

2012-2013 University Catalogue



Equipping Servant Leaders for Global Impact

Kingswood University

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Sussex, NB Canada E4E 5L2

Phone: 506-432-4400
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www.kingswood.edu



KINGSWOOD UNIVERSITY

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www.kingswood.edu

CHARTER

Kingswood University is operated under a charter granted by the legislature of the Province of New Brunswick and authorized thereby to confer degrees in church-related education.

ACCREDITATION

Commission on Accreditation of the Association for Biblical Higher Education (ABHE)
5850 T G Lee Blvd., Suite 130
Orlando, Florida 32822
Telephone: 407-207-0808
www.abhe.org

OTHER ASSOCIATIONS

Association of Christian Schools International (ACSI)
Christian Holiness Partnership (CHP)
Evangelical Fellowship of Canada (EFC)

The University reserves the right to make necessary changes without further notice. The regulations, courses, personnel, and costs listed herein are subject to change after date of publication of this bulletin through established procedures. In such cases, the University will attempt to communicate such changes to all students, faculty, and staff through written means. It is important that each student familiarize themselves with the regulations set forth in this Catalogue and assumes their proper responsibilities concerning them.

Kingswood University
2012-2013 Catalogue
Published September 2012

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STAFF DIRECTORY

Office of the President

President Mark L. Gorveatte, 432-4401
Administrative Assistant Position Open

Academic Affairs

Vice President for Academic Affairs David F. Smith, 432-4406
Associate V.P. for Academic Affairs & Registrar Janet Starks, 432-4407
Director of Student Ministries David Smith, 432-4406
Administrative Assistant Judith Hughes, 432-4460
Administrative Assistant & Faculty Secretary Eileen Gavel, 432-4429
Administrative Assistant, Music Department Jessica Cann, 432-4499
Interim Director of Library Services Virnna Sabine, 432-4417
Library Assistant Marilee Rodgerson, 432-4427
Director of Worship Elizabeth Rhyno, 432-4449
Campus Pastor Stephen Elliott, 432-4464

Faculty

Biblical Studies, Old Testament Clinton Branscombe, 432-4466
Biblical Studies, Theology Kenneth Gavel, 432-4461
Christian Counselling Allen Lee, 432-4419
Children's Ministry & Christian Education Janet Starks, 432-4407
Christian School Education Douglas Graham, 432-4472
Evangelism & Compassion Ministry Michael MacNeil, 432-4467
General Education David Trouten, 432-4473
Global Ministry William Peed, 432-4462
Music Ministry David Klob, 432-4463
Pastoral Ministry/Church Planting/Youth Ministry Stephen Elliott, 432-4464

Campus Life & Plant Operations

Vice President for Campus Life Kirk G. Sabine, 432-4408
Administrative Assistant Judy Kearley, 432-4428
Associate Dean of Men Jacob Leckel, 432-4448
Associate Dean of Women Brittany Trafton, 432-0378
Plant Operations Manager Kevin Moss, 432-4418
Maintenance Director Richard Starks, 432-4428
Director of Food Services Greg Mann, 432-4478
Director of Housekeeping Position Open

Finance Offices

Vice President for Financial & Human Resources..... Ivan R. Graham, 432-4403
Receptionist/Cashier Jo-ette Branscombe, 432-4400
Bookkeeper Marilyn Otis, 432-4413

Enrolment & Communications

Vice President for Enrolment & Communications D. Scott Rhyno, 432-4422
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Publisher/Editor Marilee Peed, 433-8612

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Office Manager Debbie Benson, 432-4411

BOARD OF TRUSTEES

Executive Committee

Dr. H. C. Wilson, Chair	Moncton, NB
Dr. Laurel D. Buckingham, Vice-Chair	Moncton, NB
Mr. Robert C. Strum, Secretary	Wilmington, DE
Rev. David W. LeRoy, Assistant Secretary	Moncton, NB
Rev. Mark L. Gorveatte, University President	Sussex, NB

Members at Large

Dr. Carole Bos	Holland, MI
Rev. Wesley Dupin	Hudsonville, MI
Rev. Anita Eastlack	Alexandria, VA
Dr. Philip S. E. Farrell	Kanata, ON
Rev. Mike Fisher	Dixonville, PA
Rev. J. Michael Hilson	La Plata, MD
Rev. Paul James	Queensbury, NY
Rev. Richard Kavanaugh	High Point, NC
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Dr. Thomas L. Ward	Prattville, AL
Rev. Stephen Wilson	Greeley, CO

Trustees Emeriti

Dr. Wayne E. Caldwell	Indianapolis, IN
Rev. Hazen B. Ricker	Sussex, NB

Advisory Members – The Wesleyan Church

Dr. Jo Anne Lyon, General Superintendent	Indianapolis, IN
Rev. Russell Gunsalus, Division of Education & Clergy Development	Indianapolis, IN

Direct correspondence to the appropriate department at:

Kingswood University

26 Western Street, PO Box 5125, Sussex, New Brunswick, Canada E4E 5L2

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E-mail Addresses:

Office of the President	president@kingswood.edu
Academic Affairs	academic@kingswood.edu
Enrolment Office	enrolment@kingswood.edu
Finance Office	finance@kingswood.edu
Development Office	development@kingswood.edu
Campus Life	campuslife@kingswood.edu
Music Ministry	bam@kingswood.edu

A PERSONAL WORD FROM THE PRESIDENT



So whether you eat or drink or whatever you do, do it all for the glory of God. Do not cause anyone to stumble, whether Jews, Greeks or the church of God—even as I try to please everybody in every way. For I am not seeking my own good but the good of many, so that they may be saved.

1 Corinthians 10:31-33 (NIV)

The Apostle Paul opens a window to his heart and shares the motivations that have caused him to endure incredible hardships in pursuit of God's call. Paul reminds the early church that the first priority is to "do it all for the glory of God." We share that calling. Our purpose is to glorify God in all that we do.

Paul also reminds these believers that the goal of his ministry is not "seeking my own good but the good of many, so that they may be saved." Effective and enduring ministry has a clear focus. It's not about a career or a profession. Ministry is about answering the Master's call to become fishers of men, labourers in His harvest. We still believe that people need to be saved and that Jesus is not just the best hope, He is our only hope!

For the past 66 years, Kingswood University has been preparing men and women for spiritual leadership in the Kingdom. This unique mission has never been more strategic for Kingdom advancement. The need for Christ-like servant leaders has never been greater as the harvest fields around us grow whiter. The opportunities for global impact are unparalleled in a world that grows smaller and more complex at the same time.

If you are exploring God's call to a lifetime of servant leadership, we invite you to consider the unique advantages of preparing to answer that call at Kingswood University. Jesus could have set up a university in downtown Jerusalem, but instead He spent most of his time preparing his "next-generation" leaders in remote settings accessible to, but away from, the hectic pace of the city.

Kingswood is kilometres beyond ordinary, just 30 minutes from some of North America's most beautiful wilderness. Our community of faith and learning is set in a small town not unlike Capernaum. Carpenters and dairy farmers sit in the coffee shop next to students and PhD professors. Life slows down enough for you to listen to God and deepen your understanding of His calling. Whether God calls you to New York City or Newfoundland, you'll never forget the lessons learned here!

You are not likely to end up at Kingswood by accident. Our students often testify to a sense of God's calling not only to ministry but also to choosing Kingswood University as the best place for them to continue their journey toward character transformation and ministry effectiveness.

Allow us to share your journey as you prepare to serve for the glory of God and the good of many!

Your servant in Christ,

Rev. Mark L. Gorveatte

OUR MISSION

To prepare spiritual leaders for the church of Jesus Christ and specifically for The Wesleyan Church. It is driven by the passion of Christ to reach a lost world as expressed in Matthew 9:38, *Ask the Lord of the harvest . . . to send out workers into His harvest field.* The focus of this mission is to prepare pastors for local church ministry and missionaries for trans-cultural service. The breadth includes the preparation of specialized ministers according to the needs of the Church. The depth is reflected in our requirement that all graduates demonstrate academic excellence, ministry effectiveness, and holy character.



ACADEMIC CALENDAR

Fall Semester 2012

First day of semester – seminar classes	August 27
Registration/Orientation – new students	September 3-4
Financial registration – returning students	September 4
Full-semester classes begin	September 6
Last day to enrol	September 18
Ignite (formerly Spiritual Advancement Week)	September 18-19
No classes, Canadian Thanksgiving	October 8
Monday class day	October 11
Board of Trustees meeting	October 19
Encounter Weekend	November 2-3
Last day to withdraw without academic penalty	November 9
Pre-registration for spring 2013	November 12-16
No classes	November 23
Last day of classes	December 7
Final exams	December 10-14

Spring Semester 2013

First day of semester – seminar classes	January 7
Full-semester classes begin	January 14
Infuse (formerly Holiness Advancement Week)	January 22-23
Last day to enrol	January 25
March break	March 4-8
Classes resume	March 11
Incite (formerly International Missions Convention)	March 19-20
Last day to withdraw without academic penalty	March 22
Pre-registration for fall 2013	March 25-28
Easter break	March 29-April 1
Board of Trustees meeting	March 22
Last day of classes, Friday class day	April 23
Reading day	April 24
Final exams	April 25-30
TESL	May 2-17
Baccalaureate Service & Graduation Reception	May 3
Commencement	May 4

GENERAL INFORMATION

Purpose

The purpose of Kingswood University is to educate and equip men and women for ministry in the Christian Church in general and The Wesleyan Church in particular. As such, Kingswood devotes itself to the upbuilding of each individual with regard to their academic, spiritual, and emotional wholeness to enable them to be faithful in their witness to Jesus Christ and His Church.

Doctrinal Statement

Owned and operated by The Wesleyan Church, Kingswood upholds the Articles of Religion as found in *The Discipline of The Wesleyan Church*, which includes the following summary of doctrinal beliefs:

We believe in God the Father, the Son, and the Holy Spirit.

We believe that Jesus Christ the Son suffered in our place on the cross, that He died but rose again, that He now sits at the Father's right hand until He returns to judge all men at the last day.

We believe in the Holy Scriptures as the inspired and inerrant Word of God. We believe that by the grace of God every person has the ability and responsibility to choose between right and wrong, and that those who repent of their sin and believe in the Lord Jesus Christ are justified by faith.

We believe that God not only counts the believer as righteous, but that He makes such persons righteous, freeing them of sin's dominion at conversion, purifying their hearts by faith and perfecting them in love at entire sanctification, and providing for their growth in grace at every stage of their spiritual life, enabling them through the presence and power of the Holy Spirit to live victorious lives.

Goals

In the accomplishment of the Mission of the University, the specific goal of Kingswood University is to prepare pastors, missionaries, youth pastors, church planters, ministers/directors of Christian education, ministers of music, teachers for Christian schools, and general Christian service workers.

In addition, the University continues to study and assess current programs to assure it is meeting perceived ministry needs. Since the University is committed to the entire scope of the ministry of The Wesleyan Church, it seeks to provide the level of education required by the Church for various professional ministries and to prepare graduates to fulfill with competence and effectiveness their calling in these ministries. In so doing, the University gives

priority to the education of students from The Wesleyan Church, but also encourages the attendance of other committed Christians from various church affiliations.

General Objectives

Within the framework of its mission and goals, the University strives to fulfill the following objectives:

1. to guide students into greater knowledge of the Bible, the Christian faith, themselves, others, and the world around them.
2. to develop within students a deeper appreciation of a biblical sense of values, of God's plan for their lives, of their spiritual, social, and national heritage, and of their privileges and responsibilities in contemporary life.
3. to assist students in the development of research skills, critical thinking for independent study, the integration of all knowledge and experience into a Christian worldview, and the effective communication of truth.
4. to facilitate students in the development of a well-rounded, wholesome Christian personality, physically, mentally, emotionally, socially, and spiritually.

History and Heritage

Kingswood University was founded in October 1945 in Woodstock, New Brunswick by the Alliance of the Reformed Baptist Church of Canada. Known as the Holiness Bible Institute, its primary purpose was the training of ministers to serve the Reformed Baptist Church within the Atlantic region. In 1947, the school was relocated to Yarmouth, Nova Scotia and renamed Bethany Bible College. In 1965 Bethany relocated a second time, to the present location in Sussex, New Brunswick.

In July 1966, the Alliance of the Reformed Baptist Church of Canada joined the Wesleyan Methodist Church. Two years later, in June 1968, the Wesleyan Methodist Church merged with the Pilgrim Holiness Church to form The Wesleyan Church.

Over the course of time, the University has made advances academically. In May 1970, the General Board of Administration of The Wesleyan Church authorized Bethany Bible College to award the Bachelor of Arts Degree in Religion, the basic four year program for those entering full time ministerial service. In 1983, the Province of New Brunswick, through official legislations, authorized Bethany to grant church related degrees.

In 2011 Bethany Bible College was renamed Kingswood University.

Accreditation

Kingswood University is accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE). This is the major North American accrediting agency for biblical higher education. ABHE is recognized by the United States Department of Education.

Alumni Association

Kingswood has a growing alumni organization with members in various parts of the world. Those serving in ministry fill such vital roles as pastors, church planters, missionaries, Christian educators, and chaplains. Many others serve the Church as qualified lay people. The primary objective of the Alumni Association is to promote the welfare of the University by being informed of its needs and progress, contributing prayerfully and financially to its support, and alerting the public to its values.

Kingswood and the Sussex Community

Kingswood is located in the town of Sussex which has a population of approximately 5,000 and is nestled in the beautiful hills of the Kennebecasis River Valley. It is well-suited for the outdoor enthusiast, being a short drive from various ski resorts, Fundy National Park, one of the pristine parks of North America, and the Bay of Fundy which boasts the highest tides in the world. Sussex is conveniently located along provincial highway 1 providing easy access to Moncton, Saint John, and Fredericton, the capital of New Brunswick. Sussex is also within a two-hour drive of the state of Maine and is, therefore, not far from some of the major cities of the north-eastern United States, such as Portland, ME and Boston, MA.

Campus Resources

The campus is situated on fifty-seven acres of land overlooking the town of Sussex. The lower part of the campus is located along Main Street and Western Street. This includes Nicholson Hall which contains the library, computer lab, and Student Success Centre, and the Burbury Administration Centre which accommodates administrative offices, the Enrolment and Communications department, and classrooms. The upper campus is site of four

student residences, Stairs Hall containing the cafeteria and classrooms, and the Mitchell Student Centre, which includes recreation facilities, the Blazer Deli, lounge, and Student Services office. The upper campus also includes buildings housing the Academic Department, the Music Department, faculty offices, and recreational fields. Nearby is the President's home.

Notification of Disclosure of Personal Information to Statistics Canada

Statistics Canada is the national statistical agency and as such carries out hundreds of surveys each year on a wide range of matters, including education.

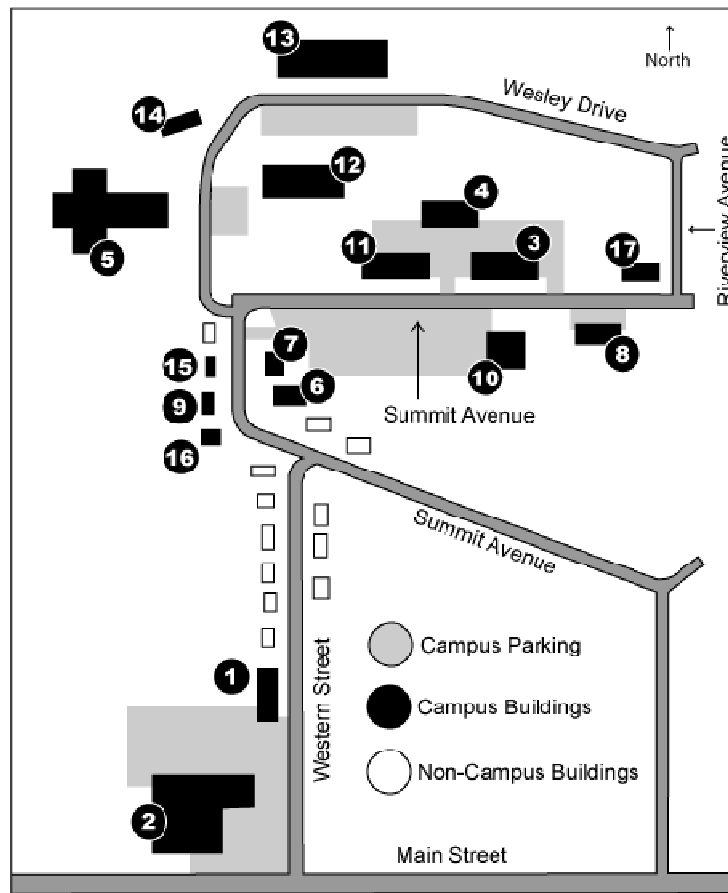
In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada, student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

The Federal *Statistics Act* provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the *Statistics Act* prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used are able to ask Statistics Canada to remove their identification and contact information from the national database.

Further details on the use of this information can be obtained from the Statistics Canada website: <http://www.statcan.ca> or by writing to the Postsecondary Section, Centre for Education Statistics, 17th Floor R.H. Coats Building, 150 Tunney's Pasture Driveway, Ottawa, ON K1A 0T6.

CAMPUS MAP



1. Burbury Administration Centre 26 Western Street
 - Office of the President
 - Enrolment & Communications Offices
 - Finance Offices
 - Development Office
2. Nicholson Hall Corner of Main & Western Streets
 - Earle and Marion Trouten Library
 - Computer Lab
 - Student Success Centre
3. Stairs Hall - Classrooms & Cafeteria 80 Summit Avenue
4. Mitchell Student Centre & Blazer Deli..... 78 Summit Avenue
5. Saunders Irving Chapel & Wesley Hall 20 Wesley Drive
6. Faculty House 55 Summit Avenue
7. Academic Affairs Office 63 Summit Avenue
8. Bridgeo House – Music Ministry Department 89 Summit Avenue
9. Vice President for Academic Affairs Residence..... 60 Summit Avenue
10. Joan Phillippe House - Female Residence 83 Summit Avenue
11. Ingersoll House - Male Residence 76 Summit Avenue
12. Tom Phillippe House - Split Male/Female Residence 35 Wesley Drive
13. Town House Apartments 64, 66, 68 Wesley Drive
14. Campus Pastor Residence 44 Wesley Drive
15. Vice President for Campus Life Residence..... 66 Summit Avenue
16. Guest Housing 54 Summit Avenue
17. President's Residence 98 Summit Avenue

ADMISSIONS INFORMATION

ADMISSION POLICIES

General Requirements

The prospective student is assessed according to academic background, moral behaviour and character, and personal Christian testimony. In the consideration process, the applicant's complete prior academic record, recommendations, plans for the future, and personal information are reviewed. If applicants meet the required standards in these areas, they are admitted to the University. The University does not discriminate on the basis of race, colour, national origin, age, or gender in admission to, treatment in, or employment in its programs and activities.

Academic Requirements

Applicants must have a high school diploma or equivalent, and achieve satisfactory grades in the following Academic or College preparatory level courses in grades 10, 11, or 12:

- 2 English credits
- 2 Math or Science credits
- 2 Social Studies credits (e.g. history, sociology, geography, civics, psychology)

Students without the necessary background or grades may be admitted on a conditional basis. The first semester for these students will be a qualifying semester.

Character Requirements

Applicants are expected to be of high moral character and are therefore expected to be a minimum of six months from participation in tobacco products, non-prescription drug use, alcohol, pornography, inappropriate sexual relationships, gambling, and occult activities.

ADMISSION PROCEDURES

Applications and information may be obtained from the Enrolment Office, 506-432-4422 or 888-432-4422. Applications for admission should be made early so that necessary arrangements for entrance may be made. However, applications will be received up to one week before the last day to enrol (see Academic Calendars). In no case will a student be permitted to enrol more than two weeks after the beginning of the semester.

All applicants must submit the following to the Enrolment Office:

1. Application for Admission

The application is to be returned to the Enrolment Office, Kingswood University, 26 Western Street, PO Box 5125, Sussex, New Brunswick, Canada, E4E 5L2. A non-refundable \$20 application fee should be enclosed. All questions on the application form are to be answered or marked N/A if not applicable. Application can also be made on-line through the Kingswood website (www.kingswood.edu).

2. School Records

All secondary and post-secondary transcripts, when applicable, are required in order to assess a candidate for admission. All transcripts are to be mailed directly to the University. Applicants will need to ask their high school guidance counsellor to send a transcript to the University. Transcripts may be reviewed for admission at the completion of the applicant's 11th grade year. An official transcript certifying graduation will be required for enrolment.

3. Reference Forms

All applicants must have the two appropriate reference forms completed according to the instructions on each form. All forms must be received in order to make an admissions evaluation.

All accepted applicants must submit the following before they can be enrolled:

1. Health Records

A completed Student Health Data Form must be submitted. American and other international students are required to purchase medical insurance provided through the University.

2. Financial Aid Application

All accepted applicants are expected to make adequate financial arrangements. Applicants wishing to apply for financial aid through the University must submit a Financial Aid Application. Specific opportunities for financial assistance through the University are listed in the Financial Information section of this Catalogue.

3. Room/Tuition Deposit

A \$100 room/tuition deposit must be submitted by all students prior to enrolment. Details can be found in the Student Handbook at: (<http://www.kingswood.edu/campuslife/PDF/Student%20Handbook%20-%20Fall%202011.pdf>) and the Financial Information section of this Catalogue for details.

Note: Applicants must submit all required forms and transcripts before they may enrol. All acceptances are contingent upon continued Christ-like character development. Accepted students are to abide by all

expectations regarding moral conduct as described by the *Student Handbook*.

Home Schooled Students

In addition to the information listed above, home schooled applicants must also submit SAT or ACT scores, and information about their schooling.

Mature Students

Kingswood may accept into a degree program a limited number of mature students whose academic background is deficient in some respects. The first semester for these students will be a qualifying semester. Mature student applicants must complete all the forms previously mentioned and will be given consideration if they meet the following requirements:

1. evidence of being 21 years of age before registration.
2. evidence of at least two years of responsible activity since attendance at school.
3. evidence that they can profit from university level study.
4. successful completion of a General Education Development test (GED) or its equivalent. The student will receive an evaluation by the Academic Committee at the end of the first semester.

Early Enrolment

High school students in grade 12 may enrol for up to six hours of university level courses per semester. Students must have an average of at least 85% (3.3 on a 4.0 scale) and must have written approval of their parent or guardian, and the high school they attend. Please contact the Enrolment Office for application information.

Transferring From Other Institutions

The transfer applicant is to complete the required forms as mentioned above. In addition to this, the applicant must request an official transcript to be sent directly to the University from all schools attended. Credits being transferred to Kingswood must be from an accredited institution and have at least a "C" grade. The University will only transfer those credits that can be applied directly toward the desired program of study at Kingswood.

Students transferring credits to Kingswood must take at least thirty hours in residence for a degree, even though they may have in excess of the required number of hours for graduation. This residency must be the final year of the program unless special arrangements have been made with the Vice President for Academic Affairs.

A student who is on academic probation at another institution and who is accepted to study at Kingswood will be placed on academic probation for

at least one semester. A student dismissed from another institution must wait a minimum of one semester before enrolling at Kingswood.

Re-admission

A student who has withdrawn from the University must apply for re-admission through the Enrolment Office. If it has been two years or less since the student was last enrolled at the University, it will not be necessary for the student to complete the entire admissions process. The student should make re-application by means of a letter stating reasons for desired re-admission, the program of study desired, and payment of a \$20 application fee. If more than two years have passed since the student was last enrolled at the University, all the admissions procedures must be fulfilled. Students re-admitted return under the same academic standing as when they withdrew from Kingswood. Students must meet the academic requirements of the program in effect at the time of re-admission.

International Students

An individual wishing to enter Canada as a student must have the following documentation upon entry:

1. a valid passport.
2. evidence of acceptance from the University.
3. evidence of sufficient funds for maintenance, full tuition, and all other necessary expenses, including return transportation. This may be in the form of a bank draft or a notarized letter from a parent, guardian, or sponsor indicating full financial support while studying in Canada.

At the port of entry, a student authorization form (student visa) will be issued upon the fulfillment of the above requirements. Immigration Canada will charge a fee of \$125 (Canadian funds, payable by cash, certified cheque, MasterCard, or Visa) for the student visa.

Applicants from countries other than the United States are also required to have proper medical documentation before leaving their own country and should contact a local Canadian Consulate for additional immigration requirements for their country. Such applicants should allow a minimum of one year to complete the application for admission process.

If English is not their first language, international students must take the "Test of English as a Foreign Language" (TOEFL). In addition to the forms and information listed above, an official score report must be forwarded to the University before an admission decision can be reached. The minimum acceptable score for admission to the University is:

- Paper-based test – 500
- Internet-based test – 61

FINANCIAL INFORMATION

Tuition income does not cover the entire cost of a student's education. Substantial amounts must be raised each year by the University to cover the difference between what students pay and the total

cost of their education. Therefore, each student is required to exhibit financial responsibility in payment of their tuition and fees.

FEES FOR 2012-2013

Please note that all fees listed below are not applicable to all students.
See Definition of Financial Charges for a description of all charges and fees.

Dollar Amounts are in Canadian dollars.

Tuition:

12 – 16 credit hours per semester	\$4,550 per semester
Less than 12 credit hours per semester	\$305 per credit hour
More than 16 credit hours per semester	\$285 per credit hour
Audit Fee, for part-time students	\$100 per credit hour
Dual Enrolment – Traditional Programs	\$100 per credit hour
Dual Enrolment – Non-Traditional Programs	½ regular rate
Tuition/Audit – Senior Citizens (60 and over)	½ tuition
Tuition Deposit (off-campus students only)	\$100
Music Lesson fee	\$300 per semester

Room:

Double Occupancy – Standard	\$1,175 per semester
Double Occupancy – Premium	\$1,450 per semester
Double Occupancy – Town House – unmarried	\$1,575 per semester
Private Room Fee (where available)	housing + \$405 per semester
Town House - married - unfurnished (2-3 bedroom) ..	\$3,275 - \$3,825 per semester
Town House - married - furnished (2-3 bedroom)	\$3,775 - \$4,325 per semester
Town House Satellite TV	\$125 per semester
Town House Phone	\$125 per semester
Room Reservation Fee/Damage Deposit	\$100
Town House – Family Housing Deposit	\$400

Meal Plans:

21 Meals per week	\$1,575 per semester
14 Meals per week	\$1,475 per semester
Town House Meal Plan (120 meals per semester)	\$875 per semester
Off-Campus Noon Meal Plan	\$430 per semester

Campus Life Fee	\$175 per semester
Spiritual Life Fee	\$125 per semester
Late Payment/Registration Fee	\$100
Chorale Fee	\$500 per year
International Student Medical Insurance	\$525 per year
Praxis Fee - A.A. (Evangelism & Compassion Ministry)	\$370 per semester
Graduation Fee	\$125

SAMPLE OF BASIC FEES FOR 2012-2013

	PER SEMESTER	ANNUAL
Tuition	\$4,550.00	\$9,100.00
Room (Standard Housing)	\$1,175.00	\$2,350.00
21 meal plan	\$1,575.00	\$3,150.00
Campus Life Fee	\$ 175.00	\$ 350.00
Spiritual Life Fee	\$ 125.00	\$ 250.00
Total	\$7,600.00	\$15,200.00

DEFINITION OF FINANCIAL CHARGES

Tuition

Tuition for students who enrol in 12 to 16 credit hours per semester will be charged at a flat rate of \$4,550. Students enrolling in more than 16 credit hours in a semester will pay an additional \$285 per credit hour for every hour over 16 hours. Part-time students, taking less than 12 credit hours per semester, pay \$305 per credit hour.

Audit Fee

This is a per credit hour fee charged to part-time students who wish to attend a course but not receive credit. Full-time students can audit up to four hours per semester free of charge. If they audit more than four hours they will be charged the regular audit fee for each hour over the four hour limit. Students who audit music lessons may have the audit fee waived but will still pay the music lesson fee.

Dual Enrolment

Current high school juniors and seniors who are eligible to enrol in courses at Kingswood University and received university level credits will pay \$100 per credit hour.

Senior Citizen's Rate

Individuals 60 years of age or over will be charged one-half of the tuition or audit fee for the courses taken.

Tuition Deposit

After initial acceptance, all off-campus students must submit a \$100 tuition deposit before they can pre-register for classes. Upon enrolment this fee will be applied to their student account.

Individuals who have paid this fee but do not plan to attend Kingswood are eligible for a full refund if they submit a written request prior to July 31 for the fall semester, or December 31 for the spring semester. If a written request is not received by these dates the tuition deposit will not be refunded.

Music Lesson Fee

This is the charge for one half-hour of private instruction per week. In addition to the lesson fee, one credit hour will be added to the number of credit hours charged.

Room Fee

This fee is the charge for a dual occupancy dorm room. Following holidays during the year, the dorms open the day before classes resume. The first meal will be served at noon on this day.

Room furnishings include drapes, bed, mattress, dresser, chair, and study desk. Bed and bath linens are not provided by the University. Students are responsible for the care of the room they occupy and the furnishings allotted to them.

Single Occupancy

Subject to the occupancy level, private rooms may be available. Requests are to be indicated on the Room Reservation form.

Room Reservation Fee/Damage Deposit

All resident students must submit a \$100 room reservation fee/damage deposit to ensure a room assignment in the dormitory. Students submitting fees after August 1 will be assigned rooms subject to availability of space.

Individuals who have paid this fee but do not plan to attend Kingswood, or plan to live off-campus, are eligible for a full refund. A written request must be submitted prior to July 31 for the fall semester or December 31 for the spring semester. If a written request is not received by these dates, the room reservation fee/damage deposit will not be refunded.

At the end of the academic year this fee may be used to secure a room assignment for the fall semester. If the assigned room was damaged, costs incurred for repairs will be deducted from this fee or the refund amount. The room reservation fee/damage deposit must be maintained at the \$100 level to ensure a room assignment.

Town House Family Housing

A limited number of two and three bedroom, furnished and unfurnished, apartments are available for family housing. Utilities are included but telephone and satellite television are extra. The semester rental periods are August 1 to December 31 and January 1 to May 31.

In order to maintain their apartment for the fall semester, families must pay rent for the months of June and July. There is a 50% discount rate for families who want to maintain their apartment for the fall semester but will not be occupying it for the entire month(s) of June and/or July.

Town House Family Housing Deposit

When a town house apartment is assigned the family must submit a \$400 housing deposit to secure that apartment. This deposit is refundable after the first five months of residency is completed and upon vacating the apartment without damages or other outstanding fees payable to the University. Outstanding fees and the costs for repairs will be deducted from the refund amount.

Meal Plans

All resident students, except for Town House residents, must choose the 14 or 21 meal plan. Unmarried town house students must choose the 14, 21, or the town house meal plan (120 meals per semester).

Town house family students and off-campus students may purchase any of the meal plans including the noon meal plan which provides a noon meal from Monday to Friday. Students cannot transfer their meal plan privileges.

Campus Life Fee

This fee is paid by all full-time students except those doing their internship. Resources from this fee are used to enhance the student's campus life experience while at Kingswood.

Spiritual Life Fee

This fee is paid by all full-time students except those doing their internship. Resources from this fee are used to provide opportunities, including the Pulse day, which will enhance the student's spiritual life experience while at Kingswood.

Late Payment/Registration Fee

All students are expected to register and make the required payment at time of registration. Individuals who fail to do so will be subject to a late payment/registration fee of \$100.

Chorale Fee

All chorale members are required to pay or raise donor support in the amount of \$500 per academic year. These funds are used to offset the operational cost of the chorale including weekend and tour travel, and clothing as required.

International Student Medical Insurance

Upon enrolment all American and international students are required to purchase the medical insurance plan provided through the University. This plan provides emergency medical coverage for the entire academic year. There is no refund of premiums if a student withdraws or is dismissed.

Praxis Fee

This fee is charged in each of the first three semesters of the Associates of Arts degree in Evangelism and Compassion. It covers the practical ministry experiences associated with this degree. During the fourth semester of this program this fee is not charged as students will be participating in a missions trip and will do fundraising to cover the cost of their trip.

Graduation Fee

This fee is charged to all graduating students. It includes all items related to graduation including cap purchase, gown rental, and diploma charges.

Textbooks

The cost of textbooks is not included in the tuition fee. Students are responsible to purchase the books required for their courses.

PAYMENT OF TUITION AND FEES

Payment Terms

Charges for each semester, less any applicable financial aid, are due and payable at the time of registration. Qualifying students may participate in the payment plan as described below.

Students who provide proof of their ability to meet their financial responsibilities are permitted to pay their semester charges in two equal payments: half on registration day and half on the 15th of the following month (October 15 / February 15). The half payments are calculated after the deduction of grants, and scholarships. Loan funds may be used as part of this payment plan only if they arrive prior to the payment date.

In exceptional circumstances, students who have a viable payment plan but do not pay the half payment on registration day may be permitted to enrol. All such cases must receive prior approval from the Director of Financial Aid and will be assessed a \$100 late payment fee.

Students with outstanding balances that are delinquent will not be permitted to participate in University sponsored trips which are more than two days in duration. This includes Praxis and Global Ministry trips, chorale tour, departmental enrichment trips, etc.

Failure to make a payment within five business days of the payment due date will result in the student being excluded from class attendance until the bill is paid in full or alternate payment arrangements approved.

Payment Terms – Non-Traditional Programs

Payment in full is due seven days prior to the commencement of the course. Students will not be considered registered for or be eligible to participate in a course until all fees are paid.

Payment Options for All Programs

The University accepts Visa, MasterCard, and Canadian and American currencies. The rate of

exchange used to convert American currency to Canadian is based on the bank exchange rate for the date payment is received.

REFUND POLICIES

When a student drops a course or leaves the University he or she may receive a refund. The amount of the refund is determined as outlined below.

TRADITIONAL PROGRAMS:

Tuition, Room, Praxis, Spiritual Life and Campus Life Fees

Refunds for tuition, room, Praxis, Spiritual Life and Campus Life fees are calculated on the following basis:

<u>Week</u>	<u>Percentage</u>
(or part thereof attended)	
1st week	100%
2nd week	80%
3rd week	65%
4th week	50%
5th week	35%
After 5 weeks	0%

Student Ministry Credits

No refund is given for Student Ministry credits after the Director of Student Ministries has signed the Student Ministry Contract.

Financial Aid

If a student withdraws or is dismissed at any time during a semester, financial aid is re-calculated based on the following policies:

1. All scholarships including Annual Scholarships, Campus Challenge/WBB Scholarships, Entrance Scholarships, Exalt Scholarship, International Wesleyan Ministerial Scholarship, Presidential Leadership Corps Scholarship, and Presidential Scholarships (Distinction, Excellence, and Merit), are completely withdrawn from the student's account.
2. All grants including Kingswood University Grant, Campus Visit Grant, Florida District Grant, Internship Grant, MK Grant, Multiple Family Member Grant, Shepherd's Grant, Sussex Community Grant, and Wesleyan Heritage Grant are pro-rated on the same basis as tuition.
3. The institutional portion of Matching Grants is completely withdrawn from the student's account. The church's portion remains unless a refund is requested by the contributing church. This determination is made before any refund is given to the student.

Meal Plans

No refunds are given for unused meal plan privileges unless a student withdraws or is dismissed from the University. If a student withdraws or is dismissed, meal plan charges are pro-rated on a weekly basis and the amount of the unused portion refunded.

Music Lessons

Lessons are billed for the entire semester unless they are dropped within the first ten days of classes. If they are dropped within this period, the student is billed only for the lessons received.

Room Deposit

When a student withdraws or is dismissed, a refund for the room deposit will be issued only if the student has paid the full semester room charge, and submitted a completed Withdrawal Form to the Finance Department. Any damages for which a student is liable will be deducted from the room deposit refund.

NON-TRADITIONAL PROGRAMS:

Students who withdraw or are dismissed before or within the first seven calendar days of a course will be eligible for a full refund of all charges but will be assessed a \$50 processing fee. Students who withdraw or are dismissed after the first seven days of a course will be ineligible to receive any refund.

SEMINARS:

This policy applies to courses that are taught in a one to three week intensive format. Students who withdraw or are dismissed before or within the first day of a seminar will be eligible for a full refund of all charges but will be assessed a \$50 processing fee. Students who withdraw or are dismissed after the first day of a seminar will be ineligible to receive a refund.

OUR COMMITMENT - AN AFFORDABLE EDUCATION

Kingswood is committed to offering a high quality education at an affordable price. Kingswood's total fees are lower or comparable to those at similar institutions.

A Guide to Financial Aid

Kingswood offers a strong program of financial aid. This includes grants, scholarships, and on-campus jobs. However, institutional financial aid, excluding on-campus jobs, cannot exceed the total cost of tuition during any semester.

GRANTS

Campus Visit Grant

(Up to \$800)

This grant is available to students in their junior or senior year of high school who have a campus visit to Kingswood University. Recipients must live outside the provinces of New Brunswick, Nova Scotia, and Prince Edward Island, or the state of Maine. The grant is applied upon enrolment.

Church Matching Grant

(Up to \$500 per year)

We salute the partnership we share with local churches in raising up a new generation of spiritual leaders.

1. A Church Matching Grant is available to full-time students when a local church, district, or denomination makes a contribution to a student's account. The University will match the contribution up to \$500 per year.
2. Funds contributed must not be from the parents of the student receiving the benefit.
3. Payments or stipends for any services rendered by the student are not eligible for a matching grant.
4. After their initial year, recipients must maintain a cumulative grade point average of 2.0 to be eligible.
5. The Matching Grant form and funds to be matched must be received by the University prior to January 31 of the applicable academic year.

Kingswood University Grant

(Up to \$1,000 for first-year students; \$500 for all other students)

A limited number of grants are available to full-time degree students who have significant financial need. Recipients must maintain a 2.0 cumulative grade point average to remain eligible for this grant.

MK Grant

(1/2 block tuition per semester)

This scholarship program is restricted to dependent children of missionaries under current appointment, recognizing the unique financial pressures facing families involved in overseas ministry. Preference is given to dependent children of Wesleyan missionaries. A letter from the supervising missions organization stating the current status of applicants parents must accompany the application.

Program features:

1. Students are mentored by Kingswood University's veteran missionary, Dr. William Peed.
2. Fellowship is provided with other Kingswood University international students through the campus International Leaders Roundtable.

3. Students are given the opportunity to help create on the University campus and beyond, a greater awareness of issues facing global evangelization and international ministry.
4. Students are led in assisting other international Wesleyan ministerial students attending Kingswood University with issues of cultural adjustment and social dislocation.
5. This grant is renewable, providing students maintain a cumulative GPA of 2.5 and fully participate in the program.

Criteria:

1. A call into ministry along with appropriate gifts and graces.
2. Accepted into a degree program at Kingswood University.
3. A full-time, resident student who is considered an exemplary spiritual leader.

Multiple Family Member Grant

(\$250-\$750 per year)

This grant recognizes the increased financial burden of having more than one person in a family attending university at the same time. It is available to full-time students with multiple family members enrolled at Kingswood University. Multiple members include: father, mother, unmarried dependent children, and husband/wife if they are married prior to enrolment. After their initial year, recipients must maintain a 2.0 cumulative GPA to remain eligible for this grant.

Shepherd's Grant

(\$500 per year)

This grant is available to all full-time, dependent students of parent(s) who are under current appointment by The Wesleyan Church or comparable appointment by another denomination. After their initial year, recipients must maintain a 2.0 cumulative GPA to remain eligible for this grant.

Student Ministry Experience Grant

(\$500 applied to internship semester)

This grant is available to students who enrol in only twelve credit hours during the semester of their internship or student teaching.

Sussex Community Grant

(1/2 of block tuition)

This grant is awarded to first-year students who are currently residing in Sussex and have graduated from Sussex Regional High School, Pals, or Sussex Christian School, or have been a long-term resident of the Sussex area (long-term is defined as at least ten years). Students must be full-time and enrolled in a degree program. To maintain their grant they must achieve a cumulative GPA of 2.5 or higher and will be reviewed at the end of each semester. If a student loses the grant, it will not be reinstated.

Wesleyan Heritage Grant

(\$500 per year)

This grant recognizes the significant financial support Kingswood University receives from The Wesleyan Church of North America.

1. This grant is available to full-time students who are community or covenant members in good standing of a Wesleyan Church in North America.
2. Recipients must be recommended by a Wesleyan pastor from their local church.
3. After their first year, recipients must maintain a 2.0 cumulative GPA to remain eligible for this grant.

Wesleyan Loan/Grant Program

This loan/grant is available to junior and senior Wesleyan students who are pursuing ordination in The Wesleyan Church.

To apply for grants, see

<http://www.kingswood.edu/admissions/forms.php>

SCHOLARSHIPS

President's Scholarship Program:

All applicants for full-time admission will be considered for this scholarship program. Award amounts will be determined at the time of acceptance, as outlined below.

These scholarships are renewable each year if the specified cumulative GPA is achieved. However, if at the end of any given semester the cumulative GPA drops below 3.0 the scholarship will be discontinued.

President's Scholarship of Distinction

- Requirement: Average 90%, GPA 3.90, SAT 1800, or ACT 27
- Award: \$4,000 per year
- Minimum required cum. GPA for renewal: 3.90
- 4 Year Total: \$16,000

President's Scholarship of Excellence

- Requirement: Average 80-89.9%, GPA 3.70-3.89, SAT 1690-1800, or ACT 25-26
- Award: \$2,000 per year
- Minimum required cum. GPA for renewal: 3.70
- 4 Year Total: \$8,000

President's Scholarship of Merit

- Requirement: Average 75-79.9%, GPA 3.30-3.69, SAT 1590-1680, or ACT 23-24
- Award: \$1,000 per year
- Minimum required cum. GPA for renewal: 3.50
- 4 Year Total: \$4,000

Details:

1. Scholarships will be awarded to Canadian and American students based on the average of the six college preparatory courses required for admission (page 11).
2. Scholarships will be awarded to home schooled students based on their SAT or ACT score.
3. Scholarships will be awarded to international students based on their SAT or ACT score.
4. Scholarships will be awarded to transfer students who were full-time students at other institutions based on their cumulative GPA. Scholarships for transfer students who were part-time students will be based on high school grades, SAT, or ACT scores, as above.
5. As the President's Scholarship is a comprehensive program, in subsequent years recipients will receive their scholarship at the level appropriate to their cumulative GPA.
6. Scholarships are renewable for up to nine semesters for a bachelor's degree and four semesters for an associate's degree, if the minimum cumulative GPA is maintained.

International Wesleyan Ministerial Scholarship

(Full-block tuition scholarship)

In its commitment to prepare spiritual leaders for The Wesleyan Church internationally, the International Wesleyan Ministerial Scholarship program provides assistance to students with potential as emerging Christian leaders from economically challenged countries of the world. This scholarship is not available for dependents of missionaries.

The scholarship is renewable providing students maintain a minimum grade point average of 3.0 and participate fully in the program.

Criteria:

1. Recommendation through personal acquaintance by District, General, or Field Superintendent, and missionary.
2. An exemplary student and spiritual leader.
3. A member of The Wesleyan Church or an alumnus of Caribbean Wesleyan College.
4. A full-time, resident student accepted into a degree program at the university.
5. A letter of intent expressing commitment to return to the home country for ministerial service in The Wesleyan Church.
6. A working knowledge of the English language. See page 12 for required TOEFL scores for applicants for whom English is not their first language.

Annual Scholarships for returning students

(Up to \$2,200)

Over \$34,000 is awarded annually to full-time, returning students. These scholarships are awarded

according to the criteria established by their donors. To be eligible to receive these scholarships, students must submit an application and be enrolled full-time during the semester in which the scholarship is applied to their student account.

Wesleyan Campus Challenge (WCC) and Wesleyan Bible Bowl (WBB) Scholarships (Up to \$1,000 per semester)

Kingswood honours educational scholarship certificates awarded to winners in the WCC and WBB competitions. Recipients of these scholarships must submit their original signed certificate(s) to receive their scholarship award.

Awards are disbursed as follows:

1. Up to \$1,000 per semester or one-eighth of the total value of certificate(s), whichever is greater.
2. Combined total of WCC/WBB awards plus institutional financial aid cannot exceed the total costs of tuition during any semester.
3. Award amount is in Canadian dollars.
4. Recipients must be full-time students.

Entrance Scholarships

(Up to \$350)

All full-time incoming first-year students are considered for one or more entrance scholarships, which are awarded according to the criteria established by the donor of the scholarship.

ON-CAMPUS EMPLOYMENT

The University has a variety of on-campus positions available to all full-time students. These positions include resident assistants, library, office, kitchen and janitorial workers. The deadline to apply for on-campus employment is March 31.

INTERNATIONAL STUDENT EMPLOYMENT POLICY

On-Campus Employment

Full-time American and other international students may be employed by the University, student organizations, or private contractors providing services to the University (e.g. catering company). American and other international students are not eligible for employment in the general labour market.

Spousal Employment

Spouses of full-time American and other international students may be able to accept employment in the general labour market if they obtain an employment authorization. Applications

for employment authorizations may be obtained from Immigration Canada at point of entry. Spouses who are full-time students are not eligible for employment in the general labour market.

An immigration medical exam may be required if the applicant is to work in an occupation where there is concern for the protection of public health. Any fees required are the responsibility of the applicant.

For additional information or clarification on international student employment, contact the Financial Aid Office or the nearest Canadian Immigration Centre.

CANADIAN STUDENT LOANS

All Canadian students are eligible to apply for financial assistance through the Canada Student Loan Program. The actual amount of assistance received through this program will vary depending on individual family circumstances and province of residence. A full time student is one who is taking at least 12 credit hours per semester; however for loan purposes a *full time course load* is considered to be 15 hours per semester.

When to Apply

Application for a Canada Student Loan should be made by July 15 to ensure that loan documents will be available by registration day.

Where to Apply

Students are required to apply for their Canada Student Loan from the province where they have resided for the last twelve consecutive months.

How to Apply

All provinces encourage students to apply online. Applicants should read the application and instructions carefully to ensure that all required information is provided.

Alberta

www.alis.gov.ab.ca

British Columbia

www.aved.gov.bc.ca

Manitoba

www.gov.mb.ca

New Brunswick

www.studentaid.gnb.ca

Newfoundland

www.edu.gov.nf.ca/studentaid

Nova Scotia

www.studentloans.ednet.ns.ca

Ontario

<https://osap.gov.on.ca>

Prince Edward Island

www.studentloan.pe.ca

Quebec

www.afe.gouv.qc.ca

Saskatchewan

www.aee.gov.sk.ca/studentloans

Canada Student Loans Program

www.canlearn.ca

Current Loan Provider

(contact information for Canada Student Loans after the loan(s) have been negotiated)

National Student Loans Service Centre
P.O. Box 4030, Mississauga, ON L5A 4M4
Phone: 1-888-815-4514
Fax: 1-888-815-4657

AMERICAN STUDENT LOANS

American citizens and permanent residents studying full-time can apply for subsidized and unsubsidized Direct Loans, Parent Plus Loans and/or Private Loans. Students are expected to have all their paperwork completed and submitted to the University by July 15. A full-time student is one who is taking at least 12 credit hours per semester; however for loan purposes a *full time course load* is considered to be 15 hours per semester.

Applying for a Direct Loan

(Note: First-year students must complete steps 1 to 4 for the loan money to be released. Sophomore and Junior students need only do steps 1, 2 and 3 and Senior students need to do steps 1, 2, 3, and 5 in order for loan money to be released).

1. Complete the FAFSA at www.fafsa.ed.gov. Students will need a PIN for their signature. Apply online at www.pin.ed.gov for a PIN. Dependent students will need to have their FAFSA signed with a PIN by a parent as well. Parents can also obtain the PIN at www.pin.ed.gov.
2. Complete a Master Promissory Note (MPN) at www.studentloans.gov. Students will need the PIN from the FAFSA to complete this step.

3. Complete the Request letter at www.kingswood.edu/Admissions/Financial_aid/ applying for US federal aid/step 3. Request the amount desired, up to the maximum of the academic level, as indicated on the letter (e.g. Sophomore \$4,500 + \$2,000). Either scan and email, or fax the letter to the University's Director of Financial Aid.
4. Complete an Entrance Interview at www.studentloans.gov. Choose Entrance Counseling: Direct Loan. This is only for students applying for the first time at Kingswood.
5. Complete an exit interview at www.studentloans.gov. Choose exit interview. This is only for students who have completed full time study at Kingswood.

Parent Plus Loan

Parents of dependent students may apply for a Parent Plus loan to help their son or daughter through post secondary education. This is the parent's loan but it is made available to the student for university costs. A credit check is done on the parent applying for the loan. Parents may borrow up to the amount it will cost the student to attend Kingswood University for a year, minus any grants, scholarships, and Direct Loans.

The application for the Parent Plus Loan is found at www.studentloans.gov. Parents will need to sign in with a PIN, then follow the directions for doing the Master Promissory Note for a Parent Plus Loan.

Apply for the Parent Plus Loan at www.studentloans.gov and sign in with a PIN and then follow the directions for doing the Master Promissory Note (MPN).

Note:

If parent(s) are denied the Plus Loan based on credit, the following options are available.

- The student can receive an additional unsubsidized loan (Contact the Financial Aid Office at 1-506-432-4423).
- The parent can seek an endorser at www.studentloans.gov.
- The parent can appeal the credit decision at www.studentloans.gov.

Private Loans are available to students with a co-signer. Contact Sallie Mae at www.salliemae.com. Choose "Private Student Loan" option.

Disbursement of Loans

Loans come in two disbursements, mid to late August and late December or early January.

AMERICAN SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress

All students applying for or receiving American Federal Aid (subsidized/unsubsidized Direct Loans and Parent Plus Loans) at Kingswood University must make satisfactory academic progress towards completion of their chosen academic program.

Kingswood University is required by American Federal Law to define and enforce standards of Satisfactory Academic Progress (SAP). These guidelines have been established to encourage students to successfully complete their academic programs for which aid is received.

A student is considered to be making satisfactory academic progress when he or she:

1. successfully completes 75% of attempted credit hours each semester.
2. meets minimum grade point average requirements each semester.
3. completes the program of study within the maximum allowable time frame.
4. does not repeat any course more than twice.

Minimum Requirements for Degree Students

<u>Semester</u>	<u>Percentage</u>
First Semester	75%
Second Semester	75%
Third Semester	75%
Fourth & subsequent Semesters	75%

Maximum Allowable Time Frame for Full-Time Students

A student is entitled to receive aid for 150% of the length of their academic program.

1. Associate's degree – 3 years of eligibility
2. Bachelor's degree – 6 years of eligibility

Evaluation and Notification

Satisfactory Academic Progress (SAP) will be assessed for each student by the Director of Financial Aid at the end of each academic semester to determine eligibility for continued Financial Aid. Students will be notified in writing or by email within five business days of the semester grades being released if they are placed on Financial Aid probation or if Financial Aid eligibility has been suspended.

Financial Aid Probation and Suspension

Students who fail to achieve the required minimum standards of academic progress will be placed on Financial Aid Probation for one semester. If, during

that semester, students meet the required minimum standards of academic progress and meet with the Director of Financial Aid, they will be removed from probation and be eligible for American Federal Aid.

Students on probation who do not meet the required minimum standards during that semester will be placed on Financial Aid Suspension. They will be ineligible for any further American Federal Aid until such time as they achieve the required minimum standards of academic progress. When suspended students achieve the required minimum standards they must notify the Financial Aid Director and they will be eligible again for American Federal Aid.

Students who have exceeded their time frame eligibility will be ineligible for any further American Federal Aid. Students who repeat a course more than two times will be ineligible to receive any further US Federal Aid for that course.

Financial Aid Appeals

In certain circumstances, students whose American Federal Aid eligibility has been suspended may appeal the suspension if at least one of the following criteria is met:

1. The death of an immediate family member (parent, caregiver, spouse, sibling, dependant child, etc.).
2. The extended illness of the student – documented chronic or recurring medical or emotional illness that causes the student to be absent from class at least 15 days or more.
3. Family difficulties, such as divorce or illness.
4. Mitigating circumstances as determined by the Director of Financial Aid.

Appeal Process:

1. Submit a written appeal letter to the Financial Aid Director within five business days of the receipt of the notification of suspension. This letter must outline the reasons for the failure to meet SAP requirements and include all documentation supporting the appeal.
2. The appeal will be reviewed by the Director of Financial Aid, Vice President for Academic Affairs, and Vice President for Enrollment & Communication, who together will decide to uphold or reverse the suspension.
3. A written response to the appeal will be provided to the student within ten business days.

AMERICAN TITLE IV REFUND POLICY

If a student withdraws or is expelled during the semester (payment period), American law specifies that Kingswood University must recalculate Title IV (Stafford Loan) funding to determine what amount the student has "earned."

Calculation of Title IV Funding Earned

To earn 100% of Title IV funding a student must complete 60% or more of the semester. If a student has not completed 60% of the semester, the amount earned will be determined by the number of calendar days completed divided by the number of days in the semester. For example a student who has completed 25 days of the 103 day semester, will be eligible for 24.27% (25 divided by 103 equals 24.27%) of his or her previous Title IV eligibility.

If the student received (or the University received on the student's behalf) less assistance than the amount that was earned, the student may be eligible to receive those additional funds. If the student received more assistance than was earned, the excess funds must be returned by the University and/or the student.

Returning Excess Title IV Funding

Kingswood University is required to return a portion of the excess funds equal to the lesser of:

1. The University's charges multiplied by the unearned percentage of the funds, or
2. The entire amount of excess funds.

If the University is not required to return all of the excess funds, the student must return the remaining amount.

Title IV funds will be returned to the lender in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans

Kingswood University will return all excess funds to the lender within 30 days of the last date of attendance.

Withdrawal Date

When a student withdraws during a semester, the withdrawal date for Title IV refund purposes will be established as the earlier of the following dates:

1. The date the student notifies the Registrar of his or her intent to withdraw.
2. The date the student submits a withdrawal form.

If a student does not submit a withdrawal form or notify the Registrar of intent to withdraw, the withdrawal date will be established as the last date of class attendance.

If a student receives all failing grades for a semester and it is determined that this is a result of lack of class attendance, the last date of attendance will be established and used to calculate the amount of Title IV funding earned for the semester.



SPIRITUAL LIFE

It is God's desire that we not only come to know Christ as Saviour, but that we continually grow into the likeness of Christ himself (2 Corinthians 3:18). Traditionally, we call this "Christian spiritual formation;" it is our purpose to assist in the Christian spiritual formation of every student at Kingswood University. To help accomplish this, we offer a variety of significant spiritual experiences that will place all students in the path of God's transforming grace.

Chapel is held twice a week for the campus family to meet together to worship and give praise, participate in the preaching of God's Word, celebrate Holy Communion, and join together in corporate prayer. Chapels at Kingswood have gained a reputation for excellence as intentional worship experiences for the purpose of spiritual transformation.

There are no classes on Wednesdays which are designated as **Pulse Days of Ministry**. Guest speakers, focus topics, ministry opportunities, and days of rest help students, faculty, and staff alike to develop head, heart, hands, and habits.

Every student enrolled at Kingswood University participates in a personal **Discipleship Group** for ongoing development of the character, values, and mind of Christ. Discipleship groups are highly regarded as times of deeper connection to fellow students for prayer, mutual support, and encouragement.

Another regular worship event is **Elevate**. This is a Sunday night worship experience that is designed and led by students.

Two weeks of the year are dedicated to campus wide spiritual renewal and growth with speakers noted for their ability to preach with clarity, conviction, and spiritual anointing. In September, **Ignite** (formerly Spiritual Advancement Week) helps bring spiritual focus to the entire campus by challenging each student and staff member to new levels of spiritual vitality, victory, and vision. In January, **Infuse** (formerly Holiness Advancement Week) provides a time for the campus community to focus on the Biblical doctrine of holiness that results in deeper spiritual transformation.

Incite (formerly the International Missions Convention) is held each year in the spring semester. This week is designed to heighten campus awareness of what God is doing in our world, particularly outside North America. Opportunity is given for both students and staff to respond positively to God's direction for personal involvement in the great cause of missions, especially as accomplished through The Wesleyan Church.

There are many other opportunities for spiritual growth and ministry at Kingswood including summer ministry teams, worship bands, and more. For additional information about spiritual life at Kingswood, please refer to the Student Handbook. (<http://www.kingswood.edu/campuslife/PDF/Student%20Handbook%20-%20Fall%202011.pdf>)



CAMPUS LIFE

For complete information about student life at Kingswood, please refer to the *Student Handbook*. (<http://www.kingswood.edu/campuslife/PDF/Student%20Handbook%20-%20Fall%202011.pdf>)

STUDENT DEVELOPMENT

Kingswood University is committed to student development as an essential element of the total educational and formational experience of each student. This commitment is based upon the assessment that student development encompasses all areas of life including physical, intellectual, emotional, interpersonal, character, and spiritual formation.

The purpose of student development is that all students make significant progress in their overall personal growth and maturity, develop genuine Christ-likeness, and gain an abiding understanding of, and commitment to, their calling and ministry within the body of Christ.

SOCIAL LIFE

Becoming a responsible, discerning, and respected leader is accomplished by learning to make wise choices and developing strong interpersonal relationship skills. Thus, a meaningful, well-rounded education at Kingswood University includes cultivating Christ-centered relationships. University administrators, faculty, and staff count it a privilege to participate in this lifestyle development.

RESIDENT LIFE

Kingswood is a resident housing institution. Therefore, resident life is intended to be a vital part of the total learning, character building experience. Resident life provides special opportunities to learn and practice the discipleship lifestyle (servanthood, mutual respect, selfless caring, and sharing). We want the community life shared with friends in the residence hall to have a positive impact on the Kingswood experience and to be the beginning of many lifelong friendships.

STUDENT ORGANIZATIONS

Student Council

Student government at the University is facilitated through the Student Council. This elected body consists of administrative officers, a first year student representative, and the presidents of the student organizations listed below.

Spiritual Life Association

The Spiritual Life Association has as its purpose the building of character and the transformation of conduct to the example of Christ's spiritual leadership. By servitude and submission to Him, the association promotes growth in grace so that it can be said with the Apostle Paul, *The things you have learned and received or heard and seen in me, practice these things; and the God of peace shall be with you* (Phil. 4:9). The Spiritual Life Association assists in leading the annual Ignite (formerly Spiritual Advancement Week).

Outreach Association

The Outreach Association seeks to model and live out the love and compassion of Christ through various ministries in the community. Servant-evangelism projects and creative ministries that meet real needs in the community of Sussex provide students with wonderful opportunities to experience the challenges and joys of serving others.

Student Global Impact

The purpose of this organization is fourfold: to promote among the students an interest in missions, to help all students discover God's plan for them in His work, to foster spiritual growth, and to encourage students to become involved in Christian witnessing. Student Global Impact assists in leading the annual Incite (formerly International Missions Convention).

Student Fellowship Association

It is the desire of the Student Fellowship Association to assist in all aspects of the student's social development. The goal of the association is to enhance the spiritual growth of each student by providing a positive, wholesome atmosphere for social interaction and the development of lasting friendships.

Athletic Association

This student organization seeks to promote personal health and fitness, the building of character, and leadership skills through athletic events both on the intercollegiate and intramural levels. Participation is encouraged as a player and/or spectator.

Drama Association

The Drama Association provides students with an opportunity for ministry outreach to the community and for involvement in unique University presentations. Its goal is to present biblical truths in a

creative and contemporary form that is both clear to listeners and effective in evoking positive personal change.

Torch

The Torch is the campus yearbook, published annually. Its purpose is to reflect accurately the wide scope of campus life at Kingswood University creatively using photographic, graphic, and written information. Students may assist with photography, writing, advertising, and editing responsibilities in the production of this publication.



ACADEMIC INFORMATION

ACADEMIC POLICIES

Class Attendance

The faculty and administration of the University believe that many of the values acquired during University years cannot be measured adequately or accurately through written examinations. Among these values are those received through class participation. Consequently, students are expected to attend all sessions of the courses for which they are registered.

Students may not miss more than one-fourth (25%) of the class hours in any course. If they miss more than one-fourth of the class hours in a course they will fail the course.

Students who miss more than one tenth (10%) of the class hours in a course will receive a grade reduction penalty equivalent to a 2% grade reduction for each additional hour of class missed.

Excused absences will be granted only for University sponsored activities (e.g. Kingswood Chorale, intercollegiate sports, and class or program field trips), documented extended illness, serious illness or death in the student's immediate family, or in similar extenuating circumstances. Absences will be granted by the Academic Affairs office within one week of the absence. Excused absences do not result in grade reduction, but do contribute to the one-fourth rule.

If a student is absent on the day of a pre-announced test, an automatic "0" will be received on that test, unless there are extenuating circumstances.

Students will be assessed one absence for each three times they arrive late to class or leave class early. Students arriving twenty minutes or more after the start of a class or leaving twenty minutes or more before the end of class will be marked absent.

Faculty may have additional attendance policies for a course. When this is the case, this requirement will be explained in the course syllabus. Faculty are under no obligation to repeat any class material or demonstration, either in class or in private sessions, when a student has been absent.

Academic Load

Students who take twelve or more credit hours in a semester are considered full-time students. Incoming students are normally permitted to take up to 16 credit hours per semester in their first year. Incoming

students may be advised to take less than 16 hours if their academic background is weak or if it has been several years since they have been a full-time student. Students wishing to take more than 16 hours must be sophomore, junior, or senior students and have a grade point average (GPA) of 2.5 or higher for the two previous semesters. The maximum number of credit hours permitted per semester is 19, however, a student who has maintained a GPA of 3.5 or above for the two previous semesters may, through their advisor, petition the Vice President for Academic Affairs for an exemption from this restriction.

See "Credit and Quality Points" for calculation of GPA (page 28).

Adding a Course

Students may add a course only during the first ten class days of a semester. Students must follow the proper procedures for adding a course by completing the Drop/Add form and securing the required signatures.

Dropping a Course

Courses from which a student withdraws during the second to ninth week of the semester will be recorded with a grade of W. Students must follow the proper procedures for dropping a course by completing the Drop/Add form and securing the required signatures. After week nine, courses dropped will incur an "F" unless a student can document extenuating circumstances. For information about tuition refunds see the Financial Information section of this Catalogue (page 16).

Auditing a Course

Students who wish to attend a course but not receive academic credit or a grade may audit the course. This must be indicated at registration. Students who audit a course are not required to do the course work or take any tests in the course; however, students are required to attend at least 75% of the classes in order to have the audited course recorded on their transcript.

Qualifying Semester

The first semester for students who do not have the required academic background or who are accepted as mature students will be a qualifying semester. During the semester students will not be permitted to participate in Kingswood Chorale (except for

credit), student ministry teams, intercollegiate sports, or hold student offices.

Students whose GPA is above the academic probation threshold at the end of the qualifying semester will have all restrictions removed. Those whose GPA is below the threshold will be placed on academic probation.

Academic Probation

Students will be placed on academic probation when their fall semester, spring semester, or cumulative GPA falls below the minimum academic probation threshold as set forth in the following table:

<u>Total hours successfully completed*</u>	<u>Minimum GPA</u>
1 - 30 credit hours	1.75
31+ credit hours	2.00

** includes hours transferred from other institutions.*

Students on academic probation will be restricted to a thirteen credit hour course load. They will be required to enrol in the course, Study Methods (GE 102).

While on academic probation, students may not participate in Kingswood Chorale (except for credit), student ministry teams, intercollegiate sports, or hold student offices.

Students will not be removed from academic probation unless their semester course load is nine hours or more.

Academic Dismissal and Re-Admission

Students will be dismissed automatically for a minimum of one semester if:

1. their GPA in any fall or spring semester is 1.0 or below, or
2. their current fall or spring semester GPA is below the academic probation threshold for a second consecutive semester.

Students who are dismissed for academic reasons may apply for re-admission by contacting the Enrolment and Communications Office.

Upon receipt of all required materials, the Academic Committee will determine if there is any basis for a student's continuing study at the University. A personal interview may be requested. Students re-admitted after academic dismissal will be on Academic Probation.

A second dismissal will be for an indefinite period. A student dismissed for academic reasons may enrol in a one-week seminar course.

Late Assignments Policy

All assignments are due on the date indicated in the syllabus or verbally communicated by the professor. The policy governing the acceptance of assignments handed in late is as follows:

1. Extensions may be granted by faculty in the event of sickness, death or serious illness in the student's immediate family, or similar extenuating circumstances. Normally, extensions should be requested at least five days prior to the due date of an assignment. No extension will be granted if requested on the day the assignment is due.
2. No assigned work will be accepted after the last day of classes at the end of the semester unless an extension has been granted.
3. Assignments submitted to faculty which are past due dates, when approval to do so has not been granted, will be penalized for each weekday the assignment is late, as follows:

100 and 200 level courses – 10% per day

300 and 400 level courses – 25% per day

Students should check specific requirements for due dates in each syllabus.

Grading System

Although some professors may use numerical designation in grading, a letter system is used for the final evaluation of the student's work in a course. The grades indicate the following assessments of work:

- A Superior work. This grade represents originality, insight, and achievement beyond the requirements of the course.
- B Good work. This grade represents fulfillment of the course requirements with diligence and thoroughness, yet with something less than mastery.
- C Minimally acceptable work. This grade represents steady work at a low level of competence. It may indicate an outward or mechanical fulfillment of requirements with little personal involvement or application to studies.
- D Unsatisfactory. This grade represents work below an acceptable level. For 300 and 400 level courses, a D grade is not satisfactory for graduation (see Degree Graduation Requirement #3), therefore, any such course receiving a D grade must be re-taken. For 100 and 200 level courses, a D is adequate for graduation.
- F Failure.
- I Incomplete. This is a temporary grade which will be changed to a passing or failing grade by the end of the following semester.
- W Withdrawal from a course.
- WF Withdrawal from a course while doing failing work.
- AU Audit: no grade assigned.

Credit and Quality Points

One credit is awarded for each class hour (50 minutes) scheduled per week.

To receive credit for a course, the student must fulfill all the requirements of the course (papers, class assignments, examinations, etc.) to the professor's satisfaction and receive an acceptable passing grade in the course.

The number of quality points earned for a course is equal to the number of hours assigned to the course multiplied by the number of quality points for the letter grade earned. For example, if a student receives a B for a three-credit course, he or she will earn nine quality points for that course.

To determine a student's grade point average for a given semester, the accumulated quality points are divided by the number of credit hours attempted. For example, if a student accumulates an aggregate of 39 quality points in 15 credit hours, the GPA for that semester will be 2.6.

Numerical averages of letter grades are computed by means of quality points as follows:

Letter Grade	Quality Points	Percentage
A	4.0	95% -100%
A-	3.7	90% - 94%
B+	3.3	87% - 89%
B	3.0	82% - 86%
B-	2.7	80% - 81%
C+	2.3	77% - 79%
C	2.0	72% - 76%
C-	1.7	70% - 71%
D+	1.3	67% - 69%
D	1.0	62% - 66%
D-	0.7	60% - 61%
F	0.0	0% - 59%

Contesting a Grade on an Assignment

A student may contest a grade for an assignment by discussing it first with the professor within seven days of receiving the grade. If this does not bring about satisfactory resolution, the student may bring the assignment to the attention of the appropriate Division Chair who will then discuss the assignment with the professor. The decision of the Division Chair will be final. If the professor involved is also the Division Chair, the student may bring the assignment to the attention of the Vice President for Academic Affairs.

Contesting a Final Grade in a Course

A student may contest a final grade in a course informally by discussing it with the professor upon receipt of the grade. If this does not bring about

satisfactory resolution, a student may contest the grade formally by the following procedure:

1. The student will submit to the professor, in writing, the reasons for contesting the grade.
2. The professor will respond in writing to the student within ten days.
3. If this does not bring about satisfactory resolution the student may take the grievance to the Vice President for Academic Affairs who will rule on the matter. The procedure is as follows:
 - the student must submit a written request for a review of the issue(s) to the Vice President for Academic Affairs and include a copy of the student's statement to the professor and the professor's response.
 - this request must be submitted to the Vice President for Academic Affairs by January 31 for fall grades, by June 15 for spring grades, and by October 15 for summer grades.
 - the decision of the Vice President for Academic Affairs will be final.
 - if the professor involved is the Vice President for Academic Affairs, the written request may be submitted to the Chair of the Academic Committee.

Class Standing

Class standing is based on the number of credit hours successfully completed, including those transferred from other institutions. Students are classed as follows:

Year	Hours Successfully Completed*
First year	0-29 hours
Sophomore	30-59 hours
Junior	60-89 hours
Senior	90+ hours

Plagiarism

The *Senior Dictionary of Canadian English* defines plagiarism as "an idea, expression, plot, etc. taken from another and used as one's own." Plagiarism is a serious offence in the academic community and is especially offensive in the Christian academic community since it is an act of dishonesty evidencing a lack of integrity. For this reason, any source that is quoted directly and all statements of fact or opinion that are not common knowledge must be referenced with a parenthetical reference. Plagiarism will not be tolerated at Kingswood University and normally will result in the following academic penalties:

1. a first offence will result in failure of the assignment;
2. a second offence, even if occurring in a different course than that of the first offence and/or in a subsequent semester, will result in the failure of

the course in which the second act of plagiarism occurred;

3. a third offence, even if occurring in a different course than that of the first or second offence and/or in a subsequent semester, will result in dismissal from the University.

Use of Electronic Devices in the Classroom

Computers and other electronic devices are incredibly helpful tools to assist the learning process. Students are encouraged to use them if at all possible. However, tools can be used for the wrong reasons. Because Kingswood is an expression of the body of Christ where members care for one another, professors want students to practice mutual accountability. Therefore, the following guidelines will be in place for the use of electronic devices in classrooms:

1. Computers and any other electronic devices will be used in class only for note-taking, approved class presentations, or by other direction of the professor. They will not be used for activities such as, but not limited to, messaging, playing games, watching movies, or surfing the net.
2. If a student sees a classmate using a device in an inappropriate way, student-to-student accountability is encouraged. However, if there is no resolution, or if a student feels uncomfortable with this course of action, he or she may talk to the professor. When it comes to the attention of the professor, appropriate action will be taken. The professor will not share with the offending student who did the reporting.
3. A student may lose the privilege of using his or her device if it is determined by the professor that it was used in an inappropriate way.

Graduation Requirements

A student will be granted a degree upon meeting the following conditions:

1. Successful completion of all program requirements.
2. A minimum of 30 credit hours, and the last 30 credit hours preceding the conferring of the degree, earned at Kingswood University.
3. A letter grade of "C-" or above attained in all 300 and 400 level courses.
4. A minimum cumulative grade point average of 2.0.
5. Full payment of all financial commitments to the University.
6. Graduates must be of high moral standing and have a committed discipling relationship with the Lord and Saviour.

Additional graduation requirements may apply to some degree programs.

Graduation Honours

The following honours are awarded to graduates in bachelor's degree programs. Students who transfer to Kingswood University must have completed two years at the University in order to qualify for graduation honours.

1. In recognition of academic achievement, graduates with superior grades will be designated as follows:

<i>Cum Laude</i>	3.4 or above
<i>Magna Cum Laude</i>	3.6 or above
<i>Summa Cum Laude</i>	3.8 or above
2. Recipients of the Valedictorian and Salutatorian awards are chosen by the faculty, primarily for high academic achievement.
3. Recipients of the Delta Epsilon Chi Honour Society award are chosen by the faculty on the basis of having achieved a cumulative grade point average of not less than 3.3 and demonstrated an outstanding Christian character and leadership ability. This award is made available through the Association for Biblical Higher Education (ABHE).

August Graduates

Students in bachelor's degree programs who, at the time of graduation, are no more than two courses (maximum six credit hours) away from completing their program of study may be granted permission by the Vice President for Academic Affairs to participate in Commencement with the designation August Graduate. This provision also applies to students who are completing their Supervised Ministry Experience during the spring semester if the supervised ministry marks the conclusion of their academic work. In the event that all course work is not completed by August 31 of that year, graduation will be withheld until Commencement of the following year. Such students will not be permitted to participate in Commencement a second time and will graduate *in absentia*.

Off-Site Degree Completion

Although it is required that the last 30 credit hours preceding the conferring of a degree must be earned at Kingswood University (Graduation Requirement #2), there may be circumstances which would qualify a bachelor's degree student for an exemption to this policy. In the event that a spouse has accepted employment at a distance greater than 125 kilometres from campus, students may apply for an exemption to Graduation Requirement #2. Students who wish to be considered should request a copy of the Policy on Degree Completion from the Academic Department a minimum of eight weeks before leaving campus prior to the beginning of a supervised ministry, student teaching, or proposed off-site degree completion.

ACADEMIC PROCEDURES

Academic Year

The University operates with two semesters each year. The first semester concludes prior to Christmas and the second semester concludes in late April or early May. Each semester is fourteen weeks, including exam week.

One-Week Intensive Courses (Seminars)

The University offers a variety of courses in a one-week modular format the week before each semester. These are weeks of concentrated study which employ adjunct faculty from across the church who share their knowledge and experience with students. Students complete pre-course and post-course assignments to make these weeks valuable learning experiences.

Although primarily designed to meet the academic requirements of students at the University, pastors and lay ministers are encouraged to take advantage of the one-week intensive courses.

Faculty Advisor

Upon enrolment, each student is assigned a faculty advisor who will guide the student through his or her Kingswood experience. The advisor will help the student with academic matters such as program and course selection and will serve as a friend and counsellor throughout the student's university career.

Students whose GPA is below 2.0 at the end of any grading period will be encouraged to meet with their advisor for specific guidance in this area.

Registration

Each semester students meet with their assigned faculty advisor for the selecting of courses for the following semester. Students are expected to register in person at the designated appointment time.

Learning Disabilities

Kingswood desires to support all students in fulfilling the unique call of God in their lives including their academic success. To this end, the University is able to provide some support for students who have documented learning disabilities. Examples of support include making accommodations for test and lectures, and offering tutoring for study skills and improved learning. The University ultimately determines the types and extent of support offered. Kingswood will not accommodate a student to the extent that educational experiences and integrity are compromised for the student or for other students in the course.

Students who have a diagnosed learning disability must inform the Academic Affairs Office prior to initial registration if they wish to request accommodation of any form. Professional, current documentation that establishes the nature of the disability and the recommendations for accommodation must be provided. The Vice President for Academic Affairs will meet with each student who provides documentation and subsequently notify faculty of suggested accommodations.

Student Success Centre

The Student Success Centre, located in the Earl and Marion Trouten Library, exists to promote the academic success of all students. The Centre is supervised by the Associate Vice President for Academic Affairs and staffed by student volunteers. Assistance is available in areas such as organization, reading, writing, research, test preparation, and proof-reading. The Centre is open three to four hours per day, Monday to Friday, and at other times as needed.

Course Numbering

Courses are classified in the following manner:

First-year courses - 100s

Second-year courses - 200s

Third-year courses - 300s

Fourth-year courses - 400s

300-400 numbered courses (upper division) will need to be preceded by 100-200 (lower division) course preparation.

Students may register for a course that is one year above their classification provided necessary pre-requisites have been met and only with permission from the professor and the Vice President for Academic Affairs. Any course may be withdrawn due to insufficient enrolment.

Change of Program

Current students desiring to change their program of study must see their faculty advisor to do so. Students must submit a Change of Program form to the Academic Affairs office. Program changes will only be processed in the first two weeks of the semester.

Second Degree

Students wishing to earn a second bachelor's degree must take at least thirty credit hours above that which is required for the first degree and meet the specific requirements of the additional degree.

Withdrawal from the University

A student wishing to withdraw from the University must complete the necessary withdrawal form,

available from the Academic Affairs Office at 63 Summit Avenue.

Changes to Programs and/or Requirements

Any changes in University programs and/or requirements become effective when a new catalogue is published. In such instances a student is permitted to graduate under the catalogue provisions at the time of enrolment. If a student changes program or withdraws and later re-enrols, the requirements at the time of change or re-enrolment will be those which the student must meet.

Directive/Independent Study

Directive/Independent studies are closely monitored courses designed to allow upper division students to resolve class conflicts or other emergencies which may arise in the normal course of studies, or for those who desire to go beyond regular course requirements to research a particular area of interest.

Requests must be initiated by the student's faculty advisor in consultation with the student. Registering for such courses must be completed during pre-registration. Students are responsible for obtaining the signatures required on the Directive/Independent Study form.

Students cannot take more than two directives or independent studies in any one semester, or more than a total of twelve credit hours of directive study during their course of study at the University.

Once a student has registered for a directive or independent study, a contract exists between the professor, the student, and the University. Violation of the contract by not completing the course by the due date will result in failure of the course. There is no withdrawal policy for directive or independent study courses. Normal allowable time for completion is three months.

Transferring from Other Institutions

Students can transfer a maximum of 90 credit hours into a bachelor's degree program and a maximum of

30 credit hours into an associate's degree program. Grades for courses transferred must be at least C-, though the grade will not be recorded or calculated in the student's GPA.

A student who is on academic probation at another institution and is accepted for study at Kingswood will be placed on academic probation for at least one semester. A student dismissed from another institution will be required to wait a minimum of one semester before enrolling.

Transferring to Other Institutions

Students from Kingswood University transferring to other colleges are encouraged to contact the college or university they wish to attend regarding their policy on transferring of credits.

Advanced Placement

Students with grades 3, 4, or 5 on Advanced Placement (AP) examinations or grades 5, 6, or 7 on International Baccalaureate (IB) examinations may be awarded transfer credits up to a maximum of eighteen credit hours. Official Advanced Placement or International Baccalaureate reports must be submitted to the Registrar for credit to be awarded. Students with other advanced placement credits should contact the Registrar's office for further information.

Transcripts

Transcripts are issued upon request from the student. The first request is free, subsequent requests are \$5.00 each, payable before a transcript can be released. Grades and transcripts cannot be released unless all financial obligations to the University have been met.

Dean's List

Full-time students who achieve a semester grade point average of 3.5 or above are given the distinction of being on the Dean's List, published by the Vice President for Academic Affairs at the close of each semester.

BACHELOR'S DEGREE PROGRAMS

The University is committed to providing quality training for students preparing for a broad range of culturally relevant, results oriented and relationally based ministry. Kingswood is noted for preparation that stresses both theoretical education and practical training of the head, hands, and heart for ministry.

Bachelor's degree programs at Kingswood University are designed to provide the student with a broad education, which includes approximately one-third of the courses in general education, one-third in Bible and theology studies, and one-third in practical training in professional competencies.

All Bachelor's degree programs are built upon a core of General Education, Bible and Theology, and Ministry courses as follows:

General Education	Credits
General Psychology	3
History elective	3
Introduction to Philosophy	3
Introduction to Sociology	3
Literature of the Western World	3
Scientific Thought	3
Wellness	3
Writing & Research	3

Bible & Theology	Credits
Inductive Bible Study	3
Biblical Literature	6
Gospels	3
Acts & Romans	3
Pentateuch	3
Basic Christian Beliefs	3
Systematic Theology	6
Doctrine of Holiness	1.5
Bible or Theology elective	3

Ministry	Credits
Introduction to Ministry	3
Spiritual Formation	3
Personal Evangelism	3
Homiletics	3
Expository Preaching	3
Management in Ministry	3

Practical Ministry	Credits
Student Ministry credits	3
Supervised Ministry experience	12

Other courses are added to this core to bring the total earned hours to at least 120.

Note: For many of the degrees, Wesleyan students must elect Wesleyan History & Discipline.

BACHELOR OF ARTS (MINISTRY)

The Bachelor of Arts (Ministry) program of study is designed to train students for multiple types of ministries. In addition to excellent classroom instruction, B.A. (Ministry) students complete a four-to six-month in-depth supervised ministry experience under the direct supervision of a qualified ministry leader in their field of study. During this time, students are exposed to the broad range of ministries within a local church or parachurch ministry. This supervised ministry experience gives opportunity for students to sharpen and focus ministry skills learned in the classroom. Students are also required to complete a minimum of three student ministry assignments.

Students completing the B.A. (Ministry) degree will have met the academic requirements for licensing in The Wesleyan Church. Students may elect to complete academic requirements for ordination in The Wesleyan Church. Depending on the selection of

track and/or minor, this may necessitate a ninth semester at Kingswood.

Purposes of the B.A. (Ministry) program

1. to acquaint the student with the work of ministry in multiple settings.
2. to provide a theoretical foundation for a life of intellectual and spiritual development.
3. to assist the student in developing a philosophy of ministry.
4. to provide specific course work and practical experience to enhance the student's ability to function as a leader in the Christian ministry.

Objectives of the B.A. (Ministry) program

Graduates will:

1. demonstrate an understanding of and appreciation for the central doctrines of the Christian faith and articulate them clearly.

2. show an ability to view contemporary society with a biblical perspective and, in light of the historical past, make possible a clearer understanding of the present, a broader foundation of faith, and a deeper appreciation of our Christian heritage.
3. skilfully interpret, expound, and proclaim the Word of God through word and deed.
4. accept leadership and function competently in a variety of church and parachurch ministries in North America and around the world.
5. demonstrate a maturing Christian walk through the practice of prayer, the exercise of faith, edification through the Word, and obedience to the Holy Spirit.

Electives in the B.A. (Ministry) program

The B.A. (Ministry) program affords students the option to customize their degrees, allowing them to select electives which match their gifts, interests, calling, and future plans. Students may elect to follow a specific ministry track or they may complete the B.A. (Ministry) degree without following a designated track.

Christian Counselling
Church Planting
Educational Ministry
Global Ministry
Pastoral Ministry
Youth Ministry

MINISTRY TRACKS

CHRISTIAN COUNSELLING TRACK

The Christian Counselling track is designed to train students in recognized counselling methods and techniques. The degree also emphasizes the importance of blending strong biblical and spiritual principles with appropriate therapeutic disciplines.

Objectives of the Christian Counselling Track

Graduates will:

1. develop competence and confidence in utilizing Christian counselling skills at an introductory level.
2. develop a philosophy of Christian counselling which is Christ-centred and therapeutically relevant.
3. complete a self-examination of personal preparation for an effective ministry in Christian counselling.
4. grasp counselling theory and a knowledge of basic skills.
5. be prepared to serve in a local church or to continue their education by pursuing a Master's level degree through which the student will further equip themselves for church based ministry or community based service.

This is not a degree program in professional psychology, nor is it a terminal degree for those who are pursuing licensure to practice.

Kingswood University has entered into articulation agreements with Indiana Wesleyan University, Asbury Theological Seminary, and Roberts Wesleyan College, by which completion of this degree will prepare a student for acceptance into one of these Master's level institutions.

The Christian Counselling track is built on the B.A. (Ministry) core and includes the following courses:

General Education	Credits
Adolescent Psychology	3
Child Psychology	3
Developmental Psychology	3
Introduction to Addictions	3
Introduction to Counselling	3
Psychopathology	3
Ministry	Credits
Crisis Counselling	3
Group Process	3
Marriage & Family Counselling	3
Total credit hours	120

CHURCH PLANTING TRACK

The Church Planting track is a four-year program designed to prepare students either to lead or be part of a church planting team in effectively launching and growing healthy, culturally-relevant church planting projects.

Graduates are exposed to proven church planting and church growth principles and strategies. All church planting classes are taught by those who have first-hand experience in church planting. To maximize the integration of classroom instruction and real life experience, students visit a number of recent church plants and serve in a church plant for a four- to six-month supervised ministry experience under the supervision of an effective church planter.

The Church Planting track is built on the B.A. (Ministry) core, plus the following courses:

General Education	Credits
Church History (<i>meets history requirement</i>)	3
Denominational History & Polity (<i>Wesleyan History & Discipline for Wesleyans</i>)	1.5
Fundamentals of Music	3
Introduction to Counselling	3

Ministry	Credits
Church Health, Growth & Leadership	3
Empowering & Equipping Lay Ministry	3
Expository Preaching	3
Introduction to Compassion Ministry	3
Pastoral Ministry	3
Principles of Church Planting	3
Strategies of Church Planting	3

Total credit hours 120

The Supervised Ministry Experience for students enrolled in the Church Planting track takes place in a church planting setting within the student's own denomination.

EDUCATIONAL MINISTRY TRACK

The command to make disciples in Matthew 28:20 includes the command to teach. Following Jesus' example as the Master Teacher, students enrolled in the Educational Ministry track, learn the theoretical and experience the practical aspects of the broad range of a teaching ministry, both inside and beyond the local church. There is room within the program for students to take electives to allow them to focus on a particular age-group or aspect of teaching

ministry. However, students interested in focusing on school teaching should take the B.A. (Christian School Education) degree.

The Educational Ministry track is built on the B.A. (Ministry) core, plus the following courses:

General Education	Credits
Educational Psychology	3
History & Philosophy of Christian Education (<i>meets History requirement</i>)	3
Electives	at least 9

Ministry	Credits
Ministry of Teaching	3
Ministry to Children	3
Adult & Family Ministry	3
Introduction to Youth Ministry	3
Electives	up to 9

Total credit hours 120

The Supervised Ministry Experience for students following the Educational Ministry track takes place under the supervision of a teaching minister in a church or parachurch organization.

GLOBAL MINISTRY TRACK

The Global Ministry track is designed to prepare students to serve with excellence globally, missionally, and strategically in any location of the world. Its focus is on contemporary mission in The Wesleyan Church and beyond. The program is grounded on the philosophy that reflects Jesus' command to *go into all the world and preach the good news to all creation and make disciples of all nations*, and to go *as the Father has sent me* (Mark 16:15, Matthew 28:19, John 20:21).

Objectives of the Global Ministry Major

Graduates will:

1. identify, understand, and articulate the central doctrines of the Christian faith.
2. understand the contemporary global scene and apply a biblical perspective to it.
3. know and use an understanding of contemporary missiological principles in a ministry setting.
4. connect strategic intercultural competence training with cross-cultural ministry practice.
5. relate accurately and proclaim with conviction God's word to a lost world.
6. value passionately an effective evangelistic and discipleship ministry.

7. model Christ by practicing prayer, exercising faith, valuing the Word, obeying the Spirit, and living a life of public and private integrity.
8. remember and communicate a biblical philosophy of global ministry.
9. provide missional leadership for the local and international Church.
10. approach with confidence key practical issues in missionary preparation.
11. create a plan for becoming life-long learners in missions and intercultural studies.
12. pursue Masters level studies in related programs such as intercultural studies, missiology, or divinity.

The Global Ministry track is built on the B.A. (Ministry) core and includes the following courses:

General Education	Credits
Cultural Anthropology	3
Global Christianity (<i>meets history requirement</i>)	3
Linguistics	3
World Religions	3
Worldview	3
Bible & Theology	Credits
Biblical Foundations of Mission	3
Ministry	Credits
Intercultural Competencies	3
Introduction to Missions	3
Practical Issues in Missionary Preparation	3
Spiritual Conflict Resolution	3
Total credit hours	120

The Supervised Ministry Experience for students following the Global Ministry track takes place in a cross-cultural setting.

For all students following the Global Ministry track, the Teaching English as a Second Language (TESL) Certificate program (6 credit hours) is a recommended option for continued preparation for cross-cultural ministry.

PASTORAL MINISTRY TRACK

The Pastoral Ministry track is specifically designed to prepare students to be effective pastors and leaders in today's church. It includes classroom instruction and hands-on training for those preparing for senior, solo, associate, or assistant pastoral positions.

This program prepares students for kingdom service through the curriculum, the influence of faculty who all have had highly successful, real-life ministerial service, interactions with current pastors and special guest lecturers, and visits to leading edge local churches. Students learn in a dynamic and heart-shaping campus environment and serve in a variety of Student Ministry assignments. The degree culminates in a four- to six- month supervised ministry experience.

Students following this track will complete the academic requirements for ordination in The Wesleyan Church.

The Pastoral Ministry track is built on the B.A. (Ministry) core, plus the following courses:

General Education	Credits
Church History (<i>meets history requirement</i>)	3
Denominational History & Polity (<i>Wesleyan History & Discipline for Wesleyans</i>)	1.5
Fundamentals of Music	3
Introduction to Counselling	3
World Religions or Worldview	3
Ministry	Credits
Church Health, Growth & Leadership	3
Church, Music & Worship	3
Expository Preaching	3
Empowering & Equipping Lay Ministry	3
Introduction to Compassion Ministry	3
Pastoral Ministry	3
Total credit hours	120

The Supervised Ministry Experience for students enrolled in the Pastoral Ministry track takes place in a local church, within the student's own denomination.

YOUTH MINISTRY TRACK

The purpose of the Youth Ministry track is to raise up a generation of culturally aware youth ministers, to reach teens effectively through strong relationship building, exposure to the claims of God's word, and creative, need-meeting outreach ministries, especially to the most hurting and vulnerable.

Youth ministry is a vitally important and much needed ministry in contemporary culture. Those studying youth ministry, will interact with world class youth pastors, professors and youth specialists from

all over North America who truly understand the culture and the demands upon youth ministers.

Practical instruction is stressed, while laying a solid Biblical and theological foundation for effective ministry to both teens and their families. Students are involved in a variety of hands-on Student Ministry opportunities during their four year program. Elective courses for students in the Youth Ministry track address such subjects as Teens in Crisis, Global Youth Ministry, and Urban Youth Ministry.

The Youth Ministry track is built on the B.A. (Ministry) core, plus the following courses:

General Education	Credits
Adolescent Psychology	3
Denominational History & Polity	1.5
<i>(Wesleyan History & Discipline for Wesleyans)</i>	
Introduction to Counselling	3

Ministry	Credits
Church Health, Growth & Leadership	3
Introduction to Compassion Ministry	3
Introduction to Youth Ministry	3
Models & Theology of Youth Ministry	3
Pastoral Ministry	3
Youth Ministry electives	6
Total credit hours	120

The Supervised Ministry Experience for students following the Youth Ministry track takes place under the supervision of a youth specialist in a church of the student's own denomination or parachurch organization.



BACHELOR OF ARTS (CHRISTIAN SCHOOL EDUCATION)

The Bachelor of Arts (Christian School Education) degree is designed to prepare teachers with professional competency and a biblical philosophy of education for leadership in the Christian school classroom and movement.

Central to the program is the acknowledgement that "all truth is God's truth." Prospective teachers are guided in the development of an approach to education which recognizes the synthesis of God's Word and a study of His creation as accomplished through education.

B.A. (Christian School Education) students spend fourteen weeks observing and teaching in Christian school classrooms at two different grade levels under the direction of qualified cooperating teachers and under the supervision of the Program Director for Christian School Education. Students are also required to complete a minimum of three student ministry assignments. At least two assignments must be completed in a school setting.

Teacher Certification

The components of the Christian School Education program meet the requirements for teacher certification with the Association of Christian Schools International (ACSI).

Objectives of the B.A. (CSE) program

Graduates will:

1. articulate the content and meaning of a Christian philosophy of education, recognizing how this is applied in the educational process.
2. assume the role of a classroom teacher demonstrating the effective use of classroom management techniques and familiarity with current principles for teaching and learning, giving evidence of skill in their use.
3. demonstrate knowledge of age appropriate curriculum and experiences for the elementary classroom and beyond.

4. evidence an ability to relate productively with students, parents, colleagues, and school administration.
5. model a life of maturing Christian faith worthy of being followed by students in a Christian classroom.

Kingswood University has entered into an articulation agreement with the University of Maine, Presque Isle, whereby graduates of this degree may complete a Bachelor of Science degree in as little as three semesters and thus be eligible for public school teaching certification. Maine teacher certification is recognised in many American states and Canadian provinces.

In addition to the core courses for all Bachelor's degrees (see page 32), the following courses are required for the B.A. (Christian School Education) degree:

General Education	Credits
Child <i>or</i> Adolescent Psychology	3
Educational Psychology	3
Fundamentals of Math	3
History & Philosophy of Christian Education	3
<i>(meets history requirement)</i>	
Oral Communication	3
Technology in Education	3
Ministry	Credits
Classroom Management	3
Instructional Methods	3
Introduction to Exceptional Learners	3
Introduction to Teaching	3
Legal & Ethical Issues	3
Teaching Health & Physical Education	3
Teaching Literacy	3
Teaching Math	3
Teaching Science	3
Teaching Social Studies	3
TOTAL CREDIT HOURS	121.5

BACHELOR OF ARTS (MUSIC MINISTRY)

Worship Leaders. For Life.

The Bachelor of Arts (Music Ministry) is a specialized undergraduate degree designed to prepare musicians with servant hearts, professional music skills, theological understanding, and a biblical philosophy of music ministry, for effective service in the local church and beyond. The program includes substantial education in music studies, both practical and theoretical. In addition, students will benefit from a well-rounded foundation in general studies and a basic foundation in vocational ministry training.

Students completing the B.A. (Music Ministry) degree will have met the academic requirements for licensing in The Wesleyan Church. Students may choose to complete a ninth semester at Kingswood and complete the academic requirements for ordination in The Wesleyan Church.

Purposes of the B.A. (Music Ministry) degree:

1. to prepare students to be effective worship leaders and ministers of music.
2. to prepare musicians to give competent leadership in a wide range of music ministry applications.
3. to meet the educational needs of students preparing for graduate studies in music, worship studies, and/or ministry leadership.

Objectives of the B.A. (Music Ministry) degree:

Graduates will:

1. effectively use music to accomplish ministry objectives.
2. have well-developed general music skills that will prepare them vocationally to serve as ministers of music, studio teachers, and/or professional musicians.
3. articulate a philosophy of music ministry which is derived from a thoroughly Biblical worldview that is theocentric, historically and theologically informed, culturally relevant and transformative, and that heralds a servant spirit.
4. demonstrate a rigorous pursuit of musical excellence and a commitment to lifelong learning.
5. achieve a high degree of musical proficiency on their selected instrument(s).
6. exhibit character qualities of humility and service.
7. be competent in the discipline of professional music studies.

Entrance Requirements

In order to be fully accepted into the B.A. (Music Ministry) degree, strong potential for success in the program must be demonstrated in a required

entrance audition. The audition will be based on the proficiency requirements for the degree and will measure the prospective student's current skill levels and overall aptitude in voice, piano, and guitar. A student is not expected to demonstrate full proficiency in any of these areas at the audition. In fact, students may elect to decline auditioning in one or more of these areas if they have had insufficient preparation. However, students who hope to be accepted into the program should be able to perform at "near proficiency" levels with at least one of the three instruments at the time of the audition.

Ensemble Requirement

Where positions are available, B.A. (Music Ministry) students are required to participate in the University Chorale and/or University Chorale stage band for three years. Music Ministry minor students are required to participate in the University Chorale and/or University Chorale stage band for two years.

Recitals

B.A. (Music Ministry) students may be required to participate in group studio recitals each semester of applied instruction. Students are required to complete a final project in their third or fourth year – generally either a solo recital or a creative worship event. Students working on their final project must be enrolled in applied lessons for credit that semester, and voice recital students must hire a formal accompanist in the semester of the recital.

Department Events

B.A. (Music Ministry) and Music Ministry minor students are required to attend all Music Department sponsored recitals, concerts, seminars, lectures, and workshops (except in the case of a class conflict). They are also required to assist with the responsibilities involved in hosting the Community Concert Series events.

In addition to the core courses for all Bachelor's degrees (see page 32), the following courses are required for the B.A. (Music Ministry) degree:

General Education	Credits
Music History I & II (<i>meets history requirement</i>)	6
Music Theory I & II	6
Music Theory III & IV	6
<i>(Wesleyans must also take Wesleyan History & Discipline)</i>	

Ministry	Credits		
Applied Music	7	Music Technology	1
Basic Conducting	1.5	Sight & Ear Training I & II	2
Choir Leadership	1.5	Sight & Ear Training III & IV	2
Church, Music & Worship	3	Technical Training	2
Introduction to Songwriting & Arranging	3	Worship Leading I & II	4
Major Productions	2	TOTAL CREDIT HOURS	124

BACHELOR OF THEOLOGY

The Bachelor of Theology is a specialized undergraduate degree with a primary concentration in biblical and theological studies. This focus includes a substantial introduction to biblical languages well beyond that which is possible in other programs of study. In addition, students will also benefit from a well-rounded foundation in general education and a basic foundation in vocational ministry training. While this degree is mainly intended to enhance the preparation of students preparing for a career in Christian higher education (Christian liberal arts universities, and seminaries), it also provides a solid preparation for those who desire a career in pastoral ministry.

All students completing this degree will have met the academic requirements for licensing in The Wesleyan Church. With careful selection of electives, students may also meet the academic requirements for ordination in The Wesleyan Church.

Purposes of the Th.B. degree

1. to provide students with preparation for continuing education which will lead to a life-long ministry in higher education.
2. to provide a theoretical and practical foundation for a life of intellectual and spiritual development that is biblically based, Christ-centred, and contextually relevant.

Objectives of the Th.B. degree

Graduates will:

1. have a comprehensive knowledge of the Bible.
2. demonstrate an understanding of, and appreciation for, the central doctrines of the Christian faith and be able to articulate them clearly.
3. have a firm grasp of the historical and philosophical development of Christian doctrine.

4. be able to integrate skilfully, sound biblical exegesis with systematic and practical theology.
5. have a thorough working knowledge of, and competence in, the use of the tools and resources available for ongoing study and research.
6. feel confident in their ability to undertake graduate level study.
7. demonstrate a maturing Christian walk through the practice of prayer, the exercise of faith, edification through the Word, and obedience to the Holy Spirit.

In addition to the core courses for all Bachelor's degrees (see page 32), the following courses are required for the Bachelor of Theology degree:

General Education	Credits
Greek Grammar I & II	6
Church History (<i>meets history requirement</i>)	3
Philosophy for Understanding Theology	3
Reformation Church History	3
Worldview	3
<i>(Wesleyans must also take Wesleyan History & Discipline)</i>	

Bible & Theology	Credits
Apologetics	3
Contemporary Theology	3
Greek Exegesis	3
Hermeneutics	3
Historical Theology	3
Introduction to Hebrew I & II	6

TOTAL CREDIT HOURS	120
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MINOR PROGRAMS OF STUDY

A minor program of study consists of 18 distinct hours of study (usually six courses) in a specific ministry area. Students may wish to follow a minor program of study in addition to their bachelor's degree program.

Courses credited towards a degree or track cannot also be credited towards a minor. For example, a student enrolled in the Christian Counselling track and the Youth Ministry minor cannot count Adolescent Psychology towards both the track and the minor. An alternate course will need to be selected for the minor.

The selection of some combinations of tracks and/or minors may require more than 120 hours to complete. In some cases, adding a minor to a degree program will necessitate adding a semester to the student's program, thus taking four and a half years to complete the degree.

Children's Ministry Minor

Students enrolled in the Children's Ministry minor will be equipped to serve as a leader in an effective children's ministry program in a church or parachurch organization. The program is grounded in Christ's love for children as expressed in His words "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these" (Matthew 19:14, NIV).

In addition to the courses required in the student's degree and track, students taking a minor in Children's Ministry will be required to take:

	Credits
Child Psychology	3
Educational Psychology	3
Ministry of Teaching	3
Ministry to Children	3
Two approved electives	6

Christian Counselling Minor

Students enrolling in the Christian Counselling minor will be exposed to the foundational theories and practices of Christian counselling. The content of this program minor will easily partner with any Kingswood University course of study.

In addition to the courses required in the student's degree and track, students taking a minor in Christian Counselling will be required to take:

	Credits
Introduction to Addictions	3
Introduction to Counselling	3
Four of the following:	12
Adolescent Psychology	
Child Psychology	
Developmental Psychology	
Marriage & Family Counselling	
Psychopathology	

Church Planting Minor

Students taking a minor in Church Planting will take many, but not all of the same courses as those students following the Church Planting track. These courses are intended to add to the student's understanding of the practices and philosophies of effectively planting a vibrant church in contemporary North American culture.

In addition to the courses required in the student's degree and track, students taking a minor in Church Planting will be required to take:

	Credits
Church Health, Growth & Leadership	3
Pastoral Ministry	3
Principles of Church Planting	3
Strategies of Church Planting	3
Two of the following:	6
Adult & Family Ministry	
Church Planting Electives	
Denominational History & Polity	
Empowering & Equipping Lay Ministry	
Introduction to Compassion Ministry	
World Religions	

Note: This minor program of study is not available to students following the Pastoral Ministry track; however, pastoral ministry students may take Church Planting courses as electives.

Global Ministry Minor

The Global Ministry Minor is designed for students who wish to be exposed to and trained in cross-cultural ministries but who do not desire to concentrate the majority of their courses in this area. The minor is also for those who may or may not sense God leading them to this ministry track but who have a strong interest in international service.

In addition to the courses required in the student's degree and track, students taking a minor in Global Ministry will be required to take:

	Credits
Cross Cultural Ministry	2
Cultural Anthropology	3
Intercultural Competencies	3
Spiritual Conflict Resolution	3
World Religions	3
World View	3

For all students following the Global Ministry minor program of study, the Teaching English as a Second Language (TESL) Certificate program (6 credit hours) is a recommended option for continued preparation for cross-cultural ministry.

Music Ministry Minor

The purpose of the Music Ministry minor is to provide students the opportunity to add some music training to their overall ministry preparation. Since students may have a wide array of musical interests, the Music Ministry minor is intentionally designed to accommodate a student's personal educational goals within the range of classes currently offered for the Music Ministry degree. Some students may be interested in music scholarship and elect to fill their quota of classes with classes on music Theory and history. Others may be more interested in practical musical development and elect to study classes on worship leading and song writing. Numerous combinations are possible depending on course sequencing, pre-requisites and student interests.

In addition to the courses required in the student's degree and track, students taking a minor in Music Ministry will be required to take:

	Credits
Church, Music & Worship	3
Music ministry electives	15
<i>(A maximum of 4 applied lessons credits can be credited towards the Music Ministry minor)</i>	

Other requirements for the Music Ministry minor

1. Students must be able to test out of Rudiments of Music before enrolling in the Music Ministry minor. This course is a remedial course and does not count towards the 18 credits for the minor.
2. Attendance and assistance at all Music Ministry Department recitals and special events.
3. Two years of participation in the Kingswood Chorale.
4. Successful completion of proficiency exam in one instrument – guitar, piano or voice.

Youth Ministry Minor

Students taking a minor in Youth Ministry will take many, but not all of the same courses as those students taking a major in Youth Ministry. These courses are intended to add to the student's understanding of the practices and philosophies of effectively ministering to teens in contemporary North American culture.

In addition to the courses required in the student's degree and track, students taking a minor in Youth Ministry will be required to take:

	Credits
Church Health, Growth & Leadership	3
Introduction to Youth Ministry	3
Models & Theology of Youth Ministry	3
Pastoral Ministry	3
Two of the following:	
Adolescent Psychology	
Empowering & Equipping Lay Ministry	
Introduction to Compassion Ministry	
Various Youth Ministry electives	



ASSOCIATE'S DEGREE PROGRAMS

The two-year Associate of Arts degrees target students who desire a quality educational experience, a strong spiritual environment, and a small, intimate campus, but who may not be called to full-time vocational ministry. Credits earned upon completion of these programs can be applied toward any bachelor's degree program at Kingswood University or to a degree program at another Christian or public university.

All Associate degree programs are built upon a core of General Education, Bible and Theology courses, and Practical Ministry experiences as follows:

General Education	Credits
General Psychology	3
Introduction to Philosophy	3
Introduction to Sociology	3

Oral Communication	3
Wellness	3
Writing & Research	3

Bible & Theology	Credits
Biblical Literature	6
Basic Christian Beliefs	3
Bible or Theology elective	3

Practical Ministry	Credits
Student Ministry credits	2

Other courses are added to this core to bring the total earned hours to at least 62.

ASSOCIATE OF ARTS (GENERAL EDUCATION)

The Associate of Arts (General Education) degree targets students who desire a quality educational experience, a strong spiritual environment, and a small, intimate campus, but who may not be called to full-time vocational ministry. Students who plan to further their education elsewhere beyond the A.A. (General Education) degree should contact the university or college where they intend to complete their bachelor's degree to discuss credit transfer into their desired program of study. The A.A. (General Education) degree is also an opportunity for students who do not have the desire to pursue a four-year degree to achieve a more limited educational experience in the general education field for personal and professional growth.

Articulation Agreement

Kingswood has entered into an articulation agreement with Houghton College's main campus in Houghton, New York.

The agreement states, "A student with an A.A. degree will have satisfied all core requirements (Integrative Studies) for a Houghton College bachelor's degree. Students who transfer at least 60 hours that are applicable towards a bachelor's degree will automatically be classified as juniors . . .

For most Houghton College academic programs, graduation in four semesters is the norm with good advisement, but for selected academic programs it is less likely."

Objectives of the A.A. (General Education) program

Graduates will:

1. have a foundation in general education courses.
2. be adequately prepared for continuing education in an arts related field.
3. receive quality education in a Bible-based university context for enriched spiritual growth and development.

In addition to the core courses for all Associate's degrees (see above), the following courses are required for the A.A. (General Education) degree:

General Education	Credits
College Mathematics	3
Fundamentals of Music	3
History of Western Civilization I & II	6
Literature of the Western World I & II	6
Scientific Thought	3
TOTAL CREDIT HOURS	62

ASSOCIATE OF ARTS (EVANGELISM & COMPASSION MINISTRY)

The Associate of Arts degree in Evangelism and Compassion Ministry is designed to prepare students to serve and lead in evangelism and compassion ministry in various settings. The course of study embraces both the great commission (Matthew 28:19-20) and the great commandment (Matthew 22:37-39) as essential to Christian witness, and uses the head (knowing), heart (being), hands (doing) method of disciple-making that Jesus modeled in the Scriptures. As well as a strong Christian community and excellent classroom instruction, there is a strong experiential component that allows students life-on-life encounters with lost and hurting people in their own cultural context, in large urban centers, and in another culture. Students are also exposed to a variety of social and spiritual issues, and ways of addressing these issues.

Objectives of the A.A. (Evangelism & Compassion Ministry) program

Graduates will be:

1. able to demonstrate an understanding of, and appreciation for, the basic doctrines of the Christian faith and be able to articulate them clearly.
2. able to demonstrate an understanding of, and appreciation for, the spiritual and social issues that are present in the world, and be able to address them from a Biblical perspective.
3. able to demonstrate an understanding of, and appreciation for, God's heart for the poor and lost peoples of the world.
4. intellectually and experientially prepared for further study in the fields of evangelism, compassion, and social justice.
5. prepared to do evangelistic and compassionate outreach work in a wide variety of environments outside of traditional church settings, such as soup kitchens, missions, jails, drug rehabs, and at-risk youth programs.
6. able to evaluate and assess the particular needs of specific situations and provide appropriate solutions.
7. prepared to establish and lead evangelistic and compassion outreach ministries in a local church setting.

In addition to the core courses for all Associate's degrees (see page 42), the following courses are required for the A.A. (Evangelism & Compassion Ministry) degree:

General Education	Credits
Foundations of Social Justice	3
Introduction to Counselling	3
World Religions <u>or</u> Worldview	3
Bible & Theology	Credits
Inductive Bible Study	3
Ministry	Credits
Spiritual Formation	2
Introduction to Compassion Ministry	3
Personal Evangelism	3
Practical Ministry	Credits
Regional Praxis	4
Urban Praxis	2
Cross Cultural Praxis	2
TOTAL CREDIT HOURS	62

CERTIFICATE PROGRAM

TESL – TEACHERS OF ENGLISH AS A SECOND LANGUAGE

The TESL Certificate provides a thorough introduction to the concepts, theory, and methods related to teaching English as a second language. Such preparation helps graduates to instruct competently in local or international settings, such as creative-access countries where traditional ways of doing mission are prohibited.

TESL in Canada is equivalent to TESOL in the United States.

The TESL Certificate is offered through The Summer Institute of TESL, a ministry of Kingswood University. There are two requirements for the Basic Certificate in TESL.

Firstly, students must complete successfully 100 classroom hours of instruction. Students may take

this six credit hour course (GE 300) for university credit. Depending on the program of study, these hours may fulfill elective or other course requirements.

Secondly, students must complete successfully twenty practicum hours in an approved, supervised setting, within six months of completion of the course.

Students following the Global Ministry track or Global Ministry minor are strongly encouraged to take TESL as part of their preparation for cross cultural ministry

For further information and details, please contact the Academic Office or visit www.summertesl.ca.



COURSE DESCRIPTIONS

DIVISION OF BIBLICAL & THEOLOGICAL STUDIES

Dr. Kenneth F. Gavel, Chair

Inductive Bible Study (BT 200) introduces the basic principles of inductive Bible study. Emphasis is also placed on identifying, understanding, and interpreting the various types of literature found in the Bible.

3 credit hours

Every semester

Hermeneutics (BT 301) uses and builds upon the skills developed in Inductive Bible Study. This genre-sensitive course leads students into greater depth and breadth in their study of Scripture. Some of the most important advanced study methods of interpretation from the past and present are presented and evaluated, and opportunity is given to apply some of these to the biblical text. Pre-requisite: Inductive Bible Study.

3 credit hours

Alternate years, fall

Israel Study Tour (BT 302) provides an opportunity for students to experience first hand the atmosphere, culture and geography that shaped so much of the life of Jesus and the first Apostles. This course will give students the ability to better grasp the distances between cities mentioned in the Bible, heights of cities in relation to sea level, and the geological makeup of the countries, and the impact these have had through the centuries on the development of culture, character, and occupations of the peoples who lived there.

3 credit hours

Biblical Foundations of Mission (BT 304) provides the unquestionable basis for the church's involvement in the mission of God today. In this course students will be given comprehensive introduction to the Old and New Testament foundations of missional activity. Select theological ideas are also explored in this context. The value and implications of both of these focuses will also be examined. Pre-requisites: Biblical Literature I and II and Basic Christian Beliefs.

3 credit hours

Alternate years, fall

OLD TESTAMENT

Biblical Literature I (OT 101) is a comprehensive survey of the Old Testament. Problems relating to its proper understanding are considered.

3 credit hours

Every semester

Pentateuch (OT 201) is a detailed study of the content and spiritual significance of the first five books of the Bible (Genesis through Deuteronomy). Pre-requisite: Biblical Literature I.

3 credit hours

Annually, fall

Major Prophets (OT 303) studies the prophets Isaiah, Jeremiah, Ezekiel, and Daniel, with careful examination of the religious, moral, and civil decline of the Hebrew nation. Pre-requisites: Biblical Literature I and Inductive Bible Study.

3 credit hours

Alternate years, fall

Minor Prophets (OT 304) studies the writings of the twelve minor prophets by considering their historical backgrounds and messages. Their writings are applied to similar conditions today. Pre-requisites: Biblical Literature I and Inductive Bible Study.

3 credit hours

Alternate years, spring

Introduction to Hebrew I (OT 305) is an introduction to the major original language of the Old Testament. Basic vocabulary and grammar are covered by working directly with selected passages from the biblical text.

3 credit hours

Alternate years, fall

Introduction to Hebrew II (OT 306) is a continuation of Introduction to Hebrew I. The emphasis on working directly with biblical passages is continued as more advanced vocabulary, grammar, and text structures are examined. Pre-requisite: Introduction to Hebrew I.

3 credit hours

Alternate years, spring

Psalms (OT 404) is a study of Hebrew poetry for literary and spiritual value. Pre-requisites: Biblical Literature I and Inductive Bible Study.

3 credit hours

Alternate years, spring

Wisdom Literature (OT 405) is an exegesis and exposition of Job, Proverbs, Ecclesiastes, and Song of Solomon. Pre-requisites: Biblical Literature I and Inductive Bible Study.

3 credit hours

Genesis (OT 407) provides a careful study of the message of Genesis, the foundational book of both the Old and New Testaments, with an emphasis on how it was understood in ancient Israel and what it

of the doctrines, morals, and institutions of Christianity.
3 credit hours Every semester

Systematic Theology I (TH 305) treats the nature and sources of theology. Considered are the problems of knowledge and authority, the proper approach to the Bible as God's written revelation, and the doctrines of God, creation, anthropology and sin. Pre-requisite: Basic Christian Beliefs.
3 credit hours Annually, fall

Systematic Theology II (TH 306) is a continuation of Systematic Theology I, focusing on doctrines regarding the person and work of Jesus Christ, the atonement, the nature and function of the Holy Spirit in the life of the believer, sanctification and the Christian life, the nature of the church, and eschatology. Pre-requisites: Basic Christian Beliefs and Systematic Theology I.

3 credit hours

Annually, spring

Contemporary Theology (TH 403) is a study of contemporary movements in theology. Primary attention is given to liberation, feminist, process, and other modern theologies, particularly as they articulate their doctrine of God, humanity, and salvation. Pre-requisite or co-requisite: Systematic Theology I and II.

3 credit hours

Alternate years, fall

Historical Theology (TH 404) focuses particularly on the connection between theological thinking and the historical situation in which that thinking developed. This course gives particular attention to the way in which historical theology informs the shape of theology today. The course includes a survey of the four broad periods of the history of Christian thought, identifying historical background, key theological developments, individual theologians, and the theological schools of thought of each period. Pre-requisites or co-requisites: Systematic Theology I and II. Recommended: Church History.
3 credit hours Alternate years, spring

Apologetics (TH 405) introduces the theory and practice of giving an explanation for why Christians believe what they do. The course includes an overview of five methods of doing apologetics. These principles and models are illustrated through the development of specific arguments for the Christian faith. Pre-requisites or co-requisites: Systematic Theology I and II. Recommended: Worldview.
3 credit hours Alternate years, spring

Doctrine of Holiness (TH 411) offers an intensive study of Christian perfection from a Wesleyan perspective in its biblical, doctrinal, historical, and practical aspects. Pre-requisites: Systematic Theology I and II.

3 credit hours

Annually, spring

DIVISION OF GENERAL EDUCATION

David E. Trouten, Chair

Wellness (GE 100) is designed to develop the total well-being of students. The course provides fundamentals of physical wellness coupled with additional aspects of holistic wellness and promotes skills to assist students in becoming dynamic students, family members, community partners, and workers.

1 credit hour

Annually, fall

Study Methods (GE 102) provides academic assistance for students. Topics covered include time management, reading, writing, and test-taking skills. Attendance is mandatory for all students on Academic Probation. Other students are invited to any class session they wish to attend.

0 credit hours

Every semester

Research Methods (GE 205) guides students through the entire process of a research project, from selecting a topic to final proofing and submission, including the nature and purpose of research, the range of resources available, and the use of correct bibliographical referencing formats. Pre-requisite: Writing and Research or equivalent.

1.5 credit hours

Annually, fall

TESL (GE 300) introduces students to the concepts, theory, and methodology related to teaching English as a second language and to the various components of language classes. In addition to class lectures and activities, students will have regular readings and written assignments, and will apply what they learn by demonstrating techniques and developing teaching materials, including detailed lesson plans.

6 credit hours

Annually, May

World Religions (GE 301) studies basic theological concepts and characteristics of the world's religions, including but not limited to Hinduism, Judaism, Buddhism, and Islam. Major North American cults also are examined closely. How these concepts deal with the nature of God and humankind, as well as how their major teachings compare to Christianity and to each other, are analyzed. Strategies for effective Christian witness among these religions are also studied. Pre-requisite: Basic Christian Beliefs.

3 credit hours

Alternate years, fall

Worldview (GE 302) analyzes the nature and function of worldview and its dynamic. Non- and anti-Christian worldviews are examined and assessed from a biblical perspective. Special attention is given to understanding and valuing a contextualized

Christian worldview, including categories for explaining varieties of spiritual and physical phenomena. Students will learn how to adjust from a North American and other geographically affected worldview to a biblically-based, culturally relevant worldview.

3 credit hours

Alternate years, fall

Linguistics (GE 303) provides an understanding of linguistics by studying its interrelated facets of phonetics, phonology, grammar, and semantics. Focusing on and applying the basic of linguistics in language acquisition will increase the likelihood of one's ability to achieve intercultural competency. The course will also help to provide a foundation for TESL studies.

3 credit hours

Alternate years, spring

Greek Grammar I (GE 305) is a study of "Koine" Greek, the form of the Greek language used in the New Testament. Basic Greek vocabulary and grammar will be taught and applied to the translation of selected New Testament texts.

3 credit hours

Alternate years, fall

Greek Grammar II (GE 306) is a continuation of the study of "Koine" Greek started in Greek Grammar I. Pre-requisite: Greek Grammar I.

3 credit hours

Alternate years, spring

Independent Study (IS 489) is a course for upper division students which may be arranged in any division of instruction, but only for the purpose of in-depth study or in the event of course conflict. Permission of the Vice President for Academic Affairs is required.

2 or 3 credit hours

Every semester

ENGLISH

Writing and Research (EN 135) is an introductory course in expression using the written word. The course covers a wide variety of styles and forms needed for successful collegiate, vocational, and personal written communication. The primary purpose of the course is to ensure the student gains a level of competency in the use of written language and research skills.

3 credit hours

Annually, fall

Literature of the Western World I (EN 201) is the first part of a two-semester survey of western literature with emphasis on its beginnings to the Dickens era. This study of the works will consider the historical and cultural context, recognition of revealed moral and spiritual issues, and appreciation of why the composition is upheld as significant. The successful student will acquire a general knowledge of the form, content, and direction of western literature and become more aware of the inter-relationship of literature and culture.

3 credit hours Annually, fall

Literature of the Western World II (EN 202) continues a study of literature from the post-Dickens era to the present, with prominence placed on the novel and film as literary forms.

3 credit hours Annually, spring

Oral Communication (EN 203) is an introductory course in public speaking aimed to help the student develop verbal communication skills.

3 credit hours Annually, spring

HISTORY

History of Western Civilization I (HI 201) offers a survey of Western Civilization from its beginnings to the Renaissance and European expansion.

3 credit hours Annually, fall

History of Western Civilization II (HI 202) offers a survey of Western Civilization from the Protestant Reformation to the present.

3 credit hours Annually, spring

History and Philosophy of Christian Education (HI 205) surveys the people and thought patterns that have significantly affected and continue to influence the development of an evangelical philosophy of education. The contributions of both Christian and secular thinkers are considered.

3 credit hours Alternate years, fall

Church History (HI 303) is a general survey of the history of the Church from apostolic times to the present day. Attention will be given to the missionary endeavours of the church.

3 credit hours Annually, fall

Global Christianity: 19th Century to Present (HI 400) focuses on the missionary enterprise of the church from approximately 1800, the date generally cited as the beginning of the Protestant missionary movement, to today. Attention is given to past and present missionaries, their interaction with

indigenous peoples, and the results and consequences of that interaction. Implications for today's message bearer will be raised. A particular focus highlights the Student Volunteer Movement of the 19th century and the work and vision of the 21st century Student Volunteer Movement 2 (SVM2).

3 credit hours Alternate years, spring

Wesleyan History and Discipline (HI 403) provides an overview of the history of the Wesleyan movement, with a focus on the development of what is now called The Wesleyan Church, and how the past affects the church's ministry today. The course also seeks to assist in the understanding and application of *The Discipline*.

1.5 credit hours Annually, fall

Reformation Church History (HI 405) is a careful survey of the major figures, events, predecessors, and consequences of the 16th century Protestant Reformation. Attention will be given to the Magisterial reformers, the Anabaptist movement, and the Roman Catholic Counter-Reformation. Similarities and differences in theology and worship practices will be explored. Recommended: Church History.

3 credit hours Alternate years, spring

MATH & SCIENCE

Fundamentals of Mathematics (MA 109) serves as a refresher course in the topics covered in a comprehensive elementary and middle school mathematics curriculum, including a study of algorithms, numeration, statistics, geometry, measurement, and basic algebra, and their application and significance in every day life. The course is provided to students in preparation for the Teaching Mathematics course.

3 credit hours Annually, spring

College Mathematics (MA 201) is a survey course designed to develop students' mathematical reasoning through a study of algorithms, numeration, statistics, geometry, measurement, and algebra, and their application and significance in every day life. The course will also address the work of some of the most well-known mathematicians of history.

3 credit hours Annually, spring

Technology in Education (SC 203) is an introduction to the use of technology for both instructional and administrative purposes. Emphasis is placed on evaluating the tools and implementation strategies to create the best learning environment possible. The course covers the use of desktop

computers, mobile devices, and other peripherals for administration, research, content creation and presentation.

3 credit hours Alternate years, January seminar

Scientific Thought (SC 205) is a survey of the history of science and its interaction with society. Discussions will encompass: a synopsis of how scientific thought has shaped cultural norms, politics, and religious thought in western civilization; how partisan political ambition and media permeation has directed scientific thought; and the ebb and flow of the relationship between religion and science. Pre-requisite: student must have second year standing, or have the professor's permission.

3 credit hours Annually, spring

PHILOSOPHY

Introduction to Philosophy (PH 201) acquaints the student with the terminology and the significant problems of the field of philosophy.

3 credit hours Alternate years, spring

Philosophy for Understanding Theology (PH 302) provides exposure to some of the essential philosophical concepts and distinctions necessary to understand theology. Although the course focuses on philosophy, the content is determined by how theologians have been influenced by, and used, philosophy. The course looks selectively at philosophers and philosophical movements as they have influenced such key Christian doctrines as God, Christ, and human beings. Pre-requisites: Introduction to Philosophy and Basic Christian Beliefs.

3 credit hours Alternate years, fall

PSYCHOLOGY

General Psychology (PS 104) is a study of the behaviour of organisms from the simple stimulus/response mechanism to the human mind in its reactions to conditions and environment.

3 credit hours Annually, spring

Introduction to Addictions (PS 202) presents an overview of addiction. This course will examine the cultural attitudes toward substance use and abuse; physical, psychological, social, emotional, and spiritual factors related to addiction; as well as issues of prevention and treatment. Pre-requisite: General Psychology.

3 credit hours Alternate years, fall

Developmental Psychology (PS 205) discusses major theoretical concepts and evidence-based insights

pertaining to lifespan development. It focuses on key perspectives related to foundational theories and methods, and considers various aspects of individual growth from prenatal development to adulthood. Particular emphasis is placed on factors that impede and foster healthy development and adjustment in children, adolescents, and young adults. Pre-requisite: General Psychology.

3 credit hours Alternate years, January seminar

Introduction to Counselling (PSPM 301) gives an overview of counselling theory, and reviews and practices skills of being a good helper and counsellor. The integration of theology and psychology is considered and foundational understanding of people and what is needed to promote healing is studied and practiced. Pre-requisite or co-requisite: General Psychology, or be a mature student.

3 credit hours Alternate years, fall

Child Psychology (PS 302) is a study of child growth from birth to puberty with particular consideration given to developmentalism as a theoretical model. Pre-requisite: General Psychology. Pre-requisite for Counselling students: Developmental Psychology.

3 credit hours Alternate years, fall

Adolescent Psychology (PS 303) discusses adolescent development and issues. Some of the problems and challenges of adolescence are investigated, and treatment and intervention approaches recommended. Pre-requisite: General Psychology. Pre-requisite for Counselling students: Developmental Psychology.

3 credit hours Alternate years, fall

Group Process (PSPM 305) provides an overview of counselling group development, dynamics, and processes. Issues related to group leadership, ethics, and work with special populations will also be discussed. Pre-requisite: Introduction to Counselling.

3 credit hours Alternate years, spring

Educational Psychology (PS 402) acquaints students with various learning theorists and models of learning. It also addresses pupil variability, its measurement and evaluation, and student motivation. Pre-requisite: General Psychology.

3 credit hours Alternate years, spring

Psychopathology (PS 405) is designed to provide the student with a basic understanding of abnormal human behaviour. Models of abnormal behaviour, methods of classification of mental disorders, and approaches to treatment of these disorders are discussed. Pre-requisites: General Psychology. Pre-

requisites for Counselling students: Child Psychology and Adolescent Psychology.

3 credit hours

Alternate years, spring

Marriage and Family Counselling (PSPM 409) is designed to give the student an overview of the issues involved in marital and family counselling. Various models are examined and time is designated to utilize and understand processes and interventions used in therapeutic practice. Pre-requisite: Introduction to Counselling, or be a mature student. 3 credit hours

Alternate years, fall

Crisis Counselling (PSPM 411) seeks to provide both theoretical and practical approaches to crisis intervention and counselling. Pre-requisite: Introduction to Counselling, or be a mature student. 3 credit hours

Alternate years, spring

SOCIOLOGY

Introduction to Sociology (SO 221) studies social systems and their development from early times to the present. The course is designed to enhance the student's appreciation of the various forms of social life as well as show the complex forces at work within the scope of a dynamic society.

3 credit hours

Annually, fall

Foundations of Social Justice (SO 230) explores the biblical mandate to transform not just the individual but social patterns and institutions with the love of God and the truth of the scriptures.

3 credit hours

Alternate years, spring

Cultural Anthropology (SO 309) is an introductory anthropology course taught from a Christian perspective. The focus of the course is to understand and appreciate more deeply those in other cultures as well as more readily adjust and labour effectively among them. The practical component of this course is the introduction to and the completion of an ethnography, which will be conducted in a social situation within the surrounding community. Pre-requisite: Introduction to Sociology.

3 credit hours

Alternate years, spring



DIVISION OF PROFESSIONAL STUDIES

Dr. Stephen D. Elliott, Chair

CHRISTIAN EDUCATION

Dr. Janet Starks, Program Director

Introduction to Ministry (CE 100) provides students an opportunity to examine and contemplate the broad nature of ministry from biblical, theological, philosophical, historical, and practical perspectives, to help them begin to articulate a personal philosophy of ministry. The course also includes an overview of characteristics of people to whom we minister, types of ministry programs, and issues faced in ministry.

3 credit hours

Annually, spring

Spiritual Formation (CE 105) introduces students to the concepts of holistic Christian spiritual formation and historic spiritual practices for spiritual growth. Personal spiritual assessment and opportunity for developing a practical plan for personal spiritual formation are also emphasized.

3 credit hours

Every semester

Introduction to Compassion Ministry (CE 110) explores what the scriptures have to say about God's concern for the poor and disenfranchised of the world, and the implications of that concern in the lives and ministry of individual Christians and the Church.

3 credit hours

Annually, fall

Camping and Retreat Ministries (YMCE 201) introduces the student to the value, purpose, and techniques of ministry through Christian camping and retreats. A variety of teachers are used to teach this course, all of them presently (or recently) involved as managers in leading-edge camping ministries.

2 credit hours

Alternate years, fall

Ministry of Teaching (CE 203) gives an overview of teaching as a ministry. Areas of study include the biblical foundations for Christian teaching, a developmental approach to the teaching/learning process, and the methodology of the instructional process.

3 credit hours

Alternate years, fall

Personal Evangelism (CE 209) is designed to assist students in using the Bible, other tools, and practical methods in leading people to Christ. The effective use of follow-up methods is also explored.

3 credit hours

Every semester

Ministry to Children (CE 313) equips students to work with children from infancy through grade six. The course includes a focus on the development of children, evangelism and discipleship of children, organization and design of children's ministries, specific learning activities geared to age-level traits, and the preparation and use of various teaching aids.

3 credit hours

Alternate years, fall

Adult and Family Life Ministries (CE 414) explores the sociological, psychological, and spiritual dynamics of family life and ministry for, to, and with families. Special emphasis is given to learning about the special needs of seniors, and community services available to families in times of crisis. Course work also includes the importance of home-discipleship, intergenerational ministries, and community outreach through the church.

3 credit hours

Alternate years, spring

Management in Ministry (CE 415) seeks to develop an understanding of the practicalities of the 'behind-the-scenes' administration in the local church and other Christian organizations. Consideration is given to the specific responsibilities of pastors and Christian leaders in such areas as budgeting, recruitment of volunteers, change management, time management, staff supervision, insurance, risk/safety management, facilities management, etc. Break-out sessions are included to highlight management issues specific to various types of ministry (i.e. youth, music, global, etc.). This course also includes an introduction to parliamentary/business meeting procedures.

3 credit hours

Annually, spring

CHRISTIAN SCHOOL EDUCATION

Mr. Douglas Graham, Program Director

Introduction to Teaching (CSE 101) introduces prospective teachers to the ministry and profession of teaching in the Christian school and classroom. Emphasis is placed on the role of the teacher, classroom structure, learning models, curriculum development, and student assessment.

3 credit hours

Annually, spring

Instructional Methods (CSE 202) surveys strategies for inspiring learning in the student and the effective delivery of lessons by the teacher. Particular attention is given to active learning as it relates to instructional techniques, lesson and unit designs, the use of

cooperative group work, the review and mastery of information, as well as the development of thinking skills. Attention is also given to the implementation of technology to enhance instruction and communication in the classroom.

3 credit hours

Annually, fall

Classroom Management (CSE 305) equips students in gaining an understanding of various principles in classroom management. Through several real-life examples, students discuss these principles and examine best practices for current generations. Problem solving is applied as a means of providing effective management strategies so as to enhance and maintain a positive learning environment.

3 credit hours

Alternate years, fall

Teaching Health and Physical Education (CSE 330) is a course of study in which students examine the nature of elementary health and physical education instruction and learning. Attention is given to developmentally appropriate practices, the growth and development characteristics of students (K-8), personal and social skills as reflected in the National Health Education Standards, teaching models and strategies, and creating a safe and positive learning environment. Pre-requisite: Instructional Methods.

3 credit hours

Alternate years, spring

Teaching Literacy (CSE 331) provides an overview of the language arts including listening, speaking, writing, and reading. These are studied relative to objectives, instructional methods, and materials appropriate for the elementary classroom. The nature of the reading process and an introduction to current instructional strategies are provided. Particular attention is given to phonics as an approach for beginning reading. Included are topics related to skill development, reading diagnosis, and the implementation of a classroom reading program. Pre-requisite: Instructional Methods.

3 credit hours

Alternate years, fall

Teaching Mathematics (CSE 332) is designed to acquaint the student with the content, learning theory, and methods appropriate to instruction in elementary math. Philosophical emphasis is placed on the understanding of mathematics as one aspect of a structured universe created by a rational, orderly God. Pre-requisites: Fundamentals of Mathematics and Instructional Methods.

3 credit hours

Alternate years, spring

Teaching Science (CSE 333) is a course of study in which students examine the nature of science instruction and learning. Attention is given to the development of science process skills as well as to the content and concepts that typically appear in

elementary to middle school science curriculum. The latest teaching models and strategies for science learning are explored. National Science Standards are reviewed. Pre-requisite: Instructional Methods.

3 credit hours

Alternate years, spring

Teaching Social Studies (CSE 334) is a study of the multidisciplinary subject of social studies. Consideration is given to the nature and purpose of the social studies, models of instruction, and the development of global awareness. In addition, the course provides a detailed framework for unit planning, principles of assessment and evaluation, and a description of the learning environment that will foster inquiry, reflection, and decision making within the communities of classroom and school. Pre-requisite: Instructional Methods.

3 credit hours

Alternate years, fall

Introduction to Exceptional Learners (CSE 402) acquaints the regular classroom teacher with learning exceptionalities. Emphasis is placed on the identification of characteristics distinctive to various learners' needs and abilities, including giftedness. Attention is also given to the meeting of special needs through individualization and/or referral to appropriate professional services. Pre-requisite: Introduction to Teaching.

3 credit hours

Alternate years, August seminar

Legal and Ethical Issues in the School (CSE 422) acquaints the classroom teacher/administrator with various aspects of private Christian schooling within the Canadian legal context. Serious attention is given to current constitutional provisions affecting the nature of religious education as a whole in Canada. Classroom discussion emphasizes the legal issues affecting the school operations, especially the roles of teachers and students. Consideration is also given to professional ethical standards valued within education and particularly the Christian school.

3 credit hours

Alternate years, January seminar

Student Teaching Experience (CSE 425) provides the student with fourteen weeks observing and teaching in Christian school classrooms at two different grade levels. Students teach under the direction of a qualified cooperating teacher and the supervision of the Program Director. The Student Teaching Experience may not be completed until all Christian School Education requirements have been completed.

9 credit hours

Every semester

GLOBAL MINISTRY

Dr. William Peed, Program Director

Introduction to Missions (MI 100) is an introductory level course exposing the student to the world of contemporary missions. The course is designed for students majoring in global ministries or for those who want to increase their understanding of “the missions world” and how God has worked and is working there. The course will consider biblical, historical, cultural, and strategic perspectives of missions and will follow at its core similar content used in Winter and Hawthorne’s respected and widely used book, *Perspectives on the World Christian Movement: A Reader*.

3 credit hours Alternate years, spring

Practical Issues in Missionary Preparation (MI 202) covers building a ministry support team (including prayer support, fundraising and fundraising techniques), personal health and language learning. The course includes St. John Ambulance First Aid training (additional cost).

3 credit hours Alternate years, spring

Cross Cultural Ministry (MI 310) offers exposure to a cross-cultural setting involving observation and practical service. The course, required for global ministry minors, gives the opportunity to experience first-hand a cross-cultural ministry setting, usually outside North America. Normally, this experience is realized during the spring break of the student’s junior or senior year. The student will serve under an experienced missionary or host country leader as well as work with the Global Ministry Program Director, who will travel with the students and serve as facilitator. Some classroom work is required prior to and after the on-site work.

3 credit hours Alternate years, spring

Spiritual Conflict Resolution (MI 402) examines the spiritual encounter with demonic power by reflecting biblically, theologically, historically, and culturally on the topic. The believer’s identity and authority in Christ are explored as well as techniques to counter the influence of demons in the life of believers. Defensive and offensive postures of the missionary are also examined. The practical focus of the course is two-fold: to help the student experience and maintain complete freedom in Christ, and to consider the missiological implications spiritual conflict resolution has to the training for modern day mission. Pre-requisite: Worldview.

3 credit hours Alternate years, spring

Intercultural Competencies (MI 403) looks at and engages in intercultural interactions, investigates how to adjust to and work with people who are of a

different ethnicity, explores and develops new skills for intercultural communication, both theoretically and practically, and teaches how to manage and resolve conflict cross-culturally. We live in an increasingly diverse world which requires Christ-followers to be competent intercultural communicators. Individuals must become cognizant of the knowledge, attitudes, and behaviours necessary for being perceived as interculturally competent. Pre-requisite: Cultural Anthropology.

3 credit hours Alternate years, fall

MUSIC MINISTRY

Mr. David Klob, Program Director

Fundamentals of Music (MU 102) introduces the basics of music with an emphasis on practical application. Elements included are note reading, key signatures, chord charts, and rhythms, as well as introductory guitar and piano instruction. This course may be exempted by exam. It is not sufficient preparation for Music Theory I.

3 credit hours Annually, spring

Rudiments of Music (MU 112) is a remedial, intensive course covering the rudiments of music, in preparation for Music Theory I. Elements include major and minor scales and triads, key signatures, simple chord progressions, and simple and compound meter. May be exempted by exam.

3 credit hours Annually, fall

Music Technology (MU 115) is designed to familiarize the student with the applications possible through today’s technology for use in music ministry. This course covers basic principles and functional use of audio-video-lighting (A/V/L) technology, MIDI applications, the use of computer transcription software, and the exploration of other keyboard/computer capabilities.

1 credit hour Annually, fall

Kingswood Chorale (MU 155, MU 250, MU 350) is an ensemble of mixed voices performing a wide range of Christian literature. In sectional and full group rehearsals, devotions, social events, and retreats, students are prepared to minister through music and testimony at various times throughout the year. B.A. (Music Ministry) students must participate for three years, Music Ministry minor students for two. Students may also receive one Student Ministry credit for a full year of participation.

0 credit hours Annually, fall to spring

Basic Conducting (MU 224) studies foundations of conducting applicable instrumentally as well as chorally. These basics are developed through

practical assignments as well as an additional one-hour lab each week. Video-taping of some conducting is done. Students are required to attend the additional one-hour lab each week. Pre-requisite: Rudiments of Music or equivalent.

1 credit hours Alternate years, fall

Sight and Ear Training I (MU 231) develops the elementary skills needed to sing simple diatonic melodies and clap rhythms at sight. Training in aural recognition of intervals and chords is included, as well as rhythmic and melodic dictation. Students are required to attend an additional one-hour lab each week. Pre-requisite: Rudiments of Music or equivalent.

1 credit hour Alternate years, spring

Sight and Ear Training II (MU 232) continues through similar materials introduced in Sight and Ear Training I. This course instills further growth and confidence as students see continued development in these very critical areas of practical musicianship. Students are required to attend an additional one-hour lab each week. Pre-requisite: Sight and Ear Training I.

1 credit hour Alternate years, fall

Music Theory I (MU 235) is designed to increase a student's usable musical skills. It covers notational systems, the several types of scales, an introduction to writing in the four-part chorale style, and an emphasis on analytical skills. Some elementary composition is also included. Pre-requisites: Music Technology and Rudiments of Music, or placement by exam.

3 credit hours Alternate years, spring

Music Theory II (MU 236) continues the development of the student's skills begun in Music Theory I. It covers melodic organization, texture and textural reduction, voice leading, harmonic progression, harmonic rhythm, seventh chords, and modulations. Pre-requisite: Music Theory I or placement by exam.

3 credit hours Alternate years, fall

Introduction to Songwriting and Arranging (MU 305) is designed to facilitate creative exploration of a student's ability to compose and arrange music. Emphasis is placed on writing songs for corporate worship and arranging songs for a rhythm section. An introduction to orchestral arranging and computer-assisted techniques is included. Pre-requisite: Music Technology.

3 credit hours Alternate years, spring

Technical Training (MU 307) will give students a working knowledge of audio-video-lighting (A/V/L)

systems for the purpose of live production, as well as an introduction to the basics of audio and video recording/editing. Pre-requisite: Music Technology. 2 credit hours Alternate years, January seminar

Sight and Ear Training III (MU 331) is designed to further develop the skills needed to "hear what you see, and see what you hear." Through use of the text and published music, as well as computer resources and labs, students have the opportunity to develop these skills. Pre-requisite: Sight and Ear Training II.

1 credit hour Alternate years, spring

Sight and Ear Training IV (MU 332) continues through similar materials introduced in Sight and Ear Training I. This course instills further growth and confidence as students see continued development in these very critical areas of practical musicianship. Students are required to attend an additional one-hour lab each week. Pre-requisite: Sight and Ear Training I.

1 credit hour Alternate years, fall

Music Theory III (MU 335) explores more advanced elements of music theory including advanced modulatory techniques, formal structures, and studies in chromaticism. Pre-requisite: Music Theory II or placement by exam.

3 credit hours Alternate years, fall

Music Theory IV (MU 336) furthers the studies begun in previous music theory courses and includes an introduction to the musical materials and analytical concepts of late nineteenth-century and early twentieth-century music. Pre-requisite: Music Theory III or placement by exam.

3 credit hours Alternate years, spring

Music History I (MU 386) provides a basic overview of Western music history highlights from the Middle Ages through the Twentieth Century. Emphasis is placed on the correlation of church music development in these time periods.

3 credit hours Alternate years, fall

Music History II (MU 387) further explores the contents covered in Music History I. Emphasis is placed on comparative studies of genres and forms. Pre-requisite: Music History I.

3 credit hours Alternate years, spring

Choir Leadership (MU 395) is designed to give the student a basic understanding of quality choral singing and directing. Rehearsal techniques and performance practices are built on the foundation established in the Basic Conducting course. Pre-requisites: Basic Conducting and one voice credit.

2 credit hours Alternate years, spring

Worship Leading I (MU 401) is designed to introduce the music ministry student to the ministry and art of worship leading. Emphasis is placed upon the practical principles governing the preparation and leadership of worship orders, as well as the spiritual development of the lead worshipper as it relates to the task of leading worship. Pre-requisites: Basic Conducting and Music Theory I, or permission of Music Program Director.

2 credit hours Alternate years, fall

Worship Leading II (MU 402) offers further experience in the art of worship leading and explores practical application of worship leading skills. Emphasis is placed upon the practical principles involved in giving leadership to rhythm sections and vocal teams. Pre-requisite: Worship Leading I.

2 credit hours Alternate years, spring

Church, Music and Worship (MU 450) has the primary purpose of assisting students in the development of a theological understanding of worship – corporate worship in particular – as it relates to the Bible. Secondary purposes are: to give students a historical overview of music practices used in conjunction with Judeo-Christian worship; to help students think “*Christianly*” about music and the arts, especially as they relate to the principles of worship; to equip students with practical skills in effectively leading the worship ministry of a local church for maximum Kingdom impact. Pre-requisite: Basic Christian Beliefs.

3 credit hours Annually, spring

Major Productions (MU 453) is an overview course designed to supply students with practical advice in preparing for and presenting theatrical productions, with counsel in the possible challenges encountered in play production in the church. Topics include: producing, directing, organization, scenery construction, stage techniques, stage makeup, costuming, stage properties, settings, stage movement, lighting basics, script choice, and cost effective budgeting. This “basics” course concentrates on the importance of theatre and performance for both its spiritual and entertainment value.

2 credit hours Alternate years, January seminar

Applied Music - Guitar The major aim of Kingswood’s applied music lessons is the training of well-rounded church musicians. Therefore, the core of guitar study will be focused in the following areas: general musicianship, technique, repertoire, praise and worship playing styles.

1 credit hour Every semester

Applied Music - Piano The major aim of Kingswood’s piano department is the training of well-rounded church musicians. Therefore, the core of piano study will be focused in the following areas of pianism: general musicianship, technique, repertoire, service playing: hymn style and contemporary styling, playing from chord charts.

1 credit hour Every semester

Applied Music - Voice The major aim of Kingswood’s vocal department is the training of well-rounded church musicians. Therefore, the core of vocal study will be focused in the following areas: general musicianship, technique, repertoire, performance skills.

1 credit hour Every semester

PASTORAL MINISTRY & CHURCH PLANTING

Dr. Stephen Elliott, Program Director

Principles of Church Planting (CP 201) provides an overview of the biblical basis of church planting, the need for team-based church planting, the challenges of church planting, effective church planting strategies, and an introduction to church planting finances and staffing. Students visit current church plants during the semester.

3 credit hours Alternate years, fall

Strategies in Church Planting (CP 300) explores a broad range of effective strategies for church planting, enabling the church planting team to determine the model and strategies most effective for their local situation. Topics include: understanding local culture; fund raising strategies; gathering a core/leadership team; advertising; pre-launch strategies; etc. Students develop a planting strategy, from the choosing of the church plant location through to the end of the first year of the church plant. Pre-requisite: Principles of Church Planting.

3 credit hours Alternate years, spring

Homiletics (PM 301) introduces the student to preaching. Emphasis is placed on the principles and practices underlying the preparation and delivery of effective, creative, dynamic sermons. Topics include discovering and studying the text, the role of the Holy Spirit in sermon preparation and delivery, the importance of voice and body language, various sermon structures, finding and using sermon illustrations, and the spiritual development of the preacher. Students practice preaching in the class and are coached by both their peers and the professor.

3 credit hours Annually, fall

3 credit hours Annually, spring

3 credit hours August seminar

3 credit hours

3 credit hours Alternate years, fall

3 credit hours Alternate years, spring

3 credit hours Annually, fall

3 credit hours

2 credit hours

3 credit hours

3 credit hours

of these skills must include practice. Through practical ministry experience, students receive evaluation and instruction from pastors, church leaders, and other competent supervisors.

Student Ministries

In all bachelor's degree programs, students must earn three student ministry credits. These credits must be earned throughout the degree program in order to assist in the integration of classroom learning with practical learning experience. In the General Education associate's degree program students must earn two student ministry credits.

The Student Ministries Handbook provides detailed information concerning student ministry assignments and requirements. Selection of assignments is made in consultation with the Director of Student Ministries and the student's faculty advisor. All student ministry assignments must have the approval of the Director of Student Ministries. The handbook can be found on the University website at www.kingswood.edu/forms.

Supervised Ministry Experience

All B.A. (Ministry) and B.A. (Music Ministry) students spend four- to six-months in full-time supervised ministry in the final year of their degree program. Students work under the direction of a University faculty member and a field supervisor ministering in the student's area of study. This experience includes writing elements to allow students to process and reflect on their experiences. This is a nine or twelve credit-hour assignment.

The *Supervised Ministry Handbook* provides detailed information concerning all aspects of this program from placement through debriefing. Students should acquire the current version of the Supervised Ministry Handbook in the fall of their sophomore year and begin working with the Director of Student Ministries and their Program Director to secure an appropriate placement. The handbook can be found at www.kingswood.edu/forms.

The final segment of the Supervised Ministry Experience is a debriefing seminar. This seminar allows students returning to campus after their time of ministry to continue reflectively processing their experience in a group setting for mutual benefit. This seminar is facilitated by the Director of Student Ministries and individual program directors. Students who are unable to participate in this debriefing due to distance from campus are debriefed by other means.

Student Teaching Experience

All B.A. (Christian School Education) students spend fourteen weeks observing and teaching in Christian school classrooms at two different grade levels. This nine or twelve credit-hour assignment may not be completed until all other Christian School Education requirements have been completed. The assignment is completed under the direction of a qualified cooperating teacher and the supervision of the Christian School Education program director. Student Teaching placement is done under the supervision of the Christian School Education program director.

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