

# KINGSWOOD UNIVERSITY

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

Phone: 506-432-4400  
Toll-Free: 888-432-4444  
Fax: 506-432-4425

[www.kingswood.edu](http://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](http://www.abhe.org)

## OTHER ASSOCIATIONS

Christian Higher Education Canada (CHEC)  
Association of Christian Schools International (ACSI)  
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  
2019-2020 Catalogue  
Published August 2019

# **TABLE OF CONTENTS**

CHARTER .....	1
ACCREDITATION .....	1
OTHER ASSOCIATIONS .....	1
STAFF DIRECTORY .....	3
BOARD OF TRUSTEES.....	4
A WORD FROM THE PRESIDENT .....	5
MISSION & CORE VALUES .....	6
GENERAL INFORMATION .....	7
UNDERGRADUATE CATALOGUE .....	11
ACADEMIC CALENDAR .....	12
ENROLMENT INFORMATION (UNDERGRADUATE).....	13
FINANCIAL INFORMATION.....	16
SPIRITUAL LIFE .....	28
CAMPUS LIFE.....	30
ACADEMIC INFORMATION .....	32
BACHELOR'S DEGREE PROGRAMS .....	41
ASSOCIATE DEGREE PROGRAMS.....	57
CERTIFICATE PROGRAM .....	60
COURSE DESCRIPTIONS .....	61
GRADUATE CATALOGUE .....	76
ACADEMIC CALENDAR .....	77
ADMISSIONS INFORMATION (GRADUATE) .....	78
FINANCIAL INFORMATION.....	80
ACADEMIC INFORMATION .....	82
MASTER OF ARTS (PASTORAL THEOLOGY) .....	86
COURSE DESCRIPTIONS .....	89
UNDERGRADUATE & GRADUATE FACULTY.....	91
INDEX .....	96

# **STAFF DIRECTORY**

## **Office of the President**

President ..... Stephen J. Lennox, 432-4401  
Office Manager ..... Debbie Benson, 432-4411

## **Academic Affairs & Spiritual Life**

Vice President for Academic Affairs ..... Janet M. Starks, 432-4407  
Associate Vice President for Graduate Studies ..... Kenneth Gavel, 432-4461  
Registrar ..... Marilee Rodgerson, 432-4406  
Office Manager ..... Eileen Gavel, 432-4429  
Receptionist ..... Amanda McFadzen, 432-4460  
Director of Kingswood Extended ..... Erik Ireland, 432-4459  
Director of Library Services ..... Virnna Sabine, 432-4417  
Library Assistant ..... Amanda McFadzen, 432-4427  
Campus Pastors ..... Rod & Joy Guptill, 434-4468  
Pulse Program Director ..... Joshua Smith, 432-4465  
Sound Technician ..... Scott Trafton, 433-0554

## **Faculty**

Biblical Studies, Old Testament ..... Clinton Branscombe, 432-4466  
Biblical Studies, Theology ..... Kenneth Gavel, 432-4461  
Christian Counselling ..... Allen Lee, 432-4419  
Evangelism & Compassion Ministry ..... Michael MacNeil, 432-4467  
General Education ..... David Trouten, 432-4473  
Intercultural Studies ..... Matthew Friedman, 432-4462  
Pastoral Ministry & Church Planting ..... Stephen Elliott, 432-4464

## **Campus Life**

Vice President for Campus Life ..... Kirk G. Sabine, 432-4408  
Administrative Assistant ..... Judy Kearley, 432-4428  
Men's Resident Director ..... Aaron Doucette, 432-4448  
Women's Resident Director ..... Lyndsay Pearson, 433-6271

## **Finance & Operations**

Vice President for Finance & Operations ..... Ivan R. Graham, 432-4403  
Financial Officer ..... Rob McMillan, 432-4413  
Finance Cashier/Receptionist ..... Jo-ette Branscombe, 432-4400  
Director of Information Services ..... Dean Landry, 432-4492  
Director of Plant Operations ..... position vacant, 434-1318  
Maintenance Facilitator ..... David Walker, 435-0207  
Director of Food Services ..... Greg Mann, 432-4478  
Assistant Cook ..... Lynn Floyd, 432-4478  
Assistant Cook ..... Bonnie Hatheway, 432-4478  
Housekeeper ..... Dianne Hornbrook, 432-4478

## **Enrolment & Marketing**

Vice President for Enrolment & Marketing ..... Andrea Gunter, 432-4402  
Director of Admissions ..... Angela Flewelling, 432-4422  
Enrolment Counsellor ..... Zachary Painter, 432-4412  
Enrolment Counsellor ..... Lindsey Budovitch, 432-4424  
Director of Financial Aid ..... Shelley Vail, 432-4423  
Director of Marketing ..... Jason Donelle, 432-4458

## **Donor Engagement**

Vice President for Donor Engagement ..... Allen Price, 432-4404  
Administrative Assistant ..... Debbie Benson, 432-4411  
Director of Alumni Relations ..... Rod Guptill, 432-4414  
CEO, Buckingham Leadership Institute ..... L. D. Buckingham, 227-6886

# **BOARD OF TRUSTEES**

## **Executive Committee**

Rev. Peter Moore, Chair .....	Moncton, NB
Rev. Maurice Diggs, Vice-Chair .....	LaPlata, MD
Mr. Robert C. Strum, Secretary .....	Wilmington, DE
Dr. Stephen J. Lennox, University President .....	Sussex, NB

## **Members at Large**

Rev. Pete Benson .....	Mount Juliet, TN
Rev. Dean Brown .....	Queensbury, NY
Rev. Richard Cox .....	Altoona, PA
Rev. Maurice Diggs .....	La Plata, MD
Dr. Anita Eastlack .....	Allentown, PA
Dr. Philip S. E. Farrell .....	Toronto, ON
Mrs. Barbara Farrow .....	Buffalo, NY
Dr. Wafaa Hanna .....	Shelby Township, MI
Rev. Kevin Johnson .....	Truro, NS
Mrs. Shauna Lage .....	Sioux Falls, SD
Dr. Valerie Lewis .....	Halifax, NS
Dr. Keith Loy .....	Sioux Falls, SD
Rev. Dwight Mikesell .....	Bethlehem, PA
Rev. Paul Piraino .....	Painted Post, NY
Dr. Peter Rigby .....	Kingston, ON
Rev. Patrick Styers .....	Wesley Chapel, FL
Rev. Mick Veach .....	Detroit, MI
Rev. Damian Williams .....	New Wilmington, PA
Dr. H. C. Wilson .....	Moncton, NB
Rev. Harry F. Wood .....	Orefield, PA

## **Trustees Emeriti**

Dr. Laurel D. Buckingham .....	Moncton, NB
Dr. Wayne E. Caldwell .....	Indianapolis, IN

## **Advisory Members – The Wesleyan Church**

Rev. Russell Gunsalus, Division of Education & Clergy Development .....	Indianapolis, IN
Dr. Wayne Schmidt, General Superintendent .....	Indianapolis, IN

---

Direct correspondence to the appropriate department at:

**Kingswood University**  
 26 Western Street, PO Box 5125, Sussex, New Brunswick, Canada E4E 5L2  
 Telephone: 506-432-4400  
 Toll Free: 888-432-4444  
 Fax: 506-432-4425  
 Web: [www.kingswood.edu](http://www.kingswood.edu)

## **E-mail Addresses:**

Office of the President .....	<a href="mailto:president@kingswood.edu">president@kingswood.edu</a>
Academic Affairs .....	<a href="mailto:academic@kingswood.edu">academic@kingswood.edu</a>
Enrolment Office .....	<a href="mailto:enrolment@kingswood.edu">enrolment@kingswood.edu</a>
Finance Office .....	<a href="mailto:finance@kingswood.edu">finance@kingswood.edu</a>
Donor Engagement Office .....	<a href="mailto:donorengagement@kingswood.edu">donorengagement@kingswood.edu</a>
Campus Life .....	<a href="mailto:campuslife@kingswood.edu">campuslife@kingswood.edu</a>

## **A WORD FROM THE PRESIDENT**



**Kingswood University exists to serve Jesus Christ by strengthening the local and global church through forming Christ-like servant leaders in a community that creatively blends academic excellence and practical ministry experience with intentional spiritual formation.**

This is the mission Kingswood University has been seeking to accomplish for over 70 years, preparing men and women to serve Christ by strengthening His church. At Kingswood, students discover the truths of God's world and Word. The Bible is the heart of our curriculum. It isn't the only textbook we use, but it is the standard against which we measure everything else.

From the very first month, students dive into a wide variety of ministries. Most programs culminate in a four-month Supervised Ministry Experience in a church, school, or cross-cultural context. An experience like this is the gold standard in ministerial preparation.

Most important, Kingswood students experience the transforming power of God's Spirit throughout campus life. Chapel services are rich times of worship and learning. In the classroom, professors seek to impart not only information, but wisdom. Residence life and athletics offer a wealth of opportunities for students to grow into the leaders God has called them to be.

Our students love learning amid the beauty of this area, minutes away from some of North America's most wondrous sites, like the Bay of Fundy. They also relish the opportunity to take the gospel to our own community and those metropolitan areas a short drive away.

The proof of Kingswood's effectiveness can be seen in our alumni, now serving God in 25 countries, 10 provinces, 41 states, and over 20 denominations. Across North America and around the world, Kingswood graduates are known as well-prepared servants of Christ and His Church.

Whether you are seeking to prepare yourself for vocational ministry, to be more effective in ministry as a layperson, or to discover what God might have in store next, Kingswood is an excellent choice. Why not come for a visit? You'll quickly discover the "Kingswood difference"!

To those who have already made the decision to become part of the Kingswood experience. Welcome to the family.

For the King and Kingswood,

Stephen J. Lennox, Ph.D.  
President, Kingswood University

## **MISSION & CORE VALUES**

Kingswood University exists to serve Jesus Christ by strengthening the local and global church through forming Christ-like servant leaders in a community that creatively blends academic excellence and practical ministry experience with intentional spiritual formation.

We are committed to ...

- upholding the authority and inspiration of the Bible;
- proclaiming the whole Gospel; for the whole person throughout the whole world;
- encouraging each person to become a fully devoted follower of Jesus Christ;
- providing a theological context that respects and serves the broader church;
- operating from a Wesleyan/Arminian theological perspective;
- supporting the doctrine and lifestyle expectations of The Wesleyan Church.



## **GENERAL INFORMATION**

### **Doctrinal Statement**

Owned 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 every person 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, 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 enrich the knowledge, skills and Christ-like disposition of pastors, missionaries, children's and youth pastors, church planters, worship leaders, teachers for Christian schools, general Christian service workers, and committed laity who will strengthen the local and global church. This is to be achieved by pointing students to:

- an appreciation for their role in the church universal (through space and time);
- an understanding of what it means to be a well-rounded wholesome Christian personality,

physically, mentally, emotionally, socially, and spiritually;

- an appreciation for the way academic excellence and practical ministry experience are inseparably intertwined with intentional spiritual formation.

### **General Objectives**

Kingswood graduates will:

- demonstrate a greater knowledge of the Bible, the Christian faith, themselves, others, and the world around them;
- express a deeper appreciation of
  - the church;
  - a biblical sense of values;
  - God's plan for their lives;
  - their spiritual, social, and national heritage;
  - their privileges and responsibilities in contemporary life;
- apply research skills, critical thinking for independent study, the integration of all knowledge and experiences into a Christian worldview, and the effective communication of truth;
- model an ongoing 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 has been accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE) to grant certificates and degrees at the Associate, Bachelor, and Master's level since 1987. Accreditation was reaffirmed in 2019. ABHE is the major North American accrediting agency for biblical higher education and 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 vocational 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 Community of Sussex**

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, 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 Boston, Massachusetts.

### **Campus Resources**

The campus is situated on fifty-seven acres of land overlooking the town of Sussex.

The Saunders Irving Chapel is the focal point of the upper campus. In addition to the chapel, the building houses Wesley Hall meeting facilities and the Worship Arts Department. The Enrolment, Communications, and Academic Departments are housed on the upper campus with faculty offices in close proximity.

The upper campus is also the site of four student residences, Stairs Hall containing the dining hall and classrooms, and the Mitchell Student Centre, which includes recreation facilities, the Blazer Café, lounge, and Campus Life office. The Benson Athletic Complex is easily accessed from the upper campus.

The lower part of the campus is located along Main and Western Streets. Nicholson Hall contains the Earle & Marion Trouten Library and the Student Success Centre. The Burbury Administration Centre accommodates administrative offices, including the Finance and Donor Engagement offices. Both these buildings also house classrooms.

The PotashCorp Civic Centre is adjacent to the lower campus.

### **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.

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 may 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.gc.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



Key to the map is on the next page

1. Burbury Administration Centre  
*26 Western Street*  
- President's Office  
- Finance & Donor Engagement Offices  
- Classroom
2. Nicholson Hall  
*Corner of Main & Western Streets*  
- Earle & Marion Trouten Library  
- Student Success Centre  
- Classroom
3. Edgett Hall (Faculty offices)  
*55 Summit Avenue*
4. Academic Affairs Office  
*63 Summit Avenue*
5. Saunders Irving Chapel  
*20 Wesley Drive*  
  
Wesley Hall  
*Lower level of Chapel, rear parking*  
- Worship Arts Department  
- Classroom
6. Stairs Hall  
*80 Summit Avenue*  
- Classrooms & Dining Hall
7. Mitchell Student Centre  
*78 Summit Avenue*  
- Campus Life offices  
- Solid Grounds Café
8. Bridgeo House – Welcome Centre  
*89 Summit Avenue*  
- Enrolment offices  
- Communications & Marketing offices
9. Town House Apartments  
*64, 66, 68 Wesley Drive*
10. Tom Phillippe House (Split Male/Female Residence)  
*35 Wesley Drive*
11. Ingersoll House (Male Residence)  
*76 Summit Avenue*
12. Joan Phillippe House (Female Residence)  
*83 Summit Avenue*
13. Potash Corp Civic Centre  
*240 Main Street*
14. Volleyball Court
15. Basketball Court
16. Tetherball
17. Benson Athletic Complex  
Clubhouse  
*74 Blazer Way*  
- Athletic Fields  
- Pond
18. President's Residence  
*98 Summit Avenue*
19. Residence  
*44 Wesley Drive*
20. Vice President for Campus Life Residence  
*66 Summit Avenue*
21. Residence  
*60 Summit Avenue*
22. Residence  
*54 Summit Avenue*
23. Residence  
*70 Summit Avenue*

# UNDERGRADUATE CATALOGUE



# **ACADEMIC CALENDAR**

## **Fall Semester 2019**

Registration & Orientation .....	September 1-2
Classes begin .....	September 3
Last day to enrol or add a course .....	September 9
Spiritual Emphasis Services .....	September 17-18
Canadian Thanksgiving break – no classes .....	October 14-16
Board of Trustees meeting .....	October 18
Encounter Weekend .....	November 1-2
Last day to withdraw without academic penalty .....	November 11
Pre-registration for spring 2019 .....	November 11-15
American Thanksgiving break – no classes .....	November 27-29
Last day of classes .....	December 12

## **Spring Semester 2020**

Registration & Orientation .....	January 13
Financial Registration .....	January 13
Classes begin .....	January 14
Last day to enrol or add a course .....	January 20
Holiness Emphasis Services .....	January 28-29
Family Day (provincial holiday) – no classes .....	February 17
Monday class day .....	February 19
March break – no classes .....	March 2-9
Monday class day .....	March 10
Missions Emphasis Services .....	March 17-18
Last day to withdraw without academic penalty .....	March 23
Pre-registration for fall 2020 .....	March 23-27
Easter break – no classes .....	April 10-13
Last day of classes .....	April 28
Seminar courses .....	April 30 - May 5
Baccalaureate Service & Graduation Reception .....	May 1
Commencement .....	May 2

# **ENROLMENT INFORMATION (UNDERGRADUATE)**

## **ADMISSION POLICIES**

### **General Requirements**

The prospective student is assessed according to academic background, moral behaviour and character, personal Christian testimony, and ministry graces. In the consideration process, the applicant's complete academic record, recommendations, plans, 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 based on 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.

### **Ministry Graces**

The mission of Kingswood University, as a single-focus institution, requires that an applicant possess natural skills and temperaments appropriate for ministry. In some cases, an applicant may be asked to complete additional testing to help in this evaluation.

## **ADMISSION PROCEDURES**

Applications and information may be obtained online or 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.**

- Application for Admission - Applications may be made online through the University website: [www.kingswood.edu](http://www.kingswood.edu) or submitted to the Enrolment Office: Kingswood University, 26 Western Street, PO Box 5125, Sussex, New Brunswick, Canada, E4E 5L2. A non-refundable \$40 application fee must be enclosed. All questions on the application form are to be answered or marked N/A if not applicable.
- School Records - All secondary and post-secondary transcripts, where applicable, are required to assess a candidate for admission. All transcripts are to be sent 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.
- Reference Form - All applicants must have the Pastoral reference form completed according to the instructions on the form. This form must be received to make an evaluation.

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

- Health Records - A completed Student Health Data Form must be submitted. U.S. and other international students are required to purchase

medical insurance provided through the University.

- 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.
- 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: [www.kingswood.edu/campus-life/student-handbook](http://www.kingswood.edu/campus-life/student-handbook) and the Financial Information section of this Catalogue for details. To be eligible for entrance scholarships, the deposit must be received by May 1, 2020. Further information regarding entrance scholarships is online at: <https://www.kingswood.edu/enrolment/financial-aid/scholarships/>.

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:

- evidence of being 21 years of age before registration;
- evidence of at least two years of responsible activity since attendance at school;
- evidence that they can profit from university level study;

- successful completion of a General Education Development test (GED) or its equivalent.

### **Early Enrolment**

High school students in grade 12 may enrol for up to six hours of university level courses per semester. These may be a combination of in-class and Kingswood Extended courses. 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 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 a recognized 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 through Kingswood to earn a Kingswood degree, even though they may have more than the required number of hours for graduation. This 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.

See page 35 for the details about transferring credit and page 22 for information about the President's Scholarship program requirements for transfer students.

### **Kingswood Extended**

A part-time applicant wishing to take for-credit courses only through Kingswood Extended may do so by submitting an application form. No transcripts or references are necessary for Kingswood Extended courses not requiring prerequisites.

Transcripts will be made available upon request after the course is completed and paid in full.

### **Re-enrolment**

A student who has withdrawn from the University for any reason must apply for re-enrolment through the Enrolment Office. If it has been two years or less since the student was last enrolled at the University, it may not be necessary to complete the entire admission process. The student should complete a new application form indicating on the form that they are applying for re-enrolment. Students who re-enrol 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-enrolment.

### **Re-enrolment following Dismissal**

Students who were dismissed from Kingswood will need to provide the following items in addition to completing an application form:

- an updated pastoral reference;
- a letter of intent indicating progress made since dismissal;
- transcripts of courses completed since the last attendance at Kingswood, if applicable.

Applications for re-enrolment following dismissal will be accepted up two weeks prior to the first day of classes in the semester.

Students who were dismissed for academic reasons will return on academic probation.

### **International Students**

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

- a valid passport;
- evidence of acceptance from the University;
- 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 \$150 (Canadian funds, payable by cash, certified cheque, MasterCard, or Visa) for the student visa.

Applicants from countries other than the U.S. must obtain their Canadian Student Visa prior to traveling to Canada. They 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 provide a score report for a test demonstrating their proficiency in the English language, in addition to the forms and information listed above, before an admission decision can be reached.

Kingswood University will accept scores from either the "Test of English as a Foreign Language" (TOEFL) or the "International English Language Testing System" (IELTS). The minimum acceptable scores for admission to Kingswood University are as follows:

- TOEFL Internet-based test - 80
- IELTS - 6.5

## **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 2019-2020**

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 .....	\$5,600	per semester
Less than 12 credit hours per semester .....	\$370	per credit hour
More than 16 credit hours per semester .....	\$350	per credit hour
Audit Fee, for part-time students .....	\$100	per credit hour
Early Enrolment .....	\$100	per credit hour
Tuition/Audit – Senior Citizens (60 and over) .....	½ tuition	
Tuition Deposit (off-campus students only) .....	\$100	
Music Lesson fee (45-minute lesson) .....	\$560	
Music Lesson fee (30-minute lesson) .....	\$375	

##### **Room:**

Double Occupancy – Standard .....	\$1,400	per semester
Double Occupancy – Premium .....	\$1,650	per semester
Double Occupancy – Town House – unmarried .....	\$1,800	per semester
Single Occupancy Fee (where available) .....	housing + \$480	per semester
Town House - married – 2 bedrooms - unfurnished .....	\$3,950	per semester
Town House - married – 2 bedrooms - furnished .....	\$4,450	per semester
Town House - married – 3 bedrooms - unfurnished .....	\$4,475	per semester
Town House - married – 3 bedrooms - furnished .....	\$4,975	per semester
Town House Satellite TV .....	\$125	per semester
Town House Phone .....	\$125	per semester
Room Deposit Fee .....	\$100	
Town House – Family Housing Deposit.....	\$400	

##### **Meal Plans:**

21 Meals per week .....	\$2,160	per semester
14 Meals per week .....	\$2,060	per semester
Town House Meal Plan (120 meals per semester) .....	\$1,200	per semester
Off-Campus Noon Meal Plan .....	\$590	per semester

Campus Life Fee .....	\$220	per semester
Spiritual Life Fee .....	\$125	per semester
Resource Fee (1st semester only) .....	\$500	
Payment Plan Fee .....	\$100	per semester
Late Payment Fee .....	\$100	
International Student Medical Insurance .....	\$550	per year
Praxis Ministry Fee (Evangelism & Compassion Ministry programs) .....	\$455	per semester
Graduation Fee .....	\$160	



## SAMPLE OF BASIC FEES FOR 2019-2020

	PER SEMESTER	ANNUAL
Tuition	\$ 5,600.00	\$ 11,200.00
Room (Standard Housing)	\$ 1,400.00	\$ 2,800.00
21 meal plan	\$ 2,160.00	\$ 4,320.00
Campus Life Fee	\$ 220.00	\$ 440.00
Spiritual Life Fee	\$ 125.00	\$ 250.00
<b>Total</b>	<b>\$ 9,505.00</b>	<b>\$ 19,010.00</b>

*Note the addition of the \$500 Resource Fee in a student's first semester*

## DEFINITION OF FINANCIAL CHARGES

### **Tuition**

Tuition for students who enrol in 12 to 16 credit hours per semester will be charged a flat rate of \$5,600. Students enrolling in more than 16 credit hours in a semester will pay an additional \$350 per credit hour for every hour over 16 hours. Part-time students, taking less than 12 credit hours per semester, pay \$370 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 may 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. Spouses of full-time students may audit courses free of charge.

### **Early Enrolment**

Students currently in grades 11 (junior) and 12 (senior) who take courses through the Early Enrolment program 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 the student's 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 30 or 45 minutes of private instruction per week. In addition to the lesson fee, one credit hour or audit hour will be added to the number of credit hours charged.

### **Room Fee**

This fee is the charge for a dual occupancy residence room. The residences are closed for Christmas and March breaks and reopen the day before classes resume. The first meal is 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 Fee**

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

### **Room Fee/Damage Deposit**

All resident students must submit a \$100 room reservation fee/damage deposit to ensure a room assignment in the resident hall. Students submitting

fees after August 1 will be assigned rooms subject to availability.

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 next 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 for the next fall semester.

### **Town House Family Housing**

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

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, a \$400 housing deposit must be submitted to secure that apartment. This deposit is refundable upon vacating the apartment without damages or other outstanding fees payable to the University. Outstanding fees and/or the costs for repairs will be deducted from the refund amount.

### **Meal Plans**

All resident students, except for town house residents, must purchase the 14 or 21 meal plan. If the town house is used for single student accommodations, students must purchase 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.

Students with food-related medical concerns should contact the Vice President for Campus Life.

### **Campus Life Fee**

This fee is paid by all full-time students except those completing their Supervised Ministry Experience or Student Teaching. The fee is 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 completing their Supervised Ministry Experience or Student Teaching. 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.

### **Resource Fee**

All students pay this one-time fee in their first semester as a full-time student. It covers the cost for an online biblical resource licence. This electronic tool and resource for Bible study is used in many Bible and theology classes. Transfer students with extensive credits in Bible and Theology may not be required to purchase this resource; determination will be made on an individual basis.

### **Payment Plan Fee**

If students do not pay their student account in full on registration day, they will be required to establish a payment plan and will be charged an additional fee of \$100.

### **Late Payment Fee**

A late payment fee of \$100 will be charged when a student fails to make a required payment.

### **International Student Medical Insurance**

Upon enrolment, all international students (including U.S.) 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 covers the cost of many of the practical ministry experiences associated with the two-year and four-year Evangelism and Compassion Ministry programs. The fee is attached to each of the following courses, usually taken in a student's first three semesters in the program:

- Regional Praxis I (PX 115)
- Regional Praxis II (PX 117)
- Urban Praxis (PX 250)

### 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 & FEES

### Payment Terms – Full-time Students

Charges for each semester, less any applicable financial aid, are due and payable on Registration Day. Students who will be unable to pay their bill in full must establish a Payment Plan with the Director of Financial Aid prior to Registration Day. A \$100 Payment Plan Fee will be charged to all students who do not pay their bill in full on Registration Day.

For a plan to be approved it must indicate the desired payment plan option and include one or more of the following:

- proof of funds through student loan documents;
- postdated cheques for the required payments, or;
- credit card information where the payments are to be charged (Visa or MasterCard accepted).

The following payment plan options exist:

- Two installments, requiring payment of half the amount owing on Registration Day and the remaining half on the 15<sup>th</sup> of the following month (October 15<sup>th</sup> or February 15<sup>th</sup>).
- Three installments, requiring payment of one-third of the amount owing on Registration Day and one-third on the first day of the following

two months (October 1<sup>st</sup> and November 1<sup>st</sup> or February 1<sup>st</sup> and March 1<sup>st</sup>).

A Late Payment Fee will be charged when a student fails to make a required payment. Failure to make a required payment within five business days of the payment due date may result in the student being excluded from attending class and participating in University sponsored trips. This includes Praxis and other ministry trips, ministry team events, departmental enrichment trips, etc. Failure to fulfill Payment Plan obligations in a timely manner may result in the denial of payment plan privileges in subsequent semesters.

### Payment Terms – Non-Traditional Programs

Full payment for intensive courses and those taken through Kingswood Extended 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, either by dismissal or withdrawal, he or she may receive a refund. The amount of the refund is determined as outlined below.

### Full-time Students

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

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

### **Practicum Credits**

No refund is given for Practicum credits after the Practicum Contract has been signed.

### **Applied Music Lessons**

Lessons are billed for the entire semester unless they are dropped during the first ten days of classes in the semester. There is no refund for music lesson fees after the first ten days of classes. Students are eligible for a full refund of music lesson fees if they have had only one lesson.

### **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.

### **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.

### **Resource Fee**

The one-time Resource Fee is non-refundable.

### **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:

- All scholarships including Annual Scholarships, Campus Challenge/Wesleyan Bible Bowl Scholarships, Entrance Scholarships, International Wesleyan Ministerial Scholarship, and Presidential Scholarships (Distinction, Excellence, and Merit), are completely withdrawn from the student's account.
- All grants including Kingswood University Grant, Campus Visit Grant, Florida District 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.
- 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.

### **Intensive Courses**

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

### **Kingswood Extended**

This policy applies to for-credit courses taught through Kingswood Extended. 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 charged 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.

## **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.

A Church Matching Grant is available to full-time students when a local church, district, or denomination contributes to a student's account.

Details:

- The University will match the contribution up to \$500 per year.
- Funds contributed must not be from the parents of the student receiving the benefit.
- Payments or stipends for any services rendered by the student are not eligible for a matching grant.
- After their initial year, recipients must maintain a cumulative grade point average of 2.0 to be eligible.
- 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**

(cost of ½ 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 mission's organization stating the status of the applicant's parents must accompany the application.

Details:

- This grant is renewable, providing students maintain a cumulative GPA of 2.5 and fully participate in the program.

- The value of this grant is the equivalent of half of the cost of block tuition.
- Recipients must express a call into ministry along with appropriate gifts and graces.
- Recipients must enrol in a degree program at Kingswood University.
- Recipients must be full-time, resident students who are considered exemplary spiritual leaders.

### **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 in undergraduate programs. 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.

### **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. The Sussex area is considered to be the area from which students would normally attend Sussex Regional High School. A long-term resident is one who has lived in the Sussex area for at least ten years.

Students must be full-time and enrolled in a degree program. To maintain their grant, students must maintain a cumulative GPA of 2.5 or higher; the GPA 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.

Details:

- This grant is available to full-time students who are official members in good standing of a Wesleyan Church in North America.
- Recipients must be recommended by a Wesleyan pastor from their local church.
- 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, provided by The Wesleyan Church, is available to junior and senior Wesleyan students who are pursuing ordination in The Wesleyan Church. Students must maintain a grade point average of at least 2.0. This loan is interest-free while the student is enrolled. Those who serve in qualifying appointments in The Wesleyan Church are eligible to have a portion of the loan and its interest cancelled after each year served.

## **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 (one of):	Average 90%
	GPA 3.90
	SAT 1200
	ACT 25
Award:	\$4,000 per year
Minimum cumulative GPA for renewal:	3.90
4 Year Total:	\$16,000

#### **President's Scholarship of Excellence**

Requirement (one of):	Average 80-89%
	GPA 3.70-3.89
	SAT 1100-1190
	ACT 22-24
Award:	\$2,000 per year
Minimum cumulative GPA for renewal:	3.70
4 Year Total:	\$8,000

#### **President's Scholarship of Merit**

Requirement (one of):	Average 75-79%
	GPA 3.30-3.69
	SAT 1000-1090
	ACT 19-21
Award:	\$1,000 per year
Minimum cumulative GPA for renewal:	3.50
4 Year Total:	\$4,000

Details:

- Scholarships will be awarded to Canadian and American students based on the average of the six college preparatory courses required for admission (see page 13).
- Scholarships will be awarded to home-schooled students based on their SAT or ACT score.
- Scholarships will be awarded to international students based on their SAT or ACT score.
- 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.
- 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.
- 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 aids 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.

Details:

- Recommendation through personal acquaintance by District, General, or Field Superintendent, and missionary.
- An exemplary student and spiritual leader.
- A member of The Wesleyan Church or an alumnus of Caribbean Wesleyan College.
- A full-time, resident student accepted into a degree program at the university.
- A letter of intent expressing commitment to return to the home country for ministerial service in The Wesleyan Church.
- A working knowledge of the English language. See page 15 for required TOEFL or IELTS scores for applicants for whom English is not their first language.

### **Annual Scholarships for Returning Students**

(Up to \$6,000)

Over \$75,000 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 apply for them, 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.

Details:

- up to \$1,000 per semester or one-eighth of the total value of certificate(s), whichever is greater;
- combined total of WCC/WBB awards plus institutional financial aid cannot exceed the total costs of tuition during any semester;

- award amount is in Canadian dollars;
- recipients must be full-time students.

### **Renewable Entrance Scholarships**

(Up to \$3,000)

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. After their initial year, recipients must maintain a 2.0 cumulative grade point average to remain eligible for these scholarships. Apply for these scholarships using the Financial Aid Application form at [www.kingswood.edu/enrolment/financial-aid/forms/financial-aid-application/](http://www.kingswood.edu/enrolment/financial-aid/forms/financial-aid-application/).

## **EMPLOYMENT**

### **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 April 30. Apply online at [www.kingswood.edu/enrolment/financial-aid/campus-employment/on-campus-employment-form/](http://www.kingswood.edu/enrolment/financial-aid/campus-employment/on-campus-employment-form/).

### **International Student Employment**

Full-time international students (including U.S.) are eligible to work off campus without a work permit. Students must be registered and enrolled as full-time students and must get a Social Insurance Number from Service Canada. Students may work off campus for up to 20 hours per week during regular academic sessions and may work full-time during regularly scheduled breaks.

### **International Spousal Employment**

Spouses of full-time international students (including U.S.) 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.

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 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:** <https://studentaidalberta.ca>

**British Columbia:** <https://studentaidbc.ca/>

**Manitoba:** [www.gov.mb.ca](http://www.gov.mb.ca)

**New Brunswick:** [www.studentaid.gnb.ca](http://www.studentaid.gnb.ca)

**Newfoundland:**

<https://www.aes.gov.nl.ca/studentaid>

**Nova Scotia:** [www.studentloans.ednet.ns.ca](http://www.studentloans.ednet.ns.ca)

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

**Prince Edward Island:** [www.studentloan.pe.ca](http://www.studentloan.pe.ca)

**Quebec:** [www.afe.gouv.qc.ca](http://www.afe.gouv.qc.ca)

**Saskatchewan:**

[www.saskatchewan.ca/residents/education-and-learning/student-loans](http://www.saskatchewan.ca/residents/education-and-learning/student-loans)

### Canada Student Loans Program:

<https://www.canada.ca/en/services/benefits/education/student-aid.html>

### 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

## U.S. FEDERAL AID

American citizens and permanent residents studying full-time can apply for subsidized and unsubsidized Direct Loans, Parent Plus Loans and/or Private Loans. A student may be eligible to borrow the maximum annual loan limit amount for each year of study. These limits are effective for periods of enrolment during the Federal Student Aid fiscal year which begins on July 1st and ends on June 30th. Students are expected to have their paperwork completed and submitted to Kingswood University Financial Aid Office by July 15th.

### Applying for a Direct Loan

Create a user ID at [www.studentloans.gov](http://www.studentloans.gov).

Complete the FAFSA application online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students, parents, and borrowers are required to use an FSA ID, made up of a username and password, to access certain U.S. Department of Education websites. Your FSA ID is used to confirm your identity when accessing your financial aid information and electronically signing your federal student aid documents.

Complete a Loan Agreement/Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov). You will need your FSA ID to complete this step.

Email the request letter to Kingswood University. Download the form indicating how much you would like to borrow, up to the maximum of your academic level (for example, first-year students are permitted to borrow up to \$3,500 + \$2,000). Email the completed form to [finaid@kingswood.edu](mailto:finaid@kingswood.edu).



For first time applicants at Kingswood: complete the Entrance Counselling (Direct Loan) at [www.studentloans.gov](http://www.studentloans.gov).

For a student's last year at Kingswood: complete the Exit Counselling at [www.studentloans.gov](http://www.studentloans.gov).

### Parent Plus Loan

Direct PLUS Loans are loans for parents of dependent undergraduate students. Direct PLUS Loans help pay for educational expenses up to the cost of attendance, minus all other financial assistance. Interest is charged during all periods.

To apply for a Parent Plus Loan you will need your own FSA ID. Apply at [www.studentloans.gov](http://www.studentloans.gov). Follow the directions for completing a Master Promissory Note. Parents will need their own FSA ID to log in.

Note: If the parent has received an adverse credit decision, the student can receive an additional unsubsidized loan. Contact the Director of Financial Aid at 1-506-432-4423.

Parents may still be eligible to receive a Direct PLUS Loan, by one of the following methods:

- obtain an endorser and complete PLUS Counselling at [www.studentloans.gov](http://www.studentloans.gov);
- request a review to determine extenuating circumstances at [www.studentloans.gov](http://www.studentloans.gov)

### Private Loans

Private loans are available to students with a co-signer. Contact Sallie Mae at [www.salliemae.com](http://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.

## U.S. SATISFACTORY ACADEMIC PROGRESS POLICY

The US Department of Education regulations stipulate that students must maintain certain academic standards in order to remain eligible for all types of US Direct Loans. The Satisfactory Academic Progress Policy (SAP) applies to all students applying for US Direct Loans under Title IV

of the US Higher Education Act. These types of loans include Direct Loans (Subsidized and Unsubsidized) and Direct Parent PLUS loans.

### Evaluation of Satisfactory Academic Progress

All students enrolled at Kingswood University have their Satisfactory Academic Progress (SAP) assessed by the Director of Financial Aid at the end of each semester to determine eligibility for continued Financial Aid.

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

- meets minimum grade point average requirements each semester.
- completes the program of study within the maximum allowable time frame.
- does not repeat any course more than twice.

### Minimum Requirements for Degree Students

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

- successfully completes 75% of attempted credit hours each academic year (quantitative assessment);
- achieves a minimum semester GPA as outlined in the chart below (qualitative assessment):

	1st & 2 <sup>nd</sup>	3 <sup>rd</sup> & subsequent
Minimum Hours Attempted	12	12
Quantitative: Credit Hours earned	9	9
Qualitative: Semester GPA	1.75	2.0

### Financial Aid Warning

Students who fail to achieve the required minimum standards of academic progress after one semester, will receive a **Financial Aid Warning** and will be notified in writing and by email.

Kingswood University will reinstate the student's eligibility for aid for one semester. If a student who has been given a Financial Aid Warning fails to meet the GPA or completion requirements to return to regular eligibility status in the next term of study, they will be placed on **Financial Aid Suspension**

and lose all US Federal Aid eligibility.

### **Financial Aid Appeals**

In certain circumstances, students whose U.S. Federal Aid eligibility has been removed may appeal if at least one of the following criteria is met:

- death of an immediate family member;
- extended illness of the student – illness that causes the student to be absent from class at least 15 days (medical documentation required);
- extended illness of a family member that places hardship on the student (medical documentation required);
- mitigating circumstances as determined by the Director of Financial Aid.

### **Appeal Process:**

To appeal the decision for eligibility:

1. Submit a written appeal letter to the Financial Aid Director within 14 days of receipt of the notification of ineligibility. 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 to decide to uphold ineligibility or to allow a reversal of the decision.
3. A written response to the appeal will be provided to the student.

### **Financial Aid Probation**

If a student's appeal is successful, the student will be placed on **Financial Aid Probation** and will be eligible to receive US Federal Aid for the following semester, after which time SAP requirements will be reviewed. If the student is successful in meeting the SAP requirements, the Financial Aid Probation will be removed.

If the student is denied US Direct Loans after an appeal but in subsequent years meets SAP requirements, it is the student's responsibility to notify the Director of Financial Aid Office that SAP requirements have been met. The Financial Aid will verify SAP requirements have been met prior to originating any US Direct Loans for the following semester.

### **Financial Aid Suspension**

If a student fails to meet the GPA or completion requirements to return to regular eligibility status in the next term of study, the student will be placed on **Financial Aid Suspension** and will lose all US Federal Aid eligibility.

### **Maximum Timeframe Eligibility**

Students who have taken more than 150% of the published length of degree completion time are not considered to have fulfilled SAP requirements and therefore become ineligible for US Direct Loans for that degree at Kingswood University.

### **Incompletes, Withdrawals, Repeated Courses**

For the purpose of US Direct Loans, the following definitions apply:

- Incomplete courses are considered in the credit hours attempted and are included in the cumulative GPA calculation upon completion of the course.
- Withdrawals without academic penalty are considered in the credit hours attempted but are not considered in the determination of the cumulative GPA
- Repeated course grades are included in the credit hours attempted and in the cumulative GPA as per Kingswood academic policy.

### **U.S. Title IV Refund Policy**

If a student withdraws or is expelled during the semester (payment period), U.S. 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.

#### **Post Withdrawal Disbursements**

In the case that a student has withdrawn, and the US Title IV funding has arrived after the withdrawal and the student is still eligible for some of the loan funding, the student will be notified that there is money available to the student or parent. The decision on if the funds will be accepted will be determined by the student or parent before the money is posted to the student's account. The student will be notified via email and will have 14 days to respond.

#### **Returning Excess Title IV Funding**

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

- the University's charges multiplied by the unearned percentage of the funds, or;
- the entire amount of excess funds.

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

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

- unsubsidized Direct Loans;
- subsidized Direct Loans;
- Parent Plus Loans.

Kingswood University will return all excess funds to the lender within 45 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:

- the date the student notifies the Registrar of his or her intent to withdraw;
- 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 in His image (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. This includes spiritual, moral, and character development. This can only be accomplished as each member of the community is committed to a diligent and conscientious daily walk with Jesus Christ.

Spiritual growth occurs best when we are intentional about it. At Kingswood, we are intentional in our approach to holistic spiritual formation by offering a variety of experiences to help facilitate the personal spiritual growth of students.

## **Spiritual Formation Experiences**

**Chapel Services** are conducted on Tuesdays and Fridays at 9:30 am. Chapel is a time for the campus family, students and staff, to meet to worship and give praise, participate in the preaching of God's Word, celebrate holy communion, join in corporate prayer, and thus be changed into the likeness of Christ by the power and presence of the Holy Spirit.

**Pulse** is a cocurricular program that facilitates holistic development through a Christian worldview. On Wednesday mornings we examine a variety of topics under the banners related to development of head, heart, hands, and habits. As part of Pulse, students are divided into Pulse Groups which are interactive and supportive through serving and learning alongside each other.

**Bands** allow students to experience spiritual formation in a small group. Bands of two to four students meet weekly for ongoing development and accountability.

**Discipleship Groups** provide an opportunity for Bible study, discipleship, and accountability under the guidance of a staff member, staff spouse, or other mature Christian. These optional groups meet weekly during the semester.

**Weekend Worship Attendance** at a local church of their choosing is expected of all Kingswood students and staff.

**Elevate** is a monthly creative Sunday evening worship service designed and led by students. Services are usually held at 7:00 p.m. in Wesley Hall.

**Student Chaplains** are present in each residence hall. They help provide spiritual leadership in the residences. Prayer chapels are available in each residence for personal and small group prayer, Bible study, and worship.

**Annual Spiritual Life Emphases** occur in September, January, and March. **Spiritual Emphasis** in September brings spiritual focus to the entire campus at the beginning of the fall semester, challenging each student and staff member to new levels of spiritual vitality, victory, and vision. The **Dunlop-Mullen Holiness Emphasis** in January proclaims the Biblical doctrine of holiness with conviction, anointing, and clarity that results in students and staff experiencing significant advancement in their transformation into the likeness of Christ. **Missions Emphasis** in March heightens campus awareness of what God is doing in our world, particularly outside of 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.

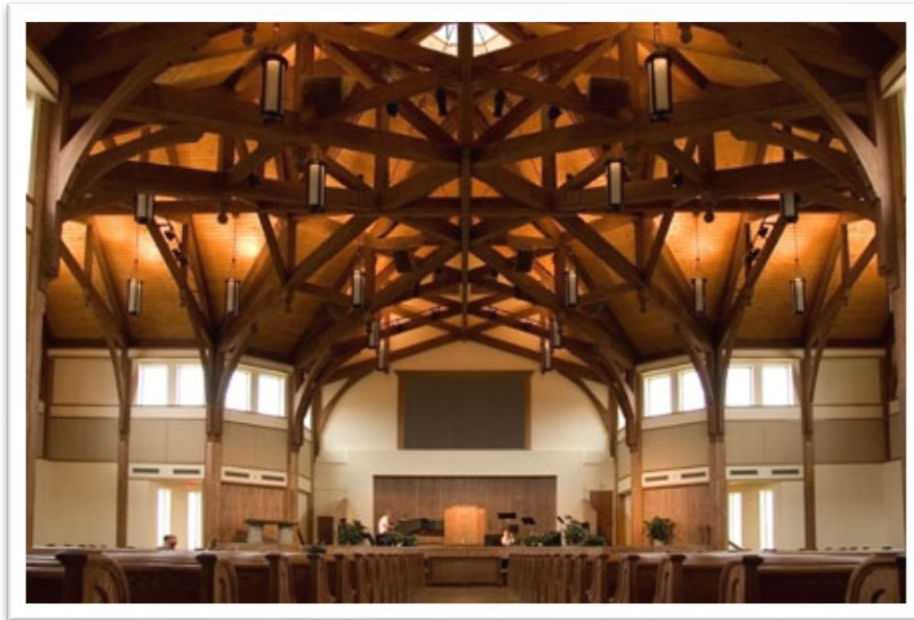
## **Requirements**

Weekly attendance is required at Chapel, Pulse, small group meetings, and Weekend Worship Services. Attendance is also required during the spiritual emphasis services. Attendance at other spiritual formation experiences is encouraged but not mandated.

Excused absences from any of the required components may be issued under the same provisions as for excused absences from classes; that is, for University sponsored activities (e.g. Kingswood sponsored ministry teams,

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 are granted by the Vice President for Academic Affairs within one week of the absence.

Attendance at and reporting of participation in these spiritual formation events is one of the graduation requirements (see page 29) and thus is required. Details about reporting participation can be found in the [Student Handbook](#).



# **CAMPUS LIFE**

For complete information about student life at Kingswood, please refer to the [Student Handbook](#).

## **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 Christlikeness, 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-centred 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 halls 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, senior class representatives, an off-campus representative, and the directors of the student organizations listed below.

### **Spiritual Life Association**

The purpose of the Spiritual Life Association is 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" (Philippians 4:9). The Spiritual Life Association assists in leading the annual spiritual and holiness emphasis services.

### **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 missions emphasis week.

### **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.

## **SEXUAL HARASSMENT POLICY**

Unwelcome sexual invitations, demands for sexual favors, repeated sexual innuendos, and taunting about a person's body, appearance or sexuality can constitute sexual harassment. The university is committed to creating and maintaining an

environment for students that is free of such objectionable and disrespectful conduct. Students should review Kingswood's Student Policy and Procedure on Sexual Harassment to help ensure self-awareness and protection. While a student may choose to discuss or report sexual harassment directly with law enforcement or any trusted Kingswood staff member, the Campus Pastor and the Professor of Counselling serve as University Sexual Harassment Advisors. These advisors provide information, advice, assistance and support on a confidential basis regarding this policy. Complaints of sexual harassment brought to the university's attention by a student will be treated as a serious matter and will be acted upon promptly and with due regard to the confidentiality of all those involved.

## **GRIEVANCE POLICY**

The fundamental criterion for initiating a grievance is that a student believes that a decision of a University authority or the action of a University member affecting some aspect of her/his University life has not been reasonable, just or fair. Every student in the University community has a right to institute and participate in proceedings under this grievance procedure without reprisal or threat of reprisal for so doing.

The grievance process is divided into the three stages which are described in the Student Handbook.



# **ACADEMIC INFORMATION**

## **ACADEMIC POLICIES**

### **Class Attendance**

The faculty and administration of the University believe many of the benefits acquired during University years cannot be measured adequately or accurately through assessments. Among these benefits 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 a course for any reason. 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. Most classes are 3 credit hour classes which meet in two sessions of 75 minutes per week. Missing more than two of these 75-minute classes will result in a 3% grade reduction for each additional class session missed. Students should check the syllabus for details about specific classes.

Excused absences from class or Spiritual Life events will be granted only for University sponsored activities (e.g. Kingswood sponsored ministry teams, 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. Students who live outside Sussex and commute to campus may also be granted excused absences in the event of adverse weather conditions. Absences will be granted by the Vice President for Academic Affairs within one week of the absence. Excused absences do not result in grade reduction but do contribute to the one-fourth rule.

On rare occasions, such as documented extended illness, serious illness or death in the student's immediate family, or in similar extenuating circumstances, a student may be given permission to use video technology to "attend" a class. Such

permission must be granted by the Vice President for Academic Affairs as well as the professor. Following permission, all arrangements must be made by the student and the details confirmed with the professor. A class session accessed in this manner may be counted as attendance at class.

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.

### **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.

### **Adding a Course**

Students may add a course only during the first five 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.

### **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 the time of course 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 to have the audited course recorded on their transcript.

### **Qualifying Semester**

The first semester for students who do not have the required academic background for admission to the University or who are accepted as mature students will be a qualifying semester. To promote academic success, during the semester, students will not be permitted to participate in student ministry teams, collegiate sports requiring travel, 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 enrolled in at least nine credit hours 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. Total Hours Successfully Completed includes hours transferred from other institutions.

Total hours successfully completed*	Minimum GPA
1 - 30 credit hours	1.75
31+ credit hours	2.00

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 student ministry teams, collegiate sports requiring travel, or hold student offices. Students on Academic Probation must have the permission of the Vice President for Academic Affairs to participate in other time-intensive campus-related activities or ministries.

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:

- their GPA in any fall or spring semester is 1.0 or below, or;
- 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 Office.

Upon timely receipt of all required materials and reports, a determination will be made about 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.

### **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 Excellent work. This grade represents originality, insight, and achievement.
- 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 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 Requirements), therefore, any such course receiving a D grade must be re-taken. For 100 and 200 level courses, a D grade 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

One credit is awarded for each class hour (50 minutes) scheduled per week for the thirteen weeks of a semester. Most courses are three credit hour courses which meet for 150 minutes per week, usually in two 75-minute sessions

To receive credit for a course, the student must attend 75% of the class sessions, fulfill the requirements of the course (papers, class assignments, examinations, etc.) to the professor's satisfaction and receive an acceptable passing grade in the course. Students should plan to spend two hours on out-of-class work for every hour spent in class.

### Grade Point Average (GPA)

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.

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%

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

### Contesting a Grade on an Assignment

A student may contest a grade for an assignment by discussing it with the professor within five 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:

- The student will submit to the professor, in writing, the reasons for contesting the grade within five days of receiving the grade.
- The professor will respond in writing to the student within five days.

- 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 within 21 days.
  - The request must include a copy of the student's statement to the professor and the professor's response.
  - 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 applicable Division Chair.

### Late Assignments

All assignments are due on the date indicated in the syllabus or verbally communicated by the professor. Students should check specific requirements for due dates in each syllabus.

The policy governing the acceptance of assignments handed in late is as follows:

- 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.
- No assigned work will be accepted after the last day of classes at the end of the semester unless a prearranged extension has been granted because of extenuating circumstances.
- Assignments submitted to faculty which are past due dates, when approval to do so has not been granted, will be penalized for each day the assignment is late, as follows:
  - 100 and 200 level courses – 10% per day
  - 300 and 400 level courses – 25% per day

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

### 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. Students may take regular classroom courses on campus and/or they may take courses through Kingswood Extended.

High school students in grade 11 and 12 who attend the annual World Concerns Day may earn university credit for their participation in the day-long conference and completion of follow-up assignments. World Concerns credit is not counted in the six hours of credit identified above.

High school students may also be able to earn university credit for participation in other University sponsored ministries from time to time. This credit is not counted in the six hours of credit identified above.

### Transferring from Other Institutions

All transcripts are assessed individually for transfer credit. Credit can usually be transferred seamlessly from:

- other recognized accredited educational institutions owned by The Wesleyan Church;
- other institutions accredited by Commission on Accreditation of the Association for Biblical Higher Education;
- institutions accredited by the Transnational Association of Christian Colleges and Schools;
- recognized Canadian educational institutions;
- regionally accredited American educational institutions.

Kingswood University only transfers those credits that can be applied directly toward the desired program of study at Kingswood. Grades for courses transferred must be at least C-, though the grade will not be recorded or calculated in the student's GPA.

Principles:

- Students transferring credits to Kingswood must take at least thirty hours through Kingswood to earn a Kingswood degree, even though they may have more than the required number of hours for graduation. This must be the final year of the program unless special arrangements have been made with the Vice President for Academic Affairs.
- Therefore, 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.
- Within a bachelor's degree, normally a maximum of twelve hours can be transferred towards a major program of study and nine hours towards a minor program of study.

#### Details:

- Most courses can be transferred from reputable Canadian schools or other accredited institutions (those which are recognized by the U.S. Department of Education) according to the above principles, especially from those which operate from a Wesleyan Arminian theological perspective.
- A maximum of 18 hours of Bible and Theology courses can be transferred from institutions which do not operate from a Wesleyan Arminian theological perspective; however, transfer credit will not be awarded for Christian Doctrine I and II or Doctrine of Holiness.
- Transfer of credit from non-accredited institutions is based on the nature of the institution and credentials of faculty who taught the courses to be transferred. Up to 60 hours of credit may be transferred. A maximum of 18 hours of Bible and Theology courses can be transferred; however, transfer credit will not be awarded for Christian Doctrine I and II or Doctrine of Holiness. Students requesting transfer credit from such institutions may be asked to provide syllabi for courses to be transferred.
- Through a formal articulation agreement with Elim Bible Institute and College, students who have completed Elim's one- and two-year program may transfer all credit from those programs towards a bachelor's degree at Kingswood University. Credit from one of Elim's Applied Ministry Certificates may also transfer.

Transfer credit is not awarded for Student Teaching or the Supervised Ministry Experience.

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.

### Graduation Requirements

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

- a life of high moral standing and a committed discipling relationship with the Lord and Saviour, evidenced by full engagement in local church worship, chapel, Pulse, discipleship groups and official campus spiritual formation events and quantified by a grade of at least B in each semester's Spiritual Formation Component;
- successful completion of all program requirements;
- a minimum of 30 credit hours, and the last 30 credit hours preceding the conferring of the degree, earned through Kingswood University, unless special arrangements have been made with the Vice President for Academic Affairs;
- a letter grade of "C-" or above attained in all 300 and 400 level courses;
- a minimum cumulative GPA of 2.0;
- full payment of all financial commitments to the University.

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 to qualify for graduation honours.

In recognition of academic achievement, graduates with superior GPAs will be designated as follows:

- |              |                        |
|--------------|------------------------|
| • 3.4 – 3.59 | <i>cum laude</i>       |
| • 3.6 – 3.79 | <i>magna cum laude</i> |
| • 3.8 – 4.0  | <i>summa cum laude</i> |

Recipients of the Valedictorian and Salutatorian awards are chosen by the faculty, primarily for high academic achievement.

Recipients of the Delta Epsilon Chi Honour Society award are chosen by the faculty based on 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 summer semester if the supervised ministry marks the conclusion of their academic work.

Students in associate degree programs who, at the time of graduation, are no more than one course (maximum three 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.

If 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 (see Graduation Requirements), there may be circumstances which would qualify a bachelor's degree student for an exemption to this policy. If a spouse has accepted employment at a distance greater than 125 kilometres from campus, students may apply for an exemption to Graduation Requirements. Students who wish to be considered should request a copy of the Policy on Degree Completion from the

Academic Affairs Office a minimum of eight weeks before leaving campus prior to the beginning of a Supervised Ministry Experience, Student Teaching, or proposed off-site degree completion.

### **Plagiarism & Other Academic Dishonesty**

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. Cheating on tests, exams, and other assignments is equally offensive. 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 and other academic dishonesty will not be tolerated at Kingswood University and normally will result in the following academic penalties:

- A first offence will result in failure of the assignment or test.
- 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 or academic dishonesty occurred.
- 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 helpful tools to assist the learning process; students are encouraged to use them. 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:

- Computers and any other electronic devices will be used in class only for notetaking, 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 browsing.

- 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.
- 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.

Faculty may have additional requirements about use of devices in the classroom. Check the syllabus for specifics.

## ACADEMIC PROCEDURES

### Academic Year

The University operates with two main semesters each year. The first semester concludes prior to Christmas and the second semester concludes in late April or early May. Courses may also be taken through a summer semester which runs from the beginning of May to the end of August.

### Intensive Courses (Seminars)

The University sometimes offers courses in a modular format. These are times of concentrated study which employ instructors from across the church who share their knowledge and experience with students. Students complete pre-course and post-course assignments.

### 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 mentor 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, first and second-year students meet with their assigned faculty advisor for the selecting of courses for the following semester. Third- and fourth-year students can complete their own course registration online.

### 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

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 Registrar. Any course may be cancelled 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.

### Kingswood Extended

Kingswood Extended offers non-credit and for-credit courses to meet the needs of several groups of students:

- students who are not be able to come to campus but who wish to participate in quality Christian higher education;
- upper division residential students to resolve class conflicts or other emergencies which may arise in the normal course of studies;
- students who wish to go beyond regular course requirements to research an area of interest.

Non-current students must apply for admission to the institution through the Enrolment Department before registering for credit courses through Kingswood Extended. Current students must consult with their advisor to take these courses.

Registering includes seeking the permission of the instructor, the advisor (where applicable), and the Registrar.

Once a student has registered for a Kingswood Extended course, a contract exists between the student, the professor, 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 these courses. Normal allowable time for completion is three months.

Students may take a maximum of two credit courses in any one semester, and, with permission, a maximum of half of an undergraduate degree through Kingswood Extended during their course of study at the University. Students completing their Supervised Ministry Experience or Student Teaching normally are not permitted to take a course through Kingswood Extended in that semester.

### **Physical, Mental, and Learning Disabilities**

Kingswood desires to support all students in fulfilling the unique call of God in their lives including their academic success. Applicants with disabilities conform to the same academic conditions of acceptance as other applicants. However, they are encouraged to submit additional information about their life circumstances so that these can be considered in the evaluation of their application.

Students who have a diagnosed 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. Kingswood seeks to work with the student and any medical and/or psychological professionals involved to develop an appropriate accommodation plan. The accommodation plan will outline the student's particular needs and required changes to the delivery of the academic content to the student. The Registrar will notify faculty of suggested accommodations based upon documentation students provide.

The University can provide some support for students who have documented learning disabilities. Examples of support include making accommodations for tests 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.

### **Student Success Centre**

The Student Success Centre, located in the Earle & Marion Trouten Library, exists to promote the academic success of all students. The Centre is supervised by the Director of Library Services and staffed by student volunteers. Assistance is available in areas such as organization, reading, writing, research, test preparation, and proof-reading.

### **Dean's List**

Full-time students who achieve a semester grade point average of 3.5 or above have earned the distinction of being on the Dean's List, published by the Vice President for Academic Affairs at the close of each semester. Dean's List is noted on the official transcript each semester it is earned.

### **Transferring to Other Institutions**

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

### **Articulation Agreements**

Kingswood University has entered into formal agreements with several institutions, allowing for smooth transfer from Kingswood to other institutions, for undergraduate or graduate study. Transfer of credit is always guided by the policies of the receiving institution.

Students can transfer credit between the five Wesleyan educational institutions. In addition to this general transfer of credit between Wesleyan institutions, the following transfer agreements are in place:

- Houghton College (Houghton, NY) – graduates of Kingswood's AA degrees will have satisfied the core requirements for Houghton College's bachelor's degrees (main campus);
- Indiana Wesleyan University (Marion, IN) – graduates of Kingswood's AA (General Education) will have satisfied the general

education requirements for IWU-Marion bachelor's degrees, except for the Intercultural Experience, a lab science and a fine arts credit;

- Oklahoma Wesleyan University (Bartlesville, OK) - graduates of Kingswood's AA (General Education) will have satisfied the general education requirements for Oklahoma Wesleyan's bachelor's degrees;
- Southern Wesleyan University (Central, SC) - graduates of Kingswood's AA (General Education) can transfer up to 53 hours of credit towards Southern Wesleyan's core curriculum.

Agreements also exist with other higher education institutions:

- Association for Biblical Higher Education (ABHE). Because of accreditation by ABHE, students can transfer credit to and from other ABHE schools across North America;
- Acadia Divinity College (Wolfville, NS) – Kingswood graduates may be awarded up to 24 hours of advanced standing with credit towards the M.Div. degree. Acadia has a standing policy which makes it possible for those who hold an undergraduate degree in theological education (such as Kingswood's bachelor's degrees) to complete an M.A. degree in as little as one year.
- Asbury Seminary (Wilmore, KY and Orlando, FL) – Kingswood graduates may be awarded up to 18 hours of advanced standing with credit.
- Cairn University (Philadelphia, PA) – graduates of Kingswood's B.A. (Christian School Education) may be awarded up to 6 hours of advanced standing in the M.S. (Education) degree.
- Crandall University (Moncton, NB) – Kingswood and Crandall have an agreement that credit can be transferred in both directions. Specifically, graduates of Kingswood's BA (Christian School Education) degree may complete the B.Ed. degree in three or four semesters and thus be eligible for teacher certification in New Brunswick.
- University of Maine (Presque Isle, ME) - graduates of Kingswood's BA (Christian School Education) degree may complete the Teacher Education program in three semesters and thus be eligible for teacher certification in Maine.
- Wesley Seminary at Indiana Wesleyan University (Marion, IN) – Kingswood graduates may be awarded up to 19 hours of advanced

standing with credit towards graduate degrees. Senior undergraduate students at Kingswood may also take courses from Wesley Seminary for dual enrolment in undergraduate and graduate degrees.

Denominational agreements:

- Pentecostal Assemblies of Canada (PAOC) – a three-way agreement between Kingswood University, the Pentecostal Assemblies of Canada (Maritime District), and Master's College and Seminary (Peterborough, ON), allows Kingswood to serve as an approved institution for ministerial preparation for the PAOC denomination.

### **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 through the University website. The cost is \$10.00 per transcript, payable before the transcript can be released. All financial obligations to the University must be met before grades and transcripts can be released.

### **Withdrawal from the University**

A student wishing to withdraw from the University must complete the necessary withdrawal form, available from the Academic Affairs Office.

### **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.



## **BACHELOR'S DEGREE PROGRAMS**

The University is committed to providing quality education for students preparing for a broad range of culturally relevant, results oriented and relationally based Christian ministries. 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 biblical and theological 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:

	<u>Credits</u>
<u>General Education</u>	
General Psychology	3
History Elective	3
Introduction to Philosophy	3
Introduction to Sociology or Cultural Anthropology	3
Literature of Western World	3
Oral Communication	3
Scientific Thought	3
Wellness	3
Writing & Research	3

<u>Bible &amp; Theology</u>	
Inductive Bible Study	3
Biblical Literature	6
Gospels	3
Acts & Romans	3
Pentateuch	3
Basic Christian Beliefs	3
Christian Doctrine	6
Doctrine of Holiness	1.5
Bible or Theology elective	3

<u>Ministry</u>	
Introduction to Ministry	3
Spiritual Formation	3
Personal Evangelism	3
Homiletics	3
Management in Ministry	3

<u>Practical Ministry</u>	
Practicum credits	3

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

## **BACHELOR OF ARTS (MINISTRY)**

The Bachelor of Arts (Ministry) program of study is designed to train students for multiple forms of Christian ministry. In addition to excellent classroom instruction, during their fourth year B.A. (Ministry) students complete a four-month 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 hands-on ministry experience within a local or international 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 practicum credits during their four-year degree program.

Students completing the B.A. (Ministry) degree will meet the academic requirements for licensing in The Wesleyan Church. Some major courses of study contain the academic requirements for ordination in The Wesleyan Church; students in other majors may elect to add the additional courses as electives. In most cases, students can still complete the degree in four years. All students enrolled in the B.A. (Ministry) degree are required to take a history and polity course that focuses on their home denomination.

Students from other denominations may be able to meet many of the academic requirements for ordination in their denomination.

### **Purposes of the B.A. (Ministry) program**

- to acquaint the student with vocational and non-vocational ministry and assist them in developing a philosophy of ministry;
- to provide a theoretical foundation for a life of intellectual and spiritual development;
- to provide specific course work and practical experience to enhance the student's ability to function as an effective leader in Christian ministry.

### **Objectives of the B.A. (Ministry) program**

Graduates will:

- demonstrate an understanding of the central doctrines of the Christian faith and articulate them clearly;
- show an ability to view contemporary society accurately from a biblical perspective;
- demonstrate a knowledge of our Christian heritage;
- effectively interpret, expound, and proclaim the Word of God through word and deed;
- embrace leadership responsibilities and serve competently in and through a variety of church and parachurch ministries in North America and around the world;
- demonstrate a maturing Christian walk through the practice of prayer and the exercise of faith as guided by the Word and manifested by 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 plans. While ministry is the primary major, students may elect to follow an additional specific ministry major below or they may complete the four-year B.A. (Ministry) degree without an additional designated major.

- Children and Family Ministry
- Christian Counselling
- Church Planting
- Evangelism and Social Justice (major only)
- Intercultural Studies
- Marketplace Ministry (major only)
- Pastoral Ministry (major only)
- Worship Arts
- Youth and Family Ministry

# 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 elementary school classroom.

Upon completion of seven semesters of course work, B.A. (Christian School Education) students spend fourteen weeks observing and teaching in Christian school classrooms, seven weeks with each of two grades, under the direction of qualified teachers and the supervision of the Christian School Education Program Director. Students are also required to complete a minimum of three practicum credits, two in a school setting. Those who possess a sound knowledge base of middle and/or high school curriculum may elect to complete practicum credits and student teaching at those levels.

## Teacher Certification

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

## Purposes of the B.A. (Christian School Education) program:

- provide a theoretical and practical foundation for a life of intellectual and spiritual development that will serve as a model, thus impacting students in their schools;
- experience specific course work and practical ministry enhancing their abilities to function as effective teachers in any vocational setting;
- equip students with advanced preparation for continuing education which will lead to life-long ministry in higher education.

## Objectives of the B.A. (Christian School Education) program

Graduates will:

- develop a Christian philosophy of education;
- be introduced to and utilize pedagogy for the elementary school and beyond;
- recognize and differentiate among the various stages of child/adolescent development;

- demonstrate effective use of classroom management techniques, while utilizing current principles for teaching and learning;
- construct lesson and unit plans;
- practice teaching before and during the student teaching assignment;
- utilize skill in relating with pupils, parents, colleagues, and school administration.

Kingswood University has an articulation agreement with the University of Maine at Presque Isle whereby those who hold the B.A. (Christian School Education) degree from Kingswood will be able to complete further study leading to teacher certification in Maine which is recognized in approximately forty other states and several Canadian provinces.

Kingswood University also has an articulation agreement with Crandall University in Moncton, New Brunswick, where students can transfer to earn a B. Ed. which leads to teacher certification in New Brunswick's public schools.

Graduates of Kingswood's B.A. (Christian School Education) may be awarded up to 6 hours of advanced standing in the M.S. (Education) degree at Cairn University (Philadelphia, PA).

In addition to the core courses for all Bachelor's degrees (see page 41), these courses are required for the B.A. (Christian School Education) degree:

	<u>Credits</u>
<u>General Education</u>	
Child or Adolescent Psychology	3
Educational Psychology	3
Fundamentals of Math	3
History & Philosophy of Christian Ed. (meets history requirement)	3
Oral Communication	3
Technology in Education	3
<u>Ministry</u>	
Classroom Management	3
Instructional Methods	3
Introduction to Exceptional Learners	3
Introduction to Teaching	3

Legal & Ethical Issues	3
Teaching Health & Physical Ed.	3
Teaching Literacy	3
Teaching Math	3
Teaching Science	3
Teaching Social Studies	3

<u>Practical Ministry</u>	
Student Teaching	12
Total Credit Hours	120

## BACHELOR OF THEOLOGY

The Bachelor of Theology is a specialized undergraduate degree with a primary concentration in biblical and theological studies. This focus includes an introduction to Bible study tools for working with the biblical languages, a well-rounded foundation in general education and a foundation in vocational ministry training. This degree enhances the preparation of students for a career in Christian higher education (Christian liberal arts universities and seminaries) and provide a solid preparation for those who desire to serve in pastoral ministry.

Students completing the Bachelor of Theology degree will meet 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.

Students from other denominations may be able to meet many of the academic requirements for ordination in their denomination through this degree program.

### Purposes of the Th.B. degree

- to provide students with advanced preparation for continuing education which will lead to life-long ministry in higher education;
- to provide students with a strong biblical and theological foundation for pastoral ministry;
- 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:

- have a comprehensive knowledge of the Bible;
- demonstrate an understanding of, and appreciation for, the central doctrines of the

- Christian faith and articulate them clearly;
- have a firm grasp of the historical and philosophical development of Christian doctrine;
- conduct skillfully, biblically sound, theologically accurate exegesis;
- have a thorough working knowledge of and competence in the use of tools and resources available for ongoing study and research;
- feel confident in their ability to undertake graduate level study;
- 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 requirements for all bachelor's degrees (see page 41), the following courses are required for the Bachelor of Theology degree:

	<u>Credits</u>
<u>General Education</u>	
Church History (meets history requirement)	3
Philosophy for Understanding Theology	3
Reformation Church History	3
Worldview	3
<u>Bible &amp; Theology</u>	
Apologetics	3
Varieties of Contemporary Christian Belief	3
Hermeneutics	3
Historical Theology	3
Introduction to Bible Study Tools (Greek & Hebrew)	6
Total Credit Hours	120
(Wesleyan students must also take Wesleyan History & Discipline)	

## MINISTRY MAJORS & MINORS

In addition to the primary majors in the bachelor's degrees (Ministry, Christian School Education, Theology) students may wish to add another specific area of study to their degree program. Students in the Bachelor of Arts (Ministry) degree may add a major area of study (24 hours) to their degree. Students in any bachelor's degree program may add a minor area of study (18 hours) to their degree.

Unless otherwise noted, the program objectives are fulfilled to a lesser extent in the minor program of study and to a greater extent in the major program of study.

The selection of some combinations of majors and/or minors may require more than 120 hours to complete. In some cases, adding more than one major or 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.

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

### Children & Family Ministry

The Children & Family Ministry program is designed to equip students to serve effectively in children's ministry in churches or parachurch organizations. The inclusion of family ministry acknowledges that ministering to children means ministering to the entire family. 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).

Students enrolled in the Children & Family Ministry program may also elect to complete all academic requirements for ordination in The Wesleyan Church. The Supervised Ministry Experience for students enrolled in this program takes place under the supervision of a children's ministry specialist in a church of the student's own denomination or in a parachurch ministry.

### Objectives of Children & Family Ministry Programs

Graduates will:

- have a solid Biblical and theological foundation for effective ministry to children and their families;
- learn practical and effective team dynamics for serving on a multiple staff ministry with professionalism;
- be effective communicators of the claims of God's word in culturally relevant and age-appropriate ways;
- have a working knowledge of the childhood phases of development and learn how to assist children in life transitions through incarnational relational ministry;
- understand and be able to implement practical models of creative, need-meeting ministries for both outreach and discipleship;
- participate in practical hands-on ministry experiences;
- understand the importance of partnering with families and supporting parents as the spiritual leaders of the home

## Courses

The Children & Family Ministry major is built on the B.A. (Ministry) core requirements and includes the following courses:

	<u>Credits</u>
<u>General Education</u>	
Developmental Psychology	3
Understanding Contemporary Culture	3
<u>Ministry</u>	
Ministry to Children	3
Models of Children's Ministry	3
Adult & Family Ministry	3
Children & Family Ministry electives	6
Camping & Retreat Ministry (1.5)	
Caring for Self (1.5)	
Child Psychology (3)	
Educational Psychology (3)	
Empowering & Equipping Lay Ministry (3)	
Principles & Practices of Discipleship (3)	
 Total Credit Hours	 120

The Children & Family ministry minor is built on the bachelor's degree core and includes the following courses:

	<u>Credits</u>
Understanding Contemporary Culture	3
Ministry to Children	3
Models of Children's Ministry	3
Adult & Family Ministry	3
Children & Family Ministry electives	6
Child Psychology (3)	
Camping & Retreat Ministry (1.5)	
Caring for Self (1.5)	
Empowering & Equipping Lay Ministry (3)	
Principles & Practices of Discipleship (3)	

## Christian Counselling

The Christian Counselling major and minor are designed to train students in recognized counselling methods and techniques. The programs also emphasize the importance of blending strong biblical and spiritual principles with appropriate therapeutic disciplines.

### Objectives of Christian Counselling Programs

Graduates will:

- develop competence and confidence in utilizing Christian counselling skills at an introductory level;
- develop a philosophy of Christian counselling which is Christ-centred and therapeutically relevant;
- complete a self-examination of personal preparation for an effective ministry in Christian counselling;
- grasp counselling theory and a knowledge of basic skills;
- be prepared to serve in a local church;
- be prepared to continue their education by pursuing a master's level degree through which students will further equip themselves for church-based ministry or community-based service (major program of study only).

The Christian Counselling major and minor are not degree programs in professional psychology, nor are they terminal degrees for those who are pursuing licensure to practice. As a step towards licensure, students who have earned the Christian Counselling major from Kingswood University have successfully enrolled in master's counselling programs at institutions such as Asbury Theological Seminary, Indiana Wesleyan University, Liberty University, and Yorkville University.

## Courses

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

	<u>Credits</u>
<u>General Education</u>	
Adolescent Psychology	3
Child Psychology	3
Developmental Psychology	3

Introduction to Addiction	3
Introduction to Counselling	3
Psychopathology	3
Crisis Counselling	3
Group Process	3
Marriage & Family Counselling	3
<b>Total Credit Hours</b>	<b>120</b>

The Christian Counselling minor is built on the bachelor's degree core requirements and includes the following courses:

	<u>Credits</u>
Introduction to Addictions	3
Introduction to Counselling	3
Christian Counselling electives	12
Adolescent Psychology	
Child Psychology	
Crisis Counselling	
Developmental Psychology	
Group Process	
Marriage & Family Counselling	
Psychopathology	

## Church Planting

The Church Planting major and minor programs are 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 actively pursue Christ-like character formation and are exposed to both the biblical and theoretical foundations of church planting, along with effective church planting strategies and culturally relevant church growth principles in the context of contemporary North American society. All church planting classes are taught by those who have first-hand experience in church planting. To maximize the integration of classroom instruction and ministry experience, students visit several recent church plants and serve in a church plant for a four-month Supervised Ministry Experience under the supervision of an effective church planter.

Students enrolled in the Church Planting major will also complete academic requirements for ordination in The Wesleyan Church.

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

## Objectives of the Church Planting Programs

Graduates will:

- understand the biblical mandate and the current need for church planting;
- understand a variety of church planting methodologies and networking/support opportunities;
- have the passion, excitement, and confidence to lead or be part of a church planting team;
- have the skills needed to exegete a local community, and thus design culturally relevant and effective outreach/evangelism strategies;
- appreciate how local churches and denominations assess the readiness of individuals and teams to be effective church planters;
- have a conviction to model and raise up passionate, Spirit-filled, life-long followers of Jesus Christ;

- design effective discipleship and healthy congregational-care ministries;
- understand the need for vision-casting, teambuilding, communication, leadership, and people-skills.

### Courses

The Church Planting major is built on the B.A. (Ministry) core requirements and includes the following courses:

	<u>Credits</u>
<u>General Education</u>	
Church History <i>(meets history requirement)</i>	3
Denominational History & Policy <i>(focuses on student's own denomination)</i>	1.5
Introduction to Counselling	3
Any music course	1-3
<u>Bible &amp; Theology</u>	
Theology of Worship	3
<u>Ministry</u>	
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 Church Planting minor is built on the bachelor's degree core requirements and includes the following courses:

	<u>Credits</u>
<u>Ministry</u>	
Church Health, Growth & Leadership	3
Pastoral Ministry	3
Principles of Church Planting	3
Strategies of Church Planting	3
Church Planting electives	6
Adult & Family Ministry	
Church Planting Electives	
Denominational History & Polity	
Empowering & Equipping Lay Ministry	
Introduction to Compassion Ministry	
World Religions	

The Church Planting minor program of study is not available to students following the Pastoral Ministry major; however, pastoral ministry students may take church planting courses as electives.

## Evangelism & Social Justice

There is a growing recognition in the evangelical world that when evangelism, compassion ministry and social justice are separated from one another it leads to an incomplete representation of the gospel. The Great Commission and the Great Commandment are a both/and, not an either/or proposition. Kingswood is perfectly positioned to educate students in a biblical balanced ministry of outreach to "the least of these" (Matthew 25:40).

The Supervised Ministry Experience for students following the Evangelism and Social Justice major takes place with a compassion or social justice ministry in an urban or cross-cultural setting.

The Evangelism and Social Justice program is available as a major program of study only.

### Objectives of the Evangelism and Social Justice Major

Graduates will:

- have a biblical understanding of the relationships between compassion, evangelism and social justice issues;
- develop a holistic understanding of outreach and ministry to help people on all levels of need - physical, intellectual, emotional, and spiritual;
- be equipped to work in organizations and churches already focused on compassion and social justice, for example, The Salvation Army or Teen Challenge;
- be equipped to work in churches which wish to develop this kind of focus;
- be prepared to study in this field at the master's level.

### Courses

The Evangelism and Social Justice major is built on the B.A. (Ministry) core requirements and includes the following courses:

	<u>Credits</u>
<u>General Education</u>	
Oral Communication	3
Foundations of Social Justice	3
History of Civil Rights & Social Justice <i>(meets history requirement)</i>	3
Urban Ministry/Community Development	3
World Religions or Worldview	3



### Ministry

Introduction to Compassion Ministry	3
Introduction to Counselling	3
Counselling Elective	3
Intercultural Studies Elective	3
Praxis Senior Project	1.5

### Practical Ministries

Regional Praxis	2
Urban Praxis	1
Cross Cultural Praxis	1
Directed Praxis	1
Leadership Praxis	1

Total Credit Hours	120
--------------------	-----

## **Intercultural Studies**

The Intercultural Studies major is designed to prepare students to serve globally, missionally, and strategically in any location of the world. Its focus is on contemporary mission in The Wesleyan Church and beyond. Its fundamental goal is to help produce men and women who are holy in character, excellent in academics, and effective in ministry.

The Intercultural Studies minor is designed for students who wish to be exposed to and trained in cross-cultural ministries, but who do not desire to concentrate most of their courses in this area. The minor is also for those who may not sense God leading them to vocational cross-cultural service, but who do have a strong interest in cross-cultural service.

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).

The Supervised Ministry Experience for students following the Intercultural Studies major takes place in a cross-cultural setting.

### **Objectives of the Intercultural Studies Programs**

Graduates will:

- identify, understand, and articulate the central doctrines of the Christian faith;
- highly value mission today by studying the biblical, historical, cultural, and strategic perspectives;
- understand the contemporary global scene and apply a biblical perspective to it.
- know and use an understanding of contemporary missiological principles in a ministry setting;
- connect strategic intercultural competence training with cross-cultural ministry practice;
- relate accurately and proclaim with conviction God's word to a needy world;
- value an effective evangelistic and discipleship ministry passionately;
- model the example of the life of Christ in prayer, exercising faith, teaching the Scriptures,

following the guidance of the Spirit, and living a life of public and private integrity;

- remember and communicate a biblical philosophy of global ministry;
- provide missional leadership for the local and international Church;
- approach with confidence key practical issues for cross-cultural preparation;
- create a plan for becoming life-long learners in missions and intercultural studies;
- consider pursuing master's level studies in related programs such as intercultural studies, missiology, or divinity (major only).

#### Practical Issues in Cross Cultural Preparation

The TESL Certificate program (6 credit hours) is a strongly recommended option for all students enrolled in the Intercultural Studies major and minor as they seek additional and creative ways to serve cross-culturally.

### Courses

The Intercultural Studies major is built on the B.A. (Ministry) core requirements and includes the following courses:

	<u>Credits</u>
<u>General Education</u>	
Cultural Anthropology	3
History of World Christianity (meets history requirement)	3
World Religions	3
Worldview	3
<u>Bible &amp; Theology</u>	
Biblical Foundations of Missions	3
<u>Ministry</u>	
Intercultural Competencies	3
Introduction to Missions	3
Practical Issues for Cross-Cultural Preparation	3
Spiritual Conflict Resolution	3
Total Credit Hours	120

The Intercultural Studies minor is built on the bachelor's degree core and includes the following courses:

	<u>Credits</u>
Cross Cultural Ministry	3
Intercultural Competencies	3
Spiritual Conflict Resolution	3
World Religions	3
World View	3
Elective	3
Introduction to Missions	
Introduction to the Muslim World	

## Marketplace Ministry

The Marketplace Ministry major is designed to prepare students to engage the world vocationally and from a biblical worldview. The program equips servant leaders with biblical foundations, vocational training, faith-work integration, and practical work-ministry experience, providing for the local and global church those who can serve effectively inside and outside the church. This program is designed for those who have vocational training and wish to pursue second-career ministry training, for those who wish to take vocational and ministry training, and for those who wish to minister in the marketplace in North America and around the world.

Students are awarded one year of Kingswood credit for a certificate or diploma from a recognized institution, career, or community college.

The Marketplace Ministry program is available as a major program of study only.

### Objectives of the Marketplace Ministry Major:

Graduates will:

- possess the knowledge, values, and skills of a specific vocation;
- know how to use their specific vocation for ministry;
- understand the biblical foundations for God's call to Christians in the marketplace;
- develop a biblical worldview to prepare for a life of ministry in the marketplace.

### Courses

The Marketplace Ministry major is built on the B.A. (Ministry) core requirements and includes the following courses:

	<u>Credits</u>
<u>Transfer credit</u>	
Career or trade certificate	
<u>Ministry course</u>	
Marketplace Ministry	3
Total Credit Hours	120

## Pastoral Ministry

The Pastoral Ministry major is specifically designed to prepare students to be effective pastors in leading culturally relevant and effective ministries in contemporary, North American society. It includes a strong emphasis on character development, biblical and theoretical classroom instruction, and practical hands-on skill training for those preparing for pastoral ministry roles.

This program prepares students for kingdom service through the curriculum, the influence of faculty who all have had real-life ministerial service, interactions with current pastors and special guest lecturers, as well as visits to leading edge local churches. Students learn in a dynamic and heart-shaping campus environment and serve in a variety of Practicum assignments.

Students enrolled in this major will complete all academic requirements for ordination in The Wesleyan Church. They may also meet the credentialing requirements for other denominations.

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

The Pastoral Ministry program is available as a major program of study only.

### Objectives of the Pastoral Ministry Major

Graduates will:

- love and understand the importance of the church of Jesus Christ;
- develop effective ministry philosophies and core values which are consistent with biblical directives;
- be acquainted with the diversity of specialized pastoral roles and ministry responsibilities within a variety of Christian denominations;
- understand well-known church health/growth principles and practices;
- have the passion, excitement and confidence to lead culturally relevant and effective ministries;
- have the skills needed to exegete a local community, and thus design culturally relevant and productive outreach/evangelism strategies;

- be able to design effective discipleship and healthy congregational care ministries;
- have a conviction to model and raise up passionate, Spirit-filled, life-long followers of Jesus Christ;
- understand the need for excellent vision-casting, teambuilding, communication, leadership, and people-skills.

### Courses

The Pastoral Ministry major is built on the B.A. (Ministry) core requirements and includes the following courses:

	<u>Credits</u>
<u>General Education</u>	
Church History <i>(meets history requirement)</i>	3
Denominational History & Policy <i>(focuses on student's own denomination)</i>	1.5
Introduction to Counselling	3
World Religions or Worldview	3
Any music course	1-3
<u>Bible &amp; Theology</u>	
Theology of Worship	3
<u>Ministry</u>	
Church Health, Growth & Leadership	3
Expository Preaching	3
Empowering & Equipping Lay Ministry	3
Introduction to Compassion Ministry	3
Pastoral Ministry	3
Total Credit Hours	120

## Worship Arts

The Worship Arts major and minor are designed to prepare worship leaders with servant hearts, increased music skills, theological understanding, and a biblical philosophy of worship for effective service in the local church and beyond. The programs include basic education in music studies, both practical and theoretical. In addition, students will benefit from a well-rounded foundation in general studies and as well as in ministry training.

The purpose of the Worship Arts minor is to provide students the opportunity to add some worship leading training to their overall ministry preparation.

The Supervised Ministry Experience for students enrolled in the Worship Leading major takes place in a worship leading setting, within the student's own denomination.

### Objectives of the Worship Arts Programs

Graduates will:

- competently lead congregations in meaningful and inspiring times of worship, demonstrating theological integrity, the anointing of the Holy Spirit, musical excellence, and cultural diversity as the hallmarks of their ministry;
- prayerfully and carefully plan, prepare, and lead services of worship for their local congregations with a goal to spiritual formation;
- articulate a philosophy of worship that is grounded in Biblical reflection, historical development, and theological consideration, as well as being culturally relevant;
- demonstrate a pursuit of musical excellence and a commitment to lifelong learning;
- develop general music skills that will prepare them vocationally to serve as worship leaders;
- exhibit character qualities of humility and service.

### Entrance Requirements

All applicants will be accepted into the Worship Arts program but will initially enrol in the Worship Arts minor program of study.

To be fully accepted as into the Worship Arts major program of study, potential for success in the program must be demonstrated. Full acceptance will occur as students demonstrate basic vocal and

musicianship skills. At the student's request, an audition may be scheduled for this purpose. Such an audition will be based on the proficiency requirements for the major and will measure the prospective student's current skill levels and overall aptitude in voice and piano or guitar.

The goal of a Kingswood Worship Arts audition is to highlight a student's strengths while helping to assess potential to thrive in the focused program. Since the intent of the Worship Arts major is to develop worship leaders who are expected to lead vocally, students will be auditioned for their vocal stability and on their secondary instrument if desired. The primary purpose of the audition is to ascertain that a student has the innate musical ability necessary for success in this program.

### Practical Experience

Students enrolled in the Worship Arts major are required to participate in worship ministries for at least four semesters. Students enrolled in the Worship Arts minor are required to participate in worship ministries for at least two semesters. Opportunities will include ministry in local churches, as well as in a variety of university ministries and ensembles. In addition, students enrolled in the Worship Arts major must participate in the Campus Choir for four semesters.

### Courses

The Worship Arts major is built on the B.A. (Ministry) core requirements and includes the following courses:

	<u>Credits</u>
<u>General Education</u>	
Music Theory I & II	6
Group Voice Class	1
<u>Bible &amp; Theology</u>	
Theology of Worship	3
<u>Ministry</u>	
Applied Music Lessons*	5
Introduction to Songwriting	3
Technical Ministry	3
Worship Leading I & II	6
Worship Arts Labs	2
Total Credit Hours	120

In addition, prior to graduation, students will demonstrate proficiency in voice, and either guitar or piano.

The Worship Leading minor is built on the bachelor's degree core and includes the following courses:

	<u>Credits</u>
Music Theory I & II	6
Theology of Worship	3
Worship Leading I	3
Worship Arts Labs	1
Applied Music Lessons*	3
Worship or Music elective	2

\* The type and length of Applied Music Lessons (30 or 45 minutes) will be determined in consultation with the Program Director.

## Youth & Family Ministry

The Youth & Family Ministry program is designed to equip students to serve effectively in youth ministry in churches or parachurch organizations. The inclusion of family ministry acknowledges that ministering to youth means also reaching their families and working together to help navigate the teen years and transition to young adulthood.

Students enrolled in the Youth & Family Ministry program also complete all academic requirements for ordination in The Wesleyan Church. The Supervised Ministry Experience for students enrolled in this program takes place under the supervision of a youth specialist in a church of the student's own denomination or in a parachurch ministry.

### Objectives of Youth & Family Ministry Programs

Graduates will:

- have a solid Biblical and theological foundation for effective ministry to students and their families;
- learn practical and effective team dynamics for serving in a multiple staff ministry with professionalism;
- be effective communicators of the claims of God's word in culturally relevant and age appropriate ways;
- have a working knowledge of the adolescent phases of development and learn how to assist students in life transitions through incarnational relational ministry;
- understand and be able to implement practice models of creative, need-meeting ministries, for both outreach and discipleship;
- participate in practical hands-on ministry experiences;
- be prepared to equip students to take part actively in the mission of God as members of the church;

- place a high value on partnering with families and supporting parents as the spiritual leaders of the home.

### Courses

The Youth & Family Ministry major is built on the B.A. (Ministry) core requirements and includes the following courses:

	<u>Credits</u>
<u>General Education</u>	
Developmental Psychology	3
Understanding Contemporary Culture	3
<u>Ministry</u>	
Introduction to Youth Ministry	3
Models of Youth Ministry	3
Adult & Family Ministry	3
Youth & Family Ministry electives	6
Adolescent Psychology (3)	
Camping & Retreat Ministry (1.5)	
Caring for Self (1.5)	
Empowering & Equipping Lay Ministry (3)	
Principles & Practices of Discipleship (3)	
Young Adult Ministry (1.5)	
Total Credit Hours	120

The Youth & Family ministry minor is built on the bachelor's degree core and includes the following courses:

	<u>Credits</u>
Understanding Contemporary Culture	3
Introduction to Youth Ministry	3
Models of Youth Ministry	3
Adult & Family Ministry	3
Youth & Family Ministry electives	6
Adolescent Psychology (3)	
Camping & Retreat Ministry (1.5)	
Caring for Self (1.5)	
Empowering & Equipping Lay Ministry (3)	
Principles & Practices of Discipleship (3)	
Young Adult Ministry (1.5)	

# BACHELOR OF ARTS (MINISTRY)

## PENTECOSTAL ASSEMBLIES OF CANADA (PAOC)

Through a formal arrangement with the Maritime District of the Pentecostal Assemblies of Canada and Master's College and Seminary), students who are enrolled in a degree program at Kingswood University can meet the educational requirements for the Licensed Minister credential with the Pentecostal Assemblies of Canada.

Five specific courses are taught by faculty of Master's College and Seminary, either on campus at Kingswood University, or online through Master's College and Seminary, at no additional cost to the student.

The credential application process with the Pentecostal Assemblies of Canada is a separate process and is not covered under the terms of the agreement, nor does the agreement guarantee credentials for students who complete this course of study.

### Courses

The curriculum for the B.A. (Ministry) (PAOC) has been customized to meet the credentialing requirements for students from this denomination, and is as follows:

	<u>Credits</u>
<u>General Education courses</u>	
Writing and Research	3
Literature of the Western World	3
Wellness	3
Church History	3
History of Pentecostalism*	3
Ethics	3
General Psychology	3
Scientific Thought	3
Canadian Culture & Evangelism*	3
<u>Bible &amp; Theology courses</u>	
Interpreting the Bible*	3
Biblical Literature I (OT)	3
Pentateuch	3
Biblical Literature II (NT)	3
Gospels	3
Acts & Romans	3

Basic Christian Beliefs	3
Christian Doctrine I & II	6
Holy Spirit	3
– Pentecostal Perspective*	
<u>Ministry courses</u>	
Introduction to Ministry	3
Spiritual Formation	3
Ministry of Teaching	3
Introduction to Missions	3
Church Health Growth & Leadership	3
Management in Ministry	3
Homiletics	3
Pastoral Theology*	3

### Practical Ministry

Practicum credits	3
Supervised Ministry Experience	12

\* Courses taken through MCS

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

The Supervised Ministry Experience for students enrolled in this version of the B.A. (Ministry) degree must be completed at a PAOC church or ministry.

### Majors and Minors

Students enrolled in this degree, and pursuing credentialing with the Pentecostal Assemblies of Canada, may add any major or minor course of study to their degree, however some may require taking more than 120 hours to complete the program.

Those which can be completed in 120 hours are listed on the following page. See page 45 for details of all majors and minors.

### Children & Family Ministry minor

See page 45 for description and objectives of the Children & Family Ministry minor.

The Children & Family Ministry minor (PAOC) is built on the B.A. (Ministry) (PAOC) degree core; the following courses relate specifically to the minor.

	<u>Credits</u>
<u>General Education courses</u>	
Canadian Culture & Evangelism	3
<u>Ministry courses</u>	
Ministry to Children	3
Models of Children's Ministry	3
Ministry of Teaching	3
Adult & Family Ministry	3
Children's Ministry elective	3
Camping & Retreat Ministry (1.5)	
Caring for Self (1.5)	
Empowering & Equipping Lay Ministry (3)	
Principles & Practices of Discipleship (3)	

### Church Planting minor

See page 47 for description and objectives of the Church Planting minor.

The Church Planting minor (PAOC) is built on the B.A. (Ministry) (PAOC) degree core; the following courses relate specifically to the minor.

	<u>Credits</u>
<u>Ministry courses</u>	
Principles of Church Planting	3
Strategies in Church Planting	3
Pastoral Theology	3
Church Health, Growth & Leadership	3
Church Planting electives	6
Adult & Family Ministry	
Empowering & Equipping Lay Ministry	
Introduction to Compassion Ministry	
World Religions	

### Pastoral Ministry major

See page 51 for description and objectives of the Pastoral Ministry major.

The Pastoral Ministry major (PAOC) is built on the B.A. (Ministry) (PAOC) degree core; the following courses relate specifically to the major.

	<u>Credits</u>
<u>General Education courses</u>	
World Religions or Worldview or Intro to Compassion Ministry	3
Any Music course	1-3
<u>Bible/Theology courses</u>	
Theology of Worship	3
<u>Ministry courses</u>	
Expository Preaching	3
Empowering & Equipping Lay Ministry	3
Introduction to Counselling	3

### Youth & Family Ministry minor

See page 54 for description and objectives of the Youth & Family Ministry minor.

The Youth & Family Ministry minor (PAOC) is built on the B.A. (Ministry) (PAOC) degree core; the following courses relate specifically to the minor.

	<u>Credits</u>
<u>General Education courses</u>	
Canadian Culture & Evangelism	3
<u>Ministry courses</u>	
Introduction to Youth Ministry	3
Models of Youth Ministry	3
Adult & Family Ministry	3
Youth & Family Ministry electives	6
Adolescent Psychology (3)	
Camping & Retreat Ministry (3)	
Caring for Self (1.5)	
Young Adult Ministry (1.5)	
Empowering & Equipping Lay Ministry (3)	



## **ASSOCIATE 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:

	Credits
<u>General Education</u>	
General Psychology	3
Introduction to Sociology or Cultural Anthropology	3
Oral Communication	3
Wellness	3
Writing & Research	3
Humanities/Fine Arts elective	3
Math/Science elective	3

### Bible & Theology

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

### Practical Ministry

Practicum credits	2
-------------------	---

Other courses are added to this core to bring the total earned hours to at least 61.

### **Articulation Agreement**

Kingswood has 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 (general education) 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, however, such questions can usually be resolved with confidence before enrolment at Houghton College."

## **ASSOCIATE OF ARTS (BIBLICAL STUDIES)**

The A.A. (Biblical Studies) degree is designed for students who desire a quality education, practical ministry experience, and a strong spiritual environment who do not wish to pursue a ministry-focused degree. It will be of special interest to those who wish to deepen their knowledge of and appreciation for the bible and theology, including lay people in local churches.

It may also be of value to those who already have an undergraduate degree who wish to enrol in Kingswood's Master of Arts in Pastoral Theology but who do not have the necessary prerequisites or the dual enrolment courses.

### **Objectives of the A.A. (Biblical Studies) degree:**

Graduates will:

- be enriched through intensive study of Scripture and its application in ministry, including lay ministry;
- be strengthened in their faith through study of Scripture and theology, as well as Christian disciplines;

- demonstrate an understanding of, and appreciation for the basic doctrines of the Christian faith and articulate them clearly.

In addition to the core courses for all Associate's degrees, the following courses are required for the A.A. (Biblical Studies) degree:

	<u>Credits</u>
<u>Bible &amp; Theology</u>	
Inductive Bible Study	3
Pentateuch	3
Gospels	3
Acts & Romans	3
Bible/Theology electives	6
<u>Ministry</u>	
Spiritual Formation	3
Personal Evangelism	3
Ministry electives	6

## ASSOCIATE OF ARTS (GENERAL EDUCATION)

The Associate of Arts (General Education) degree is designed for students who desire a quality educational experience, a strong spiritual environment, and a small, intimate campus, but who do not wish to earn a ministry-focused degree. 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.

### Objectives of the A.A. (General Education) degree:

Graduates will:

- have a foundation in general education courses.
- be adequately prepared for continuing education in an arts related field.
- 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, the following courses are required for the A.A. (General Education) degree:

	<u>Credits</u>
<u>General Education</u>	
College Mathematics	3
Basic Music Theory	3
History courses	6
Introduction to Philosophy	3
Literature of the Western World I & II	6
Scientific Thought	3
Total Credit Hours	62

### Articulation Agreements

Articulation agreements with the four Wesleyan liberal arts institutions in the United States and with Crandall University in New Brunswick allow students who have earned the A.A. (General Education) degree from Kingswood to transfer to one of these institutions with advanced standing and complete a bachelor's degree in as little as an additional two years. The Enrolment Office can provide the specific details for each institution.

## 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), and 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 centres, 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) degree

Graduates will:

- demonstrate an understanding of, and appreciation for the basic doctrines of the Christian faith and be able to articulate them clearly.
- 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.
- demonstrate an understanding of, and appreciation for God's heart for the poor and lost peoples of the world.
- be prepared intellectually and experientially for further study in the fields of evangelism, compassion, and social justice.
- be 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.
- evaluate and assess the particular needs of specific situations and provide appropriate solutions.
- be 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, the following courses are required for the A.A. (Evangelism & Compassion Ministry) degree:

	<u>Credits</u>
<u>General Education</u>	
Foundations of Social Justice	3
Introduction to Counselling	3
World Religions or Worldview	3
<u>Bible &amp; Theology</u>	
Inductive Bible Study	3
<u>Ministry</u>	
Introduction to Compassion Ministry	3
Introduction to Ministry	3
Personal Evangelism	3
Spiritual Formation	3
<u>Practical Ministry</u>	
Regional Praxis	2
Urban Praxis	1
Cross Cultural Praxis	1
Total Credit Hours	61

# **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 in creative-access countries where traditional ways of doing mission are prohibited.

TESL in Canada is equivalent to TESOL (Teachers of English to Speakers of Other Languages) in the United States. The program is offered through The Institute of TESL, a ministry of Kingswood University.

The practicum is an optional component of the TESL experience at Kingswood. Students may complete a practicum by their own arrangement and at their own expense. If a student chooses to pursue the optional practicum, it is his or her responsibility to obtain the location for the practicum, as well as to work fully with its teachers and administration to the satisfactory completion of the practicum. The successful completion date will be mutually agreed on by the student and the Director of the Institute of TESL. Any student who completes satisfactorily all classroom responsibilities is eligible to receive the TESL Certificate from Kingswood University that includes the words, “100 hours of instruction.” Students who choose the option of completing the practicum under the terms stated by Kingswood

University will be eligible to receive a Certificate that includes, “100 hours of instruction plus a 20-hour teaching practicum.” Many universities offer TESL certificates that do not include the practicum. Potential employers will generally choose teaching experiences (such as volunteering once a week for a few months) over a teaching practicum.

To be awarded the TESL Certificate, students must complete satisfactorily both TESL I and TESL II, each worth three credit hours, with grades of at least C in both courses. Students may choose to take the courses for credit or non-credit. If taken for credit these hours may fill elective or other course requirements.

Students who do not want university credit for the TESL courses will be expected to meet the same requirements (attendance, assignments, etc.) for the courses as those who do. The courses will show as an audit on a transcript.

Students enrolled in the Intercultural Studies major or minor are strongly encouraged to take TESL as part of their overall preparation for cross cultural ministry.

For further information and details, please contact the Enrolment Office.

## 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. Prerequisite: Inductive Bible Study.

3 credit hours Alternate years, fall

**Biblical Foundations of Missions (BT 304)** provides the theological and biblical basis for participation of Christians and the church in God's worldwide mission, with an emphasis on the trajectory of the global expansion of the church. Students will be given a comprehensive introduction to the Old and New Testament foundations of missional theology and praxis. 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

**Old Testament Survey** (OT 102) is a course designed to acquaint the student with the basic contents of the Old Testament (or Hebrew

Scriptures) and enable the student to understand better this major portion of God's revelation.

3 credit hours      Annually, Kingswood Extended

**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 writings of 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

**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

**Introduction to Bible Study Tools - Hebrew (OT 308)** focuses on using electronic tools to work with the major language behind the Old Testament. It does not concentrate on the technical details of learning Hebrew such as memorizing vocabulary and mastering the details of grammar, but rather the ability to use tools to examine the words and concepts with the purpose of being able to better understand and interpret the Old Testament.

3 credit hours Alternate years, fall

**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** (OI 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

means for the contemporary Christian. Pre-requisites: Biblical Literature I and Inductive Bible Study.

3 credit hours

## NEW TESTAMENT

**Biblical Literature II** (NT 101) is a comprehensive survey of the New Testament. Problems relating to its proper understanding are considered.

3 credit hours                      Every semester

**New Testament Survey** (NT 102) is a course designed to acquaint the student with the basic contents of the New Testament and enable the student to understand better this portion of God's revelation.

3 credit hours                      Annually, Kingswood Extended

**Gospels** (NT 205) centres on the life of Christ as seen through a careful study of the Gospels of Matthew, Mark, Luke, and John. Particular attention is given to the unique historical and theological contributions of each of the Gospels. Key themes are surveyed. Pre-requisite: Biblical Literature II.

3 credit hours                      Annually, fall

**Acts and Romans** (NT 206) considers the beginning of the Christian Church, including the places and personalities involved, and provides a background for a better understanding of Paul's Epistles, especially the book of Romans. An inductive survey of Romans provides an in-depth study of Paul's theological positions developed throughout this historically important book. Pre-requisites: Biblical Literature II and Inductive Bible Study.

3 credit hours                      Annually, spring

**Introduction to Bible Study Tools - Greek** (NT 308) enables students to master Greek language tools and bypass most of the hard work of memorizing the technical details of the language and free them to focus on its meaning. The special features of New Testament Greek will be introduced, and training will be provided in the proper use of tools such as electronic resources, interlinear Bibles, concordances, lexicons, grammars, and commentaries based on the Greek

text. This will open to students the rewarding process of interpreting the New Testament in the language in which it was written.

3 credit hours                      Alternate years, fall

**Hebrews** (NT 402) provides thorough study of the doctrine of the atonement giving special attention to Old Testament types and shadows. Pre-requisites: Biblical Literature II and Inductive Bible Study.

3 credit hours

**Revelation** (NT 406) studies various approaches to the apocalypse with an emphasis on the spiritual encouragement of John's message. Pre-requisites: Biblical Literature II and Inductive Bible Study.

3 credit hours

**James** (NT 408) is an in-depth study of the biblical doctrines and spiritual truths contained in the book of James. Prerequisites: Biblical Literature II and Inductive Bible Study.

3 credit hours

**Letters to Corinth** (NT 412) is an inductive survey of the writings of Paul to the church at Corinth. Emphasis is placed on identifying and understanding literary structure, main themes, and their significance for today. Prerequisites: Biblical Literature II and Inductive Bible Study.

3 credit hours

## THEOLOGY

**Basic Christian Beliefs** (TH 203) lays the foundation of a firm belief in the Christian religion. It introduces the student to the basic doctrines of the Bible and furnishes evidence which supports the divine origin of the doctrines, morals, and institutions of Christianity.

3 credit hours                      Every semester

**Introduction to Theology** (TH 210) lays the foundation of a firm belief in the Christian religion. It introduces the student to the basic doctrines of the Bible and furnishes evidence which supports the divine origin of the doctrines, morals, and institutions of Christianity.

3 credit hours                      Annually, Kingswood Extended



## 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.

3 credit hours

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

**World Concerns** (GE 110) is a follow-up course for high school students who attend the annual World Concerns Day. The course relates to the theme of the World Concerns Day and includes additional reading, writing, and reflection. Credit may be earned in each of the grade 11 and grade 12 years.

1 or 2 credit hours

Annually, fall

**TESL I** (GE 310) 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 may have regular readings and written assignments, and will apply what they learn by demonstrating techniques and developing teaching materials, including detailed lesson plans.

3 credit hours

Alternate years, fall

**TESL II** (GE 311) continues TESL I and further develops the student's understanding of theory and methodology related to teaching English as a second language. In addition to attending classes and participating in classroom activities, students will develop and critique curriculum, including detailed lesson plans. Prerequisite: TESL I.

3 credit hours

Alternate years, spring

**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 new North American religious movements 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, and dynamic of the concept of worldview. This course seeks to provide tools for students to examine the theoretical and practical expressions of various worldviews from a biblical perspective, including an appropriate missional response in these contexts.

3 credit hours

Alternate years, fall

**Introduction to the Muslim World** (GE 307) is a survey of the beliefs and practices of Islamic faith and traditions, including diverse expressions of Islam in various parts of the world. This includes such topics as Islamic mysticism, folk Islam, the position of women in Muslim societies, and Islamist movements. Integral to the course is also an introduction to ministry in the context of Muslim society.

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 in-depth study or in the event of course conflict. Permission from 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. Recommended: Writing and Research.

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 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) provides a survey of the history of the Christian Church from its birth to the present day in the context of world history. Attention is given to how the past impacts present and future ministry.

3 credit hours

Alternate years, fall

**History of Civil Rights & Social Justice** (HI 300) traces the development of the concepts of rights and justice through history, especially focusing on the

role of Scripture and the church in the Civil Rights Movement of the 1950's and 1960's in America.

3 credit hours

Alternate years, May seminar

**History of World Christianity** (HI 404) examines how God's people have been answering the call to join God in his mission since the earliest period of Christian history. As we observe the history, victories, as well as negative examples through the entire history of the Christian community worldwide, we will find that there are crucial lessons to be learned – this is *applied* history, recognizing that in considering our own place in obedience to God's call, we stand on the shoulders of the innumerable women and men who have gone before us.

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 today's 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 16<sup>th</sup> 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

## MATHEMATICS & 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 everyday life. The course is provided to Christian School Education students in preparation for the Teaching Mathematics course.

3 credit hours

Annually, spring

3 credit hours Annually, spring

3 credit hours	Alternate years, fall
----------------	-----------------------

3 credit hours                      Annually, spring

## 3 credit hours Annually, spring

3 credit hours	Alternate years, fall
----------------	-----------------------

## 3 credit hours      Annually, spring

3 credit hours Alternate years, fall

3 credit hours      Alternate years, spring

3 credit hours Alternate years, fall

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 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) provides 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 social life. The major project for the course is a sociological research project on a topic chosen by the students and approved by the instructor.  
3 credit hours                      Alternate years, fall

**Understanding Contemporary Culture** (SO 223) is a course designed to help students navigate the diverse hybrid cultures in our current cultural climate. Students will study basic cultural anthropology focusing on what it means to be part of the Kingdom church of Christ in our post-Christian world. We will explore the effects of globalization, deconstructionism, secularization and generational ideologies. This class will also focus on cultural topics, such as but not limited to; sexuality, identity, media, and consumerism.  
3 credit hours                      Alternate years, 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 to be able to adjust more readily and to labour effectively among them. The practical component of the course is the successful completion of the ethnography, which will be conducted in a social situation in the surrounding community and beyond.  
3 credit hours      Alternate years, fall

## DIVISION OF PROFESSIONAL STUDIES

Dr. Allen A. Lee, 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, and 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

**Ministry to Children (CE 101)** 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 teaching aids.

3 credit hours                      Alternate years, 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 Scripture says 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

**Models of Children's Ministry** (CE 200) involves a theological and philosophical study of children's ministry as well as an exploration and evaluation of various models of ministering to both children and their families. The student develops his or her own philosophy and model of children's ministry. Prerequisite: Ministry to Children.

3 credit hours Annually, fall

**Camping & Retreat Ministry (CE 201)** introduces students to the value, purpose, and techniques of ministry through camping and retreats. It provides practical instruction and experiences in designing programs for these ministries.

1.5 credit hours                      Annually, 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

**Caring for Self** (CE 210) helps students establish lifelong patterns of health and self-management in all areas of personal and professional life, especially while in ministry.

1.5 credit hours Annually, fall

**Principles and Practices of Discipleship** (CE 301) studies the biblical mandate, history, current realities, breadth, and challenges of Christian discipleship. Emphasis is placed on studying the 'best practices' of those churches which take seriously their responsibility to facilitate Christian discipleship.

3 credit hours      Alternate years, spring

**Adult and Family Ministry** (CE 414) explores the sociological, psychological, and spiritual dynamics of family life and ministry for, to, and with families, especially in times of crisis or pain. 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

Annually, fall

Annually, spring

Annually, fall

3 credit hours Alternate years, fall

3 credit hours Alternate years, spring

3 credit hours Alternate years, spring

12 credit hours Every semester

**EVANGELISM, COMPASSION MINISTRY,  
SOCIAL JUSTICE (PRAXIS)**

Mr. Mike MacNeil, Program Director

1 credit hour Annually, fall

1 credit hour    Annually, spring

1 credit hour                      Annually, fall

1 credit hour                      Annually, spring

3 credit hours Alternate years

1 credit hour Every semester

**Leadership Praxis** (PX 351) provides an opportunity for students to assume a leadership role and assist with the first-year Regional Praxis weekly

ministry. Leadership Praxis is usually completed in the third year. Prerequisite: Regional Praxis I and II.  
1 credit hour Every semester

**Praxis Senior Project (PX 400)** is a self-directed study completed in the senior year of the program B.A. Ministry (Evangelism & Social Justice major). The student focuses their study on an area of particular interest within the realm of evangelism, compassion, or social justice ministry. Areas of interest may arise from participation in Regional Praxis and/or Directed Praxis experiences. Prerequisite: Regional Praxis I and II, Directed Praxis.  
1.5 credit hours Every semester

## INTERCULTURAL STUDIES

Dr. Matthew Friedman, Program Director

**Introduction to Missions (MI 100)** is an introductory level course exposing students to the world of contemporary missions. The course is designed for students majoring in intercultural studies or for those who want to increase their understanding of missions and their participation in what God is doing among people of all cultures worldwide. The course considers 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 for Cross-Cultural Preparation (MI 202)** covers how to build a ministry partnership team (including prayer support and financial partnership practices), personal health, language learning, and a variety of other practical issues related to effective cross-cultural service.  
3 credit hours Alternate years, spring

**Cross-Cultural Ministry (MI 310)** offers exposure to a cross-cultural setting including observation and service. The course, required for Intercultural Studies minors, gives the opportunity to experience first-hand a cross cultural ministry setting, usually outside North America. Normally, this experience happens in March break. The student will serve

under an experienced cross-cultural worker or host country leader, as well as work with the Intercultural Studies Program Director, who usually will travel with the students and serve as facilitator. Pre- and post-trip assignments are part of the requirements for this course.

3 credit hours Alternate years, spring

**Spiritual Conflict Resolution (MI 402)** examines the spiritual encounter with the powers of darkness 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 spiritual evil in the life of believers. Defensive and offensive postures of the ministry worker 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)** is designed to help today's Christ follower live as a competent intercultural communicator in an increasingly diverse world. The course examines and engages in intercultural interactions, investigates strategies for adjusting to and working with people who are of a different ethnicity and/or culture than one's own. The course will also explore and develops new skills for intercultural communication, including managing and resolving conflict cross-culturally. Pre-requisite: Cultural Anthropology or Introduction to Sociology.  
3 credit hours Alternate years, fall

## PASTORAL MINISTRY & CHURCH PLANTING

Dr. Stephen Elliott, Program Director

**Principles of Church Planting (CP 201)** is designed to help students understand the need for new, culturally relevant, and effective missional churches in North America. This is an overview course and includes: the biblical basis of church planting, the need for church planting, the profile of effective church planters and their teams, the challenges of church planting, and an introduction to

the latest church planting models and practices. In addition to classroom instruction, students visit current church planting locations and interview their lead pastors.

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, August Seminar

**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

Every semester

**Expository Preaching** (PM 302) builds on the skills developed in Homiletics by offering additional training in the art of preparing and preaching an expository sermon in the context of a post-Christian society. Pre-requisite: Homiletics.

3 credit hours

Annually, spring

**Church Health, Growth and Leadership** (PM 307) examines well known principles and practices which contribute to the growth and vitality of the church, focusing on biblical and theological foundations, as well as practical strategies which can be applied in real-life ministry.

3 credit hours

Alternate years, fall

**Empowering and Equipping Lay Ministry** (PM 312) explores the skills and procedures involved in

empowering and equipping lay people to be involved effectively in front-line ministries. Christian leaders are taught to identify, develop, deploy, and support lay people as they serve in both church-based and community-based ministries, according to their God-given gifts and passions.

3 credit hours

Alternate years, spring

**Pastoral Ministry** (PM 400) studies the real-life work and responsibilities of the pastor (except preaching). Students are exposed to both the 'up-front/public' ministries of a pastor, as well as the 'behind-the-scenes' responsibilities. Many practical areas of pastoral ministry are explored through lecture, demonstration, practice, and visits to local churches.

3 credit hours

Annually, fall

## WORSHIP ARTS

**Music Theory I** (MU 105) introduces the basics of the written language of music with an emphasis on practical application. Elements included are note-reading, major and minor scales and triads, key signatures, simple chord progressions as applied in chord charts, simple and compound meter and basic rhythms. This course may be exempted by exam.

3 credit hours

Annually, fall

**Group Guitar** (MUG 105) is a beginner-level course designed primarily for non-Worship Arts students. Although Worship Arts majors and minors must take at least one semester of private instruction, they may wish to begin with Group Guitar.

1 credit hour

Annually, spring

**Group Voice** (MUV 105) is designed for beginning voice students to work on the basic skills of singing, including vocal technique (in speech and singing), solo and ensemble vocal performance. Aspects of breathing, support, diction, blend, stage presence, microphone handling, and harmony will be addressed. Class time will be a combination of vocal exercises, conceptual learning, and performing with and for one another. Students will learn both by doing and by observing how other students are corrected and encouraged. Students will work on self-improvement by fostering and developing





Rev. Drew Donovan, Program Director  
See also courses under *Christian Education*  
(page 68)

3 credit hours      Annually, spring

1.5 credit hours	Annually, fall
------------------	----------------

3 credit hours Annually, fall

1.5 credit hours                      Annually, fall

1.5 credit hours Alternate years, fall

# PRACTICAL MINISTRIES

The purpose of practical ministries is to assist the student in preparing to bring glory to God by enabling the student to integrate real-life experience with classroom theory.

Participation in practical ministry experiences assist students in developing skills in relating Christian truth to human needs. The student's individual needs and vocational objectives help determine appropriate ministry assignments. The value of communication skills in teaching, preaching, counselling, music, sharing, and witnessing cannot be overstressed in the student's vocational pursuits. Consequently, a valid learning experience in the use of these skills must include practice. During practical ministry experiences, students receive evaluation and instruction from pastors, church leaders, and other competent supervisors.

## **Practicum**

All students at Kingswood University are involved in a variety of hands-on practical ministries. Some of these are through Pulse activities; others are through more formal arrangements in earning Practicum credits.

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

The Practicum Handbook provides detailed information concerning practicum assignments and requirements. Selection of assignments is made in consultation with the Practicum Director and the student's faculty advisor. All student practicum assignments must have the approval of the Practicum Director.

## **Supervised Ministry Experience**

All B.A. (Ministry) students spend four months in full-time supervised ministry in the final semester 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. The Supervised Ministry Experience includes real-life ministry, leadership opportunities, readings, and writing elements to allow students to process and reflect on their experiences. This is a twelve-credit hour assignment.

The [Supervised Ministry Handbook](#) provides detailed information about 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 Supervised Ministry Experiences and their Program Director to secure an appropriate placement.

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. The seminar is facilitated by the Director of Supervised Ministry Experiences. 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 twelve-credit hour assignment may not be completed until all other Christian School Education requirements have been completed. Student Teaching placement is done under the supervision of the Christian School Education Program Director. The student is supervised by a qualified cooperating teacher.

# GRADUATE CATALOGUE



# **ACADEMIC CALENDAR**

## **Summer Semester 2019**

Registration deadline – all summer and fall courses, including Ministry Placements ..... June 15  
“The Bible as Christian Scripture” (online) ..... July 1 – August 24

## **Fall Semester 2019**

“A Theology of Pastoral Leadership” (online) ..... September 2 – October 25  
“A Theology of the Church” (online) ..... October 31 – December 21  
Registration deadline – all spring courses, including Ministry Placements ..... December 20, 2019

## **Spring Semester 2020**

“A Theology of Word & Sacrament” (online) ..... January 6 – February 29  
Graduation application deadline (includes registration for Capstone Project) ..... March 1  
“Missional Pastor: Evangelism & Discipleship” (online) ..... March 9 - May 2  
Registration deadline – all summer courses, including Ministry Placements ..... April 1  
Baccalaureate Service & Graduation Reception ..... May 1  
Commencement ..... May 2

## **Summer Semester 2020**

“Capstone Project” ..... May 11 - June 30

# **ADMISSIONS INFORMATION (GRADUATE)**

## **ADMISSION POLICIES**

### **General Requirements**

The prospective student is assessed according to academic background, moral behaviour and character, personal Christian testimony, and ministry graces. In the consideration process, the applicant's complete academic record, recommendations, plans, 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 based on race, colour, national origin, age, or gender in admission to, treatment in, or employment in its programs and activities.

### **Academic Requirements**

Applicants must have earned a bachelor's degree from a recognized institution with a cumulative GPA of at least 2.5 on a 4.0 scale. Students without the necessary background or grades may be admitted on a conditional basis. Students with no prior theological education may be required to take an introductory Bible survey course.

### **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, pornography, inappropriate sexual relationships, gambling, and occult activities.

### **Ministry Graces**

The mission of Kingswood University as a single-focus institution requires that an applicant possess the skills and temperaments appropriate for ministry. In some cases, an applicant may be asked to complete additional testing to help in this evaluation.

be made early so that necessary arrangements for entrance may be made.

### **All applicants must submit the following to the Enrolment Office:**

- Application for Admission - Applications may be made online through the University website ([www.kingswood.edu](http://www.kingswood.edu)) or submitted to the Enrolment Office, Kingswood University, 26 Western Street, PO Box 5125, Sussex, New Brunswick, Canada, E4E 5L2. A non-refundable \$40 application fee should be enclosed. All questions on the application form are to be answered or marked N/A if not applicable.
- Transcripts - Applicants must submit transcripts of all post-secondary work. Transcripts are to be mailed directly to the University. Transcripts may be reviewed for admission at the completion of an applicant's third year of undergraduate study. An official transcript certifying graduation will be required for enrolment. Transcripts of work at Kingswood University do not need to be submitted; they will automatically be added to the application.
- References - Applicants must provide the names of two professional references. Kingswood students immediately transitioning from an undergraduate degree to the graduate degree program must have the permission of the Associate Vice President for Graduate Studies instead of the two references.
- Statement of Purpose - Applicants must submit a one to two-page statement of purpose explaining their spiritual journey to this point and why they hope to pursue the Master's degree at Kingswood University. Recent graduates of Kingswood bachelor's degree programs are exempt from this step, upon approval of the Associate Vice President for Graduate Studies.

## **ADMISSION PROCEDURES**

Applications and information may be obtained online or from the Enrolment Office, 506-432-4422 or 888-432-4422. Applications for admission should

### **All accepted applicants must complete the following before they can be enrolled:**

- 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.

- Ministry Placement Site - The M.A. (Pastoral Theology) is an “in-ministry” degree. Each student will be required to invest a minimum of 20 hours each week in church-related ministry (on either a paid or volunteer basis). Applicants who do not have a ministry placement site should contact the Associate Vice President for Graduate Studies for assistance in finding one as part of the enrolment process. A Kingswood-approved ministry colleague at the church or ministry will be asked to partner with the student, and sign a formal Ministry Placement agreement to that effect. This form must be completed and submitted to the Enrolment Office before final acceptance into the program.

### **Transferring From Other Institutions**

Credits being transferred to Kingswood must be from a recognized 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.

### **International Students**

If English is not their first language, international students must provide a score report for a test demonstrating their proficiency in the English language in addition to the forms and information listed above before an admission decision can be reached.

Kingswood University will accept scores from either the “Test of English as a Foreign Language” (TOEFL) or the “International English Language Testing System” (IELTS). The minimum acceptable scores for admission to Kingswood University are as follows:

- TOEFL Internet-based test - 80
- IELTS - 6.5

## **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.

### **GRADUATE FEES FOR 2019-2020**

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 .....	\$370 per credit hour*
Audit fee .....	\$100 per credit hour
Tuition Deposit .....	\$100
Graduation Fee.....	\$160

#### **Room & Meal Plans:**

Graduate students who live on campus will be charged the same housing and meal plan fees as undergraduate students (see page 16). This also applies to medical insurance for international students.

\* See the Grants section for details about reducing this cost by up to \$145 per credit hour.

### **DEFINITION OF FINANCIAL CHARGES**

#### **Tuition**

Tuition for students will be charged at a rate of \$370. All graduate level courses are 3 credit hours, so courses cost \$1,110, before financial aid is applied.

#### **Audit Fee**

This is a per credit hour fee charged to students who wish to attend a course but not receive credit.

#### **Graduation Fee**

This fee is charged to all graduating students. It includes all items related to graduation including cap, gown, and hood 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 & FEES**

#### **Payment Terms**

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

#### **Tuition Deposit**

After initial acceptance, a one-time \$100 tuition deposit must be submitted before a student can register for class. Upon enrolment, this fee will be applied to the student's account.



### **Payment Options**

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, either by dismissal or withdrawal, he or she may receive a refund. The amount of the refund is determined as outlined below.

### **Semester Courses**

This policy applies to courses taught in an eight-week format. 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.

### **Financial Aid**

If a student withdraws or is dismissed at any time during a semester, financial aid is re-calculated. The Kingswood University Graduate Student Grant is pro-rated on the same basis as tuition.

## **GRANTS**

### **Kingswood Graduate Student Grant**

(\$65 per credit hour) This grant is available to all Kingswood University Alumni enrolled in the

graduate degree program, as well as pastors who have been employed by a church prior to enrolment into the graduate program.

### **Wesleyan Loan/Grant Program**

This loan/grant provided by The Wesleyan Church is available to Wesleyan graduate students who are ordained or pursuing ordination in The Wesleyan Church. Students must maintain a grade point average of at least 2.0 on a 4.0 scale. This loan is interest-free while the student is enrolled. Those who serve in qualifying appointments in The Wesleyan Church are eligible to have a portion of the loan and its interest cancelled after each year served.

## **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. See page 24 for more details about Canadian Student Loans.

## **U.S. FEDERAL AID**

American students may be able to apply for a private loan with a co-signer for graduate work at Kingswood University. Contact Sallie Mae at [www.salliemae.com](http://www.salliemae.com). Choose "Private Student Loan" option.

# **ACADEMIC INFORMATION**

## **ACADEMIC POLICIES**

### **Dropping a Course**

Students may withdraw from a course within the first seven calendar days of the course. Courses dropped after this time will incur an "F" unless a student can document extenuating circumstances. For information about tuition refunds see the Financial Information section of this Graduate Catalogue.

Courses from which a student withdraws during the second to fourth week of the course will be recorded with a grade of "W." After week four, courses dropped will incur an "F" unless a student can document extenuating circumstances.

Students must follow the proper procedures for dropping a course by completing the appropriate form and securing the required signatures. For information about tuition refunds see the Financial Information section of this Catalogue.

### **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 Excellent work. This grade represents originality, insight, and achievement.
- 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 fulfillment of requirements with little personal involvement or application to studies.
- D Unsatisfactory. This grade represents work below an acceptable level. For 500 level courses, a D grade is not satisfactory for graduation (see Degree Graduation Requirements); therefore, any such course receiving a D grade must be re-taken.

- 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.

### **Grades**

To receive credit for a course, the student must satisfactorily fulfill all the requirements of the course (papers, assignments, etc.) and receive an acceptable passing grade in the course.

Grades and grade-point averages are calculated in the same manner as at the undergraduate level (see page 34).

### **Academic Probation**

Students will be placed on academic probation when their summer semester, fall semester, spring semester, or cumulative GPA falls below 2.0. Students on academic probation will be permitted to take only one graduate course per semester.

### **Academic Dismissal and Re-Admission**

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

- their GPA in any summer, fall or spring semester is 1.0 or below, or;
- their current summer, fall or spring semester GPA is below 2.0 for a second consecutive semester.

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

Upon timely receipt of all required materials and reports, a determination will be made concerning 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.

### **Contesting a Grade on an Assignment**

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

- The student will submit to the professor, in writing, the reasons for contesting the grade within five days of receiving the grade.
- The professor will respond in writing to the student within five days.
- If this does not bring about satisfactory resolution the student may take the grievance to the Associate Vice President for Graduate Studies 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 Associate Vice President for Graduate Studies and include a copy of the student's statement to the professor and the professor's response.
  - This request must be submitted to the Associate Vice President within 21 days.
  - The decision of the Associate Vice President will be final.
  - If the professor involved is the Associate Vice President for Graduate Studies, the written request may be submitted to the Vice President for Academic Affairs.

### **Late Assignments**

All assignments are due on the date indicated in the syllabus and in Populi, or verbally communicated by the professor.

Extensions may be granted in the event of unexpected ministry duties, 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 assigned work will be accepted after the official end date of the course. Students should check specific requirements for due dates in each syllabus.

### **Plagiarism & Other Academic Dishonesty**

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. Cheating on tests, exams, and other assignments is equally offensive. 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 and other academic dishonesty will not be tolerated at Kingswood University and normally will result in the following academic penalties:

- A first offence will result in failure of the assignment or test.
- 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 or academic dishonesty occurred.
- 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.

### **Transferring from Other Institutions**

Students can transfer a maximum of 15 credit hours into the Master's degree program. The University will only transfer those credits that can be applied directly toward the desired program of study at Kingswood. Grades for courses transferred must be at least C, though the grade will not be recorded or calculated in the student's GPA.

Transfer credit is not awarded for Ministry Placement.

### **Graduation Requirements**

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

- evidence of a life of high moral standing and a committed discipling relationship with the Lord and Saviour;
- successful completion of all program requirements;
- a minimum of 21 of the 36 credit hours earned through Kingswood University;
- a letter grade of "C" or above attained in all courses;
- a minimum cumulative grade point average of 2.0;
- full payment of all financial commitments to the University.

### **August Graduates**

Students who complete the M.A. (Pastoral Theology) in one academic year will, by the nature of the program, be August graduates. They will be granted permission by the Vice President for Academic Affairs to participate in Commencement with the designation August Graduate.

Other students enrolled in the M.A. (Pastoral Theology) program who, at the time of graduation, are no more than two courses and one ministry placement credit (maximum seven 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.

If 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*.

## **ACADEMIC PROCEDURES**

### **Academic Year**

The M.A. (Pastoral Theology) program operates as a year-round program, with the first course being held in the summer and culminating the following summer.

### **Faculty Advisor**

The Associate Vice President for Graduate Studies serves as the advisor to all M.A. (Pastoral Theology) students. He or she will help students with academic matters such as program and course selection and will serve as a friend and counsellor throughout the student's university program.

### **Physical, Mental, and Learning Disabilities**

Kingswood desires to support all students in fulfilling the unique call of God in their lives including their academic success. Applicants with disabilities conform to the same academic conditions of acceptance as other applicants. However, they are encouraged to submit additional information about their life circumstances so that these can be considered in the evaluation of their application.

Students who have a diagnosed 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. Kingswood seeks to work with the student and any medical and/or psychological professionals involved to develop an appropriate accommodation plan. The accommodation plan will outline the student's particular needs and required changes to the delivery of the academic content to the student. The Registrar will notify faculty of suggested accommodations based upon documentation students provide.

The University can provide some support for students who have documented learning disabilities. Examples of support include making accommodations for tests 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.

### **Transferring from Other Institutions**

All transcripts are assessed individually for transfer credit. Credit can usually be transferred seamlessly from:

- other recognized accredited educational institutions owned by The Wesleyan Church;

- other institutions accredited by the Commission on Accreditation of the Association of Biblical Higher Education, the Transnational Association of Christian Colleges and Schools, or the Association of Theological Schools;
- recognized Canadian institutions;
- regionally accredited American institutions.

Transfer may be possible from other institutions with consideration given to the nature of the institution, the qualifications of its faculty, and review of syllabi.

Details of transcript assessment are available to the student or applicant upon request.

### **Articulation Agreements**

In addition to general reciprocity of transfer of credit with other institutions owned by The Wesleyan Church and others accredited by ABHE, Kingswood has articulation agreements for transfer to and/or from the following institutions:

- Acadia Divinity College at Acadia University (Wolfville, NS);
- Wesley Seminary at Indiana Wesleyan University (Marion, IN).

### **Transcripts**

Transcripts are issued upon request from the student through the University website. The cost is \$10.00 per transcript, payable before the transcript can be released. All financial obligations to the University must be met before grades and transcripts can be released.

### **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 withdraws and later re-enrols, the requirements at the time of change or re-enrolment will be those which the student must meet.

## **SEXUAL HARASSMENT POLICY**

Unwelcome sexual invitations, demands for sexual favors, repeated sexual innuendos, and taunting about a person's body, appearance or sexuality can constitute sexual harassment. The university is committed to creating and maintaining an environment for students that is free of such objectionable and disrespectful conduct. Students should review Kingswood's Student Policy and Procedure on Sexual Harassment to help ensure self-awareness and protection. While a student may choose to discuss or report sexual harassment directly with law enforcement or any trusted Kingswood staff member, the Campus Pastor and the Professor of Counselling serve as University Sexual Harassment Advisors. These advisors provide information, advice, assistance and support on a confidential basis regarding this policy. Complaints of sexual harassment brought to the university's attention by a student will be treated as a serious matter and will be acted upon promptly and with due regard to the confidentiality of all those involved.

## **GRIEVANCE POLICY**

The fundamental criterion for initiating a grievance is that a student believes that a decision of a University authority or the action of a University member affecting some aspect of her/his University life has not been reasonable, just or fair. Every student in the University community has a right to institute and participate in proceedings under this grievance procedure without reprisal or threat of reprisal for so doing.

The grievance process is divided into the three stages which are described in the Student Handbook.

# **MASTER OF ARTS (PASTORAL THEOLOGY)**

Dr. Kenneth F. Gavel, Associate Vice President for Graduate Studies

The Master of Arts (Pastoral Theology) is an online streamlined 36 credit-hour master's degree with a special emphasis on integrating Scripture and biblical theology with pastoral leadership, worship, evangelism and discipleship, the nature of the church, and spiritual formation. Students will have an opportunity to compile a practical set of ministry tools and resources as part of a capstone project.

## **Purpose of the M.A. (Pastoral Theology)**

The purpose of the degree is to provide graduates with the advanced understanding and skill-sets necessary for effective pastoral ministry or general church ministry.

## **Objectives of the M.A. (Pastoral Theology)**

Graduates will:

Cognitively:

- gain a deeper understanding of the integral relation between the Bible, the preached Word, and the enacted Word;
- gain a broader understanding of the nature of the church as the Body of Christ;
- understand the nature and purpose of the spiritual disciplines as applied in the life of a local congregation;
- understand the principles involved in guiding a Christian community to spiritual and ministry wholeness;
- understand the Church as a witness to, and extension of, God's mission in the world;
- understand some of the key dynamics of the Church as a social institution, and what that means for Christian leadership of a local congregation.

Affectively:

- appreciate the ways in which God provides for the spiritual health and ministry impact of the Church;
- appreciate the practical nature of theology and the theological nature of a biblically shaped praxis;

- highly value the corporate nature of the Church.

Behaviourally:

- apply the biblical and theological principles learned in class in practical ministry settings;
- develop an intentional plan of application of the principles learned.

## **Program Integration**

This degree will provide a special emphasis on integrating Scripture and biblical theology with pastoral leadership, worship, evangelism and discipleship, a deeper understanding of the church, and spiritual formation. Class work in each of the specific courses will include the opportunity to design assignments around some ministry need or theme each student will choose.

## **Program Relevancy**

Students will have opportunity to compile a practical set of ministry tools and resources as part of a capstone final project. This project will involve guided processing, assimilation, and compilation of principles, insights and methodologies gleaned from the integration of class work and ministry involvement in the core curriculum of the degree.

## **Local Church/Ministry Involvement**

Because the M.A. (Pastoral Theology) degree is an "in-ministry" degree, students will be required to complete twelve months of sustained engagement in church-related ministry (20 hours per week) on either a paid or volunteer basis. This work will be evaluated at the ministry site by a Kingswood-approved ministry colleague.

The "ministry" category is not limited to pastoral roles in a local church, but may include roles in parachurch ministries, or other ministry roles, as approved by the Associate Vice President for Graduate Studies.

Six hours of academic credit are awarded for this ministry assignment, for which the student pays standard tuition fees.

Students who opt to complete the M.A. (Pastoral Theology) degree in two years may choose to invest ten hours per week for twenty-four months.

## Courses

The following courses are required for the M.A. (Pastoral Theology) degree:

	<u>Credits</u>
The Bible as Christian Scripture	3
A Theology of Pastoral Leadership	3
A Theology of the Church	3
A Theology of Word and Sacrament	3
Missional Pastor:	3
Evangelism/Discipleship	
Capstone Project	3
Ministry Placement	6
Electives:	
Biblical Studies*	3
<i>Usually Romans (NT 551)</i>	
Theological Studies*	3
<i>Usually Systematic Theology (TH 551)</i>	
Church History*	3
<i>Usually Church History (HI 551)</i>	
Pastoral Theology*	3
<i>Usually Counselling (PSPM 551)</i>	
Total Credit Hours	36

\* Requirements may be met through dual enrolment courses (see below)

Students who have no prior theological education may be required to take pre-requisite courses in Bible and Theology at the undergraduate level. The necessity of taking these courses will be assessed on an individual basis.

## Dual Enrolment Option

Students who enrol in this degree may transfer up to 12 hours of bachelor's degree credits toward the core courses of the M.A. (Pastoral Theology) degree as dual enrolment credit.

Graduates of Kingswood University's undergraduate degrees may be awarded dual enrolment credit for the following courses. A grade of at least C must have been earned in a course for it to be transferrable:

- Biblical Studies elective, credit for one of:
  - Upper level Old or New Testament studies
  - Hermeneutics (BT 301)
  - Equivalent course

- Theological Studies elective, credit for one of:
  - Systematic Theology I & II or Christian Doctrine I & II (TH 305 & 306)
  - Doctrine of Holiness (TH 411)
  - Apologetics (TH 405)
  - Contemporary Theology or Varieties of Contemporary Christian Belief (TH 403)
  - Equivalent course
- Church History elective, credit for one of:
  - Church History (HI 303)
  - Reformation Church History (HI 405)
  - Equivalent course
- Pastoral Theology elective, credit for one of:
  - Adult & Family Ministries (CE 414)
  - Church Health, Growth & Leadership (PM 307)
  - Empowering/Equipping Lay Ministry (PM 312)
  - Expository Preaching (PM 302)
  - Introduction to Counselling (PSPM 301)
  - Pastoral Ministry (PM 400)
  - Equivalent course

Graduates from other institutions of Christian higher education may be able to earn dual enrolment credit for equivalent courses. A grade of at least C must have been earned in a course for it to be transferrable.

## Course Sequencing

The M.A. (Pastoral Theology) is designed to be completed in one academic year if a student has already earned the twelve hours of elective credit.

## One Year Plan

	<u>Credits</u>
Elective credits already completed	12
Summer Semester I (July & August)	
1 <sup>st</sup> course	3
Ministry Placement I	1
Fall Semester (September to December)	
2 <sup>nd</sup> course (Sept & Oct)	3
3 <sup>rd</sup> course (Nov & Dec)	3
Ministry Placement II & III	2
Spring Semester (January to April)	
4 <sup>th</sup> course (Jan & Feb)	3
5 <sup>th</sup> course (Mar & April)	3
Ministry Placement IV & V	2
Summer Semester II (May & June)	
Capstone Project	3
Ministry Placement VI	1

If students do not have the elective credits, or if they prefer to work on the degree at a slower pace, they may complete the degree over a two-year span. In either case, The Bible as Christian Scripture (BT 501) is normally the first course.

## Two Year Plan

	Credits
<u>Year One:</u>	
Summer Semester I (July & August)	
1 <sup>st</sup> course	3
Fall Semester (September to December)	
2 <sup>nd</sup> & 3 <sup>rd</sup> courses	6
Spring Semester (January to April)	
4 <sup>th</sup> course	3
<u>Year Two:</u>	
Summer Semester I (July & August)	
5 <sup>th</sup> course	3
Ministry Placement I	1
Fall Semester (September to December)	
6 <sup>th</sup> & 7 <sup>th</sup> courses	6
Ministry Placement II & III	2
Spring Semester (January to April)	
8 <sup>th</sup> & 9 <sup>th</sup> courses	6
Ministry Placement IV & V	2
Summer Semester II (May & June)	
Capstone Project	3
Ministry Placement VI	1





## COURSE DESCRIPTIONS

**The Bible as Christian Scripture** (BT 501) is normally the first course taken in the M.A. (Pastoral Theology) degree. It focuses especially on the formative role played by the Bible (as the Word of God) in shaping the life of a healthy congregation. Special attention is given to the ways in which different genres of Scripture, as well as various books of the Bible, are to be utilized in both private and public worship.

3 credit hours                      Annually, July & August

**Survey of the Bible** (BT 510) is a comprehensive survey of the whole Bible, intended to meet the prerequisites for taking further study at the graduate level.

3 credit hours                      Every semester, as needed

**Church History** (HI 551) provides a survey of the history of the Christian Church from its birth to the present day in the context of world history. Attention is given to how the past impacts present and future ministry.

3 credit hours                      Every semester, as needed

**Romans** (NT 551) is a critical and exegetical study of the book of Romans. Due attention is paid to background issues and proper methodology for the understanding of Romans, but the primary focus is an in-depth study of Paul's theological positions developed throughout the letter.

3 credit hours                      Every semester, as needed

**Introduction to Counselling** (PSPM 551) 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                      Every semester, as needed

**Systematic Theology** (TH 551) aims to lay the foundation for a firm grasp of the basic doctrines of the Christian faith. While the theological perspective is that of The Wesleyan Church, the student is encouraged to interact with other Christian

perspectives to gain a clearer understanding of one's own view.

3 credit hours                      Every semester, as needed

**A Theology of Word and Sacrament** (TH 502) maps the close connection between the spoken and the performed Word. Special attention is given to the ways in which the written Word and the sacraments are meant to operate in the life of the church as a means of ongoing, transformative grace. Students evaluate their current church experiences in light of these principles and develop a plan by which they may apply them in their ministry to a local congregation.

3 credit hours                      Annually, January & February

**A Theology of the Church** (TH 503) begins with an overview of the various biblical images of the church, which in turn necessitates an understanding of the historical and theological development, and adaptations of these biblical images. The course includes exercises where the student reflects critically upon life in the church and ministry as he or she currently experiences it in light of these biblical, historical, and theological principles. The goal is for the student, as a ministry leader, to become a facilitator of a biblically sound, culturally relevant, spiritually growing, reproducing, missional congregation.

3 credit hours                      Annually, November & December

**Missional Pastor: Evangelism and Discipleship** (PM 504) examines how the church is meant to function as the mission of God in the world. The objective of this course, therefore, is to equip students with both a biblical understanding of how a local church effectively reaches the unsaved in the community with the gospel message and transitions new believers into a community of believers who intentionally support and encourage each other in becoming as much like Jesus as the Holy Spirit intends and enables.

3 credit hours                      Annually, March & April

**A Theology of Pastoral Leadership** (PM 505) is a comprehensive, integrative approach to the theology and practice of leadership, beginning with biblical foundations and concluding with essential

skills for leading churches and other non-profit organizations. The course involves current case studies from the student's context and so requires that the student currently be serving in an approved organizational context to enable appropriate reflection and application.

3 credit hours      Annually, September & October

**Capstone Project** (PM 506) allows students to integrate and apply in a working preaching/teaching model the principles, insights and skills they have learned in each of the M.A. courses.

3 credit hours      As needed

**Ministry Placement** (PM 525 - PM 530) is the hands-on ministry component of the Master of Arts (Pastoral Theology). During twelve months of the program, each master's student will invest a minimum of 20 hours per week in an approved ministry, on a paid or volunteer basis. Monthly reflective reports will be submitted to the Associate Vice President for Graduate Studies. Students who choose to complete the degree in two years may reduce their ministry hours to ten hours per week over two years.

1 credit hour      Continuously



# **UNDERGRADUATE & GRADUATE FACULTY**

## **CORE FACULTY**

### **CLINTON A. BRANSCOMBE**

Associate Professor of Old Testament  
B.A. (Religion), Bethany Bible College  
B.A. (Philosophy), Acadia University  
M.Rel. (Old Testament), Wycliffe College  
At Kingswood since 1989

### **T. ANDREW (DREW) DONOVAN**

Program Director & Assistant Professor of Youth & Children's Ministry  
B.A. (Religion), Bethany Bible College  
B.A. (Christian Education), Bethany Bible College  
M.A. (Pastoral Theology), Kingswood University  
At Kingswood since 2018

### **STEPHEN D. ELLIOTT**

Program Director & Professor of Pastoral Ministry & Church Planting  
B.A. (Religion), Bethany Bible College  
D.Min., Asbury Theological Seminary  
At Kingswood since 2007

### **MATTHEW F. FRIEDMAN**

Program Director & Professor of Intercultural Studies  
A.A., Thomas A. Edison State College  
B.A. (Psychology), Charter Oak State College  
M.Div., Asian Institute of Theology/ACTS Academy of Higher Education  
Ph.D., Asbury Theological Seminary  
At Kingswood since 2016

### **KENNETH F. GAVEL**

Associate Vice President for Graduate Studies  
Division Chair of Bible & Theology  
Professor of Biblical Studies and Theology  
B.A. (Religion), Bethany Bible College  
M.Div., Asbury Theological Seminary  
Th.M., Princeton Theological Seminary  
Ph.D., University of Edinburgh  
At Kingswood 1993-95 and since 2000

**ERIK L. IRELAND**

Director of Kingswood Extended  
B.A. (Music), Houghton College  
B.A. (Religion), Houghton College  
M.Div., Asbury Theological Seminary  
D.Min., Asbury Theological Seminary (candidate)  
At Kingswood since 2019

**ALLEN A. LEE**

Division Chair of Professional Studies  
Program Director of Christian Counselling  
Professor of Psychology & Counselling  
B.S. (Youth Ministry), United Wesleyan College  
M.A., Kutztown University  
Ph.D., Liberty University  
At Kingswood since 2003

**MICHAEL A. MacNEIL**

Program Director of Evangelism and Compassion Ministry  
Associate Professor  
B.A. (English Literature), University of New Brunswick  
M.A. (English Literature), University of New Brunswick  
At Kingswood since 1983

**MARILEE J. RODGERSON**

Registrar  
B.Sc. (Christian Education), Bethany Bible College  
At Kingswood 1982-2000 and since 2007

**VIRNNA M. SABINE**

Director of Library Services  
B.S. (Biology), Houghton College  
M.L.I.S., Kent State University  
At Kingswood 1999-2005, 2009-2010 and since 2012

**JANET M. STARKS**

Vice President for Academic Affairs  
B.Sc. (Christian Education), Bethany Bible College  
M.Div., Wesley Biblical Seminary  
D.Min., Acadia University  
At Kingswood since 2000

**DAVID E. TROUTEN**

Division Chair of General Education  
Associate Professor of Communications  
A.A., Trinity Western University  
B.A. (Communications and Literature), Fresno Pacific College  
M.A. (Communications), Regent University  
At Kingswood since 2000

**ADJUNCT AND PART-TIME FACULTY****JASON BIECH**

Principal, Grace Christian School, Charlottetown, PE  
B.Ed., Toccoa Falls College  
M. Ed., Liberty University

**GRAEME CHING**

Director of External Programs/Lecturer of English, Crandall University, Moncton, NB  
B.A., Acadia University  
M.A., McMaster University

**CHRIS FICKEL**

Worship Pastor, Celebrate Community Church, Sioux Falls, SD  
B.A. (Business Administration), Azusa Pacific University  
M.A. (Ministry & Worship), Wesley Seminary at Indiana Wesleyan University

**DOUGLAS R. GRAHAM**

Retired Program Director of Christian School Education, Kingswood University  
B.A. (English Literature), University of New Brunswick  
B.Ed. (Elementary School Supervision), University of New Brunswick  
M.Ed. (Counselling & Administration), University of New Brunswick  
School Principal's Certificate

**ANDREA GUNTER**

Vice President for Enrolment, Kingswood University  
B.A. (Psychology), University of New Brunswick  
Executive M.B.A., Jack Welch Management Institute

**ERIC HALLETT**

District Superintendent, Central Canada District, The Wesleyan Church, Brockville, ON  
B.A. (Religion), Bethany Bible College  
M.Div., Asbury Theological Seminary  
D.Min., Asbury Theological Seminary

**LARISA LEVICHEVA-JOSEPH**

Associate Professor, Bible & Christian Ministry, Wesley Seminary, Indiana Wesleyan University, Marion, IN  
A.A., Christian Evangelical University  
B.A. (Teaching English & German), Vladimir State Pedagogical University  
M.Div., Asbury Theological Seminary  
Th.M., Asbury Theological Seminary  
Ph.D., London School of Theology, Middlesex University

**KEITH LOY**

Senior Pastor, Celebrate Community Church, Sioux Falls, SD  
B.A., Dakota Wesleyan University  
M. Div., Briercrest Seminary  
D. Div. (*honoris causa*), Kingswood University

**ARTHUR MAXWELL**

Academic Dean Emeritus, Kingwood University  
B.A. (Religion), Bethany Bible College  
M.A.R. (Christian Education), Asbury Theological Seminary  
M.Div., Ontario Theological Seminary  
D.Min., Canadian Theological Seminary

**DORILEE MILNER**

Adjunct Faculty, Crandall University, Moncton, NB; Private Music Instructor  
B.A. (Music), Prairie College  
A.R.C.T., Associateship from the Royal Conservatory of Music in Piano Teaching

**WILLIAM PEED**

A.A., Kentucky Mountain Bible College  
B.S., Clemson University  
M.A., Wheaton College Graduate School  
Ph.D., Trinity Evangelical Divinity School

**AARON PERRY**

Assoc. Professor, Ethnic & Multicultural Ministry, Wesley Seminary, Indiana Wesleyan University, Marion, IN  
B.A. (Religion), Bethany Bible College  
M.A. (Theological Studies), Asbury Theological Seminary  
Ph.D. (Organizational Leadership), Regent University

**JOHN SHERWOOD**

Private Guitar Teacher, Fredericton, NB  
Youth Pastor, Crosspoint Church, Fredericton, NB  
B.A. (Religion), Kingswood University  
Certificate in Theory Harmony and Ear Training, Berklee College of Music

**JOSHUA E. SMITH**

Director of Supervised Ministry Experience; Director of Pulse, Kingswood University  
B.Comm. (Global Business Management), Saint Mary's University  
B.A. (International Development), Saint Mary's University  
M.Div., Acadia University

**CHRIS WILSON**

Lead Pastor, Church on Five, Richmond, BC  
B.A. (Religion), Bethany Bible College  
M.A. (Theological Studies), Northeastern Seminary

**RACHEL WILSON**

Pastor, Church on Five, Richmond, BC  
B.A. (Religion), Bethany Bible College  
M.A. (International Development), Eastern University

# INDEX

A.A. (Biblical Studies) .....	57	Evangelism & Compassion Ministry .....	70
A.A. (Evangelism & Compassion Ministry) .....	59	Evangelism & Social Justice.....	48, 70
A.A. (General Education) .....	58	Faculty .....	91
Academic Dismissal.....	82	Faculty Advisor .....	38, 84
Academic Load.....	32	Fees.....	16, 17, 80
Academic Policies .....	32, 82	Financial Aid .....	20
Academic Probation.....	33, 82	Financial Information.....	16, 80
Academic Procedures.....	38, 84	General Education Courses .....	64
Academic Year .....	38, 84	GPA .....	34
Accreditation.....	1, 8	Grading System .....	33, 82
Adding a Course.....	33	Graduation Fee .....	16, 19, 80
Admission Procedures.....	13, 78	Graduation Honours .....	36
Admission Requirements .....	13, 78	Graduation Requirements .....	36, 84
Advanced Placement.....	40	Grants .....	20, 81
Advisor .....	38, 84	Grievance Policy .....	31, 85
Alumni Association .....	8	Harassment Policy .....	31, 85
American Student Loans.....	24, 81	History.....	7
Annual Scholarships .....	23	Home Schooled Students.....	14
Applied Music Lessons .....	20	Housing Fees.....	16, 17, 20, 80
Articulation Agreements.....	39, 57, 58, 85	IELTS.....	15, 79
Associate's Degree Programs.....	57	Intensive Courses .....	20, 38
Athletic Association.....	31	Intercultural Studies .....	49, 71
Audit Fee .....	17, 80	International Baccalaureate.....	40
Auditing a Course .....	33	International Students .....	15, 23, 79
August Graduates.....	37, 84	International Wesleyan Ministerial Scholarship.....	22
B.A. (Christian School Education) .....	43	Kingswood Extended .....	14, 20, 38
B.A. (Ministry) .....	42	Kingswood Grant.....	21
Bachelor of Theology.....	44	Kingswood University Grant .....	81
Bachelor's Degree programs .....	41	Late Assignments.....	35, 83
Calendar.....	12, 77	Late Payment Fee.....	16, 18
Campus Employment .....	23	Loans.....	24, 81
Campus Life .....	30	M.A. (Pastoral Theology.....	86
Campus Life Fee .....	16, 18	Majors .....	45
Campus Visit Grant.....	20, 81	Marketplace Ministry .....	51
Canadian Student Loans .....	24, 81	Matching Grant .....	21
Change of Program .....	38	Mature Students.....	14
Charter .....	1	Meal Plans .....	16, 18, 20
Children & Family Ministry .....	45	Medical Insurance, International Students.....	16, 18
Christian Counselling.....	46	Ministry Courses .....	68
Christian Education.....	68	Minors .....	45
Christian School Education.....	43, 69	Mission Statement.....	6
Church Planting.....	47, 71	MK Grant .....	21
Class Attendance .....	32	Multiple Family Member Grant .....	21
Class Standing .....	35	Music Lessons .....	17, 73
Contesting Grades.....	34, 83	Off Campus Employment .....	23
Course Descriptions .....	61, 89	Off-Site Degree Completion .....	37
Credit and Quality Points .....	34	Outreach Association .....	30
Damage Deposit.....	17	Pastoral Ministry .....	51, 71
Deans's List.....	39	Payment of Tuition and Fees.....	19, 80
Delta Epsilon Chi Honour Society .....	37	Payment Plan Fee.....	16, 18
Deposit.....	17	Payment Terms.....	19
Disabilities .....	39	Pentecostal Assemblies of Canada .....	40, 55
Dismissal.....	33, 82	Plagiarism .....	37, 83
Doctrinal Statement .....	7	Practicum.....	20, 75
Drama Association .....	31	Praxis.....	48, 59, 70
Dropping a Course .....	32, 82	Praxis Fee.....	16, 19
Dual Enrolment (Graduate).....	87	President.....	5
Dual Enrolment (Undergraduate) .....	See Early Enrolment		
Early Enrolment.....	14, 17, 35		
Electronic Devices in the Classroom.....	37		
Employment .....	23		
Entrance Scholarships.....	23		



President's Scholarship Program .....	22
Private Room Fee .....	16
Professional Associations .....	1
Qualifying Semester .....	33
Quality Points .....	34
Re-Admission .....	15, 33, 82
Refunds .....	19, 26, 81
Registration .....	38
Resource Fee .....	16, 18, 20
Salutatorian .....	37
Satisfactory Academic Progress Policy .....	25
Scholarships .....	22
Second Undergraduate Degree .....	38
Senior Citizen's Rate .....	17
Shepherd's Grant .....	21
Spiritual Life .....	28
Spiritual Life Association .....	30
Spiritual Life Fee .....	16, 18
Statistics Canada .....	8
Student Council .....	30
Student Fellowship Association .....	31
Student Global Impact .....	30
Student Success Centre .....	39

Student Teaching .....	75
Supervised Ministry Experience .....	75
Sussex .....	8
Sussex Community Grant .....	21
TESL .....	60
Textbooks .....	19, 80
Theology .....	44
TOEFL .....	15, 79
Town House Family Housing .....	18
Transcripts .....	40, 85
Transferring from Other Institutions .....	14, 35, 79, 83, 84
Transferring to Other Institutions .....	39
Tuition Fees .....	16, 17, 80
Valedictorian .....	37
Wesleyan Bible Bowl Scholarship .....	23
Wesleyan Campus Challenge Scholarship .....	23
Wesleyan Heritage Grant .....	21
Wesleyan Loan/Grant Program .....	22, 81
Withdrawal from the University .....	40
Worship Arts .....	52, 72
Youth & Family Ministry .....	54
Youth Ministry .....	74