examinations, completing work in unauthorized collaboration with others, or the unauthorized recording and use of class lectures are all examples of breaches in academic integrity.

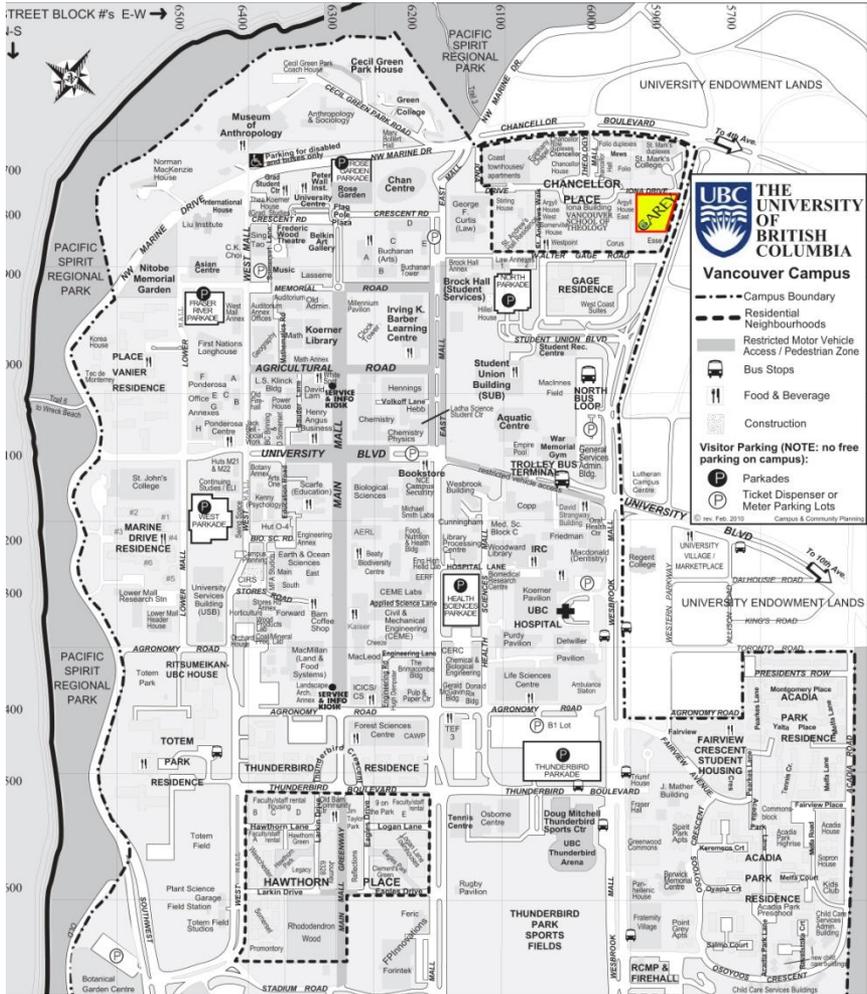
Penalty for a lack of academic integrity may include a failing grade in the assignment, examination or course, depending on the severity of the offense. All students are responsible for knowing and practicing academic integrity. Students are expected to become familiar with the Plagiarism Resource Centre for students at: <http://www.library.ubc.ca/home/plagiarism/>

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*This Student Handbook, as amended from time to time, is approved by the Board of Administration of Carey Hall to express in good faith its intention as to the manner in which the College will operate in respect of the student matters covered.*



# UBC Campus



5920 Iona Drive  
Vancouver, British Columbia

V6T 1J6

T: 604.224.4308

F: 604.224.5014

E: [info@carey-edu.ca](mailto:info@carey-edu.ca)

W: [www.carey-edu.ca](http://www.carey-edu.ca)