加拿大華人神學院溫哥華
Canadian Chinese School of Theology Vancouver

培育主僕裝備信徒

Student Handbook

2026 September

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1. Introduction

The CCST Vancouver Student Handbook provides basic community information, standards and expectations. We expect every student to read and become familiar with the content so that you may understand and take part in the CCST Vancouver community.

CCST Vancouver Vision Statement

"Based on biblical truth, we provide relevant theological training to nurture God's servants to pass on ministry and mission, fulfilling Christ's commandment."

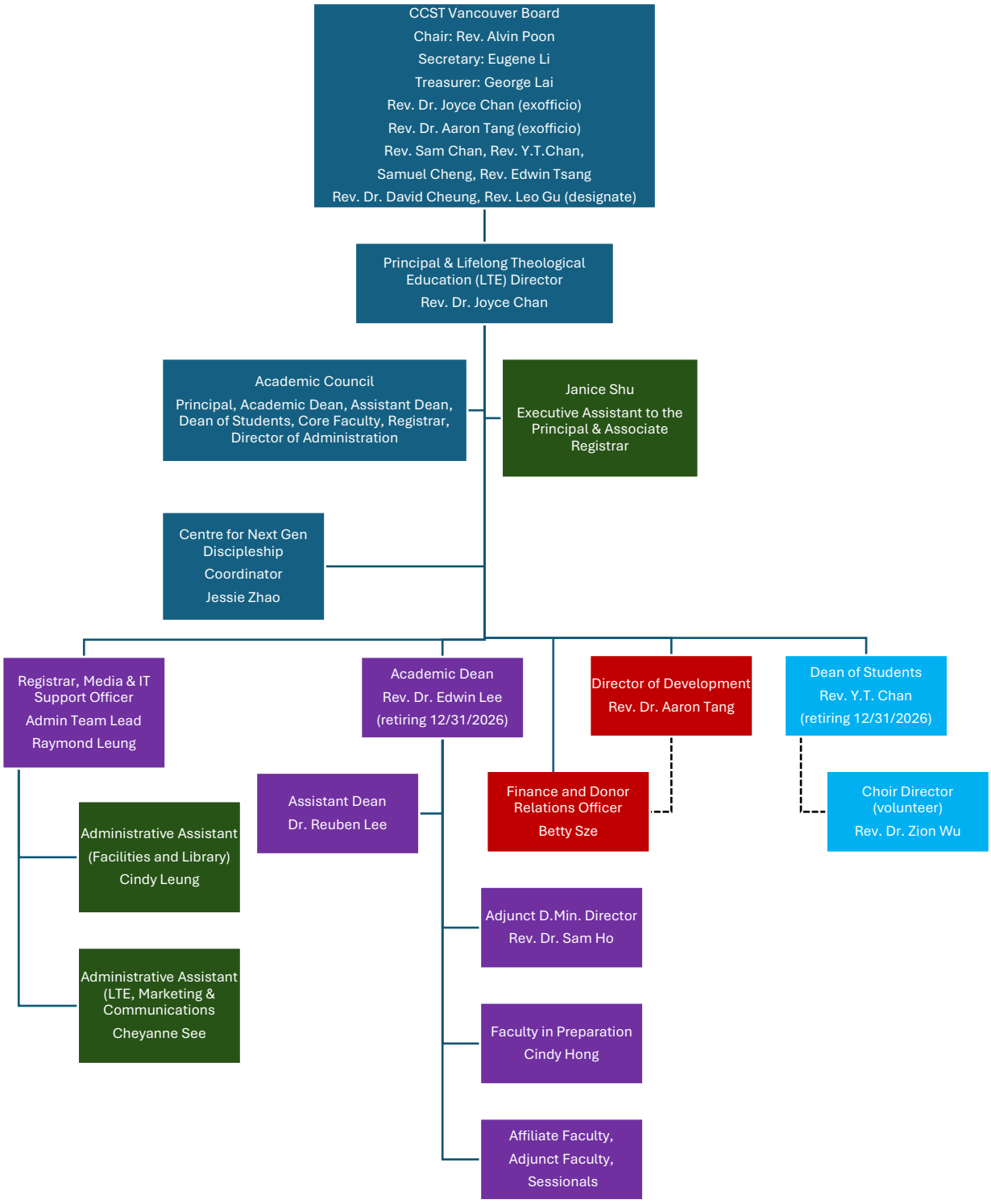
CCST Vancouver Mission Statement

"To nurture God's servants and equip the laity."

CCST Vancouver Motto

"And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others." Timothy 2:2 (NIV)

2. CCST Vancouver Operational Structure



3. Student Services

Tuition and Fees*

Note: The fees posted below are for the 2026 – 2027 academic year of CCST Vancouver.

Application Fees and Deposits

Master/Diploma Application Fee for Canadian applicants	$55
Master/Diploma Application Fee for International applicants	$165
D.Min. Application Fee for Canadian applicants	$110
D.Min. Application Fee for International applicants	$220
Annual Application Fee for Auditors	$50
Tuition Deposit for Canadian applicants (non-refundable)	$300
Tuition Deposit for D.Min. Canadian applicants (non-refundable)	$500
Tuition Deposit for International applicants (non-refundable*)	$3,150
Tuition Deposit for D.Min. International applicants (non-refundable*)	$2,840

*If international applicants are compelled to withdraw their application due to the rejection of their study permit application within 2 years of the L.O.A. issued date, they are eligible to request a refund of the deposit.

Master & Diploma Tuition and Basic Fees

Tuition (per 3 credit course)	$960
Resource Fee per course	$40
Administration Fee per course (non-refundable)	$50
Internship fee per unit	$350
Total Tuition & Fees (per 3 credit course)	$1,050

Doctor of Ministry Tuition Fees

Tuition (per 3 credit course)	$1,420
Oral Defense	$1500
Major Revision Review Fee	$1200

General Fee Schedule

Audit (per course)	$400
Late Registration (full-time and part-time returning students)	$50
Administrative fee for alumni for the 1st auditing course per academic year	$50
Official Statement/Letter	$20
Official Transcript	$20
Official Transcript – rush service	$30

Transfer Credit Evaluation (per course)	$50
D.Min. Transfer Credit Request Fee (per course)	$100
Bounced Cheque due to Non-sufficient funds	$50

Certificate for Specialized Ministry

Certificate (include online seminars, in person training and group supervision)	$300
Audit (include online seminars and in person training)	$180
In person day training only (priority given to those who have attended online seminars)	$90
Individual online seminars audit per session	$40
Host church audit package (20 participants)**	$3,000

**For those who wish to complete the certificate, they need to pay $120 per person to complete the specialized ministry group supervision requirement.

Library Fees

Library Card annual renewal fee for Certificate students & CCST Vancouver non-auditing Alumni (Physical Library only, No access to DTL)	$25
Lost Card Fee	$15

Wire Transfer

All wire transfer payments are subject to additional wire transfer handling fee, covered by applicants or students.

Course Registration and Tuition Payment

1. New students are required to pay a $300 deposit (master's level) and $500 deposit (D. Min.) with the signed admission letter or the tuition fee for the next term.
2. Returning master and doctoral students are required to book an academic advising appointment with the Academic Dean or Academic Adviser before filling in their registration form for the next term. All registration must be done a month before an academic term and all payment or payment by installation should be paid two weeks before the first class. A late fee of $50 will be applied if a returning student fails to do so.
3. All students must pay tuition in full no later than two weeks before the first class of each course.
4. Payment can be made by cash or cheque payable to “CCST Vancouver”. Please pay at the administration office in person, send a cheque by mail or leave a cheque in the administration office.
5. Students may request to pay their tuition by WeChat pay or Alipay. Please contact the administration office directly for these payment arrangements.
6. Students must use the online registration system to Add/Drop a course after having the approval from the Assistant Dean. All changes must be done in the online registration window in each semester i.e. one month prior to the coming semester. Students need to contact the registration office for assistance when the registration window is closed.
    a. Add/Drop a course should be done by the first 20% of a course.
    b. Dropping a course by the first 20% of a course is considered dropping a course. In the transcript, there will be no indication about this decision.
    c. Dropping a course after the first 20% of a course is considered withdrawal. In the transcript, there will be an indication. But there will be no impact on the GPA.
    d. Incomplete status will be assigned for a course when a student fails to submit the Add/Drop request but has been unable to complete an assignment by the due date. “Incomplete” is a transition/ temporary status ONLY. During the transition, the "incomplete" status has no impact on a student's GPA. Teachers may or may not give the student a reasonable grace period. After the grace period or, in the case that a grace period is not granted, five weeks after the due date (see "Late Submission of Assignments" below), the assignment will be automatically awarded a zero if it is still not submitted. If the total of the student's assignments falls to the "FAIL" range, the registrar office will enter a FAIL grade for that course.
7. Students who would like to audit a course need to register and pay the audit fee accordingly. No one should sit in a class without paying or notifying the school office.

Audit students do not need to complete homework or examination. They may be encouraged to participate in the class, but the priority of the class time will be given to credit students.

8. Students are responsible for providing updated personal information to the school office. It is also their responsibility to update their personal information in the registration system themselves.

9. Students can apply for changing their study program and fill in the Change of Program Request Form.

Withdrawal & Refund Schedule

1. Read the chart below to determine refund amount and grades recorded during the specified period.
2. Switching from credit to audit is considered as dropping and adding.
3. Please use the Add/Drop Form to withdraw from a course or switch classes. This form is available at the Registrar's Office.
4. The date the Add/Drop Form/Withdrawal Notification Form received by the Registrar's Office will determine the refund amount.

In most cases, a refund will be credited to the student's account. Upon written request, the school will issue a refund cheque for those who paid with cash, cheque or e-transfer. Upon written request, the school will refund those who pay by WeChat Pay or AliPay with the original payment method or Telegraphic Transfer.

i. For regular courses:

Withdrawal Deadlines	Withdrawal & Refund	Transcript
On or before the 2nd session (up to 20% of the class conducted)	100% (*Administration fees applied)	
After the 2nd session and on or before the 4th session (more than 20% and up to 40% of the class conducted)	50%	Grade = W (withdraw)
After the 4th session (more than 40% of the class conducted)	0%	F (fail)

ii. For intensive courses:

Withdrawal Deadlines	Withdrawal & Refund	Transcript
On or before the 1st session (up to 20% of the class conducted)	100% (*Administration fees applied)	
After the 1st session and on or before the 2nd session (up to 40% of the class conducted)	50%	Grade = W (withdraw)
After the 2nd session	0%	F (fail)

5. *The non-refundable Administration Fee per course ($50) will be deducted from the tuition amount.

4. Financial Assistance

Wong Shuet Hing Memorial Bursary

The Wong Shuet Hing Memorial Bursary was established through the generosity of the family of Ms. Wong Shuet Hing in her memory. This bursary will be awarded annually to students of CCST Vancouver, with preferred priority given to M.Div. students. The bursary aims to support those who demonstrate actual financial need and a clear calling to pastoral ministry or mission. Their support represents an investment not only in individual students, but in the future of our churches and bringing the Gospel to the world.

Eligibility Criteria

- Enrolled as a full-time student (minimum 9 credits / 3 courses per term) or part-time student (minimum 6 credits / 2 courses per term) at CCST Vancouver.
- Demonstrate actual financial need (submission of annual income proof required).
- Higher priority is given to students equipping themselves to become pastors or missionaries.
- Minimum cumulative GPA of 2.7.
- Active involvement in church ministry or mission.
- Demonstrated Christian character and leadership, supported by references.
- Clear educational and vocational goals toward pastoral or missionary service.

Terms and Conditions

- Fair Use Policy: To ensure the fair distribution of resources, if a student has already obtained more than one other bursary or subsidy, they may not be awarded this bursary.
- Non-Refundable Balance: Awarded funds are credited directly to the student's tuition account. Any remaining bursary credits will stay in the student's account even after graduation and cannot be cashed out.

CCST Vancouver Academic Excellence Scholarship

Academic Excellence Scholarship is awarded to the top student of each academic year. Eligible student should be registered full-time students of CCST Vancouver in the current year and demonstrate excellent academic achievement and Christian character during his/her studies.

CCST Vancouver Outstanding Thesis Scholarship

Outstanding Thesis Scholarship is awarded to the student whose thesis project demonstrates outstanding achievement in theological research, critical thinking, and meaningful contribution to the church, ministry, or theological scholarship.

CCST Vancouver School Community Service Scholarship

Community Service Scholarship is awarded to the student who makes an outstanding contribution to the CCST Vancouver community through active participation, service,

leadership, and care for others. This scholarship recognizes a commitment to building a vibrant, supportive, and Christ-centered learning community.

NGUY NGO HUE TRINH Memorial Bursary/ Scholarship

1. This award is given to students who have high academic standing or experience financial hardship; and who are enrolled full time (minimum 9 credits in a semester) in CCST Vancouver. This award was established in 2016 by Mr. Nguy Thanh's family in the memory and love of Madam Nguy Ngo Hue Trinh.
2. Eligible students are either with financial hardship or with academic promise and Christian character.
3. They should have achieved minimum grade point average 3.0 (on a scale of 4.0) for all subjects attended or attending.
4. There will be a maximum of 3 recipients annually and each of them will be awarded with a $1,000 scholarship.

Alison Yeung Bursary

This bursary is specially offered to encourage students to pursue their studies in the M.Div. Program at the Canadian Chinese School of Theology Vancouver for pastoral ministry in the future. The program is funded by the Alison Yeung Bursary Fund donated by Mrs. Alison Yeung.

An applicant must be enrolled in the M.Div. or M.Div. (with Advanced Standing) program as a full-time student and take a minimum of three courses per semester in the last school year. The student should meet an average GPA standard of B or above.

The applicant will receive a reimbursement upon graduation. The subsidized amount will be half of the final year’s tuition, which is equal to half price of the last 10 courses (not including the internship fee), on condition that all eligibility criteria are met. This taxable bursary should be reported on your tax return.

Spousal Discount

Spousal Discount is provided as an encouragement to all full time students' spouses. A discount of 50% off towards the tuition will be automatically applied to all full time students' spouses when he/ she registers as a full time or part time student in the same term as the primary student. Primary student is the one who is taking full time with relatively more courses at CCST Vancouver. Primary student and his/ her spouse need to pay in full tuition after registration. After the deadline of dropping courses, the discount amount will come as a refund to the spouse in a cheque. The eligibility will be reviewed at each term.

The Matching Scholarship

1. This Scholarship is a matching church gift program that is eligible for all students at CCST Vancouver.

2. CCST Vancouver will match, dollar-for-dollar, church gifts towards a student's education up to a maximum of $100 per course. Academic year maximum: $900 for Master Level students, and $500 for D. Min. Students.
3. The school's matching gift will be credited to the student's account each semester.
4. The cheque must be pre-printed with the church name.
5. Cheques must be made payable to "CCST Vancouver" and sent to:
   P.O. Box 365, 186 - 8120 No. 2 Road, Richmond, B.C. V7C 5J8
   (Preferably by August for the Fall Semester and December for the Spring Semester)

5. Library Services

Library Hours

Monday to Friday	9:00 a.m. – 5:00 p.m. (Library services end at 4:45pm)
Saturday	Opens 30 minutes before the start of classes. Closes 30 minutes after classes end. The library is closed when no classes are scheduled.
Sunday, and Holiday	CLOSED

Hours may vary during reading week, summer break, and other special occasions and are subject to change without notice. Students who wish to visit the library on Saturdays are kindly requested to confirm the opening hours with staff at least one day in advance. Changes in hours will be posted at the library. Phone for information: (778) 251-5678 or Email: library@ccstvan.ca.

Library Catalogue

Students can access the library catalogue 24 hours a day through the following link to search, place holds, and renew books:
https://ccstvan.populiweb.com/router/library/catalog/index

Library Collections and Services

i. Physical Collection Catalogue

Library users will be provided with a username and password to access the online library catalogue. Users may search for resources by title, author, editor, publisher, and other criteria. They may also place holds on items that are currently unavailable, renew borrowed materials, and manage their reservations online.

ii. Digital Theological Library Services (DTL)

Eligible users may access the Digital Theological Library (DTL) through their Populi account provided by the Seminary. Users can search electronic resources by title, author, subject, or keyword, and access academic materials anytime and anywhere for study, research, and teaching purposes. All resources are intended solely for personal

academic use and must be used in accordance with applicable copyright laws and library policies.

Who May Borrow

While anyone may access and use the library's collections during library hours, borrowing privileges and library services are available according to the following categories:

1. Currently Enrolled Students and Auditing Students
(Students registered in at least one course, including credit and audit students)

- Eligible to use the Physical Theological Library Services.
- Eligible to use the Digital Theological Library (DTL).

2. Alumni

- Alumni who pay the annual library fee of CAD $25.00 may use the Physical Theological Library Services and borrow library materials.

- Alumni who are enrolled in at least one course during the current term (including audit courses) and have paid the applicable course fees are eligible to use both the Physical Theological Library Services and the Digital Theological Library (DTL).

- Alumni who are not enrolled in any course are not eligible to access the Digital Theological Library (DTL).

Category	**Physical Theological Library**	**Digital Theological Library**
Current Credit Students	✓	✓
Current Audit Students	✓	✓
Alumni (Annual Library Fee Paid)	✓	×
Alumni Enrolled in a Course (Credit or Audit)	✓	✓

Borrowing Limits

a. Our students and auditors may borrow the following:

- General books, CDs/DVDs
- Quantity: 15 items
- Loan period: 21 days

b. Journals and reference books are not available for borrowing.
c. Renewals: Each item may be renewed once for an additional 21 days.
d. Overdue fine: $0.50 per item per day.
e. Textbooks for the semester must be borrowed through the library system.

- A maximum of two textbooks may be borrowed at a time for a period of four hours.
- If there are no reservations, users may extend the borrowing period for another four hours.
- **Late fee**: $5 per hour for overdue textbooks.

Holding Requests

If an item is not immediately available for loan, patrons may place a hold using the library catalogue. Once the item becomes available, patrons will be notified. Patrons must pick up the item within 7 days. A CAD $2.00 fee will apply if the item is not picked up within the 7-day limit, and the item will be released to other patrons. Reserved materials are loaned on a first-come, first-served basis. Holds for reserved materials must be made through the library catalogue to be processed.

Late Return Charges

As mentioned before, overdue fine for general materials, videos, CDs & DVDs is $0.50 per item per day.

Students cannot borrow or hold items if they have any outstanding balance. Maximum overdue charge is CAD$20.00 per item. The library reserves the right to exceed the maximum fine in extenuating circumstances. As a service, the library seeks to notify patrons of overdue materials as time permits. The responsibility to return library materials on time lies with the borrower. Books not returned after a reasonable period will be declared lost, and the library will try to replace them. Costs will be charged to the borrower at the following rate: For each book under CAD$150, the charge will be CAD$150 plus $20 service fee. If the cost is more than CAD$150, the borrower will be charged at the actual cost plus $20 service fee.

Re-shelving

Library users are not allowed to re-shelve any library materials. They may be returned to the Circulation Desk or placed on the book carts provided.

Photocopying and Scanning

Care should be taken to conform to copyright laws. The user is responsible for copying the materials. The copy cost is posted by the photocopier.

Wireless Internet Access

Internet access is provided throughout the campus. Passwords are posted on the notice board and in the classrooms.

6. Student Community Activities

Student Activities

The activities for students are designed to promote student participation in social, and spiritual discipline and leadership. Our Student Leadership Team presently consists of the Dean of Students and Student Council members.

Community Formation Day

The Community Formation Day is to facilitate spiritual growth and unity as the body of Christ. Through corporate worship and spiritual practices students are encouraged to set aside time for attending to their own spiritual life and to nurture relationships with God and their learning community. **All students are expected to participate in the community formation day.**

Prayer Retreat

A half-day Prayer Retreat is organized twice every term. The purpose of this retreat is to provide an opportunity for students to intentionally get away from their daily routines and spend time alone with God, meditating on His word and listening to the voice of the Holy Spirit. All students are expected to attend.

Care Group

Master students and Diploma students are assigned to a care group for prayer and fellowship support. Each group is led by a student appointed by the Dean of Students.

CCST Vancouver Choir

The choir will serve at the annual seminary's graduation ceremony, special events, and occasionally at chapel worship.
All current students and alumni are welcome to join through audition. For those interested, please contact the Director of CCST Vancouver Choir Rev. Dr. Zion Wu at zionwu@ccstvan.ca.

Missions Outreach

Global: Students are encouraged to participate in global mission outreach. M.Div. students can apply for approved mission outreach as practicum credit units.
Local: We encourage all students to participate in local outreach organized by their local churches.

Annual Student Retreat

All diploma and degree program students, faculty, board members and staff are invited to join our Annual Student Retreat held before the new academic year each year. Limited space is provided for spouses and/or families of the students as well. This is an

opportunity to learn, share and pray together as a community. We hold our student orientation in the retreat as well.

Counselling, Academic And Spiritual Direction Services

i. Counselling

Students who require personal support are expected to contact the Dean of Students. If professional help is needed, the Dean of Students will recommend referral to registered counseling professionals.

One on one conversations with the Dean of Students or Faculty members is based on safety and trust. What is shared is confidential and will not be disclosed except:

1. Someone is in danger of being seriously harmed;
2. The law requires disclosure; or
3. The student signs a waiver allowing or requesting information to be disclosed to another person(s).

ii. Academic Advising

Academic advising will take place before every academic term registration. Students should make an appointment with the academic dean when the advising schedule is announced.

iii. Spiritual Direction

Students who need a spiritual director may discuss with the Dean of Students to get a referral. Spiritual Formation faculty may offer spiritual direction services but they are not part of the school's service. Students should expect additional service fees for spiritual directors' service.

The Student Council

The CCST Vancouver Student Council is an appointed body, prayerfully serving the school community as a liaison between students and administration. Council members are appointed to serve for one year. The Council seeks to create avenues to nurture and strengthen community life on campus. Since school life involves more than the classroom experience, the Student Council hosts a number of opportunities for students to join together for prayer, worship and community service projects throughout the academic year.
For information regarding the Summer Retreat or other Student Council related enquiries, please contact the Student Council members.

The Council consists of:
President
Vice President
Coordinators (Prayer / Activities /Spiritual)
Secretary

Treasurer

Note: To be eligible for a leadership position a student must register for at least 3 courses per semester.

CCST Vancouver Alumni Association

1. Unite and connect CCST Vancouver alumni for mutual support and encouragement;
2. Help to build better relationships with churches through the alumni;
3. Nurture a sense of belonging with their alma mater, providing a good model to current students.
4. Form partnership with their alma mater in the development of the school.
5. Alumni graduated from master programs may audit one master course for free every calendar year with a proper registration.
6. Alumni are entitled to one free audit course per academic year, subject to a $50 administrative and technology fee.

7. General Student Information

Medical Policies

1. The individual student is responsible for providing medical care and notifying relatives if such care is needed.
2. We maintain a healthy and safe environment. First-aid kits are located in the pantry.
3. Medical Insurance Coverage
   All students must maintain valid medical insurance coverage for themselves, and for their family members where applicable, throughout their period of study at CCST Vancouver.

   Students who are eligible for the British Columbia Medical Services Plan (MSP) are required to maintain active MSP coverage. Students who are not eligible for MSP, or whose MSP coverage has not yet taken effect, must maintain other appropriate medical insurance coverage.

   Students are responsible for ensuring that their medical coverage remains valid throughout their enrolment and for providing proof of coverage when required by CCST Vancouver.

Medical Procedures

Students are encouraged to inform the Dean of Students of any medical condition or health-related circumstance that may require assistance in the event of an emergency. Medical information provided to CCST Vancouver will be handled confidentially and shared only as necessary for legitimate institutional purposes.

CCST Vancouver does not provide medical diagnosis or treatment. Students are responsible for seeking appropriate medical care from qualified healthcare professionals when needed.

When a student requires medical attention, the following procedures are to be followed:

1. Minor Illness
   Seek appropriate medical care from your own healthcare provider.

2. Critical Emergencies
   CALL – 911.

CCST Vancouver will provide reasonable assistance and follow the procedures set out in the Critical Incident and Crisis Management Policy (Section 15.II). Where appropriate and reasonably practicable, CCST Vancouver may notify the student's designated emergency contact in the event of a serious medical emergency or hospitalization.

Communicable Diseases

A student who has a communicable disease or infestation, such as Chicken Pox, Mononucleosis (“Mono”), Tuberculosis, Hepatitis, Measles, Mumps, or head lice that may be spread by ordinary, casual contact and is therefore considered a health risk to the campus population will be excluded from the campus until a doctor's certificate verifies that the period of contagion has passed.

Supporting Students with Family Responsibilities

CCST Vancouver recognizes that students may have family responsibilities alongside their academic studies. The School seeks to foster a caring, respectful, and supportive community in which students are encouraged to pursue their studies while responsibly meeting their family commitments.

CCST Vancouver also recognizes that caregiving arrangements may occasionally be unavailable or unexpectedly disrupted. Where reasonably possible, the School seeks to provide appropriate flexibility so that students are not unnecessarily disadvantaged in their studies because of family responsibilities.

Students are responsible for making suitable arrangements for the care of their dependents in a manner that enables them to meet their academic responsibilities.

For the purposes of this policy, “dependents” refers to children or other family members for whom a student has primary caregiving responsibility.

1. Dependents on Campus

In exceptional circumstances, students may occasionally bring their dependents to campus due to unforeseen family or caregiving circumstances, provided that the dependents remain under the student's direct supervision at all times and their presence does not interfere with classes, meetings, study, or other campus activities.

Dependents must not be left unattended on campus. Students are responsible for the safety, conduct, and care of their dependents while on campus.

This provision is intended for unforeseen and exceptional circumstances and is not intended to serve as a regular or ongoing caregiving arrangement.

2. Dependents in Class

As a general rule, dependents should not attend classes. Students are expected to make appropriate caregiving arrangements so that they can participate in classes without interruption.

CCST Vancouver recognizes, however, that unexpected and exceptional caregiving circumstances may arise. Where a student is unable to make alternative arrangements, the student should communicate with the instructor or the Registrar's Office as soon as possible. In exceptional circumstances, CCST Vancouver may, at its discretion, consider a reasonable alternative arrangement, taking into account the nature of the class and the learning needs of all students.

Dependents are not permitted to attend examinations or other activities where their presence may affect academic integrity, privacy, safety, or the proper conduct of the activity.

3. Shared Consideration

Students are expected to exercise good judgment and consideration for the learning community. Faculty and staff are encouraged to respond to exceptional family circumstances with understanding and appropriate flexibility.

This policy does not constitute a childcare or caregiving service or create an entitlement to bring dependents to campus or to class.

Term Breaks

Term breaks are scheduled according to the Academic Calendar.

8. Student Communication

Advertising and Postings

The policy concerning advertising includes:

1. All non-school-generated items for bulletin boards should be brought to the school administrative staff for approval and posted on the bulletin board in the dining room.
2. All school generated events/information may be posted by the staff on designated bulletin boards.

Advertisements in violation of these policies will be removed.

Email

Faculty and staff can be contacted via email.

Telephones and Voicemail

Faculty and staff can be contacted by phone and voicemail through CCST Vancouver Office 1-778-251-5678.

9. Campus Facilities and Services

Fellowship Commons

The Fellowship Commons provides a welcoming shared space for meals, conversation, reading, rest, and study. Students are encouraged to use this area respectfully and to be mindful of others who may be studying or resting.

Prayer & Art Quiet Reflection Space

The Prayer & Art Quiet Reflection Space offers a peaceful and dedicated environment for prayer, silence, reflection, and creative expression. Students are asked to respect the quiet nature of this space.

Pantry

A pantry is available for student use and is equipped with a refrigerator, microwave ovens, and a sink.

To maintain a clean and hygienic environment, students are asked to dispose of all trash in the appropriate bins and to leave all areas clean and tidy after use.

Student Library ID

All students registered for credit courses must have a valid CCST Vancouver Student Library ID. This ID will be used to access library services and borrow books from the library.

10. CCST Vancouver Community Standards Statement

This statement describes standards for appropriate personal and communal conduct for the students of CCST Vancouver.

In keeping with the school's Mission and Statement of Faith, we agree to uphold and observe the following standards at all times, on and off campus, while studying at CCST Vancouver:

CCST Vancouver expects that our students will participate regularly in the life of the local church in order to benefit from church life and the communal wisdom of the people of God manifested in church communities.

Students of CCST Vancouver will refrain from inappropriate practices including but not limited to the use of illegal drugs or abuse of prescription drugs, drunkenness, dishonest practices including plagiarism, theft or fraud, the promotion of religious beliefs incompatible with evangelical Christian faith, engagement with pornography, breach of trust or confidence, gambling, profane and obscene speech, violent or abusive behaviour, and harassment of any kind.

The CCST Vancouver community accepts, in submission to our understanding of Christian scriptures, an understanding of marriage as an exclusive, lifelong partnership of love and faithfulness between a man and a woman, formalized in a legally-sanctioned Christian marriage. Students of CCST Vancouver will follow the Biblical teaching that such a marriage is the exclusive context for sexual intimacy.

11. CCST Vancouver Expectation

By virtue of admission to CCST Vancouver, students should understand the regulations and community standards set by the school. Students should also understand its spirit and purpose as stated in the Academic Calendar.

Academic Requirements

Students are expected to fulfill the academic requirements of their respective programs. For detailed requirements, please refer to the CCST Vancouver Academic Catalogue 2026–2027.

Classroom Conduct and Online Learning

Students are expected to maintain an appropriate learning environment and to demonstrate respect, attentiveness, and appropriate conduct in all classes, whether conducted in person, online, or in a hybrid format.

i. Classroom Conduct

Students must respect the privacy and confidentiality of instructors and fellow students. Students must not record, photograph, screenshot, reproduce, distribute, or share any class session, recording, image, voice, personal information, or other content involving instructors or students without prior authorization.

Class sessions and learning materials provided by CCST Vancouver may not be recorded, reproduced, distributed, or shared in any format without the prior authorization of CCST Vancouver.

ii. Online Learning

Students participating in classes through online platforms such as Zoom are required to observe the following:

- Students are required to keep their cameras on and be visible during class.
- Students who do not turn on their cameras without a valid reason may be considered absent at the instructor's discretion.
- Students who have special circumstances that prevent them from turning on their cameras should inform the instructor in advance and obtain permission.

Church Commitment

CCST Vancouver encourages students to commit to the ministry of a local church.

Personal Spiritual Disciplines

CCST Vancouver, as a Christian institution of higher education, recognizes the need to include spiritual discipline practiced by the early church in Acts 2:42-47.

Promoting spiritual growth and maturity is central to the reason for CCST Vancouver's existence. If we are to develop our intellects, sharpen our abilities, steward our time, expand our vision of God's purposes and learn to care, we must corporately experience a vital communion with God. This can only happen when individuals within the community exercise personal spiritual discipline and responsibility.

Dress Code

CCST Vancouver expects students to display appropriate attire on campus so that others are not offended. Since the CCST Vancouver facilities combine worship, classrooms, library and office areas, students need to be sensitive to the fact that appearance appropriate in some settings may not be appropriate to others. Care should be taken to wear clothes suitable for public places on the Campus.

Tobacco and Vapour/Drug-Free

CCST Vancouver is a drug and smoke free campus. All students are not allowed to use illegal non-prescription drugs, tobacco, and vapour products while on campus or while involved in an event officially sponsored by CCST Vancouver Possession of alcohol or non-prescription drugs is prohibited on campus.

12. Campus Security and Safety

Campus Access

The Campus is open during normal office hours Monday to Friday and when classes are in session. The School will not be responsible for personal belongings left anywhere in the campus.

Fire

Fire escape instructions are posted in all classrooms. Students should be familiar with them.

Emergency Procedures

1. If you are aware of a fire, alert our school staff.
2. Call 911. They do not mind being notified by more than one person.
3. If you are in the room with the fire, get out. Close the door and window if time permits.
4. If a doorknob is hot, stay in the room, put towels along the base of the door, and wait near the window for rescue.
5. Follow the directions of those who are in positions of leadership.
6. In case of fire, everyone should be aware of disabled persons who may need assistance.
7. Do not return to your room from another part of the building. Quickly and calmly proceed out of the building. Do not run.
8. Use the stairwells nearest to you. Go straight to the bottom and get out of the building. Do not stand in the fire route.
9. Move to the designated area along the fence and away from the front entrance driveway.
10. Do not enter the building when the alarm ceases. Wait until those in charge tell you to re-enter.

Fire Prevention

1. Hallways and stairwells must be kept clear at all times; no items may be stored in these areas.
2. Fire doors must remain closed at all times.

Compliance with these requirements is mandatory. Many fires result from preventable causes. Observance of these guidelines is essential to maintaining a safe environment for the CCST Vancouver community.

Fire Safety Equipment

Because of the dangers involved, anyone tampering with fire protection equipment may be disciplined. There are fire extinguishers installed throughout the campus.

Parking

On-campus parking is not available for students. When navigating the areas surrounding the campus, all students are required to strictly adhere to posted signage, traffic signals, and directives from traffic control personnel at all times.

13. Discipline and Appeals

I. Redemptive Discipline

CCST Vancouver seeks to uphold the moral teachings of the Scripture. We reserve the right to dismiss or refuse re-admission to a student who, in its assessment, does not support the standards of the school by actions and/or attitude.

By virtue of attending CCST Vancouver, students become members of this community, and therefore have agreed to adhere to the standards and expectations of CCST Vancouver, including those outlined in this handbook.

Student's behaviours that CCST Vancouver considers unacceptable include interfering with the learning environment at CCST Vancouver; persistently disturbing others in the class room; property abuse; inappropriate sexual behaviour; disregard for the safety and the property of others; disobeying safety rules; theft; copying keys or possession of unauthorized keys; use of tobacco on campus; verbal, emotional or physical abuse; uncooperative response to discipline processes, or other conduct that significantly affects the welfare of the community and/or the witness to the neighbourhood; and behaviour (including that which is web-based) that damages the reputation of CCST Vancouver.

CCST Vancouver is not primarily a therapeutic environment and cannot take care of students who are psychologically unstable.

All CCST Vancouver students in the accountability process have the right to natural justice. Natural justice principles include transparency, unbiased decision making, and the right to appeal. All students accused of violating CCST Vancouver community standards have the right to understand the nature of the complaint. CCST Vancouver will attempt to protect the dignity of all parties involved in accountability/disciplinary processes.

After a decision has been made in due process, the accused has a right to process of appeal. Appeals must conform to the standards in the appeals process detailed below.

Stage One

Students are encouraged to approach friends, consult a trusted staff or faculty member, or make contact with counselors as they work through issues.

Stage Two

When serious offenses occur, or when a complaint directed toward a student arises, the Dean of Students will become involved in the following ways:

1. **Discussion**: Often a discussion with the Dean of Students will help to clarify for the student what CCST Vancouver's expectations and requirements are, and will be adequate to bring about the required compliance.
2. **Formal complaints**: At other times, or when offenses are repeated, the problem may be described in writing by staff/faculty member or another student, which is then forwarded to the Dean of Students for his/her

consideration. When necessary, a complaint received from either a faculty or staff member will be addressed according to Section 15.II of this Handbook.

Those who write complaints against a student must identify themselves and cannot remain anonymous. All formal complaints will be taken seriously and explored reasonably, if possible, to the fullest extent.

Stage Three

The Dean of Students will attempt to meet with the student to resolve the issue, and may discuss it with the school Principal and other parties as deemed necessary by the Dean of Students.

Intervention in non-emergency situations:

1. The Dean of Students, in consultation with the student and appropriate faculty, and, if needed, the student's family members, will evaluate the circumstances to determine the appropriate sanction or discipline if they are severe enough to request the student to withdraw.
2. If that is the case, the Dean of Students or a designate shall counsel the student in order to facilitate a voluntary withdrawal.
3. At CCST Vancouver's discretion, an external and independent psychological evaluation of the student's ability to continue as a member of the school may be requested from the student at the student's expense.
4. An informal meeting may be held with the student and any other people deemed appropriate by the Dean of Students, depending on the circumstances. The student may be accompanied by a family member or another person of the student's choice from within the CCST Vancouver community.
5. Where determination by CCST Vancouver is made that withdrawal is appropriate, a written statement of the reason for the decision will be given.
6. Fees of the course attending will be refunded according to the policies in the Academic Catalogue and Student Handbook.
7. If the student refuses to withdraw at the request of CCST Vancouver, a recommendation for dismissal will be utilized.

Reinstatement for medical withdrawals (as it pertains to mental or physical health matters and attempts of harm to self):

1. A student who has voluntarily withdrawn at the request of CCST Vancouver in order to seek medical help for emotional problems will need the permission of the Dean of Students and the Principal before being readmitted.
2. A student returning to campus may be asked to provide CCST Vancouver with an acceptable note from a medical professional certifying that the student is able to continue his or her studies without the risk of harm to oneself or others.
3. The Dean of Students, in consultation with other appropriate parties, will determine one of the following options:
    a. The student will be allowed to return to classes, if applicable.
    b. The student will not be allowed to return to classes for a specified period of time.

4. If a student is not permitted to return to classes, a letter will be given to the student outlining what needs to be accomplished before the student may be readmitted.

An appeal may be made following the standard appeal process as outlined in this Handbook.

II. Official Notification

If an incident or infraction of CCST Vancouver's standards or expectations (please see Section 10 and 11) is considered to be severe or demonstrated in repetitive behaviour; the Dean of Students, after meeting with the student, may place the student on "Official Notification." Official Notification is a written record of the issue and the person involved and will include a clear statement of what is needed to resolve the issue and satisfy expectations. Receiving an Official Notification can be one step away from being placed on a non-academic disciplinary probation and should be considered to be a very serious matter.

14. Grade Appeal

1. If a student has good reason(s) to disagree with the given grade of an assignment or examination, a formal appeal can be filed to the Academic Dean.

2. The grounds of appeal must be based on academic reasons:
   a. There is a SIGNIFICANT error in the determination of the final grade or an assignment/ examination of the course.
   b. Credible evidence of the bias or discrimination of the instructor.

3. Student should NOT file an appeal, if the nature of the complaint is about
   a. The overall performance of an instructor throughout the course.
   b. The poor design of the course or the ways of instruction.
   c. The instructor's severe grading, as long as the same assignment is graded in the same fashion and standard for all students enrolling in the same course of the same academic term.

4. Procedure
   a. Review the policy
      Students should review the whole appeal policy carefully. The ground(s) for appeal must be based on one or more of the academic reasons above. The appeal must be made within 10 business days after a grade is received.

   b. Consult with the instructor
      Students should first approach and discuss with the instructor, to find out if the grade is due to an error in the clerical and administrative procedure. After the discussion, if the problem is not resolved and the student insists on appealing, the next step below can be taken.

   c. Write a formal appeal to the Academic Dean
      If a resolution is not reached with the instructor, and the student believes that there are still sufficient grounds to support the appeal, a formal letter of 2 to 3 pages can be written to state clearly the ACADEMIC reasons, facts, and evidence to support the legitimate grounds above.

      It is not appropriate to express negative comments on the instructor or the class in the formal letter.

   d. Decision
      The review of the assignment may result in its final grade being raised, lowered, or remaining unchanged.

      CCST Vancouver has the ultimate authority to determine the final grade.

15. Student Policies

I. Academic Policies

The CCST Vancouver Academic Catalogue serves as the primary reference for academic policies and regulations. Students are responsible for reviewing and complying with the academic policies applicable to their program and studies. Please refer to the current Academic Catalogue 2026–2027 for detailed information.

II. Critical Incident and Crisis Management Policy

CCST Vancouver developed this Critical Incident and Crisis Management Policy to ensure the safety and well-being of students, faculty, staff, and visitors. This policy outlines the procedures and responsibilities for effectively managing critical incidents and crises that may arise on campus.

1. Purpose and Scope

The primary objective of this policy is to provide a structured and coordinated response to critical incidents and crises affecting the CCST Vancouver community. This includes incidents that pose a threat to life, health, safety, or the institution's operations and reputation. The policy applies to CCST Vancouver campus and encompasses students, faculty, staff, and visitors. It ensures a clear framework for handling emergencies through prevention, response, recovery, and continuous improvement.

2. Definitions

- Critical Incident: An unexpected event that poses a significant risk to the health, safety, or well-being of individuals on campus or disrupts CCST Vancouver's operations. Examples include:
    - Natural disasters (earthquakes, floods, severe weather events)
    - Fires or explosions
    - Hazardous material spills
    - Violent acts (active shooter, assault, vandalism)
    - Medical emergencies (cardiac arrest, severe injuries, infectious disease outbreaks)
    - Cybersecurity threats impacting institutional data and infrastructure

- Crisis: A situation with the potential to cause severe harm to individuals, property, or the institution's reputation, requiring immediate and coordinated response efforts. This can include:
    - Institutional security threats
    - Public relations crises
    - Student or faculty misconduct
    - Data breaches and privacy concerns

3. Incident Management Structure

CCST Vancouver will establish a Critical Incident Response Team (CIRT) responsible for managing and coordinating responses to critical incidents and crises.

3.1 Critical Incident Response Team (CIRT)

- Composition:
    - CIRT Coordinator: Principal (Leads response efforts)
    - Academic Dean: Supports academic continuity and policy implementation
    - Dean of Students: Manages student welfare and counseling services
    - Assistant Academic Dean: Oversees campus infrastructure and safety measures
    - School Administrator: Coordinates logistical support and operations
    - Registrar: Ensures records management and student support
    - Other relevant personnel as needed
- Responsibilities:
    - Assess the nature and scope of the incident.
    - Activate the incident response plan.
    - Coordinate internal and external communications.
    - Liaise with emergency services and external agencies.
    - Provide support and resources to those affected.
    - Document all actions and decisions during the incident.

4. Incident Response Procedures

4.1 Reporting

- All critical incidents must be reported immediately to the institutional emergency number (usually handled by the School Administrator) at 778-251-5678.
- School Administrator will conduct a preliminary assessment and notify the CIRT Coordinator.
- The CIRT Coordinator will assess the severity and determine if full activation of the CIRT is required.

4.2 Assessment and Activation

- The CIRT Coordinator will classify incidents based on severity levels:
    - Level 1: Minor disruptions that do not require external assistance
    - Level 2: Moderate incidents requiring coordination with external partners
    - Level 3: Major crises requiring full emergency response
- If activated, the CIRT will convene promptly to develop and implement an action plan.

4.3 Response Actions

- Life Safety: Prioritize actions that protect the health and safety of individuals, including evacuation, medical assistance, and securing hazardous areas.
- Communication: Provide timely and accurate information to stakeholders, including students, staff, families, and the media.
- Resource Coordination: Mobilize necessary resources, such as medical supplies, transportation, and counseling services.
- Liaison: Coordinate with external agencies, including emergency responders, public health officials, and law enforcement.

5. Post-Incident Procedures

5.1. Debriefing and Support

- Offer counseling and psychological support services to those affected by the incident.
- Conduct debriefing sessions with involved personnel to assess the response and identify areas for improvement.

5.2. Documentation and Reporting

- Compile a comprehensive incident report detailing actions taken, resources used, and outcomes achieved.
- Submit the report to senior management and relevant authorities as required.

5.3. Review and Improvement

- Conduct a post-incident review to analyze strengths and weaknesses of the response.
- Update the Critical Incident and Crisis Management Plan based on lessons learned.

6. Training and Awareness

- Conduct regular training sessions for CIRT members and the broader campus community on emergency response procedures.
- Organize drills and simulations to test the effectiveness of the incident response plan.
- Ensure all community members are aware of reporting protocols and emergency contact information.

7. Communication Protocols

- Internal Communication: Utilize multiple channels, such as emails, text alerts, and Populi, to disseminate information swiftly.
- External Communication: The School Administrator will serve as the official spokesperson, managing media relations and public statements.
- Social Media Monitoring: Track and manage social media discussions to prevent misinformation.

8. Coordination with External Agencies

- Establish and maintain relationships with local emergency services, public health agencies, and other relevant organizations.
- Develop Memoranda of Understanding (MOUs) to outline roles and responsibilities during joint responses.
- Participate in regional emergency preparedness exercises with governmental agencies.

9. Confidentiality and Privacy

- Ensure all personal information is handled in compliance with applicable privacy laws and institutional policies.
- Limit the dissemination of sensitive information to authorized personnel only.
- Conduct annual audits to ensure data security and compliance.

10. Continuous Improvement

- Regularly review and update the Critical Incident and Crisis Management Policy to reflect new insights, changing circumstances, and evolving best practices.
- Engage in continuous quality improvement processes to enhance the institution's preparedness and response capabilities.
- Conduct annual reviews and updates based on feedback from drills, incidents, and policy changes.

By implementing this Critical Incident and Crisis Management Policy, CCST Vancouver commits to fostering a safe and resilient environment for its community members, ensuring preparedness and effective response to any incidents that may arise.

III. Complaints Policy

A. Non-Academic Complaints Against Students

i. Any complaint (with the exception of behaviour described under the policy on Sexual Harassment) against a student or students made by a member of faculty, staff, or administration should normally, in the spirit of Matthew 18, should be addressed at first instance personally and directly to the student(s) involved. However, it is recognized that under certain conditions, the aggrieved person may choose to involve the presence of a third person and that this too would be understood as an appropriate initial response.

ii. If resolution is not achieved through such direct communication, the aggrieved person may file a complaint with the Dean of Students.

iii. The Dean of Students may impose interim conditions in cases where the alleged offence is serious and, if proven, could
   (1) constitute a significant personal safety threat to other members of the CCST Vancouver community,
   (2) result in a significant disruption of the learning environment, or
   (3) result in significant damage to the property or reputation of the or School.

   These conditions will balance the need of the aggrieved person with the requirement of fairness to the student(s).

iv. The Dean of Students shall meet with the individuals involved separately and will attempt to bring resolution to the matter.

v. Should the Dean of Students be unable to bring about a resolution to the complaint, if he or she considers the complaint to be unfounded or the subject matter of the complaint to be trivial, frivolous, vexatious, or made in bad faith, he or she may refuse to deal further with the complaint. The decision of the Dean of Students under this section is final.

vi. If the Dean of Students is unable to resolve the complaint and has not decided to refuse to deal further with the complaint, he or she may, in his or her discretion, involve the Principal for further action.
   a. The Dean of Students and the Principal shall meet with both parties and attempt to bring about resolution of the matter.
   b. If at any point during this process it is evident that the resolution process is not effective, one or both parties may terminate the mediation process.
   c. If the process is successful, the resolution documentation will be kept on file and the matter closed.

vii. If the matter has still not been resolved, the Dean of Students together with the Principal shall present the mediation report to the Academic Dean.

viii. If the Academic Dean views the subject matter of the complaint to be serious and the evidence in support of the complaint to be reliable, the Academic Dean may

take whatever steps he/she deems appropriate to attempt to reach a settlement of the matter; Failing to reach a settlement, the complaint process shall be deemed to have ended.

B. Complaints Against Faculty/Administrative Staff

I. *Against Teaching Faculty*

1. Any complaint (with the exception of behaviour described under the Policy on Sexual Harassment) against a teaching faculty member made by another faculty member, a member of the staff, a student or other member of the CCST Vancouver constituency should normally, in the spirit of Matthew 18, be addressed at first instance personally and directly to the faculty member involved. However, it is recognized that under certain conditions, the aggrieved person may choose to involve the presence of a third person and that this too would be understood as an appropriate initial response.

2. If resolution is not achieved through such direct communication the aggrieved person may refer the matter to the CCST Vancouver Academic Dean.

3. The CCST Vancouver Academic Dean shall meet with the individuals involved separately and will attempt to bring resolution to the matter.

4. Should the CCST Vancouver Academic Dean be unable to bring about a resolution to the complaint, if he or she considers the complaint to be unfounded or the subject matter of the complaint to be trivial, frivolous, vexatious, or made in bad faith, he or she may refuse to deal further with the complaint. The decision of the CCST Vancouver Academic Dean under this section is final.

5. If the CCST Vancouver Academic Dean is unable to resolve the complaint and has not decided to refuse to deal further with the complaint, he or she shall appoint a mediation committee consisting of three people. Two members of this committee shall be persons chosen by the CCST Vancouver Academic Dean from a list of three people submitted by each of the two parties involved, all of whom must be Christians who agree with CCST Vancouver's Statement of Faith and Community Standards Statement. The Academic Dean shall appoint the third person who will serve as chair of the committee, with the agreement of both of the two parties involved. If the two parties are unable to agree on the chair, the CCST Vancouver Academic Dean shall appoint the chair.
    a. The mediation committee shall meet with both parties and attempt to bring about resolution of the matter.
    b. With assistance from the mediators, both parties will review possible resolutions and then choose the best option and agree upon the specifics of the resolution.
    c. The mediators will document the agreed upon resolution.
    d. Both parties will sign and date the resolution as an indication of agreement.

e. If at any point during this process it is evident that the resolution process is not effective, one or both parties may terminate the mediation process. The mediation committee shall provide a full report to the CCST Vancouver Academic Dean and he/she must be contacted.
f. If the process is successful, the resolution documentation will be given to the CCST Vancouver Academic Dean.

6. If the process is not successful, the CCST Vancouver Academic Dean shall present the committee report and a summary of the process to the Principal.

7. If the Principal views the subject matter of the complaint to be serious and the evidence in support of the complaint to be reliable, the Principal may request that the matter be referred to the CCST Vancouver Board. Before the Principal decides to refer the matter to the CCST Vancouver Board, the Principal may take whatever steps he or she deems appropriate to attempt to reach a settlement of the matter, and in the case of such settlement, the matter shall not be referred to the CCST Vancouver Board. If the Principal decides not to request that the matter be referred to the CCST Vancouver Board, the complaint process shall be deemed to have ended.

8. Upon referral of a complaint to it, the CCST Vancouver Board may consider such materials, receive such submissions and make such a decision as it deems appropriate.

9. If the faculty member concerned is not content with the decision of the CCST Vancouver Board, that faculty member may appeal the decision. The appeal will follow the Appeal Process in the Faculty Handbook. The person who initiated the complaint may not appeal the decision of the CCST Vancouver Board.

II. ***Against Administrative Staff***

1. Any complaint (with the exception of behaviour described under the Policy on Sexual Harassment) against an administrative staff made by another faculty member, a member of the staff, a student or other member of the CCST Vancouver constituency should normally, in the spirit of Matthew 18, be addressed at first instance personally and directly to the department involved. However, it is recognized that under certain conditions, the aggrieved person may choose to involve the presence of a third person and that this too would be understood as an appropriate initial response.

2. If resolution is not achieved through such direct communication the aggrieved person may refer the matter to the CCST Vancouver Principal.

3. The Department Head shall meet with the individuals involved separately and will attempt to bring resolution to the matter.

4. Should the Department Head be unable to bring about a resolution to the complaint, if he or she considers the complaint to be unfounded or the subject

matter of the complaint to be trivial, frivolous, vexatious, or made in bad faith, he or she may refuse to deal further with the complaint.

5. If the Department Head is unable to resolve the complaint and has not decided to refuse to deal further with the complaint, he or she shall refer the complaint to the Principal. The Principal shall form a committee consisting of three people. Two members of this committee shall be persons chosen by the CCST Vancouver Principal from a list of three people submitted by each of the two parties involved, all of whom must be Christians who agree with CCST Vancouver's Statement of Faith and Community Standards Statement. The Principal shall appoint the third person who will serve as chair of the committee, with the agreement of both of the two parties involved. If the two parties are unable to agree on the chair, the CCST Vancouver Principal shall appoint the chair.

    a. The mediation committee shall meet with both parties and attempt to bring about resolution of the matter.
    b. With assistance from the mediators, both parties will review possible resolutions and then choose the best option and agree upon the specifics of the resolution.
    c. The mediators will document the agreed upon resolution.
    d. Both parties will sign and date the resolution as an indication of agreement.
    e. If at any point during this process it is evident that the resolution process is not effective, one or both parties may terminate the mediation process. The mediation committee shall provide a full report to the CCST Vancouver Principal and he/she must be contacted.
    f. If the process is successful, the resolution documentation will be given to the CCST Vancouver Principal.

6. If the process is not successful, the chair shall present the committee report and a summary of the process to the Principal.

7. If the Principal views the subject matter of the complaint to be serious and the evidence in support of the complaint to be reliable, the Principal may request that the matter be referred to the CCST Vancouver Board. Before the Principal decides to refer the matter to the CCST Vancouver Board, the Principal may take whatever steps he or she deems appropriate to attempt to reach a settlement of the matter, and in the case of such settlement, the matter shall not be referred to the CCST Vancouver Board. If the Principal decides not to request that the matter be referred to the CCST Vancouver Board, the complaint process shall be deemed to have ended.

8. Upon referral of a complaint to it, the CCST Vancouver Board may consider such materials, receive such submissions and make such a decision as it deems appropriate.

9. If the administrative staff concerned is not content with the decision of the CCST Vancouver Board, that administrative staff may appeal the decision. The appeal will follow the Appeal Process in the Staff Handbook. The person who initiated the complaint may not appeal the decision of the CCST Vancouver Board.

III. ***Complaints Against Principal and Academic Dean***

1. Any complaint (with the exception of behaviour described under the policy on Sexual Harassment) against the Principal by a faculty member, staff member, or a student, is normally, in the spirit of Matthew 18, to be addressed directly to the Principal. However, it is recognized that under certain conditions, the aggrieved person may choose to involve the presence of a third person and that this too would be understood as an appropriate initial response.

2. If the Principal and the person(s) making the complaint are unable to resolve the complaint, the Principal and the aggrieved person shall immediately provide written letters to the Chair of the CCST Vancouver Board outlining the nature of the complaint and the response to it as at the current time.

3. The CCST Vancouver Board shall consider the complaint and shall proceed in such manner and make such a decision as the CCST Vancouver Board deems just.

4. Any complaint (with the exception of behaviour described under the Policy on Sexual Harassment) against the Academic Dean made by another faculty member, a member of the staff, a student or other member of the CCST Vancouver constituency should normally, in the spirit of Matthew 18, be addressed at first instance personally and directly to the Academic Dean. However, it is recognized that under certain conditions, the aggrieved person may choose to involve the presence of a third person and that this too would be understood as an appropriate initial response.

5. If resolution is not achieved through such direct communication the aggrieved person may refer the matter to the Principal.

6. The Principal shall meet with the individuals involved separately and will attempt to bring resolution to the matter.

7. Should the Principal be unable to bring about a resolution to the complaint, if he or she considers the complaint to be unfounded or the subject matter of the complaint to be trivial, frivolous, vexatious, or made in bad faith, he or she may refuse to deal further with the complaint. The decision of the Principal under this section is final.

8. If the Principal is unable to resolve the complaint and has not decided to refuse to deal further with the complaint, he or she shall appoint a mediation committee consisting of three people. Two members of this committee shall be persons chosen by the Principal from a list of three people submitted by each of the two

parties involved, all of whom must be Christians who agree with CCST Vancouver's Statement of Faith and Community Standards Statement. The Principal shall appoint the third person who will serve as chair of the committee, with the agreement of both of the two parties involved. If the two parties are unable to agree on the chair, the Principal shall appoint the chair.

a. The mediation committee shall meet with both parties and attempt to bring about resolution of the matter.
b. With assistance from the mediators, both parties will review possible resolutions and then choose the best option and agree upon the specifics of the resolution.
c. The mediators will document the agreed upon resolution.
d. Both parties will sign and date the resolution as an indication of agreement.
e. If at any point during this process it is evident that the resolution process is not effective, one or both parties may terminate the mediation process. The mediation committee shall provide a full report to the Principal and he/she must be contacted.
f. If the process is successful, the resolution documentation will be given to the Principal.

9. If the Principal views the subject matter of the complaint to be serious and the evidence in support of the complaint to be reliable, the Principal may request that the matter be referred to the CCST Vancouver Board. Before the Principal decides to refer the matter to the CCST Vancouver Board, the Principal may take whatever steps he or she deems appropriate to attempt to reach a settlement of the matter, and in the case of such settlement, the matter shall not be referred to the CCST Vancouver Board. If the Principal decides not to request that the matter be referred to the CCST Vancouver Board, the complaint process shall be deemed to have ended.

10. Upon referral of a complaint to it, the CCST Vancouver Board may consider such materials, receive such submissions and make such a decision as it deems appropriate.

11. If the Academic Dean is not content with the decision of the CCST Vancouver Board, the Academic Dean may appeal the decision. The appeal will follow the Appeal Process in the Faculty Handbook. The person who initiated the complaint may not appeal the decision of the CCST Vancouver Board.

IV. *Related Policies and Procedures*

Dispute Resolution Policy as given in Section 15.IV.

IV. Dispute Resolution Policy

CCST Vancouver is committed to live and work for the honor of Jesus Christ. Providing a Christ-centered education and a safe environment to our students is the center of this policy. Disputes yet may arise between members of our community, and we are committed to resolving those disputes in a manner consistent with Christian values.

This policy outlines the steps that we will take to resolve disputes.

1. Informal Resolution

Whenever possible, we encourage our community to resolve issues through informal resolution when a dispute arises. The parties should first attempt to resolve the issue through informal means. This may include discussion and negotiation between the parties involved or with the assistance of a faculty member or staff member.

If the dispute cannot be resolved through informal means, the parties may initiate a formal resolution process. This may include the following procedure, depending on the involved parties.

2. Between Students

a. If a student has complaint about other students other than academic matters or sexual misconduct concerns (which are covered in other sections), a formal letter should be filed to the Dean of Students within 10 business days from the occurrence of the incident. Anonymous complaints will not be accepted.
b. After receiving the complaint in writing, the Dean of Students will investigate the complaint and meet with all involved parties and seek resolution within 10 business days. The resolution if agreed upon by all parties concerned, then it will be laid out in writing and signed by all parties and to be kept as record in the office of the Dean of Students.
c. If more time is required to come up with a resolution, it may be agreed by all parties to extend for 10 more business days.
d. After hearing evidence and arguments from both parties, the Dean of Students may make a decision and seek agreement from both parties. Thus, the parties may agree to submit the dispute to binding arbitration.
e. If no resolution can be finally reached, the complaint may be resubmitted to the Principal.
f. If the Dean of Students is not available or is named in the complaint, the dispute must be submitted to the Principal. The final written resolution in this case will be filed in the Principal's office.

3. Between School and Students

a. If a student has complaint about the school other than academic matters or sexual misconduct concerns (which are covered in other sections), a formal letter should be filed to the Dean of Students within 10 business days from the occurrence of the incident. Anonymous complaints will not be accepted.
b. After receiving the complaint in writing, the Dean of Students will investigate the complaint and meet with all involved parties, and seek resolution within 10 business days. The resolution if agreed upon by all parties concerned, then it will

be laid out in writing and signed by all parties and to be kept as record in the office of the Dean of Students.

c. If more time is required to come up with a resolution, it may be agreed by all parties to extend it for 10 more business days.
d. After hearing evidence and arguments from both parties, the Dean of Students may make a decision and seek agreement from both parties. Thus, the parties may agree to submit the dispute to binding arbitration.
e. If no resolution can be finally reached, the complaint may be resubmitted to the Principal.
f. If the Dean of Students is not available or is named in the complaint, the dispute must be submitted to the Principal. The final written resolution in this case will be filed in the Principal's office.

4. Between School and Faculty

a. If a faculty member has complaint about the school other than sexual misconduct concerns (which is covered in other sections), a formal letter should be filed to the Academic Dean within 10 business days from the occurrence of the incident. Anonymous complaints will not be accepted.
b. After receiving the complaint in writing, the Academic Dean will investigate the complaint and meet with all involved parties, and seek resolution within 10 business days. The resolution if agreed upon by all parties concerned, then it will be laid out in writing and signed by all parties and to be kept as record in the office of the Academic Dean.
c. If more time is required to come up with a resolution, it may be agreed by all parties to extend it for 10 more business days.
d. After hearing evidence and arguments from both parties, the Academic Dean may make a decision and seek agreement from both parties. Thus, the parties may agree to submit the dispute to binding arbitration.
e. If no resolution can be finally reached, the complaint may be resubmitted to the Principal.
f. If the Academic Dean is not available or is named in the complaint, the dispute must be submitted to the Principal. The final written resolution in this case will be filed in the Principal's office.

5. Between Faculty and Students

a. If a student has complaint about a faculty member other than sexual misconduct concerns (which is covered in other sections), a formal letter should be filed to the Academic Dean within 10 business days from the occurrence of the incident. Anonymous complaints will not be accepted.
b. After receiving the complaint in writing, the Academic Dean will investigate the complaint and meet with all involved parties, and seek resolution within 10 business days. The resolution if agreed upon by all parties concerned, then it will be laid out in writing and signed by all parties and to be kept as record in the office of the Academic Dean.
c. If more time is required to come up with a resolution, it may be agreed by all parties to extend it for 10 more business days.

d. After hearing evidence and arguments from both parties, the Academic Dean may make a decision and seek agreement from both parties. Thus, the parties may agree to submit the dispute to binding arbitration.
e. If no resolution can be finally reached, the complaint may be resubmitted to the Principal.
f. If the Academic Dean is not available or is named in the complaint, the dispute must be submitted to the Principal. The final written resolution in this case will be filed in the Principal's office.

In any of the above situations, if even the Principal is unable to find a resolution, a complaint may be sent to the CCST Vancouver Board of Directors for final appeal.

CCST Vancouver is committed to resolving disputes in a manner consistent with Christian values. We encourage our community to work together to resolve any disputes that arise, and we are committed to providing a fair and impartial process for resolving any disputes.

V. Harassment & Anti-Racism Policy

1. Preamble & Theological Foundation

In accordance with our mission to nurture God's servants and equip the laity, Canadian Chinese School of Theology Vancouver (CCST Vancouver) is committed to fostering a learning and working environment where every member of our community is treated with dignity, respect, and fairness, reflecting the love of Christ.

We believe that all people are created in the image of God and are to be valued equally. Therefore, harassment, discrimination, and racism are contrary to our Christian faith, our community standards, and the biblical call to love our neighbour as ourselves (Matthew 22:39). This policy is established to prevent such behaviours and to provide a clear, fair, and redemptive process for addressing complaints.

2. Scope and Application

This policy applies to **all members** of the CCST Vancouver community, including students, faculty, staff, administrators, board members, and volunteers. It covers conduct that occurs on campus, online, or at any school-sponsored event or activity off-campus.
This policy addresses all forms of harassment and discrimination prohibited by the British Columbia Human Rights Code, including those based on:

- Race, colour, ancestry, or place of origin
- Religion
- Age
- Sex, sexual orientation, or gender identity/expression
- Marital or family status
- Physical or mental disability

3. Definitions

- **Harassment**: Any unwelcome conduct, comment, gesture, or contact that is known, or ought reasonably to be known, to be offensive, humiliating, or intimidating to another person. This includes, but is not limited to, bullying, verbal abuse, and intimidation. It is not harassment for a faculty or staff member to exercise reasonable supervisory or academic authority.
- **Discrimination**: The unjust or prejudicial treatment of individuals on the basis of any of the protected grounds listed in Section 2 above. Discrimination can be intentional or unintentional.
- **Racism**: Any individual action, or institutional practice, which subordinates or marginalizes a person or group because of their race, colour, ancestry, or place of origin. This includes racial slurs, jokes, stereotyping, and microaggressions.

4. Principles of Resolution

- **Confidentiality**: All reports and complaints will be handled with the highest degree of confidentiality possible. Information will only be shared with those who need to know in order to investigate and resolve the matter.
- **Procedural Fairness**: All parties involved in a complaint (the complainant and the respondent) have the right to be heard, to be informed of the allegations, and to have a fair and impartial review.

- **No Reprisal**: It is a serious offence under this policy to retaliate or take adverse action against anyone who, in good faith, reports an incident or participates in an investigation.
- **Redemptive Approach**: Whenever possible, and without compromising safety or justice, the resolution process will seek to be redemptive, aiming for restoration of relationships and correction of behaviour within the community.

5. Resolution Process

CCST Vancouver encourages the resolution of concerns at the earliest and most informal stage possible.

Stage 1: Informal Resolution

1. **Direct Conversation**: If you feel safe and comfortable doing so, you are encouraged to directly inform the person that their behaviour is unwelcome and ask them to stop.
2. **Assisted Conversation**: If you do not feel comfortable with a direct conversation, you may ask a trusted faculty member, staff member, or the Dean of Students to help facilitate an informal discussion to resolve the issue.

If the matter is not resolved informally, or if the nature of the complaint is too serious for an informal process, you may proceed to a formal complaint.

Stage 2: Formal Complaint & Investigation

1. **Filing a Complaint**: A formal complaint must be submitted in writing to the Dean of Students. If the complaint is against the Dean of Students, it should be submitted to the Principal. The complaint should include the names of the parties involved, a description of the incident(s), dates, locations, and any witnesses.

2. **Initial Assessment**: The Dean of Students (or Principal) will acknowledge receipt of the complaint within five (5) business days and conduct an initial assessment to determine if the complaint falls within the scope of this policy.

3. **Investigation**: If the complaint proceeds, a formal investigation will be conducted. This will involve interviewing the complainant, the respondent, and any relevant witnesses, as well as reviewing any evidence. Both the complainant and the respondent have the right to be accompanied by a support person from within the CCST Vancouver community during any meetings.

4. **Findings & Action**: Upon completion of the investigation, a written report of the findings will be prepared. If the investigation concludes that the policy has been violated, CCST Vancouver will take appropriate disciplinary and/or corrective action, which may range from educational interventions or apologies to suspension or dismissal from the school.

6. External Resources

While CCST Vancouver encourages the use of its internal resolution processes first, individuals always have the right to seek information, advice, or file a complaint with external bodies. Key resources include:

- **BC Human Rights Tribunal:** The independent tribunal responsible for accepting, screening, mediating, and adjudicating human rights complaints in BC.
    - **Website:** https://www.bchrt.bc.ca/
- **BC Human Rights Code:** The provincial law that protects against discrimination and harassment in areas like employment and services, based on specific personal characteristics.
    - **Website:** https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96210_01
- **BC Government - Human Rights Protection:** Information from the provincial government about human rights in British Columbia.
    - **Website:** https://www2.gov.bc.ca/gov/content/justice/human-rights
- **BC Government - Anti-Racism Information:** Resources and information related to anti-racism initiatives and legislation in BC.
    - **Website:** https://www2.gov.bc.ca/gov/content/governments/multiculturalism-anti-racism/anti-racism

7. Policy Review

This policy will be reviewed every three years by a committee representing students, faculty, and staff to ensure it remains effective and compliant with provincial regulations and best practices.

VI. Sexual Harassment Policy

1. Preamble

i. Sexual harassment in any situation is reprehensible and is in clear violation of the Scripture.
ii. All members of the CCST Vancouver community share responsibility for bringing about and maintaining an environment that is free of sexual harassment.

Any member of the CCST Vancouver community can file complaint about sexual harassment alleged to have been committed by any other member of the CCST Vancouver community. "Member of the CCST Vancouver community" means student, office staff, Faculty, adjunct Faculty, member of the Board of Directors, or volunteer.

2. Definition of Sexual Harassment

i. Making submission to an unsolicited sexual advance or solicitation, expressly or by implication, a term or condition of a person's right to academic success, or continuation of or advancement in academic success;
ii. Using or threatening to make use of rejection of B.1. to affect the person or the person's advancement or progress; and/or
iii. Engaging in a course of vexatious comments or conduct that is known or ought reasonably to be known to be unwelcome, which occurs on CCST Vancouver premises or in the pursuance of CCST Vancouver activities that, due to its sexual nature, content or innuendo is made in a manner which the initiator knows or ought to reasonably know is unwelcome.

3. Making a Complaint

i. A written complaint containing the facts of the alleged sexual harassment may be made to the Principal, Academic Dean, the Dean of Students, by an individual or individuals who claim to have been directly affected by sexual harassment.
   a. Procedure
      i. Any member of the CCST Vancouver community may report an incident of alleged sexual harassment to any of the individuals named in 3.i. on behalf of another or others.
      ii. If such a report is made on behalf of another, a complaint shall not proceed in any manner unless any of the individuals named in 3.i. also receive a complaint from the individual on whose behalf the report was made.
   b. If a complaint allegedly involves any of the individuals named in 3.i., such complaint may be made to any of the other individuals named in 3.i.
   c. The administration and implementation of this policy shall be the responsibility of the person hereafter identified in this policy as the Presiding Sexual Harassment Officer. The identification of the Presiding Sexual Harassment Officer shall be determined as follow:

Respondent	Presiding Sexual Harassment Officer
Student	Dean of Students
Faculty	Principal
Non-teaching staff	Principal
Principal	Chair of the CCST Vancouver Board

Member of the CCST Vancouver Board	Chair of the CCST Vancouver Board
Chair of the CCST Vancouver Board	Person to be determined by the remaining members of the CCST Vancouver Board

d. If the above indicated Presiding Sexual Harassment Officer is a Respondent to allegations under this policy the Principal will appoint an appropriate person to serve in this capacity. If the Principal is unable, for whatever reason, to make such an appointment, the Chair of the CCST Vancouver Board will do so.

ii. The person receiving the complaint shall forward it to the Presiding Sexual Harassment Officer within two (2) days of receipt of the complaint.

iii. The Presiding Sexual Harassment Officer shall consult with the Complainant within two (2) days of such notification.

iv. Following consultation with the Presiding Sexual Harassment Officer, the Complainant may:
   a. Take no further action; or
   b. Submit to the Presiding Sexual Harassment Officer a written authorization for the Presiding Sexual Harassment Officer to proceed with the complaint.

v. If the Complainant decides to take no further action,
   a. Presiding Sexual Harassment Officer shall not proceed with the complaint.
      i. Notwithstanding (iv.a.), the Presiding Sexual Harassment Officer shall proceed with the complaint if he or she deems it necessary to do so in the interest of justice, including the avoidance of sexual harassment in the future.

vi. The Presiding Sexual Harassment Officer may refuse to deal with the complaint, if:
   a. The complaint does not fall within the definition of sexual harassment in this policy; or
   b. Either the Complainant or the Respondent is not a member of the CCST Vancouver community; or
   c. The complaint is trivial, frivolous, made in bad faith or, in the opinion of the Presiding Sexual Harassment Officer, clearly is unfounded in fact; or
   d. The subject matter of the complaint occurred more than six months before the complaint was filed, unless the Presiding Sexual Harassment Officer is satisfied that the delay was incurred in good faith and that no substantial prejudice will result to any person affected by the delay; or
   e. The Complainant has filed a complaint under the Human Rights Code dealing with the same subject matter.

vii. If the Presiding Sexual Harassment Officer refuses to deal with the complaint, he or she shall provide written reasons for this determination to the Complainant. Such a determination may be made at any time during the processing of the complaint.

viii. Written records of valid complaints and the "Record of Resolution" achieved through either "Informal Resolution" or "Mediation" (see below 4.vi) and sustained complaints and the action taken in response to those complaints following a "Formal Hearing" (see below 4.viii) will remain on file in the office of the Presiding Sexual Harassment Officer for seven (7) years plus a day following the issuance of that complaint.

ix. The Presiding Sexual Harassment Officer shall not deal with a complaint if doing so might impede an investigation of a possible criminal offence.

4. Processing a Complaint

i. Upon accepting the written complaint for processing, the Presiding Sexual Harassment Officer shall inform the Respondent of the allegation(s) in writing and shall provide the Respondent with a copy of the written complaint.

ii. The Presiding Sexual Harassment Officer shall investigate the complaint and shall interview such persons as he or she deems appropriate. At the conclusion of his or her investigation, the Presiding Sexual Harassment Officer shall prepare an investigation report setting out his or her findings, including his or her decision as to whether the Respondent engaged in sexual harassment. This report should then be given to the CCST Vancouver Board of Directors.
   a. The Complainant has the right to withdraw the complaint in writing at any time in the process. The decision to withdraw the complaint shall, in most circumstances, bring the matter to an end under this policy.
   b. Notwithstanding (2.a.), the Presiding Sexual Harassment Officer shall proceed with the complaint if he or she deems it necessary to do so, in the interest of justice including the avoidance of sexual harassment in the future.

iii. If the current relationship between Complainant and Respondent is that of student and a faculty, the Presiding Sexual Harassment Officer shall take whatever steps he or she deems necessary, with the approval of the Academic Dean, to ensure that the student may complete any outstanding course work without prejudice.

iv. If the relationship between Complainant and Respondent is that of Faculty and staff, and if the Complainant's performance is normally evaluated by the Respondent, the Presiding Sexual Harassment Officer shall take whatever steps he or she deems necessary to ensure that the Complainant is protected from any adverse employment-related consequences of the Complainant-Respondent reporting relationship during the processing of the complaint.

v. The Complainant and the Respondent may at any stage of the procedure outlined in this policy be accompanied by one person of his or her choice.

vi. Informal Resolution
   a. The objective of “Informal Resolution” is to secure a reasonable and responsible resolution of the complaint which is consistent with the spirit of this policy, the nature of the complaint, and the character of CCST Vancouver.

b. The Presiding Sexual Harassment Officer shall discuss the written complaint with both the Complainant and the Respondent with a view to reaching a reasonable and responsible resolution within 10 days of receiving the written complaint.
c. If a reasonable and responsible resolution is achieved through Informal Resolution, a "Resolution Report" shall be drawn up by the Presiding Sexual Harassment Officer, signed by both the Complainant and the Respondent, and the Presiding Sexual Harassment Officer shall proceed no further with the complaint. This Resolution Report is then to be provided by the Presiding Sexual Harassment Officer, with the investigation report, to the Board of Directors.
d. If the Presiding Sexual Harassment Officer is unable to achieve an Informal Resolution, he or she shall require that the complaint be submitted to the mediation process, and shall so inform the Complainant and Respondent.

vii. Mediation Process

a. If a complaint proceeds to a "Mediation Process," the Presiding Sexual Harassment Officer shall, in consultation with both the Complainant and the Respondent, and to be approved by the CCST Vancouver Board of Directors appoint a Mediator who is able to respond impartially and without bias towards both the Complainant and the Respondent.
b. The Mediation Process shall begin within ten (10) days from the time of the Presiding Sexual Harassment Officer's referral to engage in the Mediation Process, unless both the Complainant and the Respondent agree to an extension of that time.
c. The Presiding Sexual Harassment Officer shall provide the Mediator with a copy of the written complaint and this policy.
d. The objective of the Mediation Process is to secure a reasonable and responsible resolution of the complaint which is consistent with the spirit of this policy, the nature of the complaint, and the character of CCST Vancouver.
e. The Mediation Process shall be concluded within ten (10) days of the first meeting, unless both the Complainant and the Respondent agree to an extension of that time.
f. The Mediator shall be responsible to conduct any and all discussion(s) required in the Mediation Process.
g. The Mediator, the Complainant and the Respondent shall attend all meetings during the Mediation Process.
h. If either the Respondent or the Complainant refuses to attend at the Mediation meetings, the Mediator shall so inform the Presiding Sexual Harassment Officer and the Mediation Process shall end, thus requiring a "Formal Hearing."
i. The Mediator shall discuss the written complaint with both the Complainant and the Respondent with a view to reaching a reasonable and responsible resolution.
j. If, in the opinion of the Mediator, a reasonable and responsible resolution is achieved through the Mediation Process, a "Resolution Report" shall be drawn up by the Mediator and signed by both the Complainant and the Respondent, and the matter shall proceed no further with the exception of whatever administrative or other action is needed to implement the resolution.
k. If the Mediator determines is unable to achieve a reasonable and responsible resolution through the Mediation Process, s/he shall inform the Presiding Sexual

Harassment Officer, the Complainant and the Respondent in writing that a “Formal Hearing” will be required for the complaint to be processed further.

viii. Formal Hearing

a. A "Formal Hearing" may not be initiated unless:
   i. the Complainant requests in writing that a Formal Hearing be held, or
   ii. the Respondent has refused to participate in the Informal Resolution and/or Mediation Process.
b. Upon receipt of a written request from the Complainant to hold a Formal Hearing, the Presiding Sexual Harassment Officer shall notify the Respondent in writing that a Formal Hearing has been requested.
c. A Formal Hearing shall be held within thirty (30) days from the time of the request to initiate a Formal Hearing, unless both the Complainant and the Respondent agree to an extension of that time.
d. A Formal Hearing Panel shall be established consisting of the following individuals. Where any such individual is directly involved as Complainant, Respondent, or witness to the allegations, the Chair of the CCST Vancouver Board shall appoint an appropriate person to act in his or her place. The Formal Hearing Panel shall consist of the following individuals:
   i. The Academic Dean,
   ii. One person chosen by the Complainant and approved by the chair of the CCST Vancouver Board, and
   iii. One person chosen by the Respondent and approved by the chair of the CCST Vancouver Board.
e. The Complainant shall present any evidence and the testimony of any witnesses pertaining to the complaint.
   i. The Formal Hearing Panel will be free to ask questions of the Complainant regarding the statements made and the evidence given by the Complainant.
   ii. The Complainant may not be questioned on previous behaviour or character for purposes other than to establish credibility of the present complaint.
f. The Respondent will present any evidence and the testimony of any witnesses pertaining to the complaint.
   i. The Formal Hearing Panel can freely ask questions of the Respondent regarding the statements made and evidence given by the Respondent.
   ii. The Complainant will respond to the Respondent.
   iii. The Respondent will respond to the Complainant.
g. The Formal Hearing Panel will meet in closed door to evaluate the evidence arising from the complaint and to recommend an appropriate response.
h. The standard of proof of the sexual harassment allegedly committed by the Respondent shall be that of proof on clear and convincing evidence.
i. The decision of the panel shall be the decision of the majority of members of the panel. The panel shall make written reasons for its decision, including any dissent, and provide those reasons to the Complainant and the Respondent.
j. If the complaint is sustained, the Formal Hearing Panel shall prepare its recommendations for a disciplinary response and just restitution. This written response will be given to the Complainant, the Respondent, the Principal and the Chair of the CCST Vancouver Board.

ix. Discipline
   a. Upon receipt of an investigation report, a resolution report or the decision and recommendations of the Formal Hearing Panel, the CCST Vancouver Board shall determine what discipline, if any, shall be imposed on the Respondent or, if circumstances require, the Complainant.
   b. In deciding whether or not to impose discipline on the Respondent, or in deciding the form or severity of discipline, the Board of Directors shall consider the following items:
      i. The knowledge and intent of the Respondent in carrying out the actions which form the subject of the complaint;
      ii. The effect of the Respondent's conduct on the CCST Vancouver community;
      iii. The effect of the Respondent's conduct on the Complainant's ability to participate fully in the life of the CCST Vancouver community; and
      iv. Anything else deemed appropriate.

   c. The CCST Vancouver Board shall be responsible for final determination and implementation of just restitution to any and all parties.

5. Related Policy

Sexual Misconduct Policy as given in Section 15.VII.

VII. Sexual Misconduct Policy

1. Purpose Statement

CCST Vancouver has a responsibility to create safe and respectful campus environment. It will ensure that victims are provided with appropriate support and treated with compassion. The Dean of Students will be the first person to respond to any complaint or reporting of sexual misconduct, and if needed he/she will consult with the principal to form a 3-person committee to address the situation. CCST Vancouver respects the privacy and procedural fairness of the victim and alleged offender.

2. Scope and Application

This policy applies to misconduct involving students primarily, and only secondarily to other campus personnel including faculty, staff, administration.

The space of application is mainly on the physical campus, but not excluding official activities conducted online and off campus.

Sexual misconduct includes the following: sexual assault, sexual exploitation, sexual harassment, stalking, indecent exposure, voyeurism, distribution of sexually explicit photograph or video of a person, attempt to commit an act of sexual misconduct, threat to commit an act of sexual misconduct.

This policy may be considered as special addition to the CCST Vancouver policy against sexual harassment in the Student Handbook Section 15.V.

3. Responding to disclosures/ Complaints and Reports to Sexual Misconduct

CCST Vancouver is committed to act in accordance with the principles of procedural fairness in dealing with allegations of sexual misconduct.

CCST Vancouver encourages immediate reporting by those who have knowledge of incidents of sexual misconduct to the Dean of Students.

CCST Vancouver will take immediate action to assign the Dean of Students to speak with the involved parties to understand and assess the situation to see if further action needs to be taken. If deemed necessary, the Dean of Students will notify and consult with the Principal.

CCST Vancouver when deemed necessary will alert the seminary community of potential danger due to the occurrence of the incident.

A person may choose to disclose an incident of sexual misconduct without filing a formal report.

After receiving a disclosure, the Dean of Students may provide counseling to the victim, and if needed to first notify and consult with the Principal, and subsequently refer to professional counsellor, and/or request the Academic Dean to make necessary accommodations to his/her academic requirements.

In the case of a formal report being filed to CCST Vancouver, the filing person may choose to withdraw the report, in which case CCST Vancouver may choose to continue or terminate the investigation.

Filed report will be viewed by the Dean of Students to determine if it is properly substantiated.

If the report is found to be properly substantiated, the alleged offender will be approached by the Dean of Students, and in consultation with the Principal, with the full report.

4. Confidentiality and Information Sharing

CCST Vancouver will keep the complaint or report as confidential, unless it is necessary to make it public to avoid further incidents or required by law. In case the incident needs to be made public, personal info such as names will not be disclosed to protect all parties involved. In circumstances when victim's name is involved, a signed consent will be required.

i. REVIEW

This policy will be reviewed every 3 years or as directed by the Minister of Advanced Education.
In the review process, a team of 5 representing administration, faculty and staff, together with 2 representatives appointed by student council will be formed for the task.

ii. RELATED DOCUMENTS AND LEGISLATION

Campus Sexual Violence: Guidelines for a Comprehensive Response, Ending Violence Association of BC, updated in 2022 (https://endingviolence.org/wp-content/uploads/2022/10/Campus-sexual-violence-summary-update2022.pdf)

Sexual Violence and Misconduct Policy Act (Sexual Violence and Misconduct Policy Act (gov.bc.ca))

5. Sexual Misconduct Procedures

i. Receiving A Disclosure/ Complaint of Sexual Misconduct

Anyone receiving a disclosure/complaint should try to hear out the person without judgment and with compassion. It is the right of the victim to decide to what extent he/she wants to disclose.

ii. Responding to Disclosure/ Complaints/ Reports of Sexual Misconduct

After ensuring the safety of the victim, the person receiving a disclosure may suggest to refer the victim to the Dean of Students. If the victim agrees, the victim may do it by himself/herself, or request someone to do it on his/her behalf.

After receiving a complaint, the Dean of Students may decide whether counseling, medical help for the victim is needed. In serious situations, the Dean of Students may in consultation with the Principal report to the police.

iii. Reporting Options

a. Disclosure Only

The victim can decide if he/she just wants to disclose the incident to someone trustful in order to seek support.

b. Police

The victim may also consider filing a formal report to the police as a criminal offence, in which case the victim should be accompanied by the Dean of Students for support.

c. Non-Criminal Processes

The victim should follow procedures of complaint as stated in the Student Handbook Section 15.V. on Sexual Harassment.

d. Criminal Processes

The Dean of Students, in consultation with the Principal, will arrange to have a police officer to meet with the victim on campus to discuss the possibility of making a criminal report.

The Dean of Students, in consultation with the Principal, may also accompany the victim to the police station to file a report. If criminal charges are laid, the Dean of Students may further act as liaison between the police and the victim if necessary.

If necessary, the Dean of Students may assign another person in his/her place in the Criminal Processes, with written consent of the victim.

Unless the safety of others is involved, the victim in general will decide if reporting to the police is necessary.

iv. Roles and Responsibilities

The Dean of Students will be the first person to take care of complaints of sexual misconduct.

In case of his/her absence, the Principal will assume this role of the Dean of Students.

If the Dean of Students deems it necessary, a 3-person response team can be formed in consultation with the Principal to handle the situation.

Where further counselling services are deemed necessary, the Dean of Students will provide appropriate referrals.

6. Related Policies and Procedures

Sexual Harassment Policy as given in Section 15.VI.