

# KINGSWOOD UNIVERSITY

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Canada E4E 5L2

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[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  
2023-2024 Catalogue  
Published August 2023; Revised April 2024

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# STAFF DIRECTORY

## Office of the President

President	Stephen J. Lennox	506-432-0070
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## Academic Affairs & Spiritual Life

Vice President for Academic Affairs	Allen A. Lee	506-434-4784
Vice President for Institutional Effectiveness	Janet M. Starks	506-435-3517
Academic Administrative Assistant	Amanda McFadzen	506-432-4460
Associate Vice President for Kingswood Extended	Erik Ireland	506-432-4430
Online Advisor, Kingswood Extended	Marilee Rodgerson	506-432-4459
Administrative Assistant, Kingswood Extended	Nikki Ebbett	506-432-4429
Director of Library Services	Virnna Sabine	506-432-4417 or 434-1856
Library Assistant	Amanda McFadzen	506-432-4427
Director of Applied Worship	Jay Muir	506-333-1225
Campus Pastors	Rod & Joy Guptill	506-434-4468

## Faculty

Biblical Studies, Old Testament	Clinton Branscombe	506-432-4466
Biblical Studies, Theology	Axel Kazadi	506-432-4461
Christian Counselling	Allen Lee	506-434-4784
Christian School Education	Pamela Alward	506-432-4465
Evangelism & Compassion Ministry	Shaun Miller	607-346-9245
Intercultural Studies	Merrill Greene	506-262-7014
NextGen Ministry	Jeremy MacDonald	506-432-4472
Pastoral Ministry & Church Planting	Stephen Elliott	506-432-4464
Worship Arts	Marc Jolicoeur	506-857-2293 (ext. 104)

## Campus Life & Operations

Vice President for Campus Life & Operations	Kirk G. Sabine	506-432-4408 or 434-2356
Administrative Assistant	Judy Kearley	506-432-4428
Men's Resident Director	Cormac Long	506-432-0226
Women's Resident Director	Jessica Fewer	506-435-4414
Director of Plant Operations	Ben Canney	506-435-0207
Director of Food Services	Greg Mann	506-432-4478 or 434-4408
Assistant Cook	Cynthia Campbell	506-432-4478
Assistant Cook	Bonnie Hatheway	506-432-4478
Assistant Cook	Dianne Hornbrook	506-432-4478
Campus Caretaker	Jared Welborn	506-432-4478

## Finance, Enrolment & Marketing

Executive Vice President	Andrea Gunter	506-432-4402 or 567-0743
Comptroller	Rob McMillan	506-432-4413
Finance Cashier/Receptionist	Heidi Nelson	506-432-4400
Director of Admissions	Zach Painter	506-435-4647
Enrolment Counsellor	Luke Maiorino	506-435-4429
Director of Financial Aid	Heidi Nelson	506-432-4423
Director of Information Services	Chandana Silva	506-433-0011
Communications Associate	Grace Aukerman	506-434-4118

## Donor Engagement

Director of Annual Fund	Debbie Benson	506-432-4411 or 435-3296
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# **BOARD OF TRUSTEES**

## **Executive Committee**

Rev. Peter Moore, Chair	Moncton, NB
Rev. Maurice Diggs, Vice-Chair	Waldorf, MD
Mr. Robert C. Strum, Secretary	Wilmington, DE
Mrs. Tammy Leonard, Assistant Secretary	Woodland, PA
Dr. Stephen J. Lennox, University President	Sussex, NB

## **Members at Large**

Rev. Pete Benson	Franklin, TN
Rev. Dean Brown	Corinth, NY
Rev. Mark Collins	Oxford, NS
Rev. Richard Cox	Altoona, PA
Mrs. Barbara Farrow	Buffalo, NY
Mr. Philip Fletcher	St. Petersburg, FL
Rev. Danielle Freed	Hudsonville, MI
Dr. Eric Hallett	Lyn, ON
Ms. Amber Hobbie	Flandreau, SD
Dr. Kevin Johnson	Truro, NS
Dr. Valerie Lewis	Halifax, NS
Dr. Peter Rigby	Kingston, ON
Mr. Steve Trueman	Moncton, NB

## **Trustee Emeritus**

Dr. Laurel D. Buckingham	Moncton, NB
Dr. H. C. Wilson	Moncton, NB

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

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

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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

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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>
Kingswood Extended	<a href="mailto:extended@kingswood.edu">extended@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 nearly 80 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. This experience is the gold standard in ministry preparation.

Most importantly, 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, or half a world away.

The Kingswood experience is also available online. We offer graduate and undergraduate programs in a fully online format, as well as non-credit options, including certificates and our recently developed Kingswood Learn, a platform hosting high quality, thoroughly vetted micro-courses available for free.

The proof of Kingswood's effectiveness can be seen in our alumni, now serving God in 27 countries, 10 provinces, 42 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 through your vocation, or just to discover what God might have in store next, Kingswood is an excellent choice. The more you look the more you'll 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 denomination's Articles of Religion as found in *The Discipline of The Wesleyan Church* (paragraph 299) 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 ministers of all types - pastors, missionaries, children's and youth pastors, church planters, worship leaders, teachers for Christian schools, general Christian service workers, and committed lay people who will strengthen the local and global church. This is to be achieved by guiding student development in:

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

Christian, physically, mentally, emotionally, socially, and spiritually;

- a formation of a biblical worldview, incorporating a biblical sense of values, an understanding of God's plan for their lives, and their privileges and responsibilities in contemporary life;
- an understanding of the way academic excellence and practical ministry experience are inseparably intertwined with intentional spiritual formation.

### **Institutional Objectives**

Kingswood graduates will:

- demonstrate a greater knowledge of the Bible and the central doctrines of the Christian faith;
- articulate a developing biblical worldview based on study and experience, and which impacts all areas of life;
- apply research and critical thinking skills for independent research and effective communication of truth;
- develop as Christ like servant leaders, exhibiting ongoing development in all areas of life;
- reflect on ministry experiences in church and parachurch settings.

### **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 Association for Biblical Higher Education (ABHE), Commission on Accreditation to grant certificates and degrees at the Associate, Bachelor, and Master's level, receiving initial accreditation in 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's alumni serve around the world in both vocational and co-vocational roles as pastors, church planters, missionaries, Christian educators, and chaplains. Many others serve God through their vocations. The primary objective of the Alumni Association is to promote the welfare of the University by informing alumni 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. The Campus Life and Academic Departments, including faculty offices, are housed on the upper campus.

The upper campus is also the site of four student residences, Stairs Hall containing the Greg Mann Dining Commons and classrooms, the Mitchell Student Centre, which includes recreation facilities, the Solid Grounds 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 President's Office and Finance, Donor Engagement Enrolment, and Communications departments, and the Kingswood University Counselling Centre. Both these buildings also house classrooms.

The Nutrien Civic Centre, for which resident students hold membership, is adjacent to the lower campus. Facilities at the Civic Centre include a 25-metre competition pool, an indoor walking/running track and fitness equipment.

### **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
  - Enrolment offices
  - Communications & Marketing offices
  - Counselling Centre
  - 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*
  - Classroom
6. Stairs Hall  
*80 Summit Avenue*
  - Classrooms
  - Greg Mann Dining Commons
7. Mitchell Student Centre  
*78 Summit Avenue*
  - Campus Life offices
  - Solid Grounds Café
8. Bridgeo House  
*89 Summit Avenue*
  - Information Services
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. Nutrien 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. Staff Residence  
*44 Wesley Drive*
20. Vice President for Campus Life Residence  
*66 Summit Avenue*
21. Staff Residence  
*60 Summit Avenue*
22. Staff Residence  
*54 Summit Avenue*

# UNDERGRADUATE CATALOGUE



# **ACADEMIC CALENDAR – ON-CAMPUS**

## **Fall Semester 2023**

Registration & Orientation	September 3-4
Classes begin	September 5
Last day to enrol or add a course	September 11
Spiritual Emphasis Services	September 26-27
Canadian Thanksgiving – no classes	October 9-11
Board of Trustees meeting	October 19-20
Last day to withdraw from classes without academic penalty	November 6
Pre-registration for spring 2024	November 6-10
Monday class day	December 6
Last day of fall semester	December 8

## **Spring Semester 2024**

Registration & Orientation	January 8
Classes begin	January 9
Last day to enrol or add a course	January 15
Holiness Emphasis Services	January 16-17
Family Day (provincial holiday) – no classes	February 19
Monday class day	February 21
March Break	March 4-11
Monday class day	March 14
Missions Emphasis Services	March TBD
Last day to withdraw without academic penalty	March 18
Pre-registration for fall 2024	March 25-28
Easter Break – no classes	March 29-April 1
Board of Trustees meeting	April 14
Last day of classes	April 23
Baccalaureate Service & Graduation Reception	April 26
Commencement	April 27

# **ACADEMIC CALENDAR – ONLINE**

## **Term 1 – September/October 2023**

Term dates	September 4 – October 21
Last day to enrol or add a course	September 11
Last day to withdraw from classes without academic penalty	September 29

## **Term 2 – November/December 2023**

Term dates	October 30 – December 16
Last day to enrol or add a course	November 6
Pre-registration for Terms 3 and 4	November 6-10
Last day to withdraw from classes without academic penalty	November 24

## **Term 3 – January/February 2024**

Term dates	January 8 – February 24
Last day to enrol or add a course	January 15
Last day to withdraw from classes without academic penalty	February 2

## **Term 4 – March/April 2024**

Term dates	March 4 – April 20
Last day to enrol or add a course	March 11
Pre-registration for terms 5 and 6	March 25-29
Last day to withdraw from classes without academic penalty	March 29

## **Term 5 – May/June 2024**

Term dates	May 6 – June 22
Last day to enrol or add a course	May 13
Pre-registration for terms 1 and 2	May 13-17
Last day to withdraw from classes without academic penalty	May 31

## **Term 6 – July/August 2024**

Term dates	July 1 – August 17
Last day to enrol or add a course	July 8
Last day to withdraw from classes without academic penalty	July 26

# **ENROLMENT INFORMATION (UNDERGRADUATE)**

## **ADMISSION POLICIES**

### **General Requirements**

Prospective students are assessed according to academic background, moral behaviour and character, personal Christian testimony, and ministry graces. In the process, applicants' 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 or term for these students will be a qualifying period.

### **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 ([www.kingswood.edu/admissions](http://www.kingswood.edu/admissions)) 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/admissions/apply-now](http://www.kingswood.edu/admissions/apply-now)) or submitted to the Enrolment Office: Kingswood University, 26 Western Street, PO Box 5125, Sussex, New Brunswick, Canada, E4E 5L2. All questions on the application form are to be answered or marked N/A if not applicable.
- Transcripts - All secondary, and post-secondary transcripts where applicable, are required to assess a candidate for admission. 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 grade 11 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 applicants accepted for on-campus classes must submit the following before enrolling:**

- 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.
- Scholarships & Grants Application - All accepted applicants are expected to make adequate financial arrangements. **Applicants**

**wishing to apply for scholarships and grants through the University must submit a Scholarships and Grants 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 and the Financial Information section of this Catalogue. To be eligible for entrance scholarships, the deposit must be received by May 1, 2024. Further information regarding entrance scholarships is online at: [www.kingswood.edu/admissions/financial-aid/scholarships](http://www.kingswood.edu/admissions/financial-aid/scholarships).

**All applicants accepted for online classes must submit the following before enrolling:**

- Tuition Deposit - A \$100 tuition deposit must be submitted by all students prior to enrolment. Details can be found in the Student Handbook and the Financial Information section of this Catalogue.

Applicants for both on-campus and online studies 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**

Because all home school experiences are different, applicant files are reviewed on an individual basis. Applicants must submit an official high school transcript for grades 10-12 with the course names, credit values, and grades earned. Supporting documentation must be provided indicating curriculum or program used, course descriptions, and assessment process. Additional information may be requested.

Upon evaluation of the transcript, students may be required to submit one of the following as further evidence of readiness:

- Third-party test results, such as SAT, ACT, or GED scores, sent directly to the University from the testing agency, or;
- A college or university transcript showing

courses taken as part of a homeschooling experience; where appropriate, transfer credit may be awarded for such courses.

**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 or term for these students will be a qualifying period. 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 of ability to profit from university 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 on-campus university courses per semester or three hours of online university courses per term. 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. Applications may be made online ([www.kingswood.edu/admissions/apply-now](http://www.kingswood.edu/admissions/apply-now)) or by contacting the Enrolment Office.

**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 15 for the details about transferring credit and page 25 for information about the President's Scholarship program requirements for transfer students.

### **Part-time Non-degree Study**

A part-time applicant wishing to take for-credit courses without enrolling in a degree program may do so by submitting an application form. No transcripts or references are necessary for Kingswood 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 – On Campus**

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

- a valid passport;
- a student visa and study permit;
- evidence of acceptance from the University;
- evidence of sufficient funds for living expenses, full tuition, and all other necessary expenses, including return transportation. This may be in the form of proof of a Canadian bank account in your name, if you've transferred money to Canada, a Guaranteed Investment Certificate (GIC) from a participating Canadian financial institution, proof of a student or education loan from a bank, bank statements for the past four months, a bank draft that can be converted to Canadian dollars, proof you paid tuition and housing fees, a letter from the person or school giving you money, or proof of funding paid from within Canada, if you have a scholarship or are in a Canadian-funded educational program

Applicants must obtain their Canadian Student Visa before travelling 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. Applicants should allow a minimum of six months to complete the application for admission

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 the "International English Language Testing System" (IELTS), "Pearson English Language Test, Academic (PTE Academic), or the "Test of English as a Foreign Language" (TOEFL). The minimum acceptable scores for admission to Kingswood University are as follows:

- IELTS - 6.5
- PTE Academic- 60
- TOEFL iBT - 80

Students from schools in countries other than the United States and Canada may be required to



submit their transcripts to World Education Services for evaluation (<https://www.wes.org/ca/>).

After being accepted, students from outside of Canada and the U.S. are required to pay a tuition deposit. The tuition deposit for the September intake is first-semester tuition and fees (this includes room, meal plan, and fees). For the January intake, the tuition deposit is first-semester tuition and fees. Upon payment of the tuition deposit, the student is given a receipt to be used when applying for a study visa/permit. 100% of the tuition deposit will be returned in the case his/her study visa is not granted. Appropriate documentation must be

provided showing proof the visa was not granted prior to the refund being granted. If registered students with a valid study permit should choose to withdraw, 50% of their tuition deposit is non-refundable and will be retained. All international students who choose to leave must complete a withdrawal form and request a partial refund of their tuition deposit in person. For January intake students, the same policy applies but 100% will be retained. The cut-off date to pay the tuition deposit for September intake is August 1 and the cut-off date to pay the tuition deposit for January intake is December 1.

## **FINANCIAL INFORMATION (UNDERGRADUATE)**

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 2023-2024 (in Canadian Dollars)**

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.

#### Tuition:

##### On-Campus:

12 – 16 credit hours per semester	\$5,900	per semester
Less than 12 credit hours per semester	\$395	per credit hour
More than 16 credit hours per semester	\$375	per credit hour
Online tuition	\$ 395	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 & online students only)	\$100	
Music Lesson fee (45-minute lesson)	\$585	per semester
Music Lesson fee (30-minute lesson)	\$390	per semester

#### Housing:

Double Occupancy – Standard	\$1,525	per semester
Double Occupancy – Premium	\$1,790	per semester
Single Occupancy Fee (where available) - Standard	\$2,025	per semester
Single Occupancy Fee (where available) – Premium	\$2,325	per semester
Town House - married – 2 bedrooms - unfurnished	\$4,400	per semester
Town House - married – 2 bedrooms - furnished	\$4,900	per semester
Town House - married – 3 bedrooms - unfurnished	\$5,080	per semester
Town House - married – 3 bedrooms - furnished	\$5,580	per semester
Town House Satellite TV	\$125	per semester

Room Deposit Fee	\$100	
Town House – Family Housing Deposit	\$400	
Meal Plans:		
21 Meals per week	\$2,595	per semester
14 Meals per week	\$2,485	per semester
Family Meal Plan (120 meals per semester)	\$1,445	per semester
Off-Campus Noon Meal Plan	\$760	per semester
Fees:		
Campus Life Fee for US & Canadian Students	\$220	per semester
Campus Life Fee for Non-North American Students	\$600	per semester
Spiritual Life Fee (on-campus)	\$125	per semester
Online Student fee	\$20	per credit hour
Resource Fee	\$520	first semester only
Payment Plan Fee	\$100	per semester
Late Payment Fee	\$100	
International Student Medical Insurance	\$550	per year
Praxis Ministry Fee (Evangelism & Compassion Ministry programs)	\$515	per semester
Business course fee (BUS 105)	\$25	
Graduation Fee	\$170	

### SAMPLE OF BASIC FEES FOR 2023-2024 – ON-CAMPUS

	PER SEMESTER	ANNUAL (2 semesters)
Tuition*	\$5,900	\$11,800
Room (Standard Housing)	\$1,525	\$3,050
21 meal plan	\$2,595	\$5,190
Campus Life Fee	\$220	\$440
Spiritual Life Fee	\$125	\$250
<b>Total</b>	<b>\$10,365</b>	<b>\$20,730</b>

\* On-campus courses are offered in two semesters per year. Full-time students usually take up to sixteen credit hours per semester, for a total of up to thirty-two credit hours per academic year.

Note the addition of the Resource Fee (\$520) in a student's first semester.

### SAMPLE OF BASIC FEES FOR 2023-2024 – ONLINE

	PER TERM (8 weeks)	ANNUAL (6 terms)
Tuition*	\$2,370	\$14,220
Online Student	\$120	\$720
<b>Total</b>	<b>\$2,490</b>	<b>\$14,940</b>

\* Online courses are offered in seven-week terms, with six terms per year. Full-time students usually take six credit hours per term, for a total of up to thirty-six hours per year with year-round study.

Note the addition of the Resource Fee (\$520) in a student's first term.

## DEFINITION OF FINANCIAL CHARGES

### Tuition – On-Campus

Tuition for on-campus students who enrol in twelve to sixteen credit hours per semester will be charged a flat rate of \$5,900. Students enrolling in more than sixteen credit hours in a semester will pay an additional \$375 per credit hour for every hour over sixteen hours. Part-time students, taking less than twelve credit hours per semester, pay \$395 per credit hour.

### Tuition – Online

Tuition for online students is charged a rate of \$395 per credit hour.

### Audit Fee

A \$100 per credit hour fee is charged to part-time students who wish to attend a course, but not receive credit. Full-time on-campus 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 on-campus courses free of charge.

### Early Enrolment

Students currently in grade 12 (senior) who take courses through the Early Enrolment program either on campus or online pay \$100 per credit hour.

### Senior Citizens' Rate

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

### Tuition Deposit

After initial acceptance, all off-campus and online 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 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 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 either the 14-meal or 21-meal plan. If a 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 students living in residence and full-time commuter students. The fee is used to enhance the student's campus life experience while at Kingswood.

### **Spiritual Life Fee**

This fee is paid by all degree and/or on-campus students except those completing their Supervised Ministry Experience or Student Teaching. Resources from this fee are used to provide opportunities which will enhance the student's spiritual life experience while at Kingswood.

### **Online Student Fee**

This fee is paid by all online students to enrich the online experience through community experiences, opportunities, and support.

### **Resource Fee**

All degree students pay this one-time fee when they take their first Bible or theology course. 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 on-campus 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)

### **Business Course Fee**

There is a \$25 fee attached to one of the courses Business students take through Indiana Wesleyan University. This fee covers electronic content used in the course.

### Graduation Fee

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

### Textbooks

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

## PAYMENT OF TUITION & FEES

### Payment Terms – Full-time Students

Charges for each semester or term, 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;
- credit card information (Visa or MasterCard).

Payment plan options for on-campus students:

- 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 or February 15);
- 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 and November 1 or February 1 and March 1).

Payment plan option for online students:

- Two installments per term, requiring payment of half the amount owing on the first day of the term and the remaining half on the first day of the following month (October, December, February, April, June, and August).

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, participating in University-sponsored trips, or being locked out of the learning management system. 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 online at the certificate level 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 – On-Campus

Refunds for tuition, room, Praxis, Spiritual Life and Campus Life fees are calculated as follows:

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%

### Full-time Students – Online

Refunds for tuition and Online Student Fees are calculated on the following basis:

Week (or part thereof)	Percentage
1st week	100%
2nd week	50%
After 2 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. In this event, 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, Entrance Scholarships, Milestone 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, Mile 0 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.

## **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 – ON-CAMPUS**

#### **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 in an on-campus program.

#### **Church Matching Grant**

(Up to \$500 per year)

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

A Church Matching Grant is available to full-time on-campus 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.

### **Kern Scholars Loan/Grant**

(Up to a total of \$4,000)

This loan/grant is provided by the Kern Family Foundation through The Wesleyan Church. It promotes mentoring and increased ministry experience for those preparing for vocational church ministry. American citizens or permanent residents may apply to join the program in their first or second year. Funding starts in the student's second year. For students who complete Kingswood's MA in Pastoral Theology or a 36-hour MA from Wesley Seminary the funding will become a grant, with no repayment requirement. For students who do not complete a graduate degree, the funding will become an interest-free loan, with a personalized repayment plan.

### **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 on-campus 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 on-campus students with multiple family members enrolled at Kingswood University in on-campus 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, on-campus 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 Christian School Tuition Grant**

(50% tuition discount)

Those employed as staff at least ¾ time at Sussex Christian School and enrolled in a Kingswood degree program are eligible for a 50% tuition discount on all courses taken in the classroom on campus. Courses must be campus-based courses, with in-person or synchronous virtual attendance, taken at the regularly scheduled times to be eligible for the tuition discount. This discount cannot be combined with other online or on-campus

scholarships or grants. No tuition discount is provided for online courses through Kingswood Extended.

### **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 within the past ten years, 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 an on-campus 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.

## **GRANTS – ONLINE**

### **Mile 0 Grant**

(Up to \$1500)

Part of the Milestone Scholarship Program, this grant is available to every first-time Kingswood student, enrolling in an online degree program or those re-enrolling after a 5-year absence, without restriction.

Details:

- This \$500 grant is applied to each of the first three courses taken in the first two consecutive terms of enrolment. Maximum value is \$1500.
- Non-degree students taking individual courses are not eligible until a degree is declared.
- Students transitioning from on-campus to online are not eligible.

## **GRANTS – ALL PROGRAMS**

### **Eastern Canada ACSI Tuition Discount**

(50% tuition discount)

This discount is available to teachers employed at

least  $\frac{3}{4}$  time at ACSI Eastern Canada schools (including Sussex Christian School) whether enrolled in Kingswood's CSE Professional Development Certificate program or the BA CSE degree, or as occasional students. Teachers receive a 50% tuition discount on specific CSE courses taken as campus-based courses, with in-person or synchronous virtual attendance. For list of courses please contact the Director of Financial Aid.

### **Wesleyan Membership Grant**

(\$500 per year for on-campus; \$75 per term online)

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 on-campus and online 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**

This loan/grant provided by The Wesleyan Church is available to third- and fourth-year 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 subsequent to graduation are eligible to have a portion of the loan and its interest cancelled after each year served.

## **SCHOLARSHIPS – ON-CAMPUS**

All applicants for full-time on-campus 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 appropriate cumulative GPA is achieved. If at the end of any semester the cumulative GPA drops below 3.0 the scholarship will be discontinued.



## Presidential Scholarships

	Distinction	Excellence	Merit
<u>Requirement (one of)</u>			
Average	90%	80-89.9%	75-79.9%
GPA	3.90	3.70-3.89	3.30-3.69
SAT	1200	1100-1190	1000-1060
ACT	25	22-24	19-21
<u>Award</u>			
Yearly	\$4,000	\$2,000	\$1,000
4-Year	\$16,000	\$8,000	\$4,000
Total			
<u>Minimum Cumulative GPA for Renewal</u>			
	3.90	3.70	3.50

### 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 14).
- 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:

- A recommendation through personal acquaintance from a District, General, or Field Superintendent, or 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 16 for required IELTS, PTE, or TOEFL scores.

## Entrance Scholarships and Grants

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.

## Annual Scholarships for Returning Students (Up to \$6,000)

Over \$94,000 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.

# SCHOLARSHIPS – ONLINE

## Milestone Scholarship

This scholarship is designed to reward online students for perseverance over time in recognition of the unique challenges of online learning.

### Details:

- Awarded upon completion of every 24 credit hours of online coursework.
- \$500 Milestone Award will be applied to the

- next online course in which the student enrolls.
- Or \$750 Academic Excellence Milestone Award for a minimum cumulative GPA of 3.8 will be applied to the next online course in which the student enrolls.
- Transfer credits do not count toward Milestone hours; all Milestone hours must be completed through Kingswood.
- Milestone hours and rewards accumulate and will not expire while the Milestone Scholarship Program is active. There is no requirement that a student be enrolled for consecutive terms.

## 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. For information about the application process, contact the Director of Financial Aid.

### 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 the 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 will vary depending on individual family circumstances and province of residence.

Students applying for full-time provincial and Canada student loans must be enrolled in at least 60% (40% for students with a permanent disability or prolonged disability) of a full-time course load. For loan purposes, a full-time course load is considered to be 15 credit hours per semester or per two terms of online study.

### When to Apply

Application for a Canada Student Loan should be made six weeks in advance of the start of the term or semester 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://studentaid.alberta.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.gov.nl.ca/education/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**

Students should use the contact information below 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**

All processes for U.S. Federal Aid start at this website: [www.studentaid.gov](http://www.studentaid.gov).

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 1 and ends on June 30. Students are expected to have their paperwork completed and submitted to Kingswood University Financial Aid Office six weeks in advance of the term or semester.

### **Applying for a Direct Loan**

Create a user ID on the Student Aid website. Complete the FAFSA application online at <https://studentaid.gov/h/apply-for-aid/fafsa>.

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 on the Student Aid website. 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) on the Student Aid website.

For a student's last year at Kingswood: complete the Exit Counselling on the Student Aid website.

### **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.studentaid.gov](http://www.studentaid.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 on the Student Aid website;
- request a review to determine extenuating circumstances on the Student Aid website.

### **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 U.S. Department of Education regulations stipulate that students must maintain certain academic standards in order to remain eligible for all types of U.S. 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.

### Satisfactory Academic Progress Evaluation

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 Hrs 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:

- 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.
- The appeal will be reviewed by the Director of Financial Aid, Vice President for Academic Affairs, and Executive Vice President to decide to uphold ineligibility or to allow a reversal of the decision.
- 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 U.S. 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 U.S. 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 Director will verify SAP requirements have been met prior to originating any U.S. 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 U.S. 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 U.S. Direct Loans for that degree at Kingswood University.

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

For the purpose of U.S. 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 according to Kingswood academic policy.

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

If a student withdraws or is dismissed 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, both on-campus and online. 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.

**Chapel Service** is conducted on Fridays at 9:30 am on campus and livestreamed through YouTube. 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. Chapel services are livestreamed for the benefit of those who cannot come to campus.

**Mentorship Cohort** is conducted on Tuesdays at 9:30 am. This is a time for student cohorts to meet with a faculty member to focus upon spiritual formation, personal growth and development, and basic academic advising. Each cohort will be maintained throughout the student's period of learning at Kingswood.

**Apprenticeship** provides an opportunity for each student to gather knowledge and skills from the classroom and take them to the marketplace. On Wednesdays each student will find themselves in a volunteer placement that will immerse them in the daily rhythms and responsibilities of their particular degree focus.

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

**Annual Spiritual Life Emphases** occur in September, January, and March on campus and livestreamed on YouTube. **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.

**Discipleship Groups** allow students to experience spiritual formation in a small group led by a staff member. Students may elect to be part of a small group which meets weekly for ongoing development and accountability.

**Evensong** is a student facilitated time of informal worship on Tuesdays at 8:00 pm. This period of worship serves as a time of thankfulness and praise, as the conclusion of the day nears. This brief service includes devotionals, prayers, scripture, vocals and acoustic music. In keeping with Kingswood's philosophy of learner-practitioner, Evensong offers another opportunity to develop ministry skills.

**Campus Pastors** are staff members who provide pastoral care to staff and students. **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.

### **Requirements for On-Campus Students**

Weekly attendance is required at Chapel, Mentorship Cohort, Apprenticeship, and weekend Worship Services. Attendance is also required during the spiritual life 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.

### **Requirements for Online Students**

Weekly attendance at church services and small group meetings is also required for online students. These students must also be intentional in finding other ways in which God can speak to them; this may be through reading, podcasts, or watching other services online, such as campus chapel services.

Because ministry flows out of our relationship with Christ, online students must also be engaged in ministry each week.

### **Reporting**

All students are enrolled in a Spiritual Formation Component 'course' each semester or term where they report participation in the required activities each week. Participation in such events and practices as those described above does not guarantee spiritual growth, they place students in environments where they can be shaped by God and develop in their relationship with him.

A grade of at least B in this course each year is a requirement for graduation (see page 39 for Graduation Requirements) and thus is required for all degree students. Students who fail to achieve this grade may be required to repeat the SF Component.



## **CAMPUS LIFE**

For complete information about student life, 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.

#### **Local and Global Outreach Association**

The purpose of this organization is:

- to promote among the students an interest in missions, assisting leading the annual Missions Emphasis week;
- to help all students discover God's plan for them in His work;
- to model and live out the love and compassion of Christ through various ministries. Servant-evangelism projects and creative ministries that meet real needs in the community of Sussex provide wonderful opportunities to experience the challenges and joys of Christian witnessing and serving others.

#### **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.

### **Creative Arts Association**

The Creative Arts 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**

Unwelcomed 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 Executive Vice President and the Professor of Counseling 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 his or her 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**

The faculty and administration of the University believe in the importance of student learning and formation. These values drive the formation of the academic policies and procedures identified on the following pages.

### **Class Attendance - Synchronous Classes**

Many of the benefits acquired during university years cannot be measured adequately or accurately through assessments. Among these 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 which is 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.

A student may be given permission to attend in-person classes virtually in extenuating circumstances (extended illness, death in the

student's immediate family, etc.). 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, the 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 – On-Campus Programs**

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 second, third, or fourth-year 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.

### **Academic Load – Online Programs**

Students who take six or more credit hours in a term are considered full-time students. Students may take up to nine credit hours in a term but are discouraged from this if they are employed more than half-time. Students wishing to take more than

six hours per term must maintain a grade point average (GPA) of 2.5 or higher.

### **Dropping a Course**

Students may withdraw from a course within the first seven calendar days of the course without academic penalty. Courses from which a student withdraws during the second to ninth week of a semester or second to fourth week of a term will be recorded with a grade of "W." After this date, courses dropped will incur an "F" unless a student can document extenuating circumstances. Students must follow the appropriate procedures for dropping a course by completing the Drop/Add form available on the University's intranet. 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 seven calendar days of a semester or term. Students must follow the appropriate procedures for adding a course by completing the Drop/Add form available on the University's intranet.

### **Auditing a Course - Synchronous Classes**

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 or Term**

The first semester or term for students who do not have the required academic background for admission or who are accepted as mature students will be a qualifying period. To promote academic success, during the semester on-campus students will not be permitted to participate in student ministry teams, collegiate sports requiring travel, or hold student offices. Online students with a qualifying term will be permitted to enrol in only one course for the first term.

Students whose GPA is above the academic probation threshold at the end of the qualifying semester or term 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 in a semester will be placed on academic probation when their fall semester, spring semester, or cumulative GPA falls below the minimum academic probation thresholds in the following table.

Students enrolled in at least six credit hours in a term will be placed on academic probation when their term or cumulative GPA falls below the minimum academic probation thresholds in the following table.

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

(includes hours transferred from other institutions)

Students on academic probation will be restricted to a thirteen credit-hour course load per semester on-campus or a four credit-hour course load per term online. They may be required to enrol in the course, Study Methods (GE 102).

On-campus students will not be removed from academic probation unless their semester course load is nine hours or more. Online students will not be removed from academic probation unless their term course load is three hours or more.

While on academic probation, on-campus 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.

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 or term. A student dismissed from another institution will be required to wait a minimum of one semester or term before enrolling.

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

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

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

- GPA in any two consecutive terms is 1.0 or below, or;
- current fall semester, spring semester, or term GPA is below the academic probation threshold for a second consecutive semester or term.

Students who are dismissed 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 student coursework. 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 is 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 Hour Definition

One credit hour represents about 35 hours of engagement with course content for an average student.

Most on-campus courses are three credit-hour courses, meeting for 150 minutes per week, usually in two 75-minute sessions for thirteen weeks. On-campus students should plan to spend two hours on out-of-class work for every hour spent in class. To receive credit for a course, the student must attend 75% of the class sessions, fulfill the requirements of the course (papers, assignments, examinations, etc.) to the professor's satisfaction and receive an acceptable passing grade in the course.

Most online courses are also three credit-hour courses, lasting seven weeks. Online students should plan to spend about 15 hours per week on course related work for each course. To receive credit for a course, the student must 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.

### 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 a 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 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 as described in the 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 the semester or term unless a prearranged extension has been granted because of extenuating circumstances.
- Assignments submitted 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
Second year	30-59 hours
Third year	60-89 hours
Fourth year	90+ hours

### Early Enrolment

High school students in grade 12 may enrol for up to six hours of university level courses per semester or three hours per term. 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 online through Kingswood Extended.

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

## Credit for Prior Learning

Kingswood University recognizes that some students have earned academic credit at other institutions or have prior learning for which they may be awarded academic credit. These fall into four categories, defined here and expanded below:

- Prior Credit – transfer credit awarded for academic courses completed at other institutions, usually on a course-by-course basis.
- Credit for Military Training – students who are active or veteran members of the armed services may be eligible for credit for their military training and experience.
- Credit by Examination – credit awarded for standardized tests such as Advanced Placement or through examinations administered by Kingswood.
- Prior Learning Credit – credit may be awarded for non-credit workshops, experiences, programs, etc. earned through the workplace or life experience.

### Principles:

- Only learning which applies directly to the desired program of study at Kingswood will be considered for credit.
- Students earning such credits must take at least 30 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 maximum of 90 credit hours may be awarded towards a bachelor's degree and a maximum of 30 credit hours towards an associate degree.
- Within a bachelor's degree, normally a maximum of 12 hours can be awarded towards a major program of study and 9 hours towards a minor program of study.
- Transfer, examination, and prior learning credits are not awarded for Student Teaching or the Supervised Ministry Experience.

## Transferring from Other Institutions

### Principles:

- Grades for courses transferred must be at least C-, though the grade will not be recorded or calculated in the student's GPA.

- 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 seeking transfer credit from such institutions may be asked to provide syllabi for courses to be transferred.

### Processes:

- All transcripts are assessed individually for transfer credit by the Registrar.
- Credit can usually be transferred seamlessly from:
  - other recognized accredited educational institutions owned by The Wesleyan Church;
  - other institutions accredited by the Association for Biblical Higher Education, Commission on Accreditation;
  - recognized Canadian educational institutions;
  - institutions whose accreditation is recognized by the U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

### Transfer Agreements

- Through a formal articulation agreement with Elim Bible Institute and College (NY), students who have completed Elim's one- or two-year program may transfer all credit from those programs towards a bachelor's degree at Kingswood. Credit from one of Elim's Applied Ministry Certificates may also transfer.
- Through a formal articulation agreement with the Advent Christian General Conference, students who have earned the Certificate in Biblical Studies from Berkshire Institute for Christian Studies (MA) will be awarded at least one year of credit towards a bachelor's degree at Kingswood.

### **Credit for Military Training**

Students may earn a maximum of 30 credit hours for a bachelor's degree program and a maximum of 15 credit hours for associate's degree program through credit for military training.

Processes:

- Students will be required to submit official copies of military records, supplemented by a letter requesting a review and documenting relevant military experience.
- Credit will be assessed by the Registrar, in consultation with other relevant parties.
- Students may be asked to submit additional documentation or have an interview before a determination is reached.

### **Credit by Examination**

Students may be awarded up to 18 hours of academic credit for standardized exams such as Advanced Placement or International Baccalaureate. On some occasions students may take an internal examination to earn academic credit.

Processes:

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

### **Prior Learning Credit**

Items such as workshops, seminars, self-study, non-credit classes, training programs and/or work experiences will be considered, including programs such as Youth with a Mission (YWAM).

- Students may earn a maximum of 30 credit hours for a bachelor's degree program and a maximum of 15 credit hours for associate degree program through the assessment of prior learning.
- A training certificate or experience will only be credited to one course.
- Credit will not be awarded more than once for the same experience.

Processes:

- Students will be required to submit a petition and relevant documentation to demonstrate why they should be awarded credit for prior learning. This may be done as part of the admissions process or later in a student's program.
- Credit will be assessed by the Registrar in consultation with other relevant parties.
- Students may be asked to submit additional documentation or have an interview before a determination is reached.

### **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 and all Kingswood worship and ministry requirements, and quantified by a grade of at least B in each semester or term's Spiritual Formation Component. On-campus students are required to attend chapel, Mentorship Cohort, Apprenticeship, and official campus spiritual formation events;
- 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 and 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. Online students may be required to complete an interview with a faculty committee.

### **Graduation Honours**

The following honours are awarded to graduates in bachelor's degree programs. Students who transfer to Kingswood University must have completed at least 60 credit hours through Kingswood University to qualify for graduation honours.

In recognition of academic achievement, graduates

with superior GPAs will be designated as follows:

- 3.4 – 3.59 *cum laude* (with honours)
- 3.6 – 3.79 *magna cum laude* (with high honours)
- 3.8 – 4.0 *summa cum laude* (with highest honours)

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. A student is not permitted to participate in Commencement a second time and will graduate *in absentia*.

### Academic Integrity

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 the use of ideas or words from another source without giving credit. This includes all printed and electronic sources, communications,

presentations, and the use of generative artificial intelligence tools.

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 or term) 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 or term) will result in dismissal from the University.

All students enrolled in online courses are required to submit an Integrity Statement at the conclusion of the course indicating that all work submitted is their own and that resources have only been used as permitted in the course. Grades in these courses will not be finalized until the signed statement is submitted. Online students may be required to use a proctor for significant exams.

### Generative Artificial Intelligence (AI)

Generative AI is a tool which can encourage learning in some settings and detract from it in others. Students may only use generative AI tools where explicitly permitted by the course instructor and as described in the course syllabus; any usage other than this is not permitted. This applies to all assignments, including research papers, tests, reflection papers, and discussion posts. Students will also be expected to follow specific course instructions for documenting use of generative AI. Failure to adhere to Kingswood University generative AI policies will result in the same academic policies as for plagiarism (above).



### **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 (synchronous classes):

- 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. Check the syllabus for specifics.

## **ACADEMIC PROCEDURES**

### **Academic Year**

The on-campus calendar 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.

The online calendar operates with six terms per year. Terms begin on the first Monday of odd months (January, March, etc.) and end on Saturdays seven weeks later.

On-campus students may take online courses during the two summer terms.

### **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.

### **Advising**

Upon enrolment, each degree student is assigned an 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.

### **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 submit an online Change of Program form, found on the University's intranet Program changes processed in the first two weeks of the semester will take effect immediately. All requests for program changes received after the first two weeks of the semester will be processed and effective at the beginning of the next semester.

### **Second Degree**

Students wishing to earn a second undergraduate 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.

### **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 and 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, both on-campus and online. 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**

The Dean's List is calculated at the end of each semester (fall and spring). Full-time on-campus

students who earn 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. Full-time online students who achieve a grade point average of at least 3.5 in the two corresponding terms (1 and 2, 3 and 4, or 5 and 6) will also be identified as being on the Dean's List.

### **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 University (Houghton, NY) – graduates of Kingswood's AA degrees will have satisfied the core requirements for Houghton University'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.
- Indiana Wesleyan University (Marion, IN) – third- and fourth-year Kingswood students enrolled in the B.A. Christian Counselling degree may be eligible for enrolment in up to five graduate counselling courses.
- Prairie College (Three Hills, AB) – students wishing to earn Prairie's Associate of Arts degree in Mission Aviation may complete the first academic year (eight months) at Kingswood before moving to Alberta.
- 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 (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:

- Advent Christian (ACGC) – an agreement with the Advent Christian General Conference allows students from the ACGC to meet credentialing requirements through their degree at Kingswood University. In addition, the agreement provides for seamless transfer of credits from Berkshire Institute of Christian Studies to Kingswood University, though transfer is assessed on an individual basis.
- Church of the Nazarene (CotN) – an agreement between Kingswood University and the Canada Atlantic District of the Church of the Nazarene allows Kingswood to serve as an approved institution for ministerial preparation for the Church of the Nazarene denomination (see page 58 for program details).
- 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 (see page 60 for program details).

### **Transcripts**

Official 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. Students can print unofficial transcripts from their Populi account without charge. 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, Campus Life or Financial Aid 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 and relationally based Christian ministries, both vocational and co-vocational. Ministry preparation 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 students 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/Professional courses as follows:

<u>General Education</u>	<u>Credits</u>
Financial Math	1.5
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	1.5
Wellness (on-campus programs only)	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

<u>Ministry/Professional</u>	
Spiritual Formation	3
Personal Evangelism	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 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.

### Objectives of the B.A. (Ministry) degree

Graduates will:

- demonstrate an understanding of the central doctrines of the Christian faith and articulate them clearly;
- communicate God's truth to make disciples;
- articulate a philosophy of ministry and have experience in applying it;
- embrace leadership responsibilities and serve competently in a variety of ministry settings;

- express how they are developing in their relationship with God and as Christlike servant leaders.

In addition to the core courses for all Bachelor's degrees (see page 44), these courses are required for the B.A. (Ministry) degree:

	<u>Credits</u>
<u>Bible &amp; Theology</u>	
Doctrine of Holiness	1.5
Bible/Theology elective	3
<u>Ministry/Professional</u>	
Introduction to Ministry	3
Homiletics	3
Management in Ministry	3
Ministry elective	3
<u>Practical Ministry</u>	
Supervised Ministry Experience	12
 Total Credit hours	 120

### 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.

- Business (major & minor)
- Christian Counselling (minor only)
- Church Planting (major & minor)
- Evangelism and Social Justice (major & minor)
- Intercultural Studies (major & minor)
- Marketplace Ministry (major only)
- Next Generation Ministry (major & minor)
- Pastoral Ministry (major only)
- Worship Arts (minor only)

# BACHELOR OF ARTS (BUSINESS MANAGEMENT)

**Effective Fall 2024**

The Bachelor of Arts (Business Management) degree is designed to prepare students for professional opportunities in business leadership and management by providing a foundational knowledge of common business principles evaluated through a biblical worldview and ministry mindset.

## **Objectives of B.A. (Business Management) degree**

Graduates will:

- demonstrate foundational knowledge of common business principles in the areas of communication, finance, marketing, project management, operations, ethics, human resources, conflict resolution, change management, entrepreneurship, and the law;
- develop critical thinking skills to effectively evaluate, plan, and execute sound business decisions from a Biblical worldview;
- understand how business can be used to expand the reach of the local church into the community through highly qualified and effective servant leaders who are equipped to minister through their vocation;
- recognize business management that integrates faith and work can serve as a platform to strengthen the local and global church through creative, innovative, flexible, and resilient initiatives that address real-world problems.

## **Courses**

In addition to the core courses for all Bachelor's degrees (see page 44), these courses are required for the B.A. (Business Management) degree:

	<u>Credits</u>
<u>General Education</u>	
Business/Professional Communication <i>Meets writing &amp; oral communication requirements</i>	3
Introduction to Business	3
Business Ethics <i>Meets philosophy/ethics requirement</i>	3
Business Finance <i>Meets math/science requirement</i>	3
Business Law	3
Intro to Business Technology	3
Organizational Health/Behaviour	3
Principles of Marketing	3
Survey of Economics	3
<u>Ministry/Professional</u>	
Business Leadership	3
Project Management	3
Operational Management	3
Change Management	3
Human Resource Management	3
Entrepreneurial Leadership	3
<u>Practical Experience</u>	
Supervised Ministry Experience	12
 Total Hours	 120

# BACHELOR OF ARTS (CHRISTIAN COUNSELLING)

Dr. Allen Lee, Program Director

The Bachelor of Arts (Christian Counselling) degree is 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.

The Christian Counselling degree is not a degree in professional psychology, nor is it a terminal degree for those who are pursuing licensure to practice. Effective in fall 2024, graduates of this degree will be able to enrol in Kingswood's M.A. in Clinical Mental Health Counselling, with advanced standing. Previous graduates of this program have successfully enrolled in master's counselling programs at institutions such as Asbury Theological Seminary, Indiana Wesleyan University, Liberty University, and Yorkville University.

## Objectives of Christian Counselling degree

Graduates will:

- exemplify 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;
- engage in an ongoing self-examination of personal preparation for an effective ministry in Christian counselling;
- demonstrate knowledge of basic counselling skills and theories;
- be prepared to serve in a local church or other counselling ministry setting;
- be prepared to continue education by pursuing a master's level degree in counselling to position themselves for professional licensure for use in church-based ministry or community-based service.
- demonstrate an understanding of the central doctrines of the Christian faith and articulate them clearly;
- express how they are developing in their relationship with God and as Christlike servant leaders.

## Courses

In addition to the core courses for all Bachelor's degrees (see page 44), these courses are required for the B.A. (Christian Counselling) degree:

	<u>Credits</u>
<u>General Education</u>	
Developmental Psychology	3
Ethics in Counselling	3
Introduction to Addictions	3
Multicultural Counselling	3
Psychopathology	3
<u>Ministry/Professional</u>	
Crisis Counselling	3
Group Process	3
Introduction to Counselling	3
Marriage & Family Counselling	3
<u>Practical Ministry</u>	
Supervised Ministry Experience	
<b>Total Credit Hours</b>	<b>120</b>

# BACHELOR OF ARTS (CHRISTIAN SCHOOL EDUCATION)

Mrs. Pam Alward, Program Director

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

Upon completion of course work, B.A. (CSE) students spend fourteen weeks completing a student teaching internship comprised of two seven-week placements on two different grade levels. Students are also required to complete a minimum of three practicum credits, two in a school setting.

### Teacher Certification

The components of the B.A. (CSE) program meet the requirements for teacher certification with the Association of Christian Schools International (ACSI) which supports and accredits Christian schools around the world.

### Purposes of the B.A. (CSE) 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;
- provide specific course work and practical experiences to enhance student abilities to function as effective Christian teachers in any vocational setting, and specifically in Christian school classrooms;
- equip students with advanced preparation for continuing education which will lead to life-long ministry in education.

### Objectives of the B.A. (CSE) degree

Graduates will:

- develop a distinctively Christian, coherent philosophy of education leading to a Biblical worldview on subject matter and an integration of faith and learning;
- acquire and/or review essential subject matter, particularly related to the content of math and English language instruction (K-8);
- gain knowledge of learner psychology;
- be equipped with the basic pedagogical *knowledge* for a successful transition into the classroom as a beginning teacher;
- have consistent exposure to and engagement opportunities in authentic classroom

experiences prior to student teaching;

- acquire basic pedagogical *skills* for a successful transition into the classroom as a beginning teacher.

Kingswood University has an articulation agreement with the University of Maine at Presque Isle whereby those who hold the B.A. (CSE) 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 this degree 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 44), these courses are required for the B.A. (CSE) degree:

	<u>Credits</u>
<u>General Education</u>	
Developmental Psychology	3
Educational Psychology	3
Elementary/Middle Math Proficiency	3
History & Philosophy of Christian Ed.	3
<i>Meets history requirement</i>	
TESL I	3
<u>Ministry/Professional</u>	
Foundations of Education/Teaching	3
Instructional Design & Assessment	3
Theory & Practice in Classroom Management	3
Curriculum & Pedagogy: Literacy	6
Curriculum & Pedagogy: Math/STEM	3
Teaching in Content Areas	3
Teaching Diverse Learners	3
Classroom Technology	3
<u>Practical Ministry</u>	
Student Teaching	12



# BACHELOR OF ARTS (WORSHIP ARTS)

Mr. Marc Jolicoeur, Program Director

The Bachelor of Arts in Worship Arts is 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 program includes 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 four-month Supervised Ministry Experience for students enrolled in the B.A. Worship Arts takes place in a worship leading setting, within the student's own denomination.

## Objectives of the B.A. (Worship Arts) degree

Graduates will:

- plan and prepare worship services for a variety of settings;
- competently lead worship for spiritual formation, demonstrating theological integrity, musical excellence, and cultural diversity as the hallmarks of their ministry;
- articulate a philosophy of worship grounded in Biblical reflection, historical development, and theological consideration, as well as being culturally relevant;
- develop general music skills that will prepare them to serve as worship leaders;

## Entrance Requirements

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

To be fully accepted into the B.A. Worship Arts 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 B.A. Worship Arts 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 B.A. Worship Arts are required to participate in worship ministries for at least four semesters. Opportunities will include ministry in local churches, as well as in a variety of university ministries and ensembles.

## Courses

The B.A. Worship Arts is built on the bachelor's degree core requirements (see page 44), 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>	
Introduction to Worship	3
Doctrine of Holiness	1.5
<u>Ministry/Professional</u>	
Applied Music Lessons*	5
Homiletics	3
Introduction to Ministry	3
Introduction to Songwriting	3
Management in Ministry	3
Technical Ministry	3
Worship Leading I & II	6
<u>Practical Ministry</u>	
Supervised Ministry Experience	
Total Credit Hours	120

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

# BACHELOR OF THEOLOGY

Rev. Axel Kazadi, Program Director

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 provides 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.

## Objectives of the Th.B. degree

Graduates will:

- have a comprehensive knowledge of the Bible;
- demonstrate an understanding of 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;
- express confidence in their ability to undertake graduate level study.

In addition to the core requirements for all bachelor's degrees (see page 44), the following courses are required for the Bachelor of Theology degree:

	<u>Credits</u>
<u>General Education</u>	
Research Methods	1.5
Church History	3
<i>Meets history requirement</i>	
Philosophy for Understanding Theology	3
Reformation Church History	3
Worldview	3
<u>Bible &amp; Theology</u>	
Apologetics	3
Contemporary Theology	3
Historical Theology	3
Introduction to Bible Study Tools (Greek & Hebrew)	6
Doctrine of Holiness	1.5
Total Credit Hours	120
<i>Wesleyan students must also take Wesleyan History &amp; Discipline</i>	

## MINISTRY MAJORS & MINORS

In addition to the primary majors in the bachelor's degrees 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.

### Business Major & Minor

The business major is designed to prepare students for ministry roles of which business will be a key component, for example, using small businesses as ministry, serving overseas in small business operations, as well as pastors and ministry leaders who wish to be well-prepared for some of the executive duties required of these positions.

This major will help those interested in the philosophy of Business as Mission which falls under the larger philosophical umbrella of Marketplace Ministry. Business as Mission focuses on "holistic transformation and the multiple bottom lines of economic, social, environmental and spiritual outcomes" (Lausanne Movement).

#### Objectives of Business Program

Graduates will:

- demonstrate foundational business skills and abilities;
- understand the relationship between faith and work;

- understand how business can be used as ministry beyond the walls of the church;
- integrate their faith to guide business and personal interactions;
- apply leadership principles to business and ministry settings.

#### Courses

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

	<u>Credits</u>
<u>General Education</u>	
Accounting Principles*	3
Basic Economics*	3
Introduction to Business*	3
Introduction to Marketing*	3
Personal Finance*	3
Principles of Entrepreneurship*	3
 <u>Ministry/Professional</u>	
Marketplace Ministry	3
 Total Credit Hours	 120

The Business ministry minor is built on a bachelor's degree core and includes the following courses:

	<u>Credits</u>
Accounting Principles*	3
Basic Economics*	3
Introduction to Business*	3
Introduction to Marketing*	3
Personal Finance*	3
Principles of Entrepreneurship*	3

Courses marked with an asterisk are taken online through Indiana Wesleyan University.

### Christian Counselling Minor

See page 47 for description and objectives of the Christian Counselling programs.

The Christian Counselling minor is built on a bachelor's degree core with the addition of the following courses:

	<u>Credits</u>
<u>General Education</u>	
Introduction to Addictions	3
<u>Ministry/Professional</u>	
Introduction to Counselling	3
Counselling/Psychology electives:	12
Crisis Counselling	
Developmental Psychology	
Group Process	
Marriage & Family Counselling	
Multicultural Counselling	
Psychopathology	

## Church Planting Major & Minor

The Church Planting major and minor programs are designed to prepare students either to lead or be part of a church planting team.

Students 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 interact with church planters currently involved in launching new congregations.

Students enrolled in the Church Planting program complete academic requirements for ordination in The Wesleyan Church and other evangelical denominations. The four-month 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 a variety of church planting methodologies;
- know how to exegete a community from the perspective of a church planter;
- understand and value a team learning and serving environment;

- understand principles and practices of church health and growth;
- be able to design effective church planting strategies.

### 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	3
<i>Meets history requirement</i>	
Denominational History & Policy	1.5
<i>Focuses on student's own denomination</i>	
Introduction to Counselling	3
<u>Bible &amp; Theology</u>	
Introduction to Worship	3
<u>Ministry/Professional</u>	
Church Health, Growth & Leadership	3
Empowering & Equipping Lay Ministry	3
Expository Preaching	3
Introduction to Compassion Ministry	3
Pastoral Ministry	3
Principles & Practices of Discipleship	3
Principles of Church Planting	3
Strategies in 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/Professional</u>	
Church Health, Growth & Leadership	3
Pastoral Ministry	3
Principles of Church Planting	3
Strategies in Church Planting	3
Church Planting electives	6
<i>Denominational History &amp; Polity</i>	
<i>Empowering &amp; Equipping Lay Ministry</i>	
<i>Introduction to Compassion Ministry</i>	
<i>World Religions</i>	

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, Compassion, and Social Justice Major & Minor

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) through the major and minor program of study.

The four-month 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.

Students wishing to enroll in the Evangelism & Compassion minor program of study must be enrolled in a bachelor’s degree program and have completed no more than 16 hours of credit towards a bachelor’s degree.

### Objectives of the Evangelism, Compassion, and Social Justice Programs

Graduates will:

- have a biblical understanding of the relationships between compassion, evangelism, and social justice issues;
- demonstrate an understanding of, and appreciation for the spiritual and social issues present in the world and be able to address them from a Biblical perspective;
- demonstrate an understanding of God’s heart for the poor and lost peoples of the world;
- 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 equipped to work in organizations and churches already focused on compassion and social justice, as well as to establish and lead evangelistic and compassion outreach ministries.

## 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>	
Foundations of Social Justice	3
History of Civil Rights & Social Justice	3
<i>Meets history requirement</i>	
Urban Ministry/Community Development	3
World Religions or Worldview	3
<u>Ministry/Professional</u>	
Introduction to Compassion Ministry	3
Introduction to Counselling	3
Counselling Elective	3
Intercultural Studies Elective	3
Praxis Senior Project	1.5
<u>Practical Ministries</u>	
Regional Praxis	2
Urban Praxis	1
Cross Cultural Praxis	1
Directed Praxis	1
Leadership Praxis	1
 Total Credit Hours	 120

The Evangelism and Compassion Ministry minor is built on the B.A. (Ministry) core requirements and includes the following courses:

	<u>Credits</u>
<u>General Education</u>	
Foundations of Social Justice	3
History of Civil Rights & Social Justice	3
<i>Meets history requirement</i>	
or	
Urban Ministry/Community Development	3
World Religions or Worldview	3
<u>Ministry/Professional</u>	
Introduction to Compassion Ministry	3
Introduction to Counselling	3
<u>Practical Ministries</u>	
Regional Praxis	2
Urban Praxis	1
Cross Cultural Praxis	1

## Intercultural Studies Major & Minor

The Intercultural Studies major is designed to prepare students to serve missionally and strategically in cross cultural contexts both around the world as well as in North America, with The Wesleyan Church and other denominations, agencies, and non-profit organizations.

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 still wish to have some preparation for effective cross-cultural communication and ministry.

The program is grounded on the philosophy that mission is the first work of God, and that he invites his people to participate with him in what he is doing in witness and mission among people of all nations, around the world as well as around the corner. We recall Jesus' command to make disciples of all nations, going to them wherever he brings us, remembering that he promised to "be with us always." (Psalm 67, Matthew 28:19-20; John 20:21; Acts 1:8).

The four-month Supervised Ministry Experience for students in this major takes place in a cross-cultural setting; this may be internationally or within a North American ministry with a cross-cultural focus.

### Objectives of Intercultural Studies Programs

Graduates will:

- have a solid understanding of the biblical, historical, cultural, and strategic perspectives of the involvement of God's people with God's mission;
- be able to analyze contemporary issues and worldviews from a biblical perspective;
- connect strategic intercultural competence training with cross-cultural ministry practice;
- know how to dialogue, proclaim the Gospel, and disciple believers in the context of various world religions and new religious movements;
- have experience in ministry of the Gospel and discipleship across cultural boundaries;
- be practically prepared for vocational as well as co-vocational cross-cultural ministry and be

able to provide missional leadership for the Church locally and globally.

### 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>	
History of World Christianity	3
World Religions	3
Worldview	3
<u>Bible &amp; Theology</u>	
Biblical/Theological Foundations of Mission	3
<u>Ministry/Professional</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>
<u>General Education</u>	
World Religions	3
World View	3
<u>Ministry/Professional</u>	
Cross Cultural Ministry	3
Intercultural Competencies	3
Spiritual Conflict Resolution	3
Elective	3
Introduction to Missions	
Introduction to the Muslim World	
Practical Issues - Cross-Cultural Prep	

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.

## Marketplace Ministry Major

The Marketplace Ministry major is designed to prepare students to view their vocation as ministry. 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 and skills of a specific vocation;
- understand the relationship between faith and work;
- understand how a vocation for ministry can be used for ministry beyond the walls of the church;
- integrate their faith to guide business and personal interactions.

### 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

## NextGen Ministry Major & Minor

The NextGen Ministry program is offered in cooperation with Truth Matters and its Youth Ministry Leadership Coalition. Students engage with an on-campus director as well as other students and the various instructors of the Coalition as they learn how to minister effectively to the next generation, children and teens.

This program offers a high level of practical ministry experience, engaging students in next-generation ministry from their first year; students in the major program of study complete their program with an immersive practical ministry experience in the final year of study.

Students enrolled in the NextGen major complete academic requirements for ordination in The Wesleyan Church.

### Objectives of the NextGen Ministry Programs

Graduates will be competent in the following areas of ministry:

- stewardship of ministry's mission, vision, and values;
- building, mobilizing, and caring for volunteers;
- self-care, personal disciplines, and healthy boundaries;
- thoughtful, timely planning and preparation;
- developing student leaders;
- supporting, encouraging, empowering parents;
- reaching, preaching, and facilitating learning;
- event planning and management;
- risk management;
- developing and maintaining healthy community;
- pastoral care, counselling, coaching, and crisis intervention;
- serving cooperatively as a contributing member of a larger team.

### Courses

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

	<u>Credits</u>
<u>General Education</u>	
Understanding Today's Youth Culture	3
Church History	
<i>Meets history requirement</i>	3

Denominational History & Policy 1.5  
*Focuses on student's own denomination*

Bible & Theology

Introduction to Worship 3

Ministry/Professional

Introduction to NextGen Ministry 3

Youth Ministry Management 3

Thinking Theologically - Youth Ministry 3

Introduction to Counselling 3

Counselling Adolescents & Families 3

Communication Skills for Effective Ministry 3

Expository Preaching 3

Adolescent Faith Formation 3

Pastoral Ministry 3

Total Credit Hours 120

The Next Generation Ministry minor is built on the B.A. (Ministry) core requirements and includes the following courses:

Credits

General Education

Understanding Today's Youth Culture 3

Ministry/Professional

Introduction to NextGen Ministry 3

Youth Ministry Management 3

Electives 12

Thinking Theologically - Youth Ministry

Counselling Adolescents & Families

Communication Skills for Effective

Ministry

Adolescent Faith Formation

Total Credit Hours 120

**Pastoral Ministry Major**

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 environment, either on campus or in association with a local church, as well as serving in a variety of Practicum assignments.

Students enrolled in this program will complete all academic requirements for ordination within The Wesleyan Church and other evangelical denominations. The four-month 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:

- be acquainted with the diversity of pastoral ministry roles;
- will be able to function effectively in professional pastoral responsibilities;
- understand principles and practices of church health and growth;
- understand and value a team learning and serving environment;
- demonstrate growth in developing interpersonal 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
 <u>Bible &amp; Theology</u>	
Introduction to Worship	3
 <u>Ministry/Professional</u>	
Church Health, Growth & Leadership	3
Expository Preaching	3
Empowering & Equipping Lay Ministry	3
Introduction to Compassion Ministry	3
Pastoral Ministry	3
Principles & Practices of Discipleship	3
 Total Credit Hours	 120

## **Worship Arts Minor**

See page 49 for description and objectives of the Worship Arts program. The purpose of the Worship Arts minor is to provide students the opportunity to add some worship leading training to their overall ministry preparation.

### **Objectives of the Worship Arts Minor**

Graduates will:

- plan and prepare worship services for a variety of settings;
- competently lead worship for spiritual formation, demonstrating theological integrity, musical excellence, and cultural diversity as the hallmarks of their ministry;
- articulate a philosophy of worship grounded in Biblical reflection, historical development, and theological consideration, as well as being culturally relevant;
- develop general music skills that will prepare them to serve as worship leaders.

### **Practical Experience**

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.

### **Courses**

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

	<u>Credits</u>
<u>General Education</u>	
Music Theory I & II	6
 <u>Bible &amp; Theology</u>	
Introduction to Worship	3
 <u>Ministry/Professional</u>	
Applied Music Lessons*	3
Worship Leading I	3
Worship or Music elective	3

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

# BACHELOR OF ARTS (MINISTRY)

## CHURCH OF THE NAZARENE (CotN)

Through a formal arrangement with the Canada Atlantic District of the Church of the Nazarene, students who are enrolled in a degree program at Kingswood University can meet the educational requirements for ordination in the Church of the Nazarene.

The credential application process with the Church of the Nazarene 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) (CotN) has been customized to meet the credentialing requirements for students from this denomination, and is as follows:

	<u>Credits</u>
<u>General Education</u>	
Writing and Research	3
Literature of the Western World	3
Wellness	3
Church History	3
History & Polity of Church of Nazarene	1.5
Financial Math	1.5
Ethics	3
General Psychology	3
Scientific Thought	1.5
Oral Communication	3
Introduction to Sociology <i>or</i> Cultural Anthropology	3
<u>Bible &amp; Theology</u>	
Inductive Bible Study	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
Doctrine of Holiness	1.5
Introduction to Worship	3

### Ministry

Introduction to Ministry	3
Spiritual Formation	3
Expository Preaching	3
Introduction to Missions	3
Pastoral Ministry	3
Management in Ministry	3
Homiletics	3
Introduction to Counselling	3

### Practical Ministry

Practicum credits	3
Supervised Ministry Experience	12

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

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

### **Majors and Minors**

Students enrolled in this degree, and pursuing credentialing with the Church of the Nazarene, 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 51 for details of all majors and minors.

### **Christian Counselling minor (CotN)**

See page 47 for description and objectives of the Christian Counselling minor.

The Christian Counselling minor (CotN) is built on the B.A. (Ministry) (CotN) degree core; the following courses relate specifically to the minor:

	<u>Credits</u>
<u>General Education</u>	
Introduction to Addictions	3

	<u>Credits</u>
<u>Ministry</u>	
Introduction to Counselling	3
Counselling/Psychology electives:	12
Crisis Counselling	
Developmental Psychology	
Group Process	
Marriage & Family Counselling	
Multicultural Counselling	
Psychopathology	

### **Church Planting minor (CotN)**

See page 52 for description and objectives of the Church Planting minor.

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

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

### **Intercultural Studies minor (CotN)**

See page 54 for description and objectives of the Intercultural Studies minor.

The Intercultural Studies minor (CotN) is built on the B.A. (Ministry) (CotN) degree core; the following courses relate specifically to the minor:

	<u>Credits</u>
<u>General Education</u>	
World Religions	3
Worldview	3
<u>Ministry</u>	
Introduction to Missions	3
Cross Cultural Ministry	3

Spiritual Conflict Resolution	3
Intercultural Competencies	3

### **NextGen Ministry minor (CotN)**

See page 55 for description and objectives of the NextGen Ministry minor.

The NextGen Ministry minor (CotN) is built on the B.A. (Ministry) (CotN) degree core; the following courses relate specifically to the minor:

	<u>Credits</u>
<u>General Education</u>	
Understanding Today's Youth Culture	3
<u>Ministry</u>	
Introduction to NextGen Ministry	3
Models of Youth Ministry	3
NextGen Ministry electives	3
Adolescent Faith Formation	
Communication Skills for Effective Ministry	
Counselling Adults & their Families	
Personal & Spiritual Formation for Ministry	
Thinking Theologically - Youth Ministry	
Youth Ministry Management	

### **Pastoral Ministry major (CotN)**

See page 56 for description and objectives of the Pastoral Ministry major.

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

	<u>Credits</u>
<u>General Education</u>	
World Religions <i>or</i> Worldview <i>or</i> Intro to Compassion Ministry	3
<u>Bible/Theology</u>	
Introduction to Worship	3
<u>Ministry</u>	
Expository Preaching	3
Empowering & Equipping Lay Ministry	3
Introduction to Counselling	3
Introduction to Compassion Ministry	3
Church, Health, Growth & Leadership	3
Pastoral Ministry	3

### **Worship Arts minor (CotN)**

See page 49 for description and objectives of the Worship Arts minor.

The Worship Arts minor (CotN) is built on the B.A. (Ministry) (CotN) degree core; the following courses relate specifically to the minor:

	<u>Credits</u>
<u>General Education</u>	
Music Theory I & II	6
Applied Music Lessons	3
<u>Bible/Theology</u>	
Introduction to Worship	3

### Ministry

Worship Leading I	3
Worship or Music electives	3

### **Bachelor of Theology Degree**

The educational requirements for ordination in the Church of the Nazarene can also be added to the Bachelor of Theology degree and completed in 120 hours.

## **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 (MCS), 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</u>	
Writing and Research	3
Literature of the Western World	3
Wellness	3
Church History	3
History of Pentecostalism*	3
Financial Math	1.5
Ethics	3
General Psychology	3
Scientific Thought	1.5
Canadian Culture & Evangelism*	3
<u>Bible &amp; Theology</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 – Pentecostal Perspective*	3
<u>Ministry</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 four-month 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 51 for details of all majors and minors.

**Church Planting minor (PAOC)**

See page 52 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</u>	
Principles of Church Planting	3
Strategies in Church Planting	3
Pastoral Theology	3
Church Health, Growth & Leadership	3
Church Planting electives:	6
Empowering & Equipping Lay Ministry	
Introduction to Compassion Ministry	
World Religions	

**NextGen Ministry minor (PAOC)**

See page 55 for description and objectives of the NextGen Ministry minor.

The NextGen 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</u>	
Understanding Today's Youth Culture	3
<u>Ministry</u>	
Introduction to NextGen Ministry	3
Models of Youth Ministry	3
NextGen Ministry electives	3
Adolescent Faith Formation	
Communication Skills for Effective Ministry	
Counselling Adults & their Families	
Personal & Spiritual Formation for Ministry	
Thinking Theologically - Youth Ministry	
Youth Ministry Management	

**Pastoral Ministry major (PAOC)**

See page 56 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</u>	
World Religions or Worldview	3
or Intro to Compassion Ministry	
<u>Bible/Theology</u>	
Introduction to Worship	3
<u>Ministry</u>	
Expository Preaching	3
Empowering & Equipping Lay Ministry	3
Introduction to Counselling	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. 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:

	<u>Credits</u>
<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
<u>Bible &amp; Theology</u>	
Biblical Literature	6
Basic Christian Beliefs	3
Bible or Theology elective	3
<u>Practical Ministry</u>	
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 University'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 University 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 University 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 University."

## 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. It will be of special interest to those who wish to deepen their knowledge of and appreciation for the Bible and theology and to serve as active lay people within local churches and ministries.

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 foundational 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 (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 church and parachurch 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 spiritual and social issues 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.

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
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## **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 with a ministry focus. It is designed to assist students in:

- understanding themselves and others;
- understanding society;
- understanding creation;
- understanding creativity;
- understanding communication (with God and others).

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

Graduates will:

- have a foundation in a range of 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;
- have basic ministry experience preparing them for enhanced lay ministry.

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>	
Financial Math	1.5
Music Theory I	3
Any History course	3
Introduction to Philosophy	3
Literature of the Western World	3
Scientific Thought	1.5
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.

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.



## **CERTIFICATE PROGRAMS**

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

### **CHRISTIAN SCHOOL EDUCATION PROFESSIONAL CERTIFICATE**

The CSE Professional Certificate is offered as a “fast track” professional development option for teachers entering a classroom for the first time and/or already teaching but in need of acquiring essential pedagogical knowledge and skills, as well as an understanding of the distinctives of Christian school education. The primary candidates for this certificate are those already holding a bachelor’s degree and/or a diploma in a teachable area.

This certificate will be awarded upon successful completion of 12 hours of course work as follows:

	<u>Credits</u>
History & Philosophy of Christian Ed.	3
Instructional Design & Assessment	3
Theory & Practice in Classroom Management	3
One additional CSE course	3

### **TESL CERTIFICATE**

#### **(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 a grade of at least C in each course. 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 Christian School Education program are required to take TESL I; they may take TESL II to meet the elective requirement of the degree. 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.

## **COURSE DESCRIPTIONS (UNDERGRADUATE)**

Course descriptions include notation of when courses are offered on-campus. Online courses are offered at least once per calendar year in group model and are available every term by independent study.

### **BIBLE & THEOLOGY COURSES**

**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 hrs                      On-Campus – every semester  
Online – every year

**Biblical and Theological Foundations of Mission** (BT 304) provides the biblical, theological and strategic 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 hrs                      On-Campus – 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 hrs                      On-Campus – every fall  
Online – every year

**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 hrs                      On-Campus – every fall  
Online – every year

**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 hrs

**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 hrs

**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 hrs                      On-Campus – alternate years, fall

**Biblical Hebrew I** (OT 312) provides an introduction to the Hebrew alphabet, basic vocabulary, grammar, and syntax of the language in which the majority of the Old Testament was written. The language is explored within the biblical text. This online course is built around Biblingo software.

3 credit hrs                      Online – every year

**Biblical Hebrew II** (OT 313) is a continuation of Biblical Hebrew I with an emphasis on reading and translating Old Testament texts.

3 credit hrs                      Online – every year

**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 hrs

**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 hrs



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

**Apologetics** (TH 405) introduces the theory and practice of explaining why Christians believe what

they do. The course includes an overview of five methods of doing apologetics. These principles and models are illustrated through the development of specific arguments for the Christian faith. Pre-requisites or co-requisites: Christian Doctrine I and II. Recommended: Worldview.

3 credit hrs On-Campus – alternate years, spring

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

1.5 credit hrs

On-Campus – every fall  
Online – every year

## GENERAL EDUCATION COURSES

**Wellness** (GE 100) is designed to develop the total well-being of students by providing 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 hrs On-Campus – every 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 hrs On-Campus – every semester  
Online – every semester

**Online Orientation** (GE 120) helps prepare students for success as an online student. It is required for all students before taking their first online course through Kingswood Extended.  
0 credit hrs Online only – every term

**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. Students will apply what they learn by demonstrating techniques and developing teaching materials, including detailed lesson plans.  
3 credit hrs On-Campus – 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. Students will develop and critique curriculum, including detailed lesson plans. Prerequisite: TESL I.  
3 credit hrs On-Campus – 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. Prerequisite: Basic Christian Beliefs.  
3 credit hrs On-Campus – alternate years, fall  
Online – every year

**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 hrs On-Campus – alternate years, fall  
Online – every year

**Independent Study** (IS 403) 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 hrs

Every semester

## **BUSINESS MANAGEMENT** **Effective Fall 2024**

**Introduction to Business** introduces the student to business fundamentals, including business organization, human resources, ethics, marketing, finance, management, entrepreneurship, and local and global business models.

**Introduction to Business Technology** offers a basic introduction to computer skills and digital literacy necessary for a successful career in business. Skills include word processing, spreadsheets, presentation software, and file management.

**Survey of Economics** introduces the concepts of microeconomics and macroeconomics and their application to problems faced by private and public sectors. Topics include consumer behaviour, supply and demand, market structures, economic growth, inflation, taxes, government spending, and international trade.

**Principles of Marketing** equips students to solve marketing-related business problems through an understanding of the social, psychological, and political factors at play. Students are introduced to marketing concepts including target markets, market segmentation, market research, promotion, advertising, branding, and pricing.

**Business Finance** is designed as an overview of concepts, practices, and principles necessary for effective operation and oversight by non-financial managers in a business environment. Includes for-profit and non-profit finance reports, analysis, budgeting, financing, and ethical procedures.

**Business & Professional Communication** teaches the practical components of effective professional communication. Students will learn the foundational principles of effective oral and written

communication, including presentations, proposals, contracts, and day-to-day business interactions.

**Business Ethics** focuses on developing critical ethical decision-making essential to management of any organization through the integration of personal, social, and professional values.

**Organizational Health and Behaviour** examines the characteristics of a healthy organization including culture, communication, performance feedback, conflict resolution, and team dynamics.

**Business Law** introduces the legal aspects of decision-making for business. Topics include dispute resolution, contracts, employment law, intellectual property, and the impact of legal rules on business.

**Business Leadership** guides students to explore the theory and practice of organizational leadership, including personal assessment and development of leadership skills, decision-making, management of group dynamics, leadership styles, team development, and conflict resolution.

**Project Management** provides a foundation for effective project management that delivers on an end-goal in alignment with business strategies and goals. Five stages of project management (initiation, planning, execution, monitoring and control, and closure) will provide a comprehensive framework for successful project management.

**Operational Management** is designed to provide students with the skills required to effectively lead strategic, high-level planning and day-to-day operations. Concepts include organizational alignment, leadership effectiveness, delegation, prioritization, measuring and monitoring success, policy and procedure, managing operational budgets, and developing mission, vision, and strategic outcomes.

**Change Management** studies change management models, exploring best practices for identifying and communicating the need and scope for change and how to effectively lead the change initiative. Students will gain an understanding of the importance of having a structured approach to change, effective communication, and attention to cultural adoption and alignment.

**Human Resource Management** examines the essential skills of selecting, developing, promoting, and managing the right people for a team. Students will explore how to source and integrate new talent, manage a team for effectiveness, performance evaluations, team development, and reward systems.

**Entrepreneurial Leadership** is designed to help students learn three unique approaches to business growth: entrepreneurship, intrapreneurship, and non-profit creation. Topics include business plan development, market analysis, business models, funding, intellectual property, sales, marketing, and personnel.

## 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 hrs                    On-Campus – every fall  
     Online – twice per year

**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. Pre-requisite: Writing and Research.

3 credit hrs                    On-Campus – every fall  
     Online – every year

**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 hrs                    On-Campus – every spring  
     Online – every year

**Oral Communication** (EN 203) is an introductory course in public speaking to help students develop verbal communication skills. Emphasis is on giving students confidence and public speaking skills.

3 credit hrs                    On-Campus – every fall

**Research Methods** (EN 205) builds on skills learned in Writing and Research, guiding students through the entire process of a research project, from selecting a topic to final proofing and submission, including the nature and purpose of research, the range of sources available, and the use of bibliographic software.

1.5 credit hrs                On-Campus – every spring

## HISTORY

**History and Philosophy of Christian Education** (HI 305) 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. Students begin to articulate a personal philosophy of education.

3 credit hrs                On-Campus – alternate years, fall

**Church History** (HI 303) provides a survey of the history of the Christian Church from its birth in the book of Acts to the present day, in the context of world history. Attention is given to how the past impacts present and future ministry.

3 credit hrs                On Campus – alternate years, fall  
     Online – every year

**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 hrs                Online – alternate years, spring

**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 hrs On-Campus – alternate years, spring

**Wesleyan History and Discipline** (HI 403) traces the history of the Methodist 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 assists in the understanding and application of *The Discipline*.  
1.5 credit hrs On-Campus – every fall  
Online – every year

**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 is 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. Prerequisite: Church History.  
3 credit hrs On-Campus – alternate years, spring

## MATHEMATICS & SCIENCE

**Elementary/Middle Math Proficiency** (MA 110) serves as a refresher course in 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 Curriculum & Pedagogy: Mathematics & STEM. This course may be exempted by exam.  
3 credit hrs On-Campus – every spring

**Financial Math** (MA 200) is an introductory course in which students will realize the complex relationship between faith and money and increase their financial literacy with the goal of managing financial resources responsibly. Topics will include money management, rudimentary budgeting, basic accounting, financial goal attainment, the wise use of credit, insurance, investments, debt management, and taxation.  
1.5 credit hrs On-Campus – every spring  
Online – every year

**Scientific Thought** (SC 205) is a survey of the history of science and its interaction with society. Discussions will encompass: a synopsis of how scientific thought has shaped cultural norms, politics, and religious thought in western civilization; how partisan political ambition and media permeation has directed scientific thought; and the ebb and flow of the relationship between religion and science. Prerequisite: Second year standing.  
1.5 credit hrs On-Campus – every spring  
Online – every year

## PHILOSOPHY

**Introduction to Philosophy** (PH 201) acquaints the student with the terminology and the significant problems of the field of philosophy especially in relation to the Christian faith.  
3 credit hrs On-Campus – every spring  
Online – every year

**Ethics** (PH 202) offers a study of the basic principles of ethical conduct as applied to personal and social problems. A definite Christian emphasis is given to the course.  
3 credit hrs Online – as needed

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

**Ethics in Counselling** (PH 401) presents concepts regarding ethical issues encountered by pastoral counsellors and licensed professional counsellors. Areas of interest include ethical principles, professional codes of ethics, identifying and resolving ethical dilemmas, ethical decision-making models, and legalities of the profession. Prerequisite: Intro to Counselling.  
3 credit hrs On-Campus – alternate years, fall  
Online – every year

## PSYCHOLOGY & COUNSELLING

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

3 credit hrs                      On-Campus – every spring  
Online – every year

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

3 credit hrs                      On-Campus – alternate years, fall  
Online – every year

**Realities of Addiction & Recovery** (PS 290) leads students to explore strategies that work in helping addicted people recover from addictions such as alcohol and other drugs, gambling, pornography, and other behavioral compulsions. Students will also consider the symptoms of such addictions, including depression, anxiety, marital and other family problems.

3 credit hrs                      Online – every year

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

3 credit hrs                      On-Campus – every fall  
Online – every year

**Developmental Psychology** (PS 305) discusses major theoretical concepts and evidence-based insights pertaining to lifespan development. It focuses on key perspectives related to foundational theories and methods and considers various aspects of individual growth from prenatal development to late adulthood. Emphasis is placed on factors that impede and foster healthy development and adjustment in children, adolescents, and young adults. Pre-requisite: General Psychology.

3 credit hrs                      On-Campus – alternate years, spring  
Online – every year

**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: Intro to Counselling.

3 credit hrs                      On-Campus – alternate years, spring  
Online – every year

**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 hrs                      On-Campus – 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: Developmental Psychology.

3 credit hrs                      On-Campus – alternate years, spring  
Online – every year

**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 have “mature student” designation.

3 credit hrs                      On-Campus – alternate years, fall  
Online – every year

**Crisis Counselling** (PSPM 411) seeks to provide both theoretical and practical approaches to crisis intervention and counselling. Pre-requisite: Introduction to Counselling or have “mature student” designation.

3 credit hrs                      On-Campus – alternate years, spring  
Online – every year

**Multicultural Counselling** (PSPM 413) presents concepts regarding competent multicultural counselling. Counselling practices surrounding major ethnic groups are studied in-depth. The overarching cultural context of relationships, including factors such as age, race, gender, sexual orientation, religious and spiritual values, family



values, and socioeconomic status are examined. Multicultural counselling theories are considered in the area of client work. Likewise, counsellor self-awareness toward the management of biases, prejudice, discrimination, and the like is addressed.

3 credit hrs      On-Campus – alternate years, fall

Online – every year

## 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. Students will conduct a sociological research project as part of the course requirements.

3 credit hrs      On-Campus – alternate years, fall

Online – every year

**Understanding Today's Youth Culture** (SO 226) explores the complex cultural world of the adolescent. This course will address the need to understand today's rapidly changing world of children and teens and the culture's influence on young people as a prerequisite for effective youth ministry. Students will develop an understanding of

the nature, function, and influence of youth culture on the emerging generations along with the skill necessary for continued assessment of youth culture as it continues to evolve and change. This course will prepare students to increase their ministry effectiveness by equipping them to view and practice youth ministry as a cross-cultural ministry venture with both an eye to the broader macro-culture and to the more specific localized micro-culture of their unique youth ministry setting.

3 credit hrs      On-Campus & via Zoom, September

**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 hrs      On-Campus – every spring

Online – every year

**Cultural Anthropology** (SO 309) is an introductory anthropology course taught from a Christian perspective. The focus of the course is in gaining skills to analyze and understand, appreciate those of other cultures, as well as to be able to adapt more effectively to new cultural and ministry settings. The practical component of the course is the successful completion of the ethnographic and/or quantitative study of a cultural or social situation in the surrounding community and beyond.

3 credit hours      On-Campus – alternate years, fall

## PROFESSIONAL & MINISTRY COURSES

### GENERAL MINISTRY

**Introduction to Ministry** (MIN 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 hrs      On-Campus – every spring

Online – every year

**Spiritual Formation** (MIN 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 hrs

On-Campus – every spring

Online – every year

**Introduction to Compassion Ministry** (MIN 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 hrs

On-Campus – every fall

Online – every year

**Introduction to Worship** (MIN 200) is an interdisciplinary Bible-related course designed to assist students in the development of a theological understanding of worship and of corporate worship, considering biblical precedents and historical practices for maximum Kingdom impact in the 21<sup>st</sup> century church. It also provides opportunity for future worship leaders, pastors, and church leaders to learn how to plan and guide the worship ministry in the local church and other venues. Pre-requisite: Basic Christian Beliefs.

3 credit hrs                      On-Campus – every fall  
Online – every year

**Ministry of Teaching** (MIN 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 hrs                      Online as needed

**Personal Evangelism** (MIN 209) is designed to assist students in understanding the Biblical foundation and purpose of evangelism in Christian living. Students will become familiar with using the Bible and practical methods in having conversations with people about Christ. The effective use of follow-up disciple-making methods is also explored.

3 credit hrs                      On-Campus – every fall  
Online – every year

**Principles and Practices of Discipleship** (MIN 300) 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 hrs    On-Campus – alternate years, spring  
Online – every year

**Homiletics** (MIN 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.

3 credit hrs                      On-Campus – every fall  
Online – every year

**Technical Ministry I** (MIN 305) is designed to familiarize the student with applications possible through technology for use in music and worship ministries. This course covers basic principles and functional use of audio-media-lighting technology.

3 credit hrs                      On-campus – alternate years, fall

**Technical Ministry II** (MIN 306) is designed to familiarize the student with social media presence and promotion/advertising and communications, graphic design for digital and print, video editing, church management software, and other church software tools. This course will have an emphasis on practical assignments.

3 credit hrs                      On-campus

**Empowering and Equipping Lay Ministry** (MIN 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 hrs    On-Campus - alternate years, spring  
Online – every year

**Management in Ministry** (MIN 415) seeks to develop an understanding of the practicalities of the 'behind-the-scenes' administration in the local church and other Christian organizations. Consideration is given to the specific responsibilities of pastors and Christian leaders in such areas as leadership and management basics, managing volunteer teams and paid staff, time and self-management, change management, and financial and operational management. This course also includes an introduction to parliamentary/business meeting procedures.

3 credit hrs                      On-Campus – every fall  
Online – every year

**Marketplace Ministry** (MIN 420) provides the student with an overview of calling, vocation, and mission of marketplace ministers. Students will

explore ministry and work from a theological and social scientific perspective.

3 credit hrs Online every year

**Supervised Ministry Experience (MIN 425)** is a four-month, full-time supervised ministry experience in the final semester of bachelor's degree programs. 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.

12 credit hrs On-Campus – every semester  
Online – every year

## CHRISTIAN SCHOOL EDUCATION

Mrs. Pamela Alward, Program Director

**Foundations of Education & Teaching (CSE 103)** is designed to acquaint the prospective Christian school teacher with the nature of Christian school education: its definition, purpose, intended result and the primary role of the teacher. The course will address the integrative responsibilities of the home, church, and school in the education of the next generation. Attention will also be given to related pedagogical principles and tasks as pre-service teachers are introduced to a Christian view of education.

3 credit hrs On-Campus & via Zoom – every spring

**Instructional Design & Assessment (CSE 205)** surveys strategies for inspiring learning in the student and the effective delivery of lessons by the teacher. Attention is given to active learning as it relates to instructional techniques, lesson and unit designs, the use of cooperative group work, the review and mastery of information, as well as the development of thinking skills.

3 credit hrs On-Campus & via Zoom – every fall

**Theory & Practice in Classroom Management (CSE 310)** explores the qualities of the teacher's heart inclined to God (Psalm 119:36) as well as our role as professional educators. The course also examines the profile of specific teacher behaviours and decisions that produce well-managed classrooms resulting in high student engagement

and productive learning environments. Emphasis is also given to the role of discipline in the Christian classroom with a focus not only on redirecting student conduct but as a call to Christian discipleship. This course is intent on equipping the teacher to create a classroom of readiness while managing four key areas: coordination, communication, conduct and content.

3 credit hrs On-Campus & via Zoom – every fall

**Curriculum & Pedagogy: Mathematics & STEM (CSE 336)** is designed to acquaint the student teacher with the content, learning theory, methods, and materials available to instructors in contemporary elementary mathematics/STEM education. Consideration is given to the differences and perceived values of both "traditional" and "new" philosophical approaches to early instruction in mathematics/STEM. In this context, the role of the teacher, the learner, and mathematical/STEM concepts and recommended instructional strategies. Emphasis is placed on the understanding of math/STEM as aspects of a structured universe created by a rational and orderly God. Pre-requisites: Elementary/Middle Math Proficiency, Instructional Design & Assessment.

3 credit hrs

On-Campus & via Zoom – alternate years, spring

**Classroom Technology (CSE 339)** provides an introduction to the integration of technological tools into an education setting, both pedagogically and administratively. Emphasis is placed on developing an innovative mindset that leads to sound educational rationale in the proper selection of technology and implementation into a classroom environment.

3 credit hrs

On-Campus & via Zoom – alternate years, fall

**Teaching in Content Areas: Science & Social Studies (CSE 340)** examines instruction in two content areas, specifically, science and social studies, for the pre-service teacher entering the K-8 classroom. This course will consider the content and outcomes typical to K-8 social studies and science classrooms, as well as lesson plan models and approaches unique to these subject areas. Emphasis will be placed on text, structure-based instruction leading to academic literacy essential to successful student learning in the content areas.

Providing the framework for these considerations will be the affirmation of a biblical worldview as it informs all content areas but directly configures the study of science and the themes of social studies in the Christian classroom. Pre-requisite: Instructional Design & Assessment.

3 credit hrs

On-Campus & via Zoom – alternate years, fall

**Curriculum & Pedagogy: Literacy Education I** (CSE 341) is the first of two companion courses designed to enable prospective teachers and current practitioners to implement best practices when teaching and promoting literacy in the classroom. Both courses will affirm the natural integration between reading and writing, but for instructional purposes only, Literacy I will primarily explore the development of reading skills and appreciation. It will be an examination of current literacy research and resulting instructional strategies, including assessment. Emphasis will be placed on the six essential components of reading: phonemic awareness, intensive phonics, fluency, vocabulary, spelling and comprehension. Provision in the course will be made for understanding the evolution of theories and brain research related to literacy with consideration of three primary reading frameworks: guided reading, balanced reading and the Scarborough rope model. Pre-requisite: Instructional Design & Assessment.

3 credit hrs

On-Campus & via Zoom – alternate years, fall

**Curriculum & Pedagogy: Literacy Education II** (CSE 342) is the second of two companion courses designed to enable prospective teachers and current practitioners to implement best practices when teaching and promoting literacy in the classroom. For instructional purposes only, Literacy II will specifically explore the concept of a literacy rich classroom community and the components of a high-quality writing program. Pre-requisites: Instructional Design & Assessment; Curriculum & Pedagogy: Literacy Education I.

3 credit hrs

On-Campus & via Zoom – alternate years, spring

**Teaching Diverse Learners** (CSE 403) introduces several different areas of special needs and a brief overview of the educational reports which follow these children to the classroom needs through

individualization and/or referral to appropriate professional services. Pre-requisite: Foundations of Education & Teaching.

3 credit hrs

On-Campus & via Zoom – alternate years, fall

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

12 credit hrs

Every semester

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

Mr. Shaun Miller, Program Director

**Regional Praxis I** (PX 115) provides students with an opportunity to participate in a wide range of local and regional ministries on a weekly basis under the supervision of an experienced program director.

1 credit hr

On-Campus – every fall

**Regional Praxis II** (PX 117) continues the experiences of Regional Praxis I, with an emphasis on going deeper. Students are encouraged to look below the surface of ministry models and step more into development of leadership and their gifts.

1 credit hr

On-Campus – every spring

**Urban Praxis** (PX 250) is a week-long, intensive plunge into ministry in a more urban context. Students spend a week living in Brooklyn, New York, and participate in two to three ministries per day in the greater New York City area. Prerequisite: Regional Praxis I and II.

1 credit hr

Every fall

**Cross Cultural Praxis** (PX 251) is a ten-day immersion into ministry in another culture. Students work through the process of fundraising, putting together a prayer team, learning language and culture, and preparing ministry tools before the trip. Prerequisite: Regional Praxis I and II.

1 credit hr

Every spring

**Urban Ministry/Community Development** (PX 305) explores how communities and churches can partner together to solve complex social problems, especially in a poor, urban context.

3 credit hrs                      Online – alternate years

**Directed Praxis** (PX 350) allows students to focus on one aspect of compassion/social justice ministry for the entire semester, building on experiences gleaned in the Regional Praxis ministries in the first year of the program. Directed Praxis is usually completed in the third year. Prerequisite: Regional Praxis I and II.

1 credit hr                                      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 hr                                      Every semester

**Praxis Senior Project** (PX 400) is a self-directed study completed in the senior year of the B.A. Ministry (Evangelism & Social Justice major). The student focuses 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 previous Praxis experiences. Prerequisite: Regional Praxis I and II, Directed Praxis.

1.5 credit hrs                                      Every semester

## INTERCULTURAL STUDIES

Dr. Merrill Greene, 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.

3 credit hrs      On-campus – 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 hrs      On-campus – alternate years, spring

**Cross-Cultural Ministry** (MI 310) offers first-hand exposure to a cross-cultural setting, usually outside North America, including observation and service. Normally, this experience happens in March break. The student will serve under an experienced cross-cultural worker or host country leader, as well as working with the Intercultural Studies Program Director, who usually travels with the students and serves as facilitator. Pre- and post-trip assignments are part of the requirements for this course.

3 credit hrs      On-campus – alternate years, spring

**Spiritual Conflict Resolution** (MI 402) examines 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 students 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 hrs      On-campus – 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 also includes a focus on issues relating to intercultural discipleship. Pre-requisite: Cultural Anthropology or Introduction to Sociology.

3 credit hrs                      On-campus – alternate years, fall

## NEXT GENERATION MINISTRY

Rev. Jeremy MacDonald, Program Director

**Introduction to NextGen Ministry** (MIN 101) provides students with an overview of ministry to the next generation (the time before adulthood) in the

church and parachurch organizations (drop-in centres, community ministries, camp ministry, etc). Students will examine the importance of NextGen ministry theologically, philosophically, developmentally, and practically along with investigating and experiencing current models, tools, and resources necessary to lead a NextGen ministry.

3 credit hrs            On-campus & via Zoom, spring

**Youth Ministry Management** (MIN 220) will provide participants with the opportunity to explore and identify their own management style and then discover ways to manage the multiple elements of the youth ministry in which they are serving. One of the practical outcomes of this course will be the development of a thorough practices and policies guidebook which will serve as a guide to their ministry team and provide the structures that are necessary for safety, clarity, longevity, and meaningful ministry outcomes.

3 credit hrs

On-campus & via Zoom, January intensive

**Thinking Theologically about Youth Ministry** (MIN 221) is designed to provide a fundamental practical theology for ministry to adolescents and emerging adults. This course will provide the student with a basic understanding of the theological task, particularly through the lens of practical theology.

3 credit hrs

On-campus & via Zoom, April intensive

**Counselling Adolescents & their Families** (MIN 320) is designed to equip students to understand adolescent and family issues at a deeper level and to respond to issues of brokenness and pain in a way that truly promotes health and wholeness. Class time will be built around lectures supplemented by case study evaluations and group discussions. Students will be evaluated based on reading reports, a real-life adolescent profile, statistical analysis and the deep exploration of a contemporary adolescent issue as a final summary project. Specific topics such as eating disorders, substance abuse, depression, self-harm, suicide and anxiety will be discussed.

3 credit hrs

On-campus & via Zoom, January intensive

**Communication Skills for Effective Ministry** (MIN 321) will focus on curriculum development, teaching technique, digital and verbal communication skills, awareness of various audiences and general leadership communication expectations for our current culture. The course is designed for hands-on participation.

3 credit hrs

On-campus & via Zoom, April intensive

**Adolescent Faith Formation** (MIN 322) explores all aspects of the adolescent spiritual journey. This course will explore adolescent questions that will equip students to accompany young people well on their journey of faith.

3 credit hrs

On-campus & via Zoom, June intensive

## **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. 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 course instruction, students will hear from special guest practitioners, visit current church planting locations and interview their lead pastors.

3 credit hrs

Online – alternate years, fall

**Strategies in Church Planting** (CP 300) is designed to acquaint the student with effective strategies of successful church planting in contemporary North American context, with special attention given to the unique aspects of church planting in Canada. The course will explore practical and culturally relevant pre-launch, launch and post-launch strategies/practices. Pre-requisite: Principles of Church Planting.

3 credit hrs

Online – alternate years, fall

**Expository Preaching** (PM 302) builds on the skills developed in Homiletics by offering additional training in the art of preparing and preaching an



techniques of worship leading. Pre-requisite: Worship Leading I.

3 credit hrs      On-campus – alternate years, fall

**Applied Music - Guitar** The major aim of Kingswood's guitar lessons is the training of well-rounded worship leaders. Therefore, the core of guitar study will be focused in the following areas: general musicianship, technique (scales and chords), repertoire, praise and worship playing styles, chord chart reading. Lessons taken for credit include ear training.

1 credit hr      Annually, fall

**Applied Music - Piano** The major aim of Kingswood's piano lessons is the training of well-rounded worship leaders. Therefore, the core of

piano study will be focused in the following areas of pianism: general musicianship, technique (scales and chords), written notation, repertoire, interpreting chord charts, and lead sheets. Lessons taken for credit include ear training and sight reading.

1 credit hour      Annually, spring

**Applied Music - Voice** The major aim of Kingswood's voice lessons is the preparation of worship leaders. Therefore, the core of vocal study will be focused in the following areas: general musicianship, technique, repertoire, and performance skills. Lessons taken for credit include ear training and sight reading.

1 credit hour      Annually, spring



## 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 assists 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 apprenticeship programs, 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's 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 and may be synchronized with Apprenticeship placements.

### **Supervised Ministry Experience (MIN 425)**

All B.A. (Ministry), B.A. (Christian Counselling), and B.A. (Worship Arts) students spend four months in full-time supervised ministry in the final semester of their degree program. Students work under the

direction of a Kingswood 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 Experience 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 (CSE 425)**

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 (GRADUATE)**

## **Term 1 – September/October 2023**

Term dates	September 4 – October 21
Last day to enrol or add a course	September 11
Last day to withdraw from classes without academic penalty	September 29

## **Term 2 – November/December 2023**

Term dates	October 30 – December 16
Last day to enrol or add a course	November 6
Pre-registration for Terms 3 and 4	November 6-10
Last day to withdraw from classes without academic penalty	November 24

## **Term 3 – January/February 2024**

Term dates	January 8 – February 24
Last day to enrol or add a course	January 15
Last day to withdraw from classes without academic penalty	February 2

## **Term 4 – March/April 2024**

Term dates	March 4 – April 20
Last day to enrol or add a course	March 11
Pre-registration for terms 5 and 6	March 25-29
Last day to withdraw from classes without academic penalty	March 29
Baccalaureate Service & Graduation Reception	April 26
Commencement	April 27

## **Term 5 – May/June 2024**

Term dates	May 6 – June 22
Last day to enrol or add a course	May 13
Pre-registration for terms 1 and 2	May 13-17
Last day to withdraw from classes without academic penalty	May 31

## **Term 6 – July/August 2024**

Term dates	July 1 – August 17
Last day to enrol or add a course	July 8
Last day to withdraw from classes without academic penalty	July 26

# **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. There may be additional admissions requirements for individual degrees.

### **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.

## **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.

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

- Application for Admission - Applications may be made online through the University website (<https://www.kingswood.edu/admissions/apply-now>) or submitted to the Enrolment Office, Kingswood University, 26 Western Street, PO Box 5125, Sussex, New Brunswick, Canada, E4E 5L2. 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 one pastoral and two professional references. Kingswood students immediately transitioning from an undergraduate degree to the graduate degree program must have the permission of the Program Director 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 Program Director.

### **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 the "International English Language Testing System" (IELTS), "Pearson English Language Test, Academic (PTE Academic), or the "Test of English

as a Foreign Language" (TOEFL). The minimum acceptable scores for admission to Kingswood University are as follows:

- IELTS - 6.5
- PTE Academic- 60
- TOEFL iBT - 80

Students from schools in countries other than the United States and Canada may be required to submit their transcripts to World Education Services for evaluation (<https://www.wes.org/ca/>).

## **FINANCIAL INFORMATION (GRADUATE)**

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 2023-2024**

See Definition of Financial Charges for a description of all charges and fees.

#### **Dollar Amounts are in Canadian Dollars**

Tuition	\$ 625 per credit hour
MA Pastoral Theology	\$395 per credit hour
MA Clinical & Mental Health Counselling	\$625 per credit hour
Tuition Deposit	\$100
Graduation Fee	\$170

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

### **DEFINITION OF FINANCIAL CHARGES**

#### **Tuition**

Tuition rates for students vary depending on the degree program. All tuition charges are per credit hour.

#### **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.

### **Term Courses**

This policy applies to courses taught in a seven-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 in the second week of the course will be eligible for a 50% refund. Students who withdraw or are dismissed after the first two weeks 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 MAPT Student Grant**

(\$65 per credit hour) This grant is available to all Kingswood University Alumni enrolled in the M.A. Pastoral Theology degree program, and to pastors who have been employed by a church prior to enrolment in the degree 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 26 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 (GRADUATE)**

## **ACADEMIC POLICIES**

The faculty and administration of the University believe in the importance of student learning and formation. These values drive the formation of the academic policies and procedures identified on the following pages.

### **Dropping a Course**

Students may withdraw from a course within the first seven calendar days of the course without academic penalty. 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 appropriate procedures for dropping a course by completing the Drop/Add form available on the University's intranet. For information about tuition refunds see the Financial Information section of this Catalogue.

### **Adding a Course**

Students may add a course within the first week of a term, with the professor's permission, and by contacting the Registrar's Office. Students must follow the appropriate procedures for adding a course by completing the Drop/Add form available on the University's intranet.

### **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.

### **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 87 page ).

### **Academic Probation**

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

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

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

- their GPA in any term is 1.0 or below, or;
- their current term GPA is below 2.0 for a second consecutive term.

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 Program Director who will then discuss the assignment with the professor. The decision of the Program Director will be final. If the professor involved is also the Program Director, 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 Program Director 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 Program Director and include a copy of the student's statement to the professor and the professor's response.
  - This request must be submitted to the Program Director within 21 days.
  - The decision of the Program Director will be final.
  - If the professor involved is the Program Director, the written request may be submitted to the Vice President for Academic Affairs.

### **Late Assignments**

All assignments are due as described in the syllabus. There may be a grade reduction for late submission of assignments.

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.

### **Academic Integrity**

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 the use of ideas or words from another source without giving credit. This includes all printed and electronic sources, communications, presentations, and the use of generative artificial intelligence tools.

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 term) 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 term) will result in dismissal from the University.

All students enrolled in online courses are required to submit an Integrity Statement at the conclusion of the course indicating that all work submitted is their own and that resources have only been used as permitted in the course. Grades in these courses are not finalized until the signed statement is submitted.



### **Generative Artificial Intelligence (AI)**

Generative AI is a tool which can encourage learning in some settings and detract from it in others. Students may only use generative AI tools where explicitly permitted by the course instructor and as described in the course syllabus; any usage other than this is not permitted. This applies to all assignments, including research papers, tests, reflection papers, and discussion posts. Students will also be expected to follow specific course instructions for documenting use of generative AI. Failure to adhere to Kingswood University generative AI policies will result in the same academic penalties as for plagiarism (above).

### **Transferring from Other Institutions**

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 or counselling internships.

Students can transfer a maximum of 15 credit hours into the M.A. Pastoral Theology degree program and 21 credit hours into the M.A. Clinical & Mental Health Counselling degree program.

### **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 within seven years of first enrolment in the program;
- a minimum of 21 of the 36 credit hours earned through Kingswood University for the M.A. Pastoral Theology degree, or 45 of the 66 credit hours earned through Kingswood University for the M.A. Clinical & Mental Health Counselling degree;
- a letter grade of "C" or above attained in all courses and a minimum cumulative grade point average of 2.0;
- full payment of all financial commitments to the University.

Online students may be required to complete an interview with a faculty committee.

### **August Graduates**

Students enrolled in graduate degrees who, at the time of graduation, are no more than 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**

Kingswood's online programs operate with six terms per year. Terms normally begin on the first Monday of odd months (January, March, etc.) and end on Saturdays seven weeks later.

### **Advising**

Upon enrolment, each student is assigned an advisor who will guide the student through his or her Kingswood experience. Program Directors for graduate programs serve as advisors for graduate students, who are also served by the Online Student Advisor.

### **Course Numbering**

Courses are classified in the following manner:

- First-year courses - 500s
- Second- & Third-year courses - 600s

### **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. 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 Association for Biblical Higher Education, Commission on Accreditation;
- recognized Canadian educational institutions;
- institutions whose accreditation is recognized U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

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.

The total of advanced standing and transfer credit may not exceed 15 hours for the M.A. (Pastoral Theology) degree and 21 hours for the M.A. (Clinical & Mental Health Counselling) degree.

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 of M.A. (Pastoral Theology) credit to and from graduate programs at the following institutions:

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

### **Transcripts**

Official 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. Students can print unofficial transcripts from their Populi account without charge. 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**

Unwelcomed 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 Executive Vice President 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'S DEGREE PROGRAMS

## MASTER OF ARTS (CLINICAL MENTAL HEALTH COUNSELLING)

**Effective Fall 2024**

Dr. Allen Lee, Program Director

The Master of Arts in Clinical Mental Health Counselling is a 66-hour accredited degree which prepares the student to continue into professional licensure, allowing for private practice within the church or community. The degree is taught from a Christian perspective and equips students to provide counselling services which incorporate a biblical worldview.

### **Objectives of the Master of Arts in Clinical Mental Health Counselling**

Graduates will:

- successfully complete the required Comprehensive Exam, which represents a mastery of core concepts;
- demonstrate the professional skills and personal attributes necessary to succeed in a Clinical Mental Health Counselling vocation;
- demonstrate the personal and professional ethical standards in clinical practice;
- meet the academic course requirements and practicum standards to gain professional recognition as a member of the Canadian Counselling and Psychotherapy Association and the College of Counselling Therapists of New Brunswick pursuant of Licensed Counselling Therapist credentials.

### **Courses**

The following courses are required for the M.A. (Clinical Mental Health Counselling) degree:

	<u>Credits</u>
<u>Foundational Courses</u>	
Foundations in Clinical Mental Health Counselling	3
Counselling Techniques & the Helping Relationship	3
Legal, Ethical & Professional Issues	3
Human Growth & Development	3
Christian Spiritual Formation	3
<u>Advanced Courses</u>	
Advanced Theory & the Integration of Spirituality	3

Counselling & the Family System	3
Diagnosis, Assessment & Treatment Planning	3
Human Sexuality	3
Multicultural Counselling	3
Theory/Techniques - Group Counselling	3
Research Theory & Design (Statistics)	3
Career Development & Counselling	3
Trauma, Grief & Loss	3
Addictions Assessment & Intervention	3
Comprehensive Exam	0
<u>Practical Experience</u>	
Residence Lab	3
Practicum	3
Internship I & II	12
 Total Credit Hours	 66

### **Advanced Standing**

Students who enrol in this degree may receive advanced standing credit for up to 18 hours of bachelor's degree credits to meet course requirements of the M.A. degree. Graduates of Kingswood University's undergraduate degrees may be awarded advanced standing for the following courses.

- Human Growth & Development
  - Developmental Psychology (PS 305)
- Counselling & the Family System
  - Marriage & Family Counselling (PSPM 409)
- Psychopathology: Theory & Practice
  - Psychopathology (PS 405)
- Multicultural Counselling
  - Multicultural Counselling (PSPM 413)
- Theory & Techniques in Group Counselling
  - Group Process (PSPM 305)
- Trauma, Grief & Loss
  - Crisis Counselling (PSPM 411)

Graduates of other Christian higher education institutions may be able to earn advanced standing for equivalent courses. A grade of at least C must have been earned in a course to receive advanced standing credit.

Graduates of Kingswood's undergraduate Counselling program who satisfactorily completed a counselling-based Supervised Ministry Experience

may be eligible for waiving of the Residence Lab requirement. Determination will be made on a case-by-case basis.

The total of advanced standing and transfer credit may not exceed 15 hours.

## MASTER OF ARTS (PASTORAL THEOLOGY)

Dr. Erik Ireland, Program Director

The Master of Arts (Pastoral Theology) is a 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 have opportunity to compile a practical set of ministry tools and resources as part of a capstone project. There is no residency requirement for the program.

### Admissions Requirements

In addition to admissions requirements listed on page 84, students with no prior theological education may be required to take an introductory Bible survey course.

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 Program Director 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.

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

Graduates will:

- 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;
- highly value the corporate nature of the Church;
- apply the biblical and theological principles learned in class in practical ministry settings.

### Program Integration

This degree provides 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 includes the opportunity to design assignments around a ministry need or theme of the student's choosing.

### 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 timing of this requirement may be adjusted for students who intend to take more than one year to complete the degree.

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 Program Director.

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>
<u>Foundational Courses</u>	
Biblical Studies*	3
<i>Usually I &amp; II Corinthians (NT 513)</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>	
<u>Core Courses</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
<u>Practical Experience</u>	
Ministry Placement	6
 Total Credit Hours	 36

\* Students may be awarded advanced standing for completion of these courses at the undergraduate level (see below).

Students with no prior theological education may be required to take pre-requisite course(s) in Bible and Theology. The necessity of taking these courses will be assessed on an individual basis.

## Advanced Standing

Students who enrol in this degree may receive advanced standing credit for up to 12 hours of bachelor's degree credits to meet the foundational course requirements of the M.A. (Pastoral Theology) degree. 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, credit for one of:
  - Upper level Old or New Testament studies
  - Equivalent course
- Theological Studies, credit for one of:
  - Christian Doctrine I & II (TH 305 & 306)
  - Doctrine of Holiness (TH 411)
  - Apologetics (TH 405)
  - Contemporary Theology (TH 403)
  - Equivalent course
- Church History, credit for one of:
  - Church History (HI 303)
  - Reformation Church History (HI 405)
  - Equivalent course
- Pastoral Theology, credit for one of:
  - Church Health, Growth & Leadership (PM 307)
  - Empowering/Equipping Lay Ministry (PM 312 or MIN 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 to receive advanced standing credit.

The total of advanced standing and transfer credit may not exceed 15 hours.

### Course Sequencing

The M.A. (Pastoral Theology) is designed to be completed in one academic year if a student has already completed the twelve hours of foundational courses. The Bible as Christian Scripture (BT 501) is normally the first course.

If students do not have the foundational courses, or if they prefer to work on the degree at a slower pace, they may complete the degree over a two-year span. Degree completion plans are customized for each student considering prior education, work schedule, and desired pace.

## GRADUATE CERTIFICATE IN CLINICAL & MENTAL HEALTH COUNSELLING

Effective Fall 2024

Dr. Allen Lee, Program Director

The Post-Graduate Certificate in Clinical Mental Health Counselling contains six courses (18 credit-hours) which provides students with basic knowledge and experience in counselling to partner with their undergraduate work. This post-graduate certificate is ideal for individuals who have not chosen to utilize the full level of master's-level preparation but intend to incorporate basic counselling knowledge into their already established vocation (e.g., clergy, educators, healthcare providers, etc.). The Certificate is taught from a Christian perspective and equips students to provide counselling services which incorporate a biblical worldview.

Upon completion of the Certificate students may choose to transfer into the M.A. program of the same name. All Certificate courses will transfer seamlessly into the degree.

### Objectives of the Certificate in Clinical Mental Health Counselling

Graduates will:

- develop a philosophy of Christian counselling which is Christ-centered and therapeutically relevant;

- demonstrate the professional skills and personal attributes necessary to incorporate basic counselling knowledge into their already established vocation.

### Courses

The following courses are required for the graduate certificate in Clinical Mental Health Counselling:

	<u>Credits</u>
<u>Foundational courses</u>	
Foundations in Clinical Mental Health Counselling	3
Counselling Techniques & the Helping Relationship	3
Legal, Ethical & Professional Issues	3
Human Growth & Development	3
Christian Spiritual Formation	3
Practical Experience	
Residence Lab	3
Total Credit Hours	18

## **COURSE DESCRIPTIONS (GRADUATE)**

### **CLINICAL & MENTAL HEALTH COUNSELLING**

**Effective Fall 2024**

Dr. Allen Lee, Program Director

**Foundations in Clinical Mental Health Counselling** (COUN 501) provides an examination of selected theories of counselling and psychotherapy, including empirically supported treatment modalities. Students will also increase their awareness of their role and presence within the counselling process.  
3 credit hours

**Counselling Techniques & the Helping Relationship** (COUN 502) introduces fundamentals of the therapeutic relationship and essential skills within the professional counselling setting.  
3 credit hours

**Legal, Ethical & Professional Issues** (COUN 503) introduces students to concepts regarding ethical and legal issues encountered by licensed professional counselors. Professional codes of ethics are highlighted in resolving ethical dilemmas and decision-making, as well as legalities of the profession. Issues within the business side of professional practice are explored.  
3 credit hours

**Human Growth & Development** (COUN 504) explores individuals throughout the lifespan in the areas of cognitive, personality, physical, and social development specifically through the examination of various theories.  
3 credit hours

**Christian Spiritual Formation** (COUN 505 level) studies the essential character qualities of effective biblical servant leader-teachers, and the principles for ethical influence, communication, instruction, problem-solving, and decision-making with the context of professional counselling.  
3 credit hours

**Residence Lab** (COUN 510 level) is a competency-based course with an experiential emphasis. The

student is required to demonstrate proficiency in counselling concepts and techniques that align with a variety of theoretical approaches which are all fundamental to understanding and modeling a therapeutic counselling relationship. These basic skills will be practiced and applied in a one-week on-campus intensive. This requirement may be waived and Advanced Standing awarded for graduates of Kingswood's undergraduate Christian Counselling program who satisfactorily completed a counselling-based Supervised Ministry Experience. Determination will be made on a case-by-case basis.  
3 credit hours

**Advanced Theory & the Integration of Spirituality** (COUN 601) guides students to critically examine how a Christian worldview and a client's spirituality impact the assessment, diagnosis, and treatment planning process in counselling. Ethical, diagnostic, and assessment issues relevant to the use of Christian spiritual interventions with appropriately religious individuals, couples, and families are considered, along with current research related to spirituality and counselling.  
3 credit hours

**Counselling & the Family System** (COUN 602) considers the dynamics of various relationships from a systems perspective. The emphasis is on understanding systems theories, the structure and function of marriage, various aspects of family relationships, and systemic interventions. Consideration will be given to current developments within marriage and family systemic models.  
3 credit hours

**Psychopathology: Theory & Practice** (COUN 603) studies psychological disorders and normalcy across the lifespan. Students are prepared to conceptualize and counsel clients as they are represented by Diagnostic Statistical Manual classification system. Clinical and scientific research is integrated through the course with a biblical worldview so that students will have a biopsychosocial-spiritual lens to understand and treat mental disorders.  
3 credit hours



**Diagnosis, Assessment & Treatment Planning**

(COUN 604) is designed to provide an understanding of individual and group approaches to assessment and evaluation in a multicultural society. Social and cultural factors related to the assessment and evaluation of individuals, groups, and specific populations are discussed.

3 credit hours

**Human Sexuality** (COUN 605) provides a biblically influenced overview of the theological and psychological aspects of sexuality, with additional focus on parenting and preparing young and adolescent children for healthy sexuality as adults. Cultural shifts, safety, pregnancy, gender identity, and sexual behaviors are examined along with ethical concerns and multicultural factors.

3 credit hours

**Multicultural Counselling** (COUN 606) focuses on the multiple dimensions related to competent multicultural counselling. Major ethnic groups are studied along with the counselling, social justice, and advocacy approaches appropriate to each. In a similar fashion, the overarching cultural context of relationships, including factors such as age, race, gender, sexual orientation, religious and spiritual values, mental and physical characteristics, education, family values, socioeconomic status, and within group as well as between group cultural differences are examined. Counselor cultural self-awareness and the role of counselling in eliminating biases, prejudice, oppression, and discrimination are emphasized.

3 credit hours

**Theory & Techniques in Group Counselling**

(COUN 607) enables students to understand the types of groups, their purpose, development of dynamics, counselling theories, and group counselling methods and skills. Ethical and legal considerations are also explored. Students are required to participate in small groups for educational and self-assessment purposes.

3 credit hours

**Research Theory & Design (Statistics)** (COUN 608) helps students learn the importance of scientific inquiry in the specialty fields of counselling and therapy. Emphasis is on research methods (designs, statistical analysis, needs assessment,

and program evaluation) and locating, interpreting, and evaluating research and program evaluation articles that inform evidence-based practice.

3 credit hours

**Career Development & Counselling** (COUN 609)

guides students to study career development theory and decision-making models, procedures for planning and conducting effective job searches, assessment instruments and techniques relevant to career planning and decision-making, and the use of career information. Emphasis is placed on understanding the interrelationships between career development and career decision-making and such factors as faith, values, personality, family, socio-economic status, leisure, individual interests and abilities, and other life roles.

3 credit hours

**Trauma, Grief & Loss** (COUN 610) provides students with foundational knowledge of the impact of crises, disasters, and other trauma-causing events on people, as well as the principles of trauma-based therapy and intervention for people during crises, disasters, and other trauma-causing events. Content will focus upon the interchange between trauma and loss/grief. The appropriate use of diagnosis during crisis, disaster, or other trauma causing events and the differentiation between diagnosis and developmentally appropriate reaction during crises, disasters, and other trauma-causing events will be examined. Students will learn specific crisis intervention practices, including procedures for assessing and managing suicide risk, suicide prevention models, and the use of psychological first aid strategies.

3 credit hours

**Addictions Assessment & Intervention** (COUN 611) provides students with an understanding of assessment for addiction and effective addiction counselling interventions from individual, relational, and systems perspectives.

3 credit hours

**Comprehensive Exam** (COUN 650) must be taken following the completion of content-based curriculum courses. It must be successfully completed prior to degree conferral. Although no credit is attached to the exam, there is an exam fee.

0 credit hours

**Practicum** (COUN 670) consists of 100 hours of supervised practice of counselling capitalizing upon the skills and development of the counselor under the supervision and guidance of staff in that setting. Students will actively participate in counselling situations with individuals and groups. Normally the 100 hours will be completed in a two-month (one term) period.

3 credit hours

**Internship I** (COUN 690) is designed to provide students with 300 hours of supervised experiences that reflect the activities of a regularly employed professional in the field of counselling. Under the guidance of faculty and supervisors, the primary focus of this internship is to help students develop the knowledge, skills, and dispositions required for ethical and competent practice as a counsellor. Normally the 300 hours will be completed in a six-month period.

6 credit hours

**Internship II** (COUN 695) is designed as an extension to Internship I to provide students with a further 300 hours of supervised experiences that reflect the activities of a regularly employed professional in the field of counselling. Under the guidance of faculty and supervisors, the primary focus of this internship is to help students develop the knowledge, skills, and dispositions required for ethical and competent practice as a counsellor. Site placement at a location other than where Internship I took place is permissible, but not required. Normally the 300 hours will be completed in a six-month period. Students may elect to take a further Internship 'course' of a further 300 hours of supervised experiences (COUN 699).

6 credit hours

## PASTORAL THEOLOGY

Dr. Erik Ireland, Program Director

**The Bible as Christian Scripture** (BT 501) is normally the first core 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. Prerequisite: Survey of the Bible.

3 credit hrs                      Annually, Term 6 (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 hrs                      Annually, Term 5 (May/June)  
or Term 6 (July/August)

**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 hrs                      Annually, Term 2, (Nov/Dec)

**I & II Corinthians** (NT 513) is a critical study of the background, content, and specific theological themes of I & II Corinthians. Attention is given to background issues, critical issues, and other elements that contribute to understanding the letters to the Corinthians. The issue of unity and its relationship to Paul's teaching in these letters receives intentional attention, especially as it relates to leadership in the 21st century Christian church.

3 credit hrs                      Annually, Term 1 (Sept/Oct)

**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.

3 credit hrs                      Annually, Term 3 (Jan/Feb)

**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 hrs                      Annually, Term 4 (March/April)

**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 hrs                      Annually, Term 3 (Jan/Feb)

**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. Prerequisite: theological study.

3 credit hrs                      Annually, Term 2 (Nov/Dec)

**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 hrs                      Annually, Term 4 (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 hrs

Annually, Term 1 (Sept/Oct)

**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. (Pastoral Theology) courses.

3 credit hrs

Any term

**Ministry Placement** (MIN 500) is the hands-on ministry component of the M.A. (Pastoral Theology) degree. 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 Program Director. 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 hr

Every term

# UNDERGRADUATE & GRADUATE FACULTY

## CORE FACULTY

### **PAMELA ALWARD**

Affiliate Faculty, Christian School Education  
Head Teacher, Sussex Christian School, NB  
B.A. (Christian School Ed) Bethany Bible College  
M.Ed., Pensacola Christian College  
M.Ed., University of New Brunswick  
At Kingswood 1984-1997 and since 2020

### **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

### **STEPHEN D. ELLIOTT**

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

### **MERRILL GREENE**

Affiliate Faculty, Intercultural Studies  
Missionary, Northern Canada Evangelical Mission  
B.A. (Religious Studies), Crandall University  
M.A. (Religious Studies), McMaster University  
Ph.D., McMaster University  
At Kingswood since 2023

### **ERIK L. IRELAND**

Associate Vice President for Kingswood Extended  
B.A. (Music), Houghton College  
B.A. (Religion), Houghton College  
M.Div., Asbury Theological Seminary  
D.Min., Asbury Theological Seminary  
At Kingswood since 2019

### **MARC JOLICOEUR**

Affiliate Faculty, Worship Arts  
Pastor of Worship & Creative Arts, Moncton  
Wesleyan Church, NB  
B.A. (English), Goldsmiths, University of London  
M.A. (Pastoral Theology), Kingswood University  
At Kingswood since 2023

### **AXEL KAZADI**

Program Director & Assistant Professor, Bible &  
Theology  
B.A. (Religion), Kingswood University  
M.T.S., Tyndale Seminary  
Th.M., Wycliffe College, University of Toronto  
Ph.D. (candidate), Wycliffe College, University of  
Toronto  
At Kingswood since 2020

### **ALLEN A. LEE**

Vice President for Academic Affairs  
Program Director & Professor, Psychology &  
Counselling  
B.S. (Youth Ministry), United Wesleyan College  
M.A., Kutztown University  
Ph.D., Liberty University  
Licensed Counselling Therapist  
At Kingswood since 2003

### **JEREMY MacDONALD**

Affiliate Faculty, NextGen Ministry  
Director of Operations, Youth Worker Community  
B.A. (Youth Ministry), Briercrest College  
Current student, M.A., Kairos University  
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### **SHAUN MILLER**

Assistant Professor, Evangelism & Compassion  
B.A. (Ministry), Kingswood University  
M.A. (Pastoral Theology), Kingswood University  
At Kingswood since 2023

### **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, since 2012

### **JANET M. STARKS**

Vice President for Institutional Effectiveness  
Registrar  
B.Sc. (Christian Ed), Bethany Bible College  
M.Div., Wesley Biblical Seminary  
D.Min., Acadia 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

### **MIKE BLACK**

Executive Pastor, Family Life Wesleyan Church,  
Williamston, MI  
B.A. (Christian Ministries), Marion College  
M.Div., Pittsburgh Theological Seminary  
D.Min. (Teaching & Preaching), Asbury  
Theological Seminary

### **JUSTIN BRADBURY**

Pastor, Calgary Wesleyan Standard Church, AB  
B.A., Booth University College  
B.Th., Booth University College  
M.T.S., Wycliffe College, University of Toronto  
Ph.D., Nazarene Theological College, University  
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### **BRANDON BRUCE**

Founding/Senior Pastor, Church Experience,  
Clearwater/Dunedin, FL  
B.S., Indiana Wesleyan University  
M.A. (Ministry Leadership), Wesley Seminary  
Doctoral work (Organizational Leadership),  
Northcentral University

### **SARAH CANNEY**

Teacher, Sussex Elementary School Sussex, NB  
B.A. (Christian School Ed), Kingswood University  
B.S. (Elementary Education), University of Maine  
M.Ed. (Resource Education), Crandall University  
New Brunswick Teacher's Certificate 6:  
Elementary Education & Special Education

### **RAY CASE**

B.A. (Biblical Studies), Trinity College of the Bible  
M.A. (Biblical Studies), Trinity Theological  
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Current student, Th.D., Kairos University

### **GRAEME CHING**

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

### **SETH CROWELL**

Part-Time Lecturer, Crandall University  
A.A., Atlantic Bible College  
B.A. (Sociology), Acadia University  
M.A., University of New Brunswick  
Ph.D. (Education), Walden University

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B.A. (Religion), Bethany Bible College  
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M.Phil., Drew University  
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B. Ed., University of the Witwatersand  
B. Mus., Pretoria University  
M. Mus., Pretoria University

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M.A., Ontario Theological Seminary  
M.Div., Western Evangelical Seminary  
Ph.D., University of South Africa

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D.Min. (Biblical Preaching), Clapp Divinity School of Anderson University

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B.Comm., (Global Business Management), Saint  
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M.A. (Pastoral Counselling), Asbury Theological  
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M.Div., Asbury Theological Seminary

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B.A. (Applied Voice & Church Music), Indiana  
Wesleyan University  
M.Div., Wesley Seminary

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B.A. (Religion), Kentucky Mountain Bible College  
M.Div., Wesley Biblical Seminary  
Ph.D. (Theology), University of Manchester

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Lead/Teaching Pastor, Baker Street Wesleyan  
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M.T.S., Indiana Wesleyan University  
M.A. (Ministry), Wesley Seminary  
Current student, D.Min., Northeastern Seminary

**CHRIS WILSON**

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M.A. (Theological Studies), Northeastern  
Seminary

**RACHEL WILSON**

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M.A. (International Development), Eastern  
University

# **KINGSWOOD EXTENDED**

**Non-Academic Credit Certificate Programs**





## **KINGSWOOD EXTENDED (KX)**

Kingswood Extended is the branch of Kingswood University through which degrees, certificates, and courses are delivered to students who are away from campus.

Degrees offered online through Kingswood extended are identical in course, requirements, and outcomes as degrees offered on campus.

## **KX NON-ACADEMIC CREDIT PROGRAMS**

Certificates offered through Kingswood Extended are not credit-bearing and do not lead to academic credit towards a degree, therefore they are not eligible for student loans.

Certificates and courses are offered in several formats.

### **POLICIES & PROCEDURES**

Because of the variety of formats of certificate courses offered through Kingswood Extended, academic policies vary, however the following are consistent across all formats.

#### **Academic Integrity**

Students of Kingswood University are expected to exhibit honesty and integrity in their personal, professional and academic life, and work. As Christians, we are called to a high standard of honesty.

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” (Kingswood University Academic Policy).

Examples of plagiarism include (but are not limited to) the following:

- Copying all or part of a theme, exam, paper, reading report, or other written work from another person;
- Submitting as one’s own work that which was wholly or partially done by another;

- Quoting material from any source without clearly indicating it is someone else’s work;
- Summarizing or paraphrasing from any source without clearly indicating it is someone else’s work;
- Misrepresentation of documentation or resources;
- Submitting workbook answers copied from another person or working in a group and submitting an identical set of answers for each member of the group without explicit permission from the professor;
- Cheating on a test by getting answers in an unauthorized manner;
- Submitting the same work for more than one course without the prior approval of the instructor.

An instance of plagiarism will result in an automatic “F” for the specific assignment and may also result in an automatic failing of the course. A repeat offense will result in an automatic failing of the course.

## **COURSE FORMATS**

#### **Self-Paced Courses**

These independent study courses are completed through an online platform. Students plan and execute their own strategy for completion within the course time frame, usually 16 weeks. Occasionally, in extenuating circumstances, students are permitted to complete paper-based Self-Paced courses.

#### **Virtual Classroom Courses**

Virtual classroom courses provide an in-class experience through live class sessions using a

video conferencing platform. Students meet with an instructor for a two-hour class once a week for six weeks.

### **Mentored Cohort Courses**

Local pastors and ministry leaders hold these courses for a small group of individuals in their church or local area. Courses normally run on a 13-week schedule and meet every two weeks for intentional mentoring and coaching through the material and its application to the local ministry setting.

### **Onsite Courses**

Groups that wish to experience the benefits of the teaching environment without the cost or inconvenience of travel utilize onsite courses. Kingswood provides an in-person instructor to you in a time format convenient to the local setting.

## **CERTIFICATES**

Most certificates include five courses in a similar area of interest which can be taken in any combination of the above formats.

Grades for the certificate-based courses listed on this page and the following are reported as percentages. Certificates are awarded upon completion of the fifth course with a grade of at least 71% in each course.

### **Biblical Studies**

- Methods of Bible Study
- New Testament Introduction
- New Testament Elective (Life of Christ, Acts or Romans)
- Old Testament Introduction
- Old Testament Elective (Pentateuch, Prophets, Poetry, or Minor Prophets)

### **Biblical Theology**

- Introduction to Theology
- Advanced Theology
- Doctrine of Holiness
- New Testament Introduction
- Old Testament Introduction

### **Discipleship**

- Christian Education
- Church Leadership/Management
- Evangelism/Church Health
- Pastoral Ministries

- Spiritual Formation

### **Ministry**

- Evangelism/Church Health
- Global and Intercultural Ministries
- Introduction to Homiletics
- Pastoral Counselling
- Worship

### **Marketplace Ministry**

- Introduction to Marketplace Ministry:
- Work and the Bible:
- Social Science and Work:
- Leadership in the Marketplace/Workplace
- Models of Marketplace Ministry

### **Ordination Studies**

Although no specific certificate is awarded, certificate-level courses meet the requirements for credentialing in The Wesleyan Church of North America. Students should be aware that completion of ordination requirements is certified by the Wesleyan Department of Education & Clergy Development not by Kingswood University. Students must earn at least 76% in courses they wish to apply towards credentialing requirements.

The following courses have been approved to meet Wesleyan credentialing requirements:

- Philosophy & Ethics
- Psychology
- Sociology
- General Church History
- Wesleyan History & Discipline
- Methods of Bible Study
- New Testament Introduction
- New Testament Elective
- Old Testament Introduction
- Old Testament Elective
- Introduction to Theology
- Advanced Theology
- Doctrine of Holiness
- Christian Education
- Global and Intercultural Ministries
- Church Leadership/Management
- Evangelism/Church Health
- Introduction to Homiletics
- Expository Preaching
- Pastoral Counselling
- Pastoral Ministries
- Spiritual Formation
- Worship

# EMMANUEL WESLEYAN BIBLE COLLEGE

Emmanuel Wesleyan Bible College in Manzini, Eswatini, is operated through a cooperative agreement between Kingswood University and Emmanuel Wesleyan Bible College, guided by Kingswood Extended certificate curriculum and offering a one-year certificate and a three-year diploma.

## Policies & Procedures

In addition to the Kingswood Extended policies listed above, the following apply to courses taken at Emmanuel Wesleyan Bible College, and are expanded in the EWBC catalogue.

Course Load – full-time students are expected to take five or six courses per semester, with a maximum of eight.

Academic Advising - students are supported throughout their program to better enable academic success. Remedial support practices include the use of the personalized lecturer tutoring sessions and after class hours for individualised assistance as primary paths.

Adding a Course - students cannot add a course after it has met for six hours.

Academic Probation & Dismissal - students must maintain at least a C average in order to stay enrolled. A student who falls below a C average in any semester, is placed on academic probation the following semester. If he or she fails to raise their average to the required C average in that period of grace, they will not be able to enroll in the next semester.

Graduation Requirements - a student will only graduate if they have continued in their profession of faith, their grades meet the required grade point average, and all tuition is paid.

Class Attendance - a maximum of six excused hours are permitted in a course, granted only in cases of illness, family death, or extreme circumstances.

Late Assignments – students must provide a medical or similar note after an emergency. Without

this grade reductions for late assignments will be applied.

Plagiarism – penalties will be applied for submission of plagiarised materials.

## Grading System

Emmanuel Wesleyan Bible College uses a grading scale recommended by the Eswatini Higher Education Council.

Letter Grade	Percentage	Letter Grade	Percentage
A+	96-100%	C+	66 - 70%
A	91 -94%	C	63 - 67%
A-	86 - 90%	C-	58 - 62%
B+	81 - 85%	D+	53 - 57%
B	76 - 80%	D	50 - 52%
B-	71 - 75%	D-	50 - 51%
		F	0 - 49%

## Certificate in Christian Worker's Service

The Christian Workers Certificate is a one-year program for anyone who meets the entrance requirements and who desires to prepare for effective service to Jesus Christ. It is designed for students' spouses or young persons who intend to attend a university but need a solid biblical foundation before their university education. It is made up of 13 core courses. A full-time student will complete this program in one year (two semesters).

## Diploma in Christian Ministries

The Diploma of Christian Ministry provides an intentional introductory body of knowledge and skills in 21st-century ministry. The program is designed to produce competent graduates who can apply integrated technical and theoretical ministry concepts in a broad range of contexts from a Christian worldview and embody godly integrity, professional knowledge, and social skills, making a positive contribution to the community. A full-time student will complete this program in three years (six semesters).

## Courses

The following courses comprise the curriculum for Emmanuel Wesleyan Bible College's Diploma in Christian Ministries. The College uses the South African pattern of assigning credit, with four South African credits equating to one North American credit.

	<u>S African</u> <u>Credits</u>	<u>Church History</u>	
<u>Bible</u>		General Church History	9
Old Testament Survey	8	African Church History	9
Pentateuch	9	Wesleyan Church History and Discipline	9
New Testament Survey	8	<u>Christian Education</u>	
Life & Teachings of Jesus	7	Introduction to Christian Education	9
Acts	9	Methods of Bible Teaching	9
Romans & Galatians	9	Children's Ministry	9
Pastoral Epistles	9	Youth Ministry	9
<u>Theology</u>		<u>Practical Theology</u>	
Introduction to Theology	9	Pastoral Ministry	9
Theology I	9	Pastoral Counselling	9
Theology 2	9	Spiritual Formation	8
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## COURSE DESCRIPTIONS

### GENERAL EDUCATION COURSES

**Oral Communication** (GE 100D) addresses the principles of communicating with a variety of audiences.

5 South African credit hrs

**Introduction to Psychology** (GE 101D) will help students develop a foundation of basic knowledge to help them in better understanding the human psychological facets that include, core psychological concepts and processes.

9 South African credit hrs

**Psychology** (PSX 101) is a study of the subject matter and methods of psychology as a science. The student will study human development and the physiological basis for behavior, personality,

learning, sensation, perception, motivation, emotion, adjustment for mental health, abnormal behavior, and social psychology. Such a study will provide the basis for a better understanding of one's own behavior and that of others.

**Marriage & Family** (GE 102D) focuses on a Biblical model of marriage and family life. It will introduce proven methods, which empower families to grow in grace. A clear look at family of origin and culture values will be explored to understand their influence on today's choices.

7 South African credit hrs

**World Religions** (GE 103D)

8 South African credit hrs

**Social Science and Work** (MMX 110) introduces students to the concepts of work, vocation, and human well-being from the perspective of the social sciences.

**Computer & Typing Skills** (GE 111D) equips students to competently operate essential computer software, like word processors, spreadsheets, and PowerPoint presentations, while understanding the fundamentals of computer operations involving common operating systems and security features.  
5 South African credit hrs

**English** concentrates on increasing the student's comprehension of written English. Parts of speech are reviewed. Reading comprehension exercises help improve their skills.  
6 South African credit hrs

**Wesleyan Church History & Discipline** (CH 200D) studies the history and Discipline of the Wesleyan Church. Attention is given to the formation of the Emmanuel Wesleyan Church in Southern Africa.  
9 South African credit hrs

**Research Writing** (GE 201D) equips students to research, develop, and write academic research papers. It includes finding, evaluating, and properly using sources from the library and elsewhere. Student develop skills in writing different kinds of research papers.  
7 South African credit hrs

**Philosophy & Ethics** (PHX 201) is designed to provide a framework to assist in the philosophy of making an ethical decision and will provide insight into various thought processes and how segments of society arrive at their values. The course will help solidify what you believe and help you to express and defend your beliefs.

**Sociology** (SOX 201) introduces the basic principles and issues in the field of sociology – the study of human interaction. It helps students see the need for critical thinking about the social world, gain familiarity with basic sociological concepts, confront social change, plan for the future, and clarify their own values so they can appreciate how Christian faith is transmitted through human interaction.

**Christian Ethics** (GE 201D) is an application of Christian belief in matters of personal and social morals with the emphasis on the African context. Topics such as oppression, polygamy, hunger and rural development will be discussed. Prerequisites: Introduction to Psychology, Introduction to Theology, Theology I & II.  
9 South African credit hrs

**African Traditional Religions** (GE 300D) studies the nature of African traditional religion, belief in minor deities, ancestral cults and reincarnation, priesthood, rites of passage, oracles and divinations, secret societies, charms, and magic (mutis), witchcraft and the future of African traditional religion. A key component of the course helps the African pastor and worker to be better equipped to present the gospel to meet the needs of adherents of ATR. The course examines ATR in the context of spiritual warfare. Prerequisites: Introduction to Theology, Theology I & II, Church History, Leadership in the Church.  
9 South African credit hrs

**General Church History** (CH 300D) studies a brief history of the Christian church. Special attention is given to the history of the Wesleyan Church in Africa. Prerequisites: Wesleyan Church History & Discipline, World Religions.  
9 South African credit hrs

**General Church History** (HIX 301) provides a general survey of the Christian church from the New Testament to the present and deals with important persons, movements, and doctrinal developments.

**African Church History** (CH 301D) is a study of the Christian Church in Africa with special emphasis on the church in southern African from the first missionary visit to the present. Territorial expansion, numerical growth and changing role of the church in southern Africa is explored. Prerequisites: Wesleyan History & Discipline, World Religions.  
9 South African credit hrs

**Wesleyan History & Discipline** (HIX 403) is an introduction to the Discipline and a survey of the historical development of The Wesleyan Church. The student will be introduced to the doctrines, standards, practices, and procedures that govern the church and the theological, historical, and

sociological factors which have shaped the development of the denomination.

## **BIBLE & THEOLOGY COURSES**

**Old Testament Survey** (BIB 100D) is a foundational course in Bible providing an overview of the Old Testament books. Attention is given to authorship, dating, historical background, important persons, and major messages of each book. It covers the history of the Hebrew nation through its development, fall, exile and restoration.

8 South African credit hrs

**Old Testament Introduction** (OTX 101) enables the student to gain a clearer understanding of the Old Testament as whole, as well as its parts.

**Pentateuch** (BIB 201D) analytically explores the first five books of the Old Testament, with a deliberate emphasis on the book's authorship, date, unity, and canonical status. Careful examination is placed on the unifying theme of the Pentateuch, the creation account, the flood, the origin of the nation of Israel, its religious establishment, and the recounting of its history under Moses. Prerequisite: Old Testament Survey.

9 South African credit hrs

**Pentateuch** (OTX 205) is a special study of the first five books of the Bible, giving students insight into God's dealings with primitive people and how these books are definitive for the rest of Scripture.

**Poetry** (OTX 206) studies the books of Job, Psalms, Proverbs, Ecclesiastes, and the Canticles (Song of Solomon) studying the characteristics of wisdom literature, noting its contribution to the Old Testament.

**Minor Prophets** (OTX 208) is a study of the Minor Prophets (also called "The Book of the Twelve") with an emphasis on their historical setting, literary structure and contemporary meaning.

**New Testament Introduction** (NTX 101) enables the student to gain a clearer understanding of the New Testament as a whole, as well as its parts.

**Life & Teaching of Jesus** (BIB 101D) provides a historic view of the life of Christ with particular

interest in the three years of his public ministry. His teachings as concentrated in the kingdom discourses and parables are also a major interest.

7 South African credit hrs

**New Testament Survey** (BIB 102D) surveys the 27 books as to authorship, date and main purpose of each book, the 400 years of intertestamental period, and the life of Christ. The development of the early church is highlighted.

8 South African credit hrs

**Acts** (BIB 200D) studies the birth of the Church on the day of Pentecost and the following events. The acts of the Holy Spirit through the lives of the apostles are seen to thrust the Church into missionary expansion. Prerequisite: New Testament Survey.

9 South African credit hrs

**Pastoral Epistles** (BIB 202) is a vitally important study for upcoming pastors and church leaders as it looks at the writings of the Apostle Paul to Timothy and Titus. It aims at recapturing the passion and concern the apostle had for the spiritual and ministry welfare of those he nurtured in the Lord. Prerequisites: New Testament Survey, Acts, Pastoral Ministry.

9 South African credit hrs

**Life of Christ** (NTX 205) gives the student a clear understanding of the message and life of Jesus Christ, providing experience in the discipline of engaging in practical theology that leads to ongoing Bible study and lesson preparation.

**Acts** (NTX 206) studies the New Testament Church as found in the book of Acts, relates to the redemptive ministry of Christ and His selection and training of disciples who were to become the apostles of the New Testament Church.

**Romans & Galatians** (BIB 300D) looks at Paul's letters to churches in Rome and Galatia as the early church developed its theology. It covers thoroughly key theological issues pertinent to salvation, such as sin, justification, adoption and sanctification. Prerequisites: New Testament Survey, Acts, Pastoral Epistles

9 South African credit hrs

**Introduction to Theology** (THE 100D) is a study enabling the student to enter the field of theology with an overview of the basic doctrinal themes of the Bible from a Wesleyan/Evangelical perspective. Further, it studies what Evangelicals believe about the Bible, Jesus, God, Man, the Holy Spirit and the Church. An attempt is made to build a theology that is both biblical and African.  
9 South African credit hrs

**Introduction to Theology** (THX 101) examines the field of Christian doctrine. The course surveys the general field of theology and is a study in basic beliefs and why we believe as we do.

**Theology I** (THE 101D) studies the sources and methods of theology, cannon and inspiration of scriptures, the doctrines of man, God, Christ and the Holy Spirit and the fall of man. Prerequisites: Introduction to Theology.  
9 South African credit hrs

**Theology II** (THE 200D) studies sin, original sin, atonement, regeneration and entire sanctification. The course also looks at the doctrine of the church and the doctrine of eschatology (the last things). Prerequisites: Introduction to Theology, Theology I.  
9 South African credit hrs

**Doctrine of Holiness** (THE 300D) is a survey of the doctrine of holiness from a biblical perspective. It discusses what holiness is, who can be holy, how holiness can be attained, when holiness can be attained, why holiness should be attained, and how holiness relates to ministry. Prerequisites: Introduction to Theology, Theology I & II, Wesleyan Church History & Discipline.  
9 South African credit hrs

**Advanced Theology** (THX 301) builds on what was learned in Introduction to Theology and digs deeper into theology from a Wesleyan perspective.

**Doctrine of Holiness** (THX 411) provides the student with a better intellectual understanding of the Wesleyan doctrine of holiness, for their own benefit and for those among whom they minister.

## MINISTRY COURSES

**Introduction to Christian Education** (CE 100D) prepares students to organize and lead Christian Education initiatives in the church. The course covers such topics as recruiting and training Christian Education workers, curriculum planning, age level departmentalization, and evaluation.  
9 South African credit hrs

**Spiritual Formation** (PTH 101D) is designed to aid the new student in developing spiritual maturity. It looks at the basic characteristics of a mature Christian and then examines the spiritual disciplines of the Christian life. It challenges the student to adopt an ongoing devotional lifestyle that will produce the characteristics of a mature Christian.  
8 South African credit hrs

**Methods of Bible Study** (BTX 101) is an introduction to hermeneutics, the art of biblical interpretation, through the study of the principles of induction, the development of skills, and the use of various reference tools which are applied to specific books of the Bible.

**Work and the Bible** (MMX 101) provides a survey of what the Bible says about work, considering the identity and character of the worker, exploring the nature and importance of work, the money generated, as well as considering the workplace, in terms of its challenges and opportunities.

**Inductive Bible Study** (PTH 103D) introduces the principles of methodical, inductive study of Bible texts: observation, interpretation, evaluation, application and correlation. This course is designed to direct the student in a careful systematic examination of the word of God as to rightly interpret its meaning. Hermeneutical principles will be studied and applied.  
9 South African credit hrs

**Introduction to Marketplace Ministry** (MMX 150) provides students with an overview of the calling, vocation, mission, and work of marketplace ministers.

**Leadership in the Marketplace** (MMX 175) prepares students to lead in the marketplace and ministry settings by exploring four key areas of

leadership development: defining effective leadership, people management, organizational health, and leading change.

**Methods of Bible Teaching** (CE 200D) is an introduction to the basic principles and methods of teaching, with special attention to the characteristics and needs of the learners at different levels of development and education. It aims at equipping students with the practical skills of preparing lesson plans and using creative teaching methods. Prerequisite: Introduction to Christian Education. 9 South African credit hrs

**Pastoral Counselling** (PTH 200D) is a basic course in counseling that studies basic forms of pastoral counseling and practices such techniques as listening, interviewing and bringing correction. Special attention is given to help the student to understand his/her own values and attitudes, and how these things affect the counseling outcome. Prerequisite: Marriage & Family. 9 South African credit hrs

**Models of Marketplace Ministry** (MMX 201) provides a survey of contemporary marketplace ministry models.

**Christian Education** (CEX 201) introduces the educational ministry of the church. Special attention is given to four broad topics: biblical, theological, and philosophical foundations; aspects of the teaching/learning process; the needs, abilities, and special considerations of teaching various groups of people; and the organization and design of the Christian education ministries of the local church.

**Principles of Hermeneutics** (PTH 201D) helps the student see the relationship of hermeneutics to other fields of biblical studies, including the canon of Scripture and moves to a consideration of the meaning and scope of inerrancy. A summary of the processes involved in interpretation and application of a biblical text are learned. Attention is given to the four main analyses of interpretation: historical-cultural-contextual, lexical, theological, and literary. The student is given the opportunity to practice these analyses through assignments. Prerequisites: Oral Communication, Inductive Bible Study, Introduction to Theology, Theology I. 9 South African credit hrs

**Children's Ministry** (CE 201D) is designed to help students understand child development and ways of ministering to children in the home and church. Various ministries such as family Bible hour, Holiday Bible School and children's church are studied. Prerequisites: Introduction to Christian Education, Methods of Bible Teaching. 9 South African credit hrs

**Pastoral Ministry** (PTH 202D) explores the shepherding aspects of pastoral ministry including various types of services such as worship services, prayer meetings, baptisms, baby dedications, the Lord's supper, weddings, and funerals are taught. The pastor's visitation and counseling ministry are also discussed. Prerequisites: Marriage & Family, Introduction to Theology, Theology I, Introduction to Psychology, Pastoral Counselling. 9 South African credit hrs

**Spiritual Formation** (CEX 202) is designed for the personal and spiritual growth of the minister. It explores the biblical and historical foundations of the spiritual life, as well as methodologies and resources for developing Christian spirituality in the lives of others in cooperation with the work of the Holy Spirit.

**Principles of Homiletics** (PTH 203D) provides guidelines for sermon preparation and delivery are given. textual and topical sermons are analyzed and distinguished. The student is given the opportunity to prepare and preach each and be evaluated. Prerequisite: Inductive Bible Study. 9 South African credit hrs

**Youth Ministry** (CE 300D) equips students to understand the emotional, social, and spiritual needs of youth and to minister appropriately to them. Attention is given to local church youth ministry, youth camps, and youth ministry teams. Prerequisites: Introduction to Christian Education, Introduction to Psychology, Oral Communication. 9 South African credit hrs

**Introduction to Entrepreneurship** (PTH 300D) focuses on understanding basic entrepreneurial concepts, the entrepreneurial mindset, and developing entrepreneurial skills through hands-on learning. The course emphasizes the entrepreneurial process and the application of this



process to a broad range of business contexts. The course also addresses creativity, securing resources, team building, communication, and leadership.

9 South African credit hrs

**Pastoral Counselling** (PSX 301) considers the duties of a pastor in assisting persons in need, considering the work of the pastor from both a psychological and theological frame of reference.

**Introduction to Homiletics** (PMX 301) provides a combination of theory and practice in the preparation and delivery of sermons. Analysis of sample sermons occurs with suggestions for finding and filing sermon resource material.

**Leadership in the Church** (PTH 301D) studies leadership and management principles for effective leadership in the church and its organizations. Attention is given to determining clearly defined purposes and goals, ways of achieving them, and building a team of people to accomplish them.

9 South African credit hrs

**Global and Intercultural Ministries** (MIX 301) provides an overview of the history, theology, and practice of cross-cultural mission theory, including local church involvement in cross-cultural ministry.

**Worship** (THX 302) includes a study of the biblical, theological, historical, and contemporary elements of Christian worship, such as Scripture, music, sacraments, liturgy, prayer, and the ministry of the Word.

**Cross Cultural Communication** (PTH 302D) Prerequisites: Oral Communication, Introduction to Psychology, Christian Ethics.

9 South African credit hrs

**Evangelism/Church Health** (PMX 302) is intended to ignite a passion to share Christ's love with others. Students actively engage in personal evangelism work under the leading of the Holy Spirit with guided, purposeful reflection on evangelism techniques and methodologies, church health, and church planting.

**Expository Preaching** (PMX 303) provides tools and techniques for biblically based preaching and

provides practice in preparing various types of expository sermons from select scripture passages.

**Community Transformation** (PTH 303D) explores the practice of community development and helps students cultivate their skills in problem diagnosis, problem solving and community-building initiatives via the analysis of case studies on topics such as literacy and education, health care, seniors, youth, global development, policing, and justice, and building of community cultures. Prerequisites: Cross-Cultural Communication, Christian Ethics, Introduction to Entrepreneurship, Leadership in the Church.

7 South African credit hrs

**Corporate Evangelism & Church Planting** (PTH 304D) presents how to relate to an individual and lead that person to salvation through Jesus Christ. Students are exposed to various methods of evangelism, church planting and a key part of the course. Prerequisites: Introduction to Christian Education, Community Transformation, Principles of Hermeneutics, Cross-Cultural Communication.

9 South African credit hrs

**Ministry of Discipleship** (PTH 305D) focuses on the development of the spiritual life in the church, how to build a strong foundation in the lives of church members and how to mentor key leaders in helping to lead the church to spiritual growth. The focus is on developing others- new Christians, older Christians, members, leaders and potential leaders in the church. Prerequisites: Introduction to Christian Education, Children's Ministry, Youth Ministry, Introduction to Theology, Theology I & II, Doctrine of Holiness, Methods of Bible Teaching.

9 South African credit hrs

**Pastoral Ministries** (PMX 401) provides a survey of the tasks which accompany pastoral ministry in a local church setting. Emphasis is placed on pastors as persons as well as the competencies needed for contemporary ministry.

**Church Leadership/Management** (CEX 401) introduces the student to basic principles of church leadership, church management, and parliamentary law.

**Capstone** encompasses aspects of spiritual formation including chapel, discipleship, missions, evangelism, mentorship and counselling.  
2 South African credit hrs

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